



# MENDOCINO COUNCIL OF GOVERNMENTS

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

NEPHELE BARRETT, EXECUTIVE DIRECTOR

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

## AGENDA

**Monday, December 7, 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: 899 6420 8413      Passcode: 927235

### 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. Recognition of Retiring Board Member – Richey Wasserman
6. **Public Hearing:** Unmet Transit Needs for Fiscal Year 2021/22 – Including Social Services Transportation Advisory Council (SSTAC) Recommendations of November 16, 2020
7. **Public Hearing:** Adoption of Public Participation Plan Update
8. Regional Early Action Planning (REAP) Grant Funds from California Department of Housing & Community Development
  - a. Adoption of Resolution #M2020-10 Authorizing REAP Funds
  - b. Adoption of Resolution #M2020-11 Amending Fiscal Year 2020/21 Budget to Receive and Allocate REAP Program Grant Funds
9. Discussion/Direction: 2021 MCOG Board Calendar

**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.

10. Approval of November 2, 2020 Minutes
11. Approval of Second Amendment to Fiscal Year 2020/21 Transportation Planning Overall Work Program (OWP)
12. Authorization to Apply for Fiscal Year 2021-22 Sustainable Transportation Planning Grants with MCOG as Lead Agency
13. Adoption of Resolution M2020-\_\_\_\* Approving the Updated Title VI Program and Associated Limited English Proficiency Plan, Authorizing the Executive Director To Execute Policy on Behalf of MCOG, and Appointing a Title VI Coordinator
14. Appointments to Social Services Transportation Advisory Council (SSTAC)

**RATIFY ACTION**

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

**REPORTS**

16. 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. Financial Update – Budget Revenues
    - ii. Reminder: Form 700 Statements of Economic Interest due in 2021 – *verbal report*
    - iii. Miscellaneous
    - iv. Next Meeting Date – Monday, February 1, 2021
  - f. MCOG Planning Staff
    - i. Proposals for 2021/22 Transportation Planning Overall Work Program (OWP) – *verbal*
    - ii. Draft Mendocino County Coordinated Public Transit-Human Services Transportation Plan
    - iii. Miscellaneous
  - g. MCOG Directors
  - h. California Association of Councils of Governments (CALCOG) Delegates

## ADJOURNMENT

### 17. 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 11.30.2020

\* Next Resolution Number: M2020-12





# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

**Agenda # 6**  
Regular Calendar  
MCOG Meeting  
12/7/2020

**TITLE:** FY 2021/22 Unmet Transit Needs Public Hearing

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

**DATE PREPARED:** 11/23/2020

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### **BACKGROUND:**

Purpose of this public hearing: The Transportation Development Act (TDA) requires that before any Local Transportation Funds are allocated for streets and roads purposes (unallocated revenues at fiscal year end), a process is conducted to identify any “unmet transit needs” that might be “reasonable to meet” for funding. This procedure has been followed annually by MCOG.

Since MCOG established a Local Transportation Fund (LTF) Reserve fund in 1999, excess funds have not been allocated at year end, but instead are carried forward to future budgets. However, there has been a general consensus of the MCOG Board, staff and stakeholders to continue identifying unmet transit needs annually. Our last two TDA performance audits commended MCOG for conducting the formal process. It allows for public input that is useful in assessing which transit services should be provided. It provides a focus for the SSTAC’s annual workshop and satisfies the TDA requirement for a citizen participation process (Sec. 99238.5).

Testimony received for this hearing: The Social Services Transportation Advisory Council (SSTAC), a standing committee of MCOG, met for the annual Unmet Transit Needs workshop on November 16. The SSTAC recommended a list of nine needs developed in the workshop; considered and endorsed 5 needs from public input heard at MTA board meetings during the year; for a total of 14 needs, attached. Issues raised included assisted services, non-emergency medical transportation, mobility solutions for remote communities, fixed-route service for specified communities, increased trips on major highway corridors, and restoring COVID-related service cuts.

The SSTAC’s duties also include advising MCOG on any other transportation issues. This year, there were no new recommendations.

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### **ACTION REQUIRED:**

The following process fulfills TDA requirements.

#### **Finding of Proper Notice:**

The Board makes the finding, by motion and vote, that a proper 30-day notice has been given. The notice of public hearing was published by the Ukiah Daily Journal (November 6), The Willits News (November 11), Fort Bragg Advocate-News (November 12), and Independent Coast Observer (November 19). Proofs of publication are attached. Only one notice of general circulation is required, met by the Ukiah paper. The notice has been posted on our web site and emailed to a list of interested stakeholders. Also it was announced at the SSTAC public meeting with participants in the draft Coordinated Plan discussion. These actions more than meet the requirement.

#### **Public Hearing:**

The Chair opens the public hearing. Staff reports any written testimony received for the record, including findings of the SSTAC’s November 16, 2020 workshop. A list of identified needs is

attached, including unmet needs from public input received by Mendocino Transit Authority. Public testimony is received. The hearing is closed.

**Board Action:**

The Board of Directors then determines whether any of the testimony received appears to be an “unmet transit need” according to the attached definitions adopted by MCOG, pending further analysis. The two main options for a motion are:

- 1) *"The testimony heard includes Unmet Transit Needs that appear to qualify under MCOG's adopted definitions, and those needs are directed to Mendocino Transit Authority for analysis and for further review and recommendations by the SSTAC and the Transit Productivity Committee."*
- 2) *"The testimony heard does not include any Unmet Transit Needs that appear to qualify under MCOG's adopted definitions, therefore there are no unmet transit needs found for fiscal year 2020/21, and the annual process is concluded."*

If the finding is “yes,” testimony does include unmet needs, the list of needs is directed to MTA to prepare an analysis that may include operational costs, ability to provide service, and prioritization of needs. Finally the analysis would go to MCOG’s Transit Productivity Committee (TPC), in April or May 2021, for a recommendation to MCOG on which, if any, needs are “reasonable to meet” for inclusion in MTA’s 2021/22 Transit Claim, due to MCOG April 1, 2021. The analysis and recommendation also would be discussed by the SSTAC. In June, when MCOG allocates funds to the transit claim, a finding of “reasonableness” is made.

If none of the testimony qualifies as an “unmet transit need,” the Board makes a finding that “there are no unmet transit needs” and the annual process is ended. (Rarely, if ever, is this the case.)

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**ALTERNATIVES:**

The Board may cancel or postpone this already noticed hearing. – *not recommended*

Also note TDA Sec. 99238.5(b): *“In addition to public hearings, the transportation planning agency shall consider other methods of obtaining public feedback on public transportation needs. Those methods may include, but are not limited to, teleconferencing, questionnaires, telecanvassing, and electronic mail.”* In this case we have used e-mail and MCOG’s website.

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**RECOMMENDATION:**

Staff recommends that the Board:

- 1) Make a finding of proper notice and hear the staff report.
- 2) Hold the public hearing.
- 3) After hearing all testimony, make a finding that:

*"The testimony heard includes Unmet Transit Needs that appear to qualify under MCOG's adopted definitions, and those needs are directed to Mendocino Transit Authority for analysis and for further review and recommendations by the Transit Productivity Committee and Social Services Transportation Advisory Council."*

Enclosures:

SSTAC Recommendations of 11/16/2020  
MCOG’s “Unmet Transit Needs” and “Reasonable to Meet” Process  
Notice of Public Hearing and Proofs of Publication



# MENDOCINO COUNCIL OF GOVERNMENTS

FY 2021/22 Unmet Transit Needs  
Recommended by  
MCOG's Social Services Transportation Advisory Council

Identified at Annual SSTAC Workshop  
(not in any order of priority)

November 16, 2020

## Needs Identified by SSTAC:

1. Non-emergency medical transportation for patients discharged from hospitals during transit service off-hours
2. Wednesday service for Ukiah Senior Center
3. Brooktrails fixed-route service
4. Willits weekday door-through-door service after 4pm and weekend service
5. Restoration of COVID-related temporary service cuts
6. Fixed-route service to Hopland
7. Fixed-route service to Potter Valley
8. Service to Covelo and Laytonville
9. Mobility solutions for remote communities.

## Needs Identified by Mendocino Transit Authority (MTA):

1. Full service the day after Thanksgiving holiday
2. Additional Ukiah-Hopland round trip
3. Research on clean mobility grants for bikes and scooters
4. Resumption of Route 65 service
5. Round-trip service from Ukiah to South Coast and from Ukiah to Fort Bragg/Mendocino

**TOTAL of 14 Recommended Unmet Transit Needs**





Adopted by MCOG  
11/2/92  
Revised by MCOG  
12/7/98

## MENDOCINO COUNCIL OF GOVERNMENTS

### “Unmet Transit Needs” and “Reasonable to Meet” Process

#### Introduction

The stated intent of the Legislature in passing the Transportation Development Act (TDA) was to provide funding for transit, which would provide an essential public service through a balanced transportation system. The TDA administrative code specifically states, “it is the intent of the Legislature to improve existing public transportation services and encourage regional public transportation coordination.” The Public Utilities Code, in Article 2, Section 99220 provides even more succinctly: “to encourage people to use public transportation rather than private vehicles.”

Prior to using TDA funds for street and road improvements, Sections 99401.5 and 99401.6 of TDA require the Regional Transportation Planning Agency to hold a public hearing and make a determination that there are no unmet transit needs that can reasonably be met within the area of a county, city or eligible operator. As a result, the RTPA has the responsibility and authority to determine what constitutes unmet transit needs and whether or not such unmet transit needs can reasonably be met.

The Mendocino Council of Governments (MCOG), acting in its official capacity as the designated Regional Transportation Planning Agency for Mendocino County, accomplishes this in part through a public hearing process conducted by MCOG taking into account the recommendations of the Social Services Transportation Advisory Council and other various factors in the transportation planning process.

#### Definitions

The following definitions of “Unmet Transit Need” and “Reasonable to Meet” have been adopted by the Mendocino Council of Governments.

The unmet needs and reasonableness policies apply to new proposed services. Existing services will be evaluated through the existing performance standard policies established by MCOG, and reviewed by the Transit Productivity Committee.

1. Unmet Transit Need: Whenever a need to transport people is not being satisfied through existing public or private resources.
2. Reasonable to Meet: It is reasonable to meet a transit need if all of the following conditions prevail:

“Unmet Transit Needs” and “Reasonable to Meet” Process

Page 2 of 2

12/7/98

- a) Service will be capable of meeting the Transportation Development Act fare revenue/operating cost requirements and established MCOG criteria for new services
- b) Transit services designed or intended to address an unmet transit need shall not duplicate transit services currently provided either publicly or privately
- c) The claimant this is expected to provide the service shall review, evaluate and indicate that the service is operationally feasible, and vehicles shall be currently available in the market place
- d) Funds are available, or there is a reasonable expectation that funds will become available.

/le  
/jmo

**Ukiah Daily Journal**

617 S. State St  
Ukiah, California 95482  
(707) 468-3500  
sfullbright@ukiahdj.com

2117222

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

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

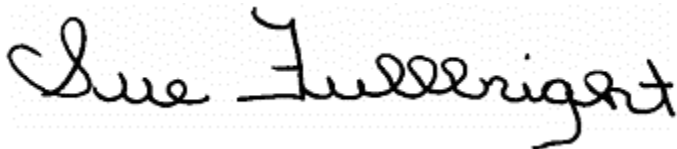
**STATE OF CALIFORNIA  
COUNTY OF MENDOCINO**

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

**11/06/2020**

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

Dated at Ukiah, California,  
November 6th, 2020



Sue Fullbright, LEGAL CLERK

Legal No. **0006531007**

**4782-20 11-6/20  
NOTICE of PUBLIC HEARING**

**Unmet Transit Needs**

Monday, December 7, 2020, the Mendocino Council of Governments (MCOG) will meet at 1:30 p.m. or as soon thereafter as possible, by remote teleconference pursuant to the Governor's Executive Order N-29-20, and consider the following item.

MCOG will consider needs for public transportation services that would benefit a significant number of people and are not currently provided. This hearing applies to transportation service needs for fiscal year July 1, 2021 through June 30, 2022. In addition to new public testimony, MCOG will hear needs reported to Mendocino Transit Authority during the past year, and findings of MCOG's Social Services Transportation Advisory Council. Issues may include but are not limited to: 1) transit services for the elderly, people with disabilities, and low-income or economically disadvantaged persons; 2) adequacy of both private and public transportation services, and 3) service improvements needed to meet expected travel demand.

All interested persons may present testimony at this hearing. For more information on how to participate in the teleconference call or to submit written testimony in advance, contact the MCOG office at 707-463-1859 or visit [www.mendocinocog.org/meetings](http://www.mendocinocog.org/meetings).

Janet M. Orth

MCOG Deputy Director/CFO

**The Willits News**

77 W Commercial Street  
PO Box 628  
Willits, CA 95490  
707-459-4643

2117222

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

**PROOF OF PUBLICATION**

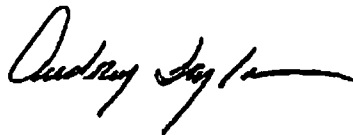
**STATE OF CALIFORNIA  
COUNTY OF MENDOCINO**

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of The Willits News, a newspaper of general circulation, printed and published Every Wednesday and Friday in the City of Willits, California, County of Mendocino, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California, in the year 1903, Case Number 9150; that the notice of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

11/11/2020

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

Dated at Willits, California this 11th day of November, 2020.



Signature

Legal No. 0006531026

WN20-312  
NOTICE of PUBLIC HEARING  
**Unmet Transit Needs**  
Monday, December 7, 2020, the Mendocino Council of Governments (MCOG) will meet at 1:30 p.m. or as soon thereafter as possible, by remote teleconference pursuant to the Governor's Executive Order N-29-20, and consider the following item.

MCOG will consider needs for public transportation services that would benefit a significant number of people and are not currently provided. This hearing applies to transportation service needs for fiscal year July 1, 2021 through June 30, 2022. In addition to new public testimony, MCOG will hear needs reported to Mendocino Transit Authority during the past year, and findings of MCOG's Social Services Transportation Advisory Council. Issues may include but are not limited to: 1) transit services for the elderly, people with disabilities, and low-income or economically disadvantaged persons; 2) adequacy of both private and public transportation services, and 3) service improvements needed to meet expected travel demand.

All interested persons may present testimony at this hearing. For more information on how to participate in the teleconference call or to submit written testimony in advance, contact the MCOG office at 707-463-1859 or visit [www.mendocinocog.org/meeetings](http://www.mendocinocog.org/meeetings).  
s/Janet M. Orth  
MCOG Deputy Director/CFO

11/11/2020

**Fort Bragg Advocate-News**

690 S. Main Street  
Fort Bragg, California 95437  
707-964-5642

2117222

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

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

**STATE OF CALIFORNIA  
COUNTY OF MENDOCINO**

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the Office Clerk of the Fort Bragg Advocate-News, a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California under the date of May 9, 1952 - Case Number 9151, that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been printed in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates:

11/12/2020

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

Dated at Fort Bragg, California,  
November 12th, 2020

*Catherine Stanley*

Catherine Stanley, LEGAL CLERK

Legal No. 0006531029

**FB20-313  
NOTICE of PUB-  
LIC HEARING  
Unmet Transit  
Needs**

Monday, De-  
cember 7, 2020,  
the Mendocino  
Council of Gov-  
ernments  
(MCOG) will  
meet at 1:30  
p.m. or as soon  
thereafter as  
possible, by re-  
mote telecon-  
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suant to the  
Governor's Ex-  
ecutive Order  
N-29-20, and  
consider the  
following item.

MCOG will con-  
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public transpor-  
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that would ben-  
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provided. This  
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to transpor-  
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year July 1, 2021  
through June  
30, 2022. In ad-  
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with disabili-  
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income or eco-  
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persons; 2) ade-  
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private and  
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tation services.

and 3) service improvements needed to meet expected travel demand.

All interested persons may present testimony at this hearing. For more information on how to participate in the teleconference call or to submit written testimony in advance, contact the MCOG office at 707-463-1859 or visit [www.mendocinocog.org/meetings](http://www.mendocinocog.org/meetings).

s/Janet M. Orth  
MCOG Deputy  
Director/CFO

11/12/2020



## MENDOCINO COUNCIL OF GOVERNMENTS

### STAFF REPORT

**Agenda # 7**  
Regular Calendar  
MCOG Meeting  
12/7/2020

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**TITLE:** Public Participation Plan Update & Public Hearing

**DATE PREPARED:** 11/24/20

**MEETING DATE:** 12/07/20

**SUBMITTED BY:** James Sookne, Program Manager

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#### BACKGROUND:

The 2005 federal transportation bill, Safe, Accountable, Flexible, and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU), emphasized the importance of public participation as part of the transportation planning process. The bill established the requirement for a public participation plan to be used by the Regional Transportation Planning Agencies in their planning processes. These requirements were included in the current federal transportation bill, the Fixing America's Surface Transportation (FAST) Act, passed in 2015.

To comply with SAFETEA-LU, MCOG adopted a public participation plan in November 2008. As part of the current update to the Regional Transportation Plan (RTP), staff felt that it was appropriate to update the public participation plan to reflect existing conditions.

Per the federal transportation bill, the public participation plan is to be made available for public review and comment for 45 days prior to adoption at a public hearing. Notice of the public review period and hearing was published in four newspapers throughout the county between October 21 and October 23.

The plan that is before the Board for consideration today is designed to act as a menu of options available for use in public outreach strategies. It allows flexibility as the appropriate level of and approach to outreach varies from one project to another.

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#### ACTION REQUIRED:

##### 1. Finding of Proper Notice:

The Board makes the finding, by motion and vote, that a 45-day notice has been given. The notice of public review period and hearing was published by the Ukiah Daily Journal (October 21), The Willits News (October 21), Fort Bragg Advocate-News (October 22), and Independent Coast Observer (October 23). Proofs of publication are attached. The notice was also posted on our web site.

##### 2. Public Hearing:

The Chair opens the public hearing. Staff reports any written comments received for the record during the 45-day period. Public comments are received. The hearing is closed.

##### 3. Board Action:

The Board then determines whether or not to adopt the updated Public Participation Plan.

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#### ALTERNATIVES:

The Board may cancel or postpone this already noticed hearing (not recommended). The Board may also propose changes to the Public Participation Plan prior to adoption.

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**RECOMMENDATION:**

Staff recommends that the Board:

- 1) Make a finding of proper notice and hear the staff report.
- 2) Hold the public hearing.
- 3) Adopt the updated Public Participation Plan.



**Ukiah Daily Journal**

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Ukiah, California 95482  
(707) 468-3500  
advertising@record-bee.com  
3748390

MENDOCINO COUNCIL OF GOVERNMENTS  
367 NORTH STATE ST. STE 204  
UKIAH, CA 95482

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

**STATE OF CALIFORNIA  
COUNTY OF MENDOCINO**

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

**10/21/2020**

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

Dated at Ukiah, California,  
November 10th, 2020



Molly E. Lane, LEGAL CLERK

Legal No. **0006525054**

10-21/20

**PUBLIC NOTICE**  
**Draft Public Participation Plan**  
**45 Day Public Review Period**  
**NOTICE IS HEREBY GIVEN** that the Mendocino Council of Governments (MCOG), the regional transportation planning agency for Mendocino County, has prepared a draft Public Participation Plan, which establishes methods and tools to be used by MCOG for public and agency involvement and outreach in relation to the transportation planning process. The draft Plan may be found on the MCOG website at [www.mendocinocog.org](http://www.mendocinocog.org). Comments may be submitted to MCOG at 525 S. Main St., Suite G, Ukiah, CA 95482, or by email to [ellard@dbcteam.net](mailto:ellard@dbcteam.net). A public hearing will be held by MCOG to adopt the Public Participation Plan on **December 7, 2020 at 1:30 p.m.** or soon thereafter. During the ongoing health pandemic, all MCOG meetings will be conducted by teleconference (audio and/or video) pursuant to the Governor's Executive Order N-29-20. Agendas and meeting materials will be posted to MCOG's website at [www.mendocinocog.org](http://www.mendocinocog.org) under the "meetings" tab. For further information, please contact Loretta Ellard, Deputy Planner, at 707-234-3434 or visit the MCOG website.  
10/21/2020

**The Willits News**

77 W Commercial Street  
PO Box 628  
Willits, CA 95490  
707-459-4643  
  
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367 NORTH STATE ST. STE 204  
UKIAH, CA 95482

**PROOF OF PUBLICATION**

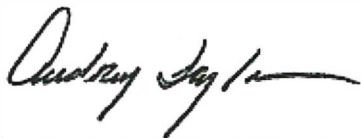
**STATE OF CALIFORNIA  
COUNTY OF MENDOCINO**

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of The Willits News, a newspaper of general circulation, printed and published Every Wednesday and Friday in the City of Willits, California, County of Mendocino, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California, in the year 1903, Case Number 9150; that the notice of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

**10/21/2020**

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

Dated at Willits, California this 21th day of October, 2020.



Signature

Legal No. **0006524038**

WN20-302

**PUBLIC NOTICE**  
**Draft Public Participation Plan**  
**45 Day Public Review Period**  
**NOTICE IS HEREBY GIVEN** that the Mendocino Council of Governments (MCOG), the regional transportation planning agency for Mendocino County, has prepared a draft Public Participation Plan, which establishes methods and tools to be used by MCOG for public and agency involvement and outreach in relation to the transportation planning process. The draft Plan may be found on the MCOG website at [www.mendocinocog.org](http://www.mendocinocog.org).  
Comments may be submitted to MCOG at 525 S. Main St., Suite G, Ukiah, CA 95482, or by email to [lellard@dbcteam.net](mailto:lellard@dbcteam.net). A public hearing will be held by MCOG to adopt the Public Participation Plan on **December 7, 2020 at 1:30 p.m.** or soon thereafter. During the ongoing health pandemic, all MCOG meetings will be conducted by teleconference (audio and/or video) pursuant to the Governor's Executive Order N-29-20. Agendas and meeting materials will be posted to MCOG's website at [www.mendocinocog.org](http://www.mendocinocog.org) under the "meetings" tab. For further information, please contact Loretta Ellard, Deputy Planner, at 707-234-3434 or visit the MCOG website.

10/21/2020

**Fort Bragg Advocate-News**

690 S. Main Street  
Fort Bragg, California 95437  
707-964-5642

2114452

MENDOCINO COUNCIL OF GOVERNMENTS  
ATTN: JONI ROUMIQUIERE  
525 S MAIN ST STE G  
UKIAH, CA 95482

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

**STATE OF CALIFORNIA  
COUNTY OF MENDOCINO**

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the Office Clerk of the Fort Bragg Advocate-News, a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California under the date of May 9, 1952 - Case Number 9151, that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been printed in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates:

10/22/2020

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

Dated at Fort Bragg, California,  
October 22th, 2020

  
Catherine Stanley, LEGAL CLERK

Legal No. 0006523961

PUBLIC NOTICE  
Draft Public  
Participation  
Plan - 45 Day  
Public Review  
Period  
NOTICE IS  
HEREBY GIVEN  
that the  
Mendocino  
Council of  
Governments  
(MCOG), the re-  
gional transpor-  
tation planning  
agency for  
Mendocino  
County, has  
prepared a  
draft Public  
Participation  
Plan, which es-  
tablishes meth-  
ods and tools to  
be used by  
MCOG for pub-  
lic and agency  
involvement  
and outreach in  
relation to the  
transportation  
planning proc-  
ess. The draft  
Plan may be  
found on the  
MCOG website  
at [www.mendocinocog.org](http://www.mendocinocog.org).  
Comments may  
be submitted to  
MCOG at 525 S.  
Main St., Suite  
G, Ukiah, CA  
95482, or by  
email to [lillard@dbcteam.net](mailto:lillard@dbcteam.net).  
A public hear-  
ing will be held  
by MCOG to  
adopt the Pub-  
lic Participation  
Plan on Decem-  
ber 7, 2020 at  
1:30 p.m. or  
soon thereafter.  
During the on-  
going health  
pandemic, all  
MCOG meetings  
will be conduct-  
ed by telecon-  
ference (audio  
and/or video)  
pursuant to the  
Governor's Ex-  
ecutive Order  
N - 29 - 20.  
Agendas and  
meeting materi-  
als will be post-  
ed to MCOG's

# Independent Coast Observer

P.O. Box 1200  
Gualala, CA 95445

(707) 884-3501  
(707) 884-1710 fax  
www.mendonoma.com

## Proof of Publication of PUBLIC NOTICE Draft Public Participation Plan – 45 Day Public Review Period

I, the undersigned say:

That I am over the age of eighteen and am not a party to or interested in the above entitled matter of proceeding; and am, and at all times embraced in the publication herein mentioned, was the principal clerk of the editor and publisher of the INDEPENDENT COAST OBSERVER, a weekly newspaper printed, published and circulated in the County of Mendocino, and adjudged a newspaper of general circulation by the Superior Court of California, Proceeding #15294, that the above PUBLIC NOTICE

Draft Public Participation Plan – 45 Day Public Review Period of which is annexed a true printed copy, was printed in type not smaller than nonpareil and published in said newspaper on the following date(s), to wit: October 23, 2020.

I certify (or declare) under penalty of perjury that the foregoing is true and correct.  
Executed and dated at Gualala, California, this October 20, 2020

Signature  \_\_\_\_\_

(ICO Ad number 7704 )

PAGE 26

## Public Notice

### PUBLIC NOTICE DRAFT PUBLIC PARTICIPATION PLAN – 45 DAY PUBLIC REVIEW PERIOD

NOTICE IS HEREBY GIVEN that the Mendocino Council of Governments (MCOG), the regional transportation planning agency for Mendocino County, has prepared a draft Public Participation Plan, which establishes methods and tools to be used by MCOG for public and agency involvement and outreach in relation to the transportation planning process. The draft Plan may be found on the MCOG website at [www.mendocinocog.org](http://www.mendocinocog.org).

Comments may be submitted to MCOG at 525 S. Main St., Suite G, Ukiah, CA 95482, or by email to [lillard@dbcteam.net](mailto:lillard@dbcteam.net). A public hearing will be held by MCOG to adopt the Public Participation Plan on December 7, 2020 at 1:30 p.m. or soon thereafter. During this ongoing health pandemic, all MCOG meetings will be conducted by teleconference (audio and/or video) pursuant to the Governor's Executive Order N-29-20. Agendas and meeting materials will be posted to MCOG's website at [www.mendocinocog.org](http://www.mendocinocog.org) under the "meetings" tab.

For further information, please contact Loretta Ellard, Deputy Planner, at 707-234-3434 or visit the MCOG website.  
(7704) October 23, 2020

# **Mendocino Council of Governments**

## **Draft Public Participation Plan**

**December 2020**



**Prepared by:**

**Mendocino Council of Governments  
525 S. Main Street, Suite B  
Ukiah, CA 95482  
707-463-1859**



# **INTRODUCTION**

## **Background**

The Mendocino Council of Governments (MCOG), the Regional Transportation Planning Agency (RTPA) for the Mendocino County region, was established in 1972 by a Joint Powers Agreement between the County and the four incorporated cities (Ukiah, Willits, Fort Bragg, and Point Arena). The MCOG Board consists of seven members— two county supervisors, a county elected official, and one council member from each of the four incorporated cities.

## **Region**

Mendocino County lies within the northern extension of California's coast mountain ranges. These mountains are characterized by a series of southeast to northwest ridges that are separated occasionally by narrow valleys. The coastline is also rugged and rocky, offering spectacular views of the ocean. Much of the land area is taken by State and National Forest lands, with the remainder used for agriculture, residential and other uses. Transportation routes tend to be located within valleys, and east-west travel is especially difficult, since parallel ridges must be traversed. The mountainous nature of the County tends to minimize ground transportation options throughout the region.

The 2020 California Department of Finance population estimates place Mendocino County's population at 88,388. This includes an unincorporated population of 59,330 and an incorporated population of 29,058. Four cities share the incorporated population: Ukiah (16,029), Fort Bragg (7,471), Willits (5,117), and Point Arena (441).

The bulk of the population in Mendocino County is concentrated in a few areas of the county. Ukiah, Talmage, Calpella, and Redwood Valley make up the largest single population concentration. Fort Bragg and the coastal area southward to the Navarro River is another population center. Willits, the surrounding Little Lake Valley, and the Brooktrails subdivision comprise the only other large settlement area in the county. Much of the rest of Mendocino County is rural and undeveloped.

## **Federal Transportation Bill Requirements**

The 2005 federal transportation bill, Safe, Accountable, Flexible and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU), emphasized the importance of public participation as part of the transportation planning process. The bill established the requirement for a public participation plan to be used by Regional Transportation Planning Agencies in their planning processes. These requirements were included in the current federal transportation bill, the Fixing America's Surface Transportation (FAST) Act, passed in 2015.

## **Purpose of This Plan**

MCOG recognizes the importance of public participation as well as interagency and intergovernmental participation. Without input and involvement from members of the public, affected agencies, community groups, and other interested parties it would be difficult to develop a transportation program that effectively meets the needs of the county and its communities.

This plan will provide a clear directive for the public participation activities of MCOG, particularly as they pertain to the agency's primary responsibilities, which include development and implementation of the following:

- Regional Transportation Plan (RTP)
- Regional Transportation Improvement Program (RTIP)
- Annual Overall Work Program (OWP)
- Administration of Transit Development Act (TDA) funds
- Federal and state grant programs
- Coordinated Human Transportation Plan
- Transit studies
- Area transportation plans
- Special projects

## **ADVISORY COMMITTEES**

Three standing committees aid MCOG in performing its transportation planning functions.

The **Policy Advisory Committee** (PAC) is composed of MCOG members and a Caltrans District 1 representative. At each MCOG Board meeting, the board members adjourn as the RTPA and reconvene as the PAC. Most items on the agenda are considered and voted on by the PAC, then ratified by MCOG. This allows Caltrans to participate in voting. The PAC typically meets once a month in conjunction with MCOG Board meetings.

The **Technical Advisory Committee** (TAC) is composed of planning and public works representatives from each of the Joint Powers entities, the Mendocino Transit Authority (MTA) General Manager, representatives from rail transportation and air quality, and a Caltrans transportation planner. The TAC considers and votes on matters of a technical nature. The TAC also makes recommendations to the MCOG Board on matters that will appear on their agendas. The TAC typically meets once a month.

The **Transit Productivity Committee** (TPC) is composed of two members from the MCOG Board of Directors, two members from Mendocino Transit Authority's Board of Directors, and one senior center representative selected by the selected



by the senior centers under MCOG's jurisdiction. The purpose of the TPC is to review transit performance and productivity issues in accordance with approved standards adopted by MCOG, including review of quarterly reports from MTA. The TPC will review and make recommendations to MCOG on the annual Transit Claim, and provide input on the "unmet transit needs" process, including findings of the SSTAC. Meetings will be held at least once annually, or quarterly if needed.

Senate Bill 498, approved in 1987, established the **Social Services Transportation Advisory Council (SSTAC)** which represents interests of the elderly, disabled, and persons of limited means. The SSTAC membership consists of a potential transit user 60 years of age or older, a potential transit user who is disabled, two representatives from social services providers for seniors, two representatives from local social service providers for the disabled, one representative from a local social service provider for persons of limited means, and two representatives from the local Consolidated Transportation Service Agency (MTA). The SSTAC is typically involved in transit related projects and plans, including the annual unmet transit needs process, Coordinated Human Services Transportation Plan and FTA grant programs. The SSTAC meets in the spring and fall.

Additional committees are formed on an as needed basis, typically to advise on a particular project or serve a specific function, such as a study advisory group.

## **PUBLIC & AGENCY PARTICIPATION GOALS & STRATEGIES**

**Goal 1:** Provide all interested parties and agencies reasonable opportunities for involvement in the transportation planning process.

Strategy 1.1: Provide adequate public notice of public participation opportunities and activities and time for public review of regionally significant plans and documents.

Strategy 1.2: Utilize MCOG website as a means to alert the public and other agencies of the opportunity for public involvement in the transportation planning process when appropriate.

Strategy 1.3: Evaluate plans, programs, and projects to determine the most appropriate and effective tools and strategies for public and agency involvement and outreach.

Strategy 1.4: Provide the opportunity to comment on draft planning documents to affected local, state, federal and tribal agencies.

Strategy 1.5: Make transportation planning documents available for viewing on the MCOG website. Regionally significant documents, such as

the RTP, shall also be made available at key locations throughout the County including public libraries.

Strategy 1.6: In developing the RTP and other regionally significant plans, MCOG will consult with local, state, federal and tribal agencies and officials that may be affected by proposed planning activities, including planning, transportation, environmental, economic development, housing, private industry, and resource agencies, as appropriate.

Strategy 1.7: Prior to adoption, provide additional opportunity for public and agency review and comment if a regionally significant plan, including the RTP, differs significantly from the draft that was made available for public review and raises new material issues which could not reasonably have been foreseen from the public involvement efforts.

Strategy 1.8: During the transportation planning process, MCOG and its advisory bodies shall conduct open public meetings in accordance with the Brown Act (CGC Sec. 54950 et seq).

Strategy 1.9: Agendas for all MCOG board meetings and meetings of standing advisory bodies shall be posted a minimum of 72 hours prior to the meeting.

**Goal 2:** Increase public awareness and understanding of the transportation planning process in Mendocino County.

Strategy 2.1: Utilize MCOG's website to increase awareness of current transportation planning activities, and when appropriate, to communicate with the public about specific projects and plans in a non-technical, easily understood format.

Strategy 2.2: Employ visualization techniques as part of public involvement when appropriate.

Strategy 2.3: Provide information on regionally significant plans and projects to the local media for inclusion in their publications and/or reports.

Strategy 2.4: Maintain the MCOG website with current transportation planning activities, including reports and plans, as well as agendas and minutes for MCOG Board meetings.

Strategy 2.5: When appropriate, present information about specific plans and projects at public forums, such as City Council and Board of Supervisors meetings for increased public and governmental awareness.

**Goal 3:** Ensure accessibility to the transportation planning process and information for all members of the community.

Strategy 3.1: Hold public meetings at locations that are convenient and accessible to the public.

Strategy 3.2: When selecting meeting locations for community outreach activities, prioritize those locations that are accessible by means of public transit.

Strategy 3.3: When appropriate, incorporate tools that allow for alternate methods of participation.

Strategy 3.4: Make transportation planning documents available for viewing on the MCOG website. Regionally significant documents, such as the RTP, shall also be made available at key locations throughout the County including public libraries.

Strategy 3.5: Make every effort to accommodate requests for accessibility opportunities, including physical accessibility to public meetings as well as accessibility to information.

**Goal 4:** Maintain contact with interested individuals and agencies throughout the process of developing plans and projects.

Strategy 4.1: Encourage early involvement in the transportation planning process by providing timely notification and access to information regarding the development of plans and projects.

Strategy 4.2: Utilize citizen and/or agency advisory groups as a means of providing input to the transportation planning process. For some projects or plans, the TAC or SSTAC may serve this role.

Strategy 4.3: Maintain a contact list of agencies and individuals that may be interested in a specific project or plan.

Strategy 4.4: Identify key individuals and organizations, including small community organizations, that may be interested in or affected by a plan or program.

Strategy 4.5: Prior to adoption, provide additional opportunity for public and agency review and comment if a regionally significant plan, including the RTP, differs significantly from the draft that was made available for public review and raises new material issues which could not reasonably have been foreseen from the public involvement efforts.

**Goal 5:** Increase opportunities for those traditionally under-served, including the elderly, low income, disabled, and minority households, to participate in the transportation planning process.

Strategy 5.1: Utilize the Social Services Transportation Advisory Council (SSTAC) as a means of obtaining input and recommendations for plans and programs impacting the elderly, disabled and low-income communities, including the RTP and Coordinated Human Services Transportation Plan.

Strategy 5.2: Encourage representation on the SSTAC to be reflective of the underserved communities within Mendocino County.

Strategy 5.3: Offer key information, such as notices and announcements, in alternative languages when appropriate or requested.

Strategy 5.4: Provide the opportunity for alternative forms of public input (website, email, etc.) for individuals who are unable to attend public meetings or workshops.

Strategy 5.5: When appropriate, utilize alternative media outlets that may target minority or underserved segments of the community.

**Goal 6:** Consider public and agency input and comments as an integral part of MCOG's decision making process.

Strategy 6.1: Utilize citizen and/or agency advisory groups as a means of providing input to the transportation planning process. The TAC may serve in this function if appropriate.

Strategy 6.2: Conduct public opinion surveys to help identify the needs, interests and concerns of the population when appropriate.

Strategy 6.3: Consider the input of local, state, federal, and tribal agencies during the decision-making process.

Strategy 6.4: As appropriate, incorporate concerns, issues, and suggestions of the public and agencies when developing plans and projects.

**Goal 7:** Consult with tribal governments within Mendocino County and provide opportunities for tribal government input into the transportation planning process.

Strategy 7.1: Provide early notice of the development of transportation plans and programs to all tribal governments within Mendocino County.

Strategy 7.2: Provide the opportunity for direct consultation with tribal councils and/or administrators as part of the transportation planning process.

Strategy 7.3: Provide the opportunity for tribal governments and the tribal community to review significant plans and programs, including the Regional Transportation Plan and the Regional Transportation Improvement Program.

## **PUBLIC PARTICIPATION TOOLS**

This section describes the public participation tools used by MCOG.

### **Most Common Public Participation Tools:**

MCOG Website: MCOG's website, [www.mendocinocog.org](http://www.mendocinocog.org), provides MCOG's contact information, public notices, and meeting agendas and minutes. The site also includes transportation plans and programs, local transportation studies, and documents for public review and comment. The site allows visitors to subscribe to mailing lists to receive email updates on Board Agendas, news, and other topics.

Contact Lists: MCOG staff maintains a master list of all contacts, including public agencies, businesses, community groups, and members of the public. The list is used to establish and maintain a list of e-mail and regular mail contacts for general communications, electronic meeting notifications, and announcements.

Legal Advertisements: Legal notices are required to be published in a newspaper of countywide circulation. MCOG typically publishes notices in the Ukiah Daily Journal. Notices for items that may be of greater regional concern may also be published in the Fort Bragg Advocate, Independent Coast Observer, or Willits News. Notices may advertise meetings, agendas, or public comment periods on proposed plans, programs, or documents. The timeframe required for publication of legal notices varies depending on the type of project or plan being considered.

Project Workshops/Open-Houses: Public and agency workshops are often held during development of various transportation plans. Workshops may be held at the initial stage of plan development and later in the process to allow the public opportunity to comment on a draft plan or project concept. These are typically casual, open meeting formats. Notices of workshops may be advertised in the newspaper and on the website and often promoted through direct mailings or emails as well.

Small Group Meetings: These types of meetings would typically be with study or project advisory groups convened for specific projects. Meetings of these groups would take place during project development and for project or plan review.

Public Hearings: Public hearings are used to solicit public comments on a project or issue being considered by MCOG. Hearings provide a formal setting for citizens to provide comments to MCOG or another decision-making body. The requirement for a formal public hearing is usually statutorily established as is the need to publish a legal notice for the public hearing.

Press Releases: Press releases are sent to local media (newspaper, television, and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by MCOG or its committees.

Availability of Plans and Documents: Documents at all stages will be available for review by the public at the MCOG office and on the MCOG website. A copy of key regional draft documents, such as the RTP, may also be made available at other locations throughout the County, such as the public libraries.

### **Other Possible Tools for Public Outreach**

Display Ads: Display ads in newspapers or on websites may be used to promote meetings that are not regularly scheduled or agenda items that may be of wide public interest. They are used to reach a larger audience than those that typically read legal ads. Display ads may also be used to advertise public comment periods on proposed plans, programs, or documents.

Direct Mailings: Letters or announcements may be mailed to lists of individuals or agencies regarding a specific project. Typically, the mailing list will be customized for a specific project.

Posters and Flyers: This tool would typically be used to promote a public workshop or meeting. The posters and flyers would be distributed at public places, such as city halls, libraries, and community centers for display. The announcement may contain a brief description of the purpose of the meeting/event, the time(s) and location(s), and contact information. Posters and flyers may be used to reach a large audience that cannot be reached using direct mailings and/or newsletters.

Surveys: Surveys may be used to gauge public opinion on certain issues. This tool has been used in the past to measure public support of a sales tax measure for transportation.

Radio and Television Ads: Paid radio and television ads may be used to generate public interest and involvement.

Member/Project Partner Agencies: MCOG may ask that member agencies (County and cities) or project partner agencies (such as Caltrans) share information about projects, events, or public engagement opportunities on their websites, social media accounts, or by other commonly used means.

## **PUBLIC PARTICIPATION PERFORMANCE MEASURES**

The strategies and goals contained in this plan will be reviewed periodically to analyze their effectiveness and determine if modification to this plan is necessary. Strategies may be modified and additional strategies may be added to improve the public participation process.

The following indicators may be used in reviewing and determining the effectiveness of this plan:

- Number of public meetings and workshops
- Number and origin of participants at public meetings and workshops
- Number of hits to the MCOG website
- Number of comments received during the public comment period for projects and programs
- Revisions to plans or projects based on citizen and agency input

## **REVIEW OF PUBLIC PARTICIPATION PLAN**

Per the federal transportation bill, this public participation plan will be made available for public review and comment for 45 days prior to adoption at a public hearing. Comments on the plan may be submitted to the MCOG offices by mail at 525 S. Main Street, Suite B, Ukiah, California, 95482. Comments may also be submitted via email to [info@mendocinocog.org](mailto:info@mendocinocog.org). Oral comments may be provided at MCOG Board meetings or via telephone at 707-463-1859.







## MENDOCINO COUNCIL OF GOVERNMENTS STAFF REPORT

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**TITLE:** Authorizing Resolution for Regional Early  
Action Planning (REAP) Funds

**DATE PREPARED:** 11/24/20  
**MEETING DATE:** 12/07/20

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**SUBMITTED BY:** James Sookne, Program Manager

---

**BACKGROUND:** In 2019, AB 101 (the budget trailer bill), established the Local Government Planning Support Grants Program (LGPSGP), intended to fund planning related to housing production and implementation of the Regional Housing Needs Allocation (RHNA). Part of this program is the Regional Early Action Planning (REAP) Program, providing one-time, formula-based funding to multi-county agencies or COGs responsible for RHNA. Under this program, MCOG is eligible to receive a total of \$383,245 to be used for activities that “increase housing planning and accelerate housing production.” Eligible activities include providing technical assistance, performing infrastructure planning, and conducting feasibility studies. Funds may also be suballocated to cities and counties for these activities. The JPA Amendment approved by MCOG in April allowed MCOG to participate in the program.

Regions can apply for funding until January 31, 2021, and will have until August of 2023 to complete expenditure. Initial discussions with representatives from the local agency planning and community development departments, as well as the Technical Advisory Committee have identified ideas for potential projects. Per discussion from last month’s Board meeting, MCOG will be suballocating the majority of the funding, excluding a small portion for MCOG staff time. Suballocating funds also allows agencies the options of combining them with other grant funding made available through AB 101. In November, the Board adopted the funding distribution formula recommended by staff.

One of the requirements to receive REAP funds is the submission of a fully executed resolution authorizing the application for, and receipt of, REAP funds. Upon Board approval of the resolution, staff will be authorized to submit a REAP application.

Staff will be available at the meeting to present the projects proposed by each agency.

---

**ACTION REQUIRED:** By resolution, authorize the following:

1. Direct the Executive Director to request an allocation of LGPSGP funds
2. The Executive Director to execute the Allocation Application on behalf of MCOG
3. The Executive Director to enter into, execute, and deliver a State of California Standard Agreement for a maximum amount of \$383,245, and any and all other documents necessary to secure funding.

---

**ALTERNATIVES:** The Council could elect to not apply for REAP funds.

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**RECOMMENDATION:** Adopt the attached resolution authorizing the following:

1. Direct the Executive Director to request an allocation of LGPSGP funds
2. The Executive Director to execute the Allocation Application on behalf of MCOG
3. The Executive Director to enter into, execute, and deliver a State of California Standard Agreement for a maximum amount of \$383,245, and any and all other documents necessary to secure funding.



# MENDOCINO COUNCIL OF GOVERNMENTS

## BOARD of DIRECTORS

### RESOLUTION No. M2020-10

#### AUTHORIZING RESOLUTION FOR REGIONAL EARLY ACTION PLANNING (REAP) FUNDS

#### WHEREAS,

- The California Department of Housing and Community Development (HCD) is authorized to provide up to \$125,000,000 under the Local Government Planning Support Grants Program (LGPSGP) to Councils of Governments and other Regional Entities (“Applicant”) (as described in Health and Safety Code section 50515.02);
- The State of California (the “State”), Department of Housing and Community Development (“Department”) issued a Notice and Opportunity for Funding Allocation (NOFA) and Application on February 18, 2020;
- The Mendocino Council of Governments (MCOG) is the Regional Entity in Mendocino County eligible to apply for an allocation pursuant to Health and Safety Code section 50515.02(a) to develop and accelerate the implementation of the requirements contained in the MCOG’s application pursuant to Health and Safety Code section 50515.02(d)(1) including the development of an education and outreach strategy related to the sixth cycle regional housing needs allocation; and
- The Department shall approve the allocation request, subject to the terms and conditions of Eligibility, the NOFA, which includes the guidelines and program requirements, and the Standard Agreement by and between the Department and the Local Government Planning Support Grant Recipients; therefore, be it

#### RESOLVED, THAT:

1. The Mendocino Council of Governments is hereby authorized pursuant to Health and Safety Code section 50515.02(a) and directs the Executive Director to request an allocation pursuant to the Department’s calculation in accordance with the population estimates consistent with the methodology described in subdivision (a) of Section 50515.03. Each council of governments or regional entity may, in consultation with the Department and consistent with program requirements, determine the appropriate use of funds or suballocations within its boundaries to appropriately address its unique housing and planning priorities.
2. The Executive Director is authorized to execute the Allocation Application, on behalf of the Mendocino Council of Governments as required by the Department for receipt of LGPSGP funds by submitting the following information:
  - (a) An allocation budget for the funds provided pursuant to this section.
  - (b) The amounts retained by the council of governments, regional entity, or county, and any suballocations to jurisdictions.

- (c) An explanation of how proposed uses will increase the housing planning and facilitate local housing production.
  - (d) Identification of current best practices at the regional and statewide level that promote sufficient supply of housing affordable to all income levels, and a strategy for increasing adoption of these practices at the regional level, where viable.
  - (e) An education and outreach strategy to inform local agencies of the need and benefits of taking early action to the sixth cycle regional housing needs allocation.
3. When MCOG receives its allocation of LGPSGP funds in the authorized maximum amount of \$383,245 from the Department pursuant to the above referenced Allocation Application, it represents and certifies that it will use all such funds only for eligible activities as set forth in Health and Safety Code section 50515.02(e), as approved by the Department and in accordance with all LGPSGP requirements, NOFA guidelines, all applicable state federal statutes, rules, regulations, and the Standard Agreement executed by and between the Applicant and the Department.
4. The Executive Director is authorized to enter into, execute, and deliver a State of California Standard Agreement for the maximum amount of \$383,245, and any and all other documents required or deemed necessary or appropriate to evidence and secure the LGPSGP allocation, the MCOG obligations related thereto and all amendments the Department deems necessary and in accordance with LGPSGP.

ADOPTION OF THIS RESOLUTION was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and approved on this 7th day of December, 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



## MENDOCINO COUNCIL OF GOVERNMENTS

### STAFF REPORT

**Agenda # 8b**  
**Regular Calendar**  
**MCOG Meeting**  
12/07/2020

**TITLE:** FY 2020/21 Budget Amendment: Regional Early Action Planning (REAP) Grant Funds

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

**DATE:** 11.20.2020

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#### **BACKGROUND:**

As discussed in our Council meetings of March, April and November 2020, the new Regional Early Action Planning (REAP) Program, created by AB 101, is funding regional planning related to housing production and implementation of the Regional Housing Needs Allocation (RHNA). To this end, MCOG amended its Joint Powers Agreement (JPA) to add housing matters as a specific power. This JPA amendment process was completed in September, with all five member agencies having passed approving resolutions.

MCOG is now able to apply for **\$383,245**. Eligible activities include providing technical assistance, performing infrastructure planning, and conducting feasibility studies. Funds may also be suballocated to cities and counties for these activities. MCOG staff has been working with the local member agencies to develop an application for the REAP program, intending to suballocate most of the funds. Once the application is submitted, a new Master Agreement with the Department of Housing & Community Development will be needed to receive the grant funds, as was approved by the Council. At the November meeting, a formula was selected that will suballocate REAP funds proportionate to the Low- and Very Low-Income RHNA allocations for each agency.

Since this is a new source of funds, an amendment is proposed for the 2020/21 Budget. Attached are a draft resolution and amended budget summary pages with the REAP revenues and allocation highlighted, anticipating the grant award.

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#### **ACTION REQUIRED:**

Amend the FY 2020/21 Regional Transportation Planning Agency (RTPA) Budget to add the REAP grant funds from California Department of Housing & Community Development.

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#### **ALTERNATIVES:**

The five member local governments have expressed their intentions to receive these housing planning funds through MCOG by adopting resolutions amending the JPA to allow this activity. Alternatives could be considered for the manner and format of the housing grant budget. The budget for housing funds could be made separate from the RTPA transportation budget. In the interests of cohesion and efficiency, a simple amendment to the existing RTPA budget is recommended. If in the future the housing program activity is significantly expanded, the format might be reconsidered.

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#### **RECOMMENDATION:**

Approve the FY 2020/21 RTPA Budget Amendment by adopting the REAP budget resolution and revised summary pages as prepared by staff.

Enclosure: Draft allocating resolution and amended 2020/21 Budget summary tables

**NOTE:**

A limited number of print copies of the Budget are available. Amended copies will be available by request. The electronic version will be posted on MCOG's website.



# MENDOCINO COUNCIL OF GOVERNMENTS

## BOARD of DIRECTORS

### RESOLUTION No. M2020-11

#### AMENDING FISCAL YEAR 2020/21 BUDGET TO RECEIVE AND ALLOCATE REGIONAL EARLY ACTION PLANNING (REAP) PROGRAM GRANT FUNDS

WHEREAS,

- The California Department of Housing and Community Development (HCD) is authorized to provide up to \$125,000,000 under the Local Government Planning Support Grants Program to Councils of Governments and other Regional Entities (as described in Health and Safety Code section 50515.02), including the Regional Early Action Planning (REAP) Program;
- The Mendocino Council of Governments (MCOG) is the Regional Entity in Mendocino County eligible to apply for and receive said funds and may execute a Master Fund Agreement with HCD;
- To this end, MCOG amended its Joint Powers Agreement (JPA) in 2020 to add housing matters as a specific power, with all five member agencies approving by resolution;
- REAP funds are available to MCOG at \$383,245 for activities that “increase housing planning and accelerate housing production” with eligible activities that include providing technical assistance, performing infrastructure planning, and conducting feasibility studies;
- Funds may be suballocated to cities and counties for these activities, MCOG staff consulted with member agencies’ staff, and on November 2, 2020, MCOG approved a distribution formula for suballocation and is working with the agencies to develop and submit a REAP application; and
- The available REAP funds should be reflected in MCOG’s budget for accounting purposes; therefore, be it

RESOLVED, THAT:

1. MCOG anticipates receiving up to \$383,245 of REAP funds and hereby allocates as follows.

RECIPIENT	BASE	PERCENT	AMOUNT	TOTALS
MCOG Grant Administration & Management		10.0%		38,325
Formula Distribution to MCOG Member Agencies  (rounded to nearest dollar)	County of Mendocino	15,000	60.1%	177,228
	City of Ukiah	15,000	20.2%	69,536
	City of Fort Bragg	15,000	11.6%	46,410
	City of Willits	15,000	7.5%	35,365
	City of Point Arena	15,000	0.51%	16,381
<b>Total FY 2020/21 Allocations</b>				<b>383,245</b>

2. MCOG's Fiscal Year 2020/21 Budget is hereby amended to include the REAP grant revenue and allocations as shown above.

ADOPTION OF THIS RESOLUTION was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and approved on this 7th day of December, 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



# Mendocino Council of Governments

## Regional Transportation Planning Agency - Fiscal Year 2020/21 Budget

Amendment Proposed December 7, 2020 - Staff Recommendation

REVENUES	Trans. Devt. Act (TDA)		State		Federal		Local Agencies	TOTALS
	LTF	STA	CRF	PPM	RPA	Grants		
2020/21 LTF Official County Auditor's Estimate	4,174,378							4,174,378
2019/20 Auditor's Anticipated Unrestricted Balance	200,426							200,426
Total Local Transportation Fund (LTF) Estimate	4,374,804							4,374,804
2019/20 Auditor's Anticipat'd Unrestricted Balance - Reversal	-200,426							-200,426
Reserved LTF prior-year unallocated revenues	29,135							29,135
Carryover - Planning Overall Work Program and RSTP Local Assistance	56,333							56,333
2020/21 State Transit Assistance - SCO's Preliminary Estimate		834,637						834,637
2020/21 State of Good Repair - SCO's Preliminary Estimate		368,444						368,444
STA and SGR - Fund Balance Available for Allocation								
MCOG's Capital Reserve Fund - Balance Available for Transit			685,021					685,021
Federal Transit Administration (FTA) Section 5311 Program - CARES Act								
FTA Section 5311 Program - Annual Regional Apportionment								
2020/21 STIP Planning, Programming & Monitoring (PPM)				106,000				106,000
2020/21 Rural Planning Assistance					294,000			294,000
2020/21 State Active Transportation Program (ATP) - grants & carryover						2,862,000		2,862,000
2019/20 Transportation Planning Program carryover				106,925	35,000	30,986		172,911
2020/21 Local Road Safety Plans (LRSP) - New							180,000	180,000
Surface Transportation Block Grant Program last year's actual pending new estimate								
<b>HCD Regional Early Action Planning (REAP) Housing Funds - New</b>						383,245	180,000	383,245
<b>LTF Reserve:</b>								
2018/19 LTF Unrestricted Balance - audited	215,766							215,766
LTF Reserve Balance as of 6/30/2019 - audited	571,943							571,943
Less LTF Reserve Allocated for FY 2019/20	375,634							375,634
Subtotal	412,075							412,075
Less LTF Reserve Minimum Balance per Policy adopted 4/2/2001	209,000							209,000
Amount Available for Allocation in FY2020/21	203,075							203,075
<b>TOTAL REVENUES</b>	<b>4,462,921</b>	<b>1,203,081</b>	<b>685,021</b>	<b>212,925</b>	<b>329,000</b>	<b>3,410,342</b>	<b>1,738,185</b>	<b>13,240,697</b>
<b>ALLOCATIONS</b>								
Temporary Reserves - LTF prior-year unallocated revenues	29,135							29,135
Temporary Reserves - LTF 2% Bicycle & Pedestrian Program	73,771							73,771
2020/21 Administration	485,808					90,000		575,808
2% Bicycle & Pedestrian - 2020/21 LTF Estimate less Admin. x .02	0							0
2020/21 Planning Overall Work Program (OWP) - New Funds	159,501			106,000	294,000			553,501
Carryover Funds - See OWP Summary	56,333			106,925	35,000	30,986		189,244
<b>Total Administration, Bike &amp; Ped., and Planning</b>	<b>804,548</b>	<b>0</b>	<b>0</b>	<b>212,925</b>	<b>329,000</b>	<b>30,986</b>	<b>0</b>	<b>1,647,459</b>
Partial reserve of Auditor's \$321,735 projected 2020/21 increase	109,750							109,750
<b>BALANCE AVAILABLE FOR TRANSIT</b>	<b>3,548,623</b>	<b>1,203,081</b>	<b>685,021</b>	<b>0</b>	<b>0</b>	<b>134,111</b>	<b>0</b>	<b>7,309,021</b>
<b>2020/21 Mendocino Transit Authority Clair:</b>								
MTA Operations	2,993,124	834,637						4,359,533
Unmet Transit Needs	0							0
Senior Centers Operations	555,499							555,499
Capital Reserve Fund Contribution								0
Capital Program, MTA & Seniors Current Year								0
Capital Program, Senior Centers Current Year								0
Capital Program, Long Term (Five Year Plan)								0
<b>Total Transit Allocations</b>	<b>3,548,623</b>	<b>834,637</b>	<b>685,021</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>685,021</b>
<b>Other Allocations - RSTP for MCOG Partnership Fund</b>								
Other Allocations - RSTP for County & Cities Projects by Formula							100,000	100,000
Other Allocations - ATP Infrastructure Grants - SR162 Corridor Multi-Purpose Trail						2,862,000	606,494	606,494
<b>Other Allocations - REAP for Admin., County &amp; Cities Projects by Formula</b>						<b>383,245</b>		<b>383,245</b>
<b>TOTAL ALLOCATIONS</b>	<b>4,462,921</b>	<b>834,637</b>	<b>685,021</b>	<b>212,925</b>	<b>329,000</b>	<b>3,276,231</b>	<b>180,000</b>	<b>11,309,001</b>
<b>Balance Remaining for Later Allocator</b>	<b>0</b>	<b>368,444</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>134,111</b>	<b>222,728</b>	<b>1,931,696</b>

Approved Feb. 2020





# MENDOCINO COUNCIL OF GOVERNMENTS

## FY 2020/21 BUDGET SUMMARY

Amendment Proposed December 7, 2020 - Staff Recommendation

[Supplemental Format](#)

<b>REVENUES</b>		FY 2019/20 Budget as Amended	FY 2020/21 Budget Adopted	\$ Change	% Change	NOTES
<b>LOCAL/REGIONAL:</b>						
<b>Local Transportation Funds (LTF)</b>						
LTF Official County Auditor's Estimate		\$ 3,852,643	\$ 4,174,378	\$ 321,735	8.4%	Transportation Development Act (TDA) Funds
Auditor's Anticipated Unrestricted Balance - Current Year		\$ 163,519	\$ 200,426	\$ 36,907	22.6%	3-year av. 3.6%. Recommend no alloc'n of increase due to COVID-19 impact. Monitoring this due to changes in forecast - refer to staff report.
Total Local Transportation Fund (LTF) Estimate		\$ 4,016,162	\$ 4,374,804	\$ 358,642	8.9%	
Auditor's Anticipat'd Unrestricted Balance - Reversal		\$ (163,519)	\$ (200,426)	\$ -	0.0%	Per policy, any excess flows through LTF Reserve
LTF Unallocated - Accounting transition to County's accrual method		\$ 29,135	\$ 29,135	\$ -		One-time funds, represents 2 months of sales tax revenue
Prior Year Balance Remaining for Later Allocation		\$ -	\$ -	\$ -		
MTA Fiscal Audit - Amount returned to MCOG, if any		\$ -	\$ -	\$ -		
Planning Overall Work Program (OWP) - Carryover from Previous FY		\$ 53,281	\$ 53,333	\$ 3,052	5.7%	FY 2018/19 verification of full eligibility for funds received pending fiscal audit
Total Local Transportation Funds:		\$ 3,935,059	\$ 4,259,846	\$ 324,787	8.3%	FY 2019/20 OWP as amended Oct. 7, 2019; 2020/21 carryover as of May 14 OWP carryover is offset by equivalent allocation
<b>LTF Reserve Funds</b>						
LTF "Unrestricted Balance" of Unallocated Revenue		\$ 378,614	\$ 215,766	\$ (162,848)	-43.0%	Last audited year, actual LTF revenue excess/shortfall per Auditor's Estimate
LTF Reserve Fund Balance		\$ 250,018	\$ 571,943	\$ 321,925	128.8%	Reserve used to cover transit allocation shortfalls and claims per policy
Less/Plus Current Year Reserve Allocation		\$ (59,998)	\$ 375,634	\$ 435,632	-726.1%	Prior year unrestricted "excess revenue" above fund balance
Subtotal		\$ 568,634	\$ 412,075	\$ (156,559)	-27.5%	
Less LTF Reserve Minimum Balance per Policy adopted 4/2/2001		\$ (193,000)	\$ (209,000)	\$ (16,000)	8.3%	Per policy, Reserve is 5% of County Auditor's est. of new revenue, nearest 1,000.
LTF Reserve Available for Allocation:		\$ 375,634	\$ 203,075	\$ (172,559)	-45.9%	From increase in prior-year LTF sales tax revenues
TOTAL LTF REVENUES		\$ 4,310,693	\$ 4,462,921	\$ 152,228	3.5%	
Capital Reserve Funds		\$ 674,846	\$ 685,021	\$ 10,175	1.5%	Fund balance available for transit claim based on 5-Year Capital Program
Local Agency Contributions		\$ -	\$ 180,000	\$ 180,000		New Planning Work Element 9 for Local Road Safety Plans
Total Local/Regional Revenues:		\$ 4,985,539	\$ 5,327,942	\$ 342,403	6.9%	
<b>STATE:</b>						
<b>Planning Programming &amp; Monitoring (PPM) Funds</b>						
Planning Overall Work Program (OWP) - New Revenue		\$ 90,000	\$ 106,000	\$ 16,000	17.8%	
Planning Overall Work Program (OWP) - Carryover from Previous FY		\$ 152,445	\$ 106,925	\$ (45,520)	-30.0%	
Total PPM Funds:		\$ 242,445	\$ 212,925	\$ (29,520)	-12.2%	FY 2019/20 OWP as amended Oct. 7, 2019; 2020/21 carryover as of May 14
<b>State Transit Assistance (STA) Funds</b>						
State Controller's Estimate		\$ 946,179	\$ 834,637	\$ (111,542)	-11.8%	TDA Funds
Estimated Fund Balance Available for Allocation		\$ 463,957	\$ 368,444	\$ (95,513)	-20.6%	Revised 2019/20 SCO est. \$839,780. Preliminary 2020/21 likely to change
Total State Transit Assistance Funds:		\$ 1,410,136	\$ 1,203,081	\$ (207,055)	-14.7%	Based on cash in account and revised estimate of 2019/20 activity
<b>State of Good Repair (SGR) Funds</b>						
State Controller's Estimate		\$ 131,002	\$ 133,525	\$ 2,523	1.9%	Transit funding program in Senate Bill 1
Estimated Fund Balance Available for Allocation		\$ 258,181	\$ 586	\$ (257,605)	-100.0%	First 3 years were allocated by MCOG, saving for MTA project
Total State of Good Repair Funds:		\$ 389,183	\$ 134,111	\$ (255,072)	-65.5%	Includes actual revenues 2017/18 and 2018/19
<b>Rural Planning Assistance Funds (RPA)</b>						
Planning Overall Work Program (OWP) - New Revenue		\$ 294,000	\$ 294,000	\$ -	0.0%	
Planning Overall Work Program - Carryover		\$ 28,314	\$ 35,000	\$ 6,686	2.1%	FY 2019/20 OWP as amended Oct. 7, 2019; 2020/21 carryover as of May 14
Total RPA Funds:		\$ 322,314	\$ 329,000	\$ 6,686	2.1%	

<b>California Active Transportation Program (ATP)</b>							
ATP Infrastructure Projects - New Revenue	\$ -	\$ 2,672,000					
ATP Infrastructure Projects - Carryover	\$ 200,000	\$ 190,000					
Total ATP Funds:	\$ 200,000	\$ 2,862,000					
<b>Caltrans Sustainable Communities Planning Grants</b>							
FY 2019/20 Sustainability Grant awarded	\$ 119,516	\$ -					
FY 2019/20 Adaptation Grant awarded	\$ 247,884	\$ 30,986					
Total Transportation Planning Grants:	\$ 367,400	\$ 30,986					
<b>HCD Regional Early Action Planning (REAP) Program</b>							
Total State Revenues:	\$ -	\$ 383,245					
<b>FEDERAL:</b>	\$ 2,931,478	\$ 5,155,348					
<b>Federal Grant Programs and Regional Apportionments</b>							
FTA Section 5311f Intercity Bus Program	\$ 300,000	pending					
FTA Section 5311 Program - Regional Apportionment	\$ 503,210	\$ 531,772			\$ 28,562		
FTA Section 5311 Program - CARES Act	\$ 796,494	\$ 1,206,413					
<b>Surface Transportation Block Grant Program (STBGP)</b>							
STBGP Carryover/Balance Available for Later Allocation	\$ 141,977	\$ 796,494			\$ -		
Total Federal Revenues:	\$ 1,741,681	\$ 2,757,407			\$ 80,751		
<b>TOTAL REVENUES</b>	\$ 9,658,698	\$ 13,240,697			\$ 3,198,754		

	FY 2019/20 Budget as Amended	FY 2020/21 Budget Adopted	\$ Change	% Change	NOTES
<b>LOCAL/REGIONAL:</b>					
<b>Local Transportation Funds (LTF)</b>					
Temporary Reserves - LTF prior-year unallocated revenues	\$ 29,135	\$ 29,135			
Temporary Reserves - LTF 2% Bicycle & Pedestrian Program Administration:	\$ -	\$ 73,771			
Admin. & Fiscal Services Contract	\$ 410,271	\$ 426,513	\$ 16,242	3.96%	Balance remaining of \$596,200 from FY 2014/15 accrual revenues Allocation decision deferred to future amendment
Other Direct Costs	\$ 53,795	\$ 59,295	\$ 5,500	10.2%	Includes COLA of 3.69% and 3.0% per CPI rates; contract allows up to 4%
Total Administration Allocations:	\$ 464,066	\$ 485,808	\$ 21,742	4.7%	Admin. & Fiscal Services contract 2014/15 - 2018/19 plus two 1-yr extensions
Two Percent LTF Bicycle & Pedestrian Program	\$ 67,772	\$ -	\$ (67,772)	-100.0%	Opt. 2% of LTF Estimate (less Admin. allocation) = \$73,771; proposal \$0
Planning Overall Work Program (OWP) - New Funds	\$ 147,816	\$ 159,501	\$ 11,685	7.9%	OWP includes a Project Reserve
OWP Carryover from Previous Fiscal Year	\$ 53,281	\$ 56,333			FY 2019/20 OWP as amended Oct. 7, 2019; 2020/21 carryover as of May 14
Total Admin., Bike & Ped., Planning, Reserves:	\$ 762,070	\$ 730,777	\$ (31,293)	-4.1%	
Balance Available For Transit	\$ 3,548,623	\$ 3,732,144	\$ 183,521	5.2%	Remainder of projected FY increased LTF revenues = \$138,214
Proposed partial reserve Auditor's \$321,735 projected 2020/21 increase					
BALANCE AVAILABLE FOR TRANSIT - adjusted					
Mendocino Transit Authority (MTA) Claim:					
MTA Operations	\$ 2,993,124	\$ 2,993,124	\$ -	0.0%	IDA Authority:
Unmet Transit Needs	\$ -	\$ -	\$ -	0.0%	Public Utilities Code (PUC) Sec. 99260a
Senior Centers Operations	\$ 555,499	\$ 555,499	\$ -	0.0%	PUC Section 99260a
MTA Capital Program - Current Year	\$ -	\$ -	\$ -	0.0%	PUC Section 99400c
Capital Reserve Fund Contribution	\$ -	\$ -	\$ -	0.0%	CA Code of Regulations (CCR) Sec. 6648
Total LTF Transit Claim:	\$ 3,548,623	\$ 3,548,623	\$ -	0.0%	
Total LTF Allocations:	\$ 4,310,693	\$ 4,462,921	\$ 152,228	3.5%	

<b>Capital Reserve Funds</b>										
Mendocino Transit Authority (MTA) Claim:										
Capital Program, MTA - Current Year	\$	-	\$	-						
Capital Program, Senior Centers - Current Year	\$	-	\$	-						
Capital Program - Long Term	\$	674,846	\$	685,021	\$	10,175				
Total CRF Allocations:	\$	674,846	\$	685,021	\$	10,175				
<b>Local Agency Contributions</b>	\$	-	\$	180,000						
Total Local/Regional Allocations:	\$	4,985,539	\$	5,327,942	\$	342,403				
<b>STATE:</b>										
<b>Planning Programming &amp; Monitoring (PPM) Funds</b>										
Planning Overall Work Program (OWP) - New Revenue	\$	90,000	\$	106,000	\$	16,000				
Planning Overall Work Program (OWP) - Carryover from Previous FY	\$	152,445	\$	106,925						
Total PPM Allocations:	\$	242,445	\$	212,925	\$	(29,520)				
<b>State Transit Assistance (STA) Funds</b>										
Mendocino Transit Authority (MTA) Claim:										
MTA Operations	\$	946,179	\$	834,637	\$	(111,542)				
Capital Program, MTA & Seniors - Current Year	\$	-	\$	-						
Capital Reserve Fund Contribution	\$	-	\$	-						
Total STA Allocations:	\$	946,179	\$	834,637	\$	(111,542)				
<b>State of Good Repair (SGR) Funds</b>										
<b>Rural Planning Assistance Funds (RPA)</b>										
Planning Overall Work Program (OWP) - New Revenue	\$	294,000	\$	294,000	\$	-				
Planning Overall Work Program (OWP) - Carryover from Previous FY	\$	28,314	\$	35,000						
Total RPA Allocations:	\$	322,314	\$	329,000	\$	6,686				
<b>California Active Transportation Program (ATP)</b>										
ATP Infrastructure Projects - New Revenue	\$	-	\$	2,672,000						
ATP Infrastructure Projects - Carryover	\$	200,000	\$	190,000	\$	(10,000)				
Total ATP Allocations	\$	200,000	\$	2,862,000	\$	2,662,000				
<b>Caltrans Sustainable Communities Planning Grant</b>										
FY 2019/20 Sustainability Grant awarded	\$	119,516	\$	-						
FY 2019/20 Adaptation Grant awarded	\$	247,884	\$	30,986						
Total Transportation Planning Grants:	\$	367,400	\$	30,986	\$	(336,414)				
<b>HCD Regional Early Action Planning (REAP) Program</b>										
MCOG Administration and Management	\$	-	\$	38,325						
Formula Distribution to MCOG Member Agencies:	\$	-	\$	-						
Mendocino County Dept. of Transportation	\$	-	\$	177,228						
City of Ukiah	\$	-	\$	69,536						
City of Fort Bragg	\$	-	\$	46,410						
City of Willits	\$	-	\$	35,365						
City of Point Arena	\$	-	\$	16,381						
Total REAP Formula Distribution	\$	-	\$	344,920						
Total REAP Allocations:	\$	-	\$	383,245						
<b>Total State Funds Allocations:</b>	\$	2,466,935	\$	4,652,793	\$	2,185,858				

**FEDERAL:**

**Federal Grant Programs and Regional Apportionments**

FTA Section 5311f Intercity Bus Program	\$ 300,000											Application submitted, pending award, inc. \$150K + \$150K toll credits
FTA Section 5311 Program - Regional Apportionment:	\$ 503,210	\$									28,562	MTA is eligible, MCOG approved programming Feb. 3, 2020
FTA Section 5311 Program - CARES Act	\$ -											Available for eligible public transit operators pending applications to Caltrans
<b>Surface Transportation Block Grant Program (STBGP)</b>												RSTP budget allocations are based on estimates
MCOG Partnership Funding Program	\$ 100,000	\$										Regional capital project funds "off the top"
Local Assistance - Project Delivery - Administration	\$ 90,000	\$										Staff - Regional Project Manager under Admin. Contract and direct costs
Formula Distribution to MCOG Member Agencies:												
Mendocino County Dept. of Transportation	\$ 127,229	\$										
City of Ukiah	\$ 171,222	\$										
City of Fort Bragg	\$ 114,321	\$										
City of Willits	\$ 107,301	\$										
City of Point Arena	\$ 70,919	\$										
Total RSTP Formula Distribution	\$ 590,992	\$										
Total RSTP Allocations:	\$ 780,992	\$										
<b>Total Federal Funds Allocations:</b>	\$ 1,284,202	\$										
<b>Total Transit Allocations</b>	\$ 5,558,245	\$										
<b>Total Overall Work Program (OWP)</b>	\$ 1,133,256	\$										
<b>TOTAL ALLOCATIONS</b>	\$ 8,736,676	\$										
<b>Balance Remaining for Later Allocation/Difference of Actuals</b>	\$ 922,022	\$										

Formula allocation by policy, distribution pending State processing of funds

FY 2019/20 OWP as amended Oct. 7, 2019; 2020/21 carryover as of May 14

Rounding error of \$1

Transit (STA, SGR, CARES Act) and STBGP

## 2021 MCOG BOARD MEETING CALENDAR

1st Monday at 1:30 pm, 9-10 months per year, at ~~County Administration Center,~~  
~~Board of Supervisors Chambers, Room 1070, 501 Low Gap Road, Ukiah~~  
*Subject to Venue Availability and Unless Otherwise Noticed*  
By Remote Teleconference  
*As of 11/30/2020- subject to change*

<b>Date</b>	<b>Planned Highlights and Recurring Actions</b>	<b>Notes</b>
January	No meeting this month	
February 1	Election of Officers and Committee Appointments	
March 1	<u>Staff and Executive Committee Recommendations:</u> Draft 2021/22 Budget – No Action Adoption of Coordinated Public Transit-Human Services Transportation Plan Update – <i>may be continued to April</i>	
April 5	Regular Business	
May 3	<del>On Location Tour/Mobile Workshop:</del> <ul style="list-style-type: none"> <li>▪ <del>Transportation Tour of Plans &amp; Projects – Ukiah Valley Area</del></li> <li>▪ <del>Informal Lunch and Presentations/Discussion</del></li> </ul> Fiscal Year 2021/22 Budget Workshop Including: <u>Staff and TAC Recommendations:</u> Planning Overall Work Program <u>Transit Productivity Committee (TPC) and SSTAC Recommendations:</u> Unmet Transit Needs Reasonable-to-Meet Finding Funding of MTA's Annual Transit Claim	All day field trip and community meeting
June 7	<u>Combined Recommendations of Staff &amp; Committees:</u> Adoption of 2021/22 Regional Transportation Planning Agency Budget <u>TAC Recommendations:</u> Adoption of 2021/22 Planning Overall Work Program	
July	No meeting this month	
August 16	Regular Business	Change to third Monday
September	No meeting this month	
October 4	Regular Business / On Location Tour/Mobile Workshop – <i>pending</i>	
November 1	Review of Draft 2022 Regional Transportation Plan (RTP) – <i>tentative</i>	
December 6	<u>Social Services Transportation Advisory Council (SSTAC) Recommendations:</u> 2021/22 Unmet Transit Needs - Public Hearing Adoption of Final 2022 Regional Transportation Plan (RTP) – <i>tentative</i>	

### Related Meetings of Interest / Educational Options

Spring 2021	22nd Annual CTF Transportation Forum <a href="http://www.transportationfoundation.org/">http://www.transportationfoundation.org/</a>	CA's leading charitable transportation organization
March 20–22	CALCOG Delegates: 2021 Annual Regional Leadership Forum, Riverside <a href="http://www.calcog.org/">http://www.calcog.org/</a>	Assn. of regional agencies; networking & current issues
Nov. 14–16	Self Help Counties Coalition: 32nd Annual Focus on the Future Conference, Marriott Marquis, San Francisco <a href="http://www.selfhelpcounties.org/focus/">http://www.selfhelpcounties.org/focus/</a>	24 local agencies with transportation sales taxes





November 30, 2020

**To:** MCOG Board of Directors  
**From:** Janet Orth, Deputy Director for Administration  
**Subject:** Consent Calendar of December 7, 2020

The following agenda items are recommended for approval/action.

10. Approval of November 2, 2020 Minutes – *attached*
11. Approval of Second Amendment to Fiscal Year 2020/21 Transportation Planning Overall Work Program (OWP) – This routine amendment will program additional grant funding in the existing Work Element 11 (Local Road Safety Plans) recently awarded by the State. Total OWP funding will increase from \$1,083,936 to \$1,212,836, an increase of \$128,900 (from grant funding and local agency match).  
- *Staff report and two funding summaries are attached.*
12. Authorization to Apply for Fiscal Year 2021-22 Sustainable Transportation Planning Grants with MCOG as Lead Agency – Two eligible projects are proposed: 1) MCOG Travel Demand Model Update, and 2) Micro-Mobility/Transit Alternatives Study to Serve Communities Not Served by Transit. Proposals are expected to be due before MCOG's next meeting in February.  
– *Staff report with Guidelines excerpt are attached.*
13. Adoption of Resolution Approving Updated Title VI Program – This is a required 3-year update in order to receive federal funds; it includes a Limited English Proficiency Plan and appointment of a Title VI Coordinator.  
– *Staff report with resolution a proposed Title VI Program and Plan are attached.*
14. Appointments to Social Services Transportation Advisory Council (SSTAC) – Three existing representatives and four volunteers are nominated for appointment and reappointment to fill expiring seats and vacancies. – *Staff report and roster attached*



# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 10**  
Consent Calendar  
MCOG Meeting  
12/7/2020

## MINUTES

**Monday, November 2, 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 1:33 p.m. with Directors Rex Jackman (Caltrans/PAC), Jim Brown, Larry Stranske, John Haschak, Michael Carter and Dan Gjerde present by Zoom teleconference; Chair Gjerde presiding. Director Richey Wasserman was absent, and Director Tess Albin-Smith announced she would leave the meeting at 1:45 for election duties.

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

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

**2. Convene as RTPA**

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

**4. Public Expression.** Jessica Stull-Otto of Round Valley shared her concerns about unsafe driving that has been going on in Round Valley in recent months. She reported that she has witnessed many cars speeding in 25 mph zones in the downtown area, noted recent fatalities, and asked that Round Valley be focused on in upcoming traffic safety studies for the county. Ms. Barrett clarified that Ms. Stull-Otto was referring to the Local Road Safety Plans, for which MCOG has a request for proposals (RFP) out now, and invited all to an upcoming Municipal Advisory Council meeting in Covelo on November 4 at 6:00 p.m. Director Jackman will forward these comments to Caltrans.

**5. Recognition of Retiring Board Member – Richey Wasserman.** This item was continued to next month's meeting.

**6. Covelo SR 162 Corridor Multi-Purpose Trail Project**

- a. Concurrence or Direction to Staff on Additional Contracting. Ms. Barrett summarized her staff report and gave a breakdown of the funding history of the project. George Rau/Munselle Engineering had previously been a subconsultant to GHD, the principal consultant. Their work under GHD's contract has come to an end, but there is now a need for additional surveying and legal description work to complete the right-of-way (ROW) appraisal and acquisition process. An initial estimate provided by George Rau identifies another \$90,000 in work remaining. Grant funding for ROW totals \$213,000, and there is approximately \$135,000 remaining in approved Regional Surface Transportation Program (RSTP) funds. The BRI contract is for \$150,358. Mr. Sookne noted Rau's contract would require the remaining programmed ROW grant funding and part of the RSTP, leaving very little for acquisition. Ms. Barrett recommended that the board provide staff direction to move forward with the Rau/Munselle contract. Ms. Barrett added that staff has been working with Caltrans on an application for additional funding through the Complete Streets program, which funds safety and multi-modal projects on state highways.

The Board discussed options and timeline. No public comments were received. Staff was directed to proceed with the Rau contract negotiation, and the Ad Hoc committee can decide whether the matter should be returned to the full Board.

- b. Appointment of Ad Hoc Committee. Directors Haschak and Carter volunteered to serve. **Upon motion** by Brown, second by Haschak, and carried unanimously on roll call vote (6 Ayes – Brown, Stranske, Carter, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 2 Absent - Wasserman and Albin-Smith); IT IS ORDERED that Directors Haschak and Carter are appointed to serve on the Ad Hoc Committee for the Covelo SR 162 Corridor Multi-Purpose Trail Project.

**7. Approval of Local Agency Funding Formula for Regional Early Action Planning (REAP) Grant from California Department of Housing & Community Development.** Ms. Barrett explained that, as discussed several times this year, MCOG is eligible to receive \$383,245 through the REAP program. Staff is working with local agencies to determine how best to use that money, recommending suballocation of the funds. Mr. Sookne referred to his spreadsheet and provided three different prospective funding distribution formulas. Staff recommended using Scenario 2, which would suballocate REAP funds proportionate to the Low- and Very Low-Income regional housing needs allocations for each agency. Director Gjerde expressed his interest in the grant program and is looking forward to its results despite challenges staff may face.

**Upon motion** by Brown, second by Carter, and carried unanimously on roll call vote (6 Ayes – Brown, Stranske, Carter, Wasserman, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 2 Absent - Albin-Smith and Wasserman); IT IS ORDERED that Scenario #2 is approved to distribute REAP funds proportionate to the Low- and Very Low-Income RHNA allocations for each MCOG member agency.

**8. Consent Calendar.** Upon motion by Haschak, second by Carter, and carried unanimously on roll call vote (6 Ayes – Brown, Stranske, Carter, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 2 Absent - Wasserman and Albin-Smith); IT IS ORDERED that consent items are approved:

**8. Approval of October 5, 2020 Minutes - as written**

**9. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee.** Upon motion by Carter, second by Haschak, and carried unanimously on roll call vote (5 Ayes – Brown, Stranske, Carter, Haschak, and Gjerde; 0 Noes; 0 Abstaining; 2 Absent - Wasserman and Albin-Smith); IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

## **10. Reports - Information**

- a. Caltrans District 1 – Projects Update and Information
- i. *State Route 20 at Blosser Lane in Willits.* Director Jackman used the Caltrans ArcMapping tool to provide images of the two proposed interim improvement options for the Blosser Lane intersection. He added that there may be other things included in the plan that are not visible from the map, such as flashing pedestrian beacons. Director Gjerde mentioned that the road leading to the intersection does not currently indicate a need for reduced speeds, which led him to prefer the option of building a roundabout for the intersection. Director Stranske also commented that the downhill slope leading to Blosser Lane causes drivers to pass through at excessive speeds. Discussion about safety benefits of each plan ensued. Comments on the Project Initiation Document are due November 6, with the final document expected December 18.
  - ii. *District 1 Active Transportation Plan.* Director Jackman reported that consultants are finalizing the existing conditions report for the District 1 Active Transportation Plan (ATP). There are online surveys for the general public and members of the Technical

- Advisory Group (TAG) active now that will help the project progress. Ms. Barrett added that there will be more funding sources available for this round as well. Caltrans is now eligible to apply.
- iii. Projects Map Gallery Online Tool. There was no further discussion.
- b. Mendocino Transit Authority. Director Gjerde reported that the previous MTA Executive Director resigned, and that Jacob King has been appointed as Interim Executive Director.
- c. North Coast Railroad Authority. Director Haschak reported that there has not been a meeting lately, but there is one scheduled for next Monday.
- d. MCOG Staff - Summary of Meetings. Ms. Barrett referred to her written staff report.
- e. MCOG Administration Staff
- i. *Financial Update – Budget Revenue*. Ms. Orth reported that the Local Transportation Fund (LTF) sales tax revenues for the first two months of fiscal year 2020/21 have come in at 5.1 percent above the County Auditor’s budget estimate. The County Auditor does not intend to revise the local estimate before a full quarter of revenue is received. State Transit Assistance (STA) funds have not been received yet; reports show gasoline consumption down in April and rising through September.
  - ii. *2<sup>nd</sup> Conference on EV Charging Infrastructure 2020 – October 7-8, 2020*. Ms. Orth reported that about 200 stakeholders attended the online conference. She learned about current issues, state plans and multi-state coalitions. There have been significant advances in electric vehicles worldwide.
  - iii. *Miscellaneous*. Ms. Barrett reported that the virtual public meeting for the Gualala Downtown project has been moved to January 14. A preview of the project will be available on the Caltrans website.
  - iv. *Next Meeting Date*. Monday, December 7, 2020.
- f. MCOG Planning Staff
- i. *Draft Coordinated Public Transit-Human Services Transportation Plan to SSTAC Meeting on November 16, 2020 for Public Review and Comment*. Ms. Ellard reported that the Coordinated Plan Public Workshop will be combined with the regular Social Services Transportation Advisory Council (SSTAC) meeting on November 16. This plan is an inventory of transportation needs and services for seniors, people with disabilities and low-income earners that must be updated every five years. The final plan will come to MCOG for adoption.
  - ii. *Miscellaneous*. Mr. Sookne reported that the Title VI plan for MCOG is up for renewal, which will be presented in the December meeting. The public participation plan will also be updated.
- g. MCOG Directors. Director Haschak reported that there has been a lot of concern in the Laytonville area over the accidents caused by elk crossing the highway. Director Jackman advised Director Haschak to contact Caltrans to put in extra signage.
- h. California Association of Councils of Governments (CALCOG) Delegates. No report was received.

**10. Adjournment.** The meeting was adjourned at 2:47 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Monica Galliani, Administrative Assistant





# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

**Agenda # 11**  
Consent Calendar  
MCOG Meeting  
12/7/2020

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

**DATE PREPARED:** 11/23/20

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

**MEETING DATE:** 12/7/20

### **BACKGROUND:**

The Final FY 2020/21 Overall Work Program (totaling \$968,745) was adopted by MCOG on June 1, 2020. On October 5, 2020, the First Amendment was approved which reprogrammed carryover funds and increased the total to \$1,083,936.

There is now a need for a Second Amendment to program additional grant funding in Work Element 11 (Local Road Safety Plans) recently awarded by the State to the County Department of Transportation. In addition, funds which were pending for the cities of Willits and Fort Bragg have now been approved by Caltrans but are awaiting allocation. This amendment programs all of those funds, however, it is noted that a consultant contract will not be authorized until all funding has been officially *allocated* by Caltrans.

The purpose of this amendment is to revise the LRSP funding Work Element 11 funding as follows:

<u>LRSP Grant Funding Awarded</u>	<u>Local Agency Match (10%)</u>	<u>Total</u>
<del>County of Mendocino \$ 72,000</del>	<del>\$ 8,000</del>	<del>\$ 80,000 - deleted</del>
<b>County of Mendocino \$134,000</b>	<b>\$14,900</b>	<b>\$148,900 - revised</b>
<b>City of Willits \$ 27,000</b>	<b>\$ 3,000</b>	<b>\$ 30,000 - new</b>
<b>City of Fort Bragg \$ 27,000</b>	<b>\$ 3,000</b>	<b>\$ 30,000 - new</b>
City of Ukiah \$ 72,000	\$ 8,000	\$ 80,000 - no change
City of Point Arena \$ 18,000	\$ 2,000	\$ 20,000 - no change
<del>Totals \$162,000</del>	<del>\$18,000</del>	<del>\$180,000 - deleted</del>
<b>Total LRSP + Match \$278,000</b>	<b>\$30,900</b>	<b>\$308,900 - new</b>

In addition \$8,000 in State PPM funding was previously programmed for MCOG staff, for a revised project total of \$316,900. As previously reported, MCOG staff will administer this project to hire a consultant to develop Local Road Safety Plans for the County and all four cities. The procurement process for this project is currently underway.

**Please note the TAC has not considered this amendment. The November TAC meeting was cancelled, and the award notification for the County funding was just recently received.**

Proposed revisions are shown on the attached spreadsheets. In summary, the proposed amendment would revise the total work program from \$1,083,936 to \$1,212,836, an increase of \$128,900 (*from grant funding and local agency match*). Details are shown in **bold** and ~~strike out~~ on the attached financial summary sheets. The full amendment will be available upon request.

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

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

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

*Attachments: FY 2020/21 Summary of Funding Sources  
FY 2020/21 Funding Allocation & Expenditure Summary*





**MENDOCINO COUNCIL OF GOVERNMENTS  
FY 2020/21 (2<sup>nd</sup> AMENDMENT) OVERALL WORK PROGRAM  
SUMMARY OF FUNDING SOURCES**

NO.	WORK ELEMENT	LOCAL LTF	STATE PPM	STATE RPA	STATE SB 1 Adaptation Grant	OTHER	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination	\$ -	\$ -	\$ 116,523	\$ -	\$ -	\$ 116,523
2	MCOG - Planning Management & General Coordination (Non-RPA)	\$ 98,929	\$ -	\$ -	\$ -	\$ -	\$ 98,929
4	MCOG - Sustainable Transportation Planning	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
6	Co. DOT - Combined Special Studies	\$ -	\$ -	\$ 54,791	\$ -	\$ -	\$ 54,791
7	MCOG - Planning, Programming & Monitoring	\$ -	\$ 85,442	\$ 37,694	\$ -	\$ -	\$ 123,136
8	MCOG - Mendo. Co. Fire Vulnerability Assessment & Emergency Preparedness - <i>Carryover (2-year project)</i>	\$ 3,793	\$ -	\$ -	\$ 29,278	\$ -	\$ 33,071
9	MCOG - Regional and Active Transportation Plans Update - <b>NEW</b>	\$ -	\$ -	\$ 66,151	\$ -	\$ -	\$ 66,151
10	Pavement Management Program (PMP) Update - <b>NEW</b>	\$ 34,460	\$ 115,540	\$ -	\$ -	\$ -	\$ 150,000
11	<b>MCOG - Local Road Safety Plans (LRSP) - NEW</b>	\$ -	\$ 8,000	\$ -	\$ -	\$ -180,000	\$ -180,000
12	Ukiah - Sidewalk Maintenance and ADA Curb Ramp Inventory	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
14	MCOG - Training	\$ 54,041	\$ -	\$ -	\$ -	\$ -	\$ 54,041
15	Fort Bragg - Transp. Planning for Mill Site Reuse & Rezoning - <i>Carryover</i>	\$ -	\$ 41,361	\$ -	\$ -	\$ -	\$ 41,361
16	MCOG - Multi-Modal Transportation Planning	\$ -	\$ -	\$ 33,338	\$ -	\$ -	\$ 33,338
18	MCOG - Geographic Information System (GIS) Activities	\$ -	\$ -	\$ 3,985	\$ -	\$ -	\$ 3,985
20	MCOG - Grant Development & Assistance	\$ 686	\$ -	\$ 31,145	\$ -	\$ -	\$ 31,831
	<b>PROJECT RESERVE</b>	\$ 33,779	\$ -	\$ -	\$ -	\$ -	\$ 33,779
	<b>TOTAL</b>	\$ 280,688	\$ 250,343	\$ 343,627	\$ 29,278	\$ 308,900	\$ 1,212,836
<b>TOTAL WORK PROGRAM SUMMARY/PROGRAM MATCH</b>							
Local		Local LTF 2020/21 Alloc. \$159,501					
State		\$280,688	23%	Local LTF Carryover			\$121,187
Federal		\$623,248	51%	State PPM 2020/21 Alloc.			\$106,000
Other		\$0	0%	State PPM Carryover			\$144,343
		\$308,900	25%	State RPA 2020/21 Alloc.			\$294,000
<b>TOTAL WORK PROGRAM SUMMARY</b>		<b>\$1,212,836</b>	<b>100%</b>	State RPA Carryover			\$49,627
				State SB 1 Adaptation Grant			\$29,278
				Federal			\$0
				Other			\$308,900
				<b>TOTAL</b>			<b>\$1,212,836</b>

**MENDOCINO COUNCIL OF GOVERNMENTS  
FY 2020/21 (2<sup>nd</sup> AMENDMENT) OVERALL WORK PROGRAM  
FUNDING ALLOCATION & EXPENDITURE SUMMARY**

NO.	WORK ELEMENT TITLE	COUNTY DOT	CITIES	MCOG STAFF	CONSULT/ OTHERS/ DIRECT COSTS	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination			\$114,523	\$2,000	\$116,523
2	MCOG - Planning Management & General Coordination (Non-RPA)			\$95,000	\$3,929	\$98,929
4	MCOG - Sustainable Transportation Planning			\$10,000		\$10,000
6	Co. DOT - Combined Special Studies	\$54,791				\$54,791
7	MCOG - Planning, Programming & Monitoring			\$115,886	\$7,250	\$123,136
8	MCOG - Mendo. Co. Fire Vulnerability Assessment & Emergency Preparedness - <i>Carryover</i>			\$3,793	\$29,278	\$33,071
9	MCOG - Regional and Active Transportation Plans Update - <b>NEW</b>			\$66,151		\$66,151
10	Pavement Management Program Triennial Update - <b>NEW</b>			\$10,000	\$140,000	\$150,000
11	MCOG – Local Road Safety Plans (LRSP) - <b>NEW</b>			\$8,000	\$180,000	\$188,000
					<b>\$308,900</b>	<b>\$316,900</b>
12	Ukiah - Sidewalk Maintenance and ADA Curb Ramp Inventory - <b>NEW</b>				\$45,000	\$45,000
14	MCOG - Training			\$24,156	\$29,885	\$54,041
15	Fort Bragg - Transp. Planning for Mill Site Reuse & Rezoning - <i>Carryover</i>		\$1,111	\$40,250		\$41,361
16	MCOG - Multi-Modal Transportation Planning			\$33,338		\$33,338
18	MCOG - Geographic Information System (GIS) Activities			\$3,985		\$3,985
20	MCOG - Grant Development & Assistance			\$31,145	\$686	\$31,831
	<b>PROJECT RESERVE</b>				\$33,779	\$33,779
	<b>TOTAL</b>	<b>\$54,791</b>	<b>\$1,111</b>	<b>\$515,977</b>	<b>\$512,057</b>	<b>\$1,212,836</b>

**Note:** Several work elements have been left blank for potential carryover projects.

Reimbursement Rates Used for Calculating Days Programmed (estimate only).

County/Cities/Local Agencies (\$75/hr.); Consultants (\$125/hr.); MCOG Planning Staff (est. @ approx. \$38-\$130/hr. - various positions).

\* MCOG planning staff funding level is based on contracted obligation with DBC Consulting (\$406,164). DBC's contract extension (approved 3/2/2020) goes through 9-30-21. In addition, \$108,941.40 in carryover funding is available from under-expending prior years funding, for a total available of \$515,105.



# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 12**  
Consent Calendar  
MCOG Meeting  
12/7/2020

## STAFF REPORT

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**TITLE:** Authorization to Apply for FY 2021-22 Caltrans Sustainable Transportation Planning Grants

**DATE PREPARED:** 11/24/20

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

**MEETING DATE:** 12/7/20

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### BACKGROUND:

Caltrans' annual Sustainable Transportation Planning Grant cycle will soon be starting for next fiscal year. MCOG staff has participated in workshops regarding the new draft grant guidelines in anticipation of the upcoming call for projects. The schedule is tentative; however, we expect to receive the grant announcement in December, with applications likely due by the end of January --- *before our next MCOG meeting in February.*

MCOG has a successful record of receiving these types of grants which provide transportation planning tools for local agencies and help to enrich our region. Some recent examples include this past year's SB 743 Vehicle Miles Traveled (VMT) Regional Baseline Study, and the 2019 Countywide Pedestrian Needs Assessment/Engineered Feasibility Study. The recent Fire Vulnerability Assessment/Emergency Preparedness Plan project was also funded through this program (*under the SB 1 Adaptation planning category, which no longer exists*).

We have reviewed planning needs and are proposing that MCOG submit two grant applications this cycle, as explained below. In addition, we have offered to assist MTA staff with an application should they choose to apply. The transit agency qualifies on its own as an applicant and therefore does not need MCOG's sponsorship.

Proposed FY 2021-22 grant applications:

1. MCOG Travel Demand Model Update – MCOG's Travel Demand Model was developed in FY 2010/11 by Fehr and Peers, and is now ten years old. The final report for the SB 743 VMT study included recommendations to update MCOG's travel demand model, including recalibration and validation. Based on information from our SB 743 consultant, travel demand models should preferably be updated every five years, and ours is several years out of date.
2. Mobility Solutions/Transit Alternatives Study to Serve Communities Not Served by Transit – Transit service to remote communities (such as Laytonville and Covelo) has long been an unmet need in our County that cannot reasonably be served by traditional transit service, mainly due to distance and cost. The purpose of this study would be to investigate transit alternatives (including low-carbon or electric vehicle options) and research programs that have been successful in other rural communities, to determine if/how these communities could be served.

Attached is an excerpt from the draft grant guide which shows the various categories available. Both of these proposed projects would be eligible under the "Sustainable Communities Competitive program" which requires a local match of 11.47%. This category also includes a \$3 million "set-aside" for technical projects such as travel demand model updates. Cost estimates for these potential planning projects have not yet been developed. Consistent with past practice, staff proposes to indicate that the required local match will be provided from Local Transportation Funds in the annual Overall Work Program.

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**ACTION REQUIRED:** Consider authorizing MCOG staff to submit FY 2021/21 Caltrans Sustainable Transportation Planning grant applications.

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**ALTERNATIVES:** (1) Authorize MCOG staff to submit two FY 2021-22 Sustainable Transportation Planning grant applications to Caltrans as described above (*Recommended*); (2) Authorize staff to submit only one grant application, as determined by MCOG Board; (3) Do not authorize the submittal of any Caltrans Sustainable Transportation Planning grant applications for FY 2021-22.

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**RECOMMENDATION:** Authorize MCOG staff to submit two FY 2021-22 Caltrans Sustainable Transportation Planning grant applications to Caltrans as described above.

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*Attachment: 2-page excerpt – FY 2021/22 Caltrans Sustainable Transportation Planning Grant Guide*

## 1.1 Sustainable Transportation Planning Grant Summary Chart

Grant	Fund Source	Purpose	Who May Apply	Local Match
Sustainable Communities Competitive	<p><b>Budget</b></p> <p>RMRA and SHA</p> <p>State funds</p> <p>Approx. \$17 million</p> <p>Approx. \$3 million will be set-aside for technical projects such as data acquisition or travel model updates</p> <p><b>Grant Minimum</b></p> <p>\$50,000 for Disadvantaged Communities, including Native American Tribal Governments and rural communities;</p> <p>\$100,000 for All Others</p> <p><b>Grant Maximum</b></p> <p>\$700,000</p>	<p>Funds local and regional multimodal transportation and land use planning projects that further the region's RTP SCS (where applicable), contribute to the State's GHG reduction targets, and assist in achieving the Caltrans Mission and Grant Program Objectives (See Page 4).</p>	<p><b>The following are eligible to apply as a primary applicant:</b></p> <ul style="list-style-type: none"> <li>• MPOs with sub-applicants</li> <li>• RTPAs</li> <li>• Transit Agencies;</li> <li>• Cities and Counties with compliant Housing Elements and completed Annual Progress Reports;</li> <li>• Native American Tribal Governments</li> <li>• Other Public Transportation Planning Entities</li> </ul> <p><b>The following are eligible to apply as a sub-applicant:</b></p> <ul style="list-style-type: none"> <li>• MPOs/RTPAs</li> <li>• Transit Agencies</li> <li>• Universities and Community Colleges</li> <li>• Native American Tribal Governments</li> <li>• Cities and Counties with compliant Housing Elements and completed Annual Progress Reports</li> <li>• Community-Based Organizations</li> <li>• Non-Profit Organizations (501.C.3)</li> <li>• Other Public Entities**</li> </ul>	<p>11.47 percent minimum (in cash or an in-kind* contribution).</p> <p>The entire minimum 11.47 percent local match may be in the form of an eligible in-kind contribution.</p> <p>Staff time from the primary applicant counts as cash match.</p>
	<p><b>Budget</b></p> <p>RMRA</p> <p>State funds</p> <p>\$12.5 million</p>			
Sustainable Communities Formula	<p><b>Budget</b></p> <p>RMRA</p> <p>State funds</p> <p>\$12.5 million</p>	<p>Funds local and regional multimodal transportation and land use planning projects that further the region's RTP SCS (where applicable), contribute to the State's GHG reduction targets, and assist in achieving the Caltrans Mission and Grant Program Objectives (See Page 4).</p>	<p><b>The following are eligible to apply as a primary applicant:</b></p> <ul style="list-style-type: none"> <li>• MPOs</li> </ul>	<p>11.47 percent minimum (in cash or an in-kind* contribution).</p> <p>The entire minimum 11.47 percent local match may be in the form of an eligible in-kind contribution.</p> <p>Staff time from the primary applicant counts as cash match.</p>
<p>* For third-party in-kind contribution requirements, refer to Page 31 of this Guide.</p> <p>** Public entities include state agencies, the Regents of the University of California, district, public authority, public agency, and any other political subdivision or public corporation in the State (Government Code Section 811.2).</p>				

Grant	Fund Source	Purpose	Who May Apply	Local Match
Strategic Partnerships	<p><b>Budget</b></p> <p>FHWA SPR, Part I</p> <p>Federal funds \$1.5 million</p> <p><b>Grant Minimum</b> \$100,000</p> <p><b>Grant Maximum</b> \$500,000</p>	<p>Funds transportation planning studies in partnership with Caltrans that address the regional, interregional and statewide needs of the State highway system, and also assist in achieving the Caltrans Mission and Grant Program Objectives (See Page 4).</p>	<p><b>The following are eligible to apply as a primary applicant:</b></p> <ul style="list-style-type: none"> <li>• MPOs</li> <li>• RTPAs</li> </ul> <p><b>The following are eligible to apply as a sub-applicant:</b></p> <ul style="list-style-type: none"> <li>• MPOs/RTPAs</li> <li>• Transit Agencies</li> <li>• Universities and Community Colleges</li> <li>• Native American Tribal Governments</li> <li>• Cities and Counties</li> <li>• Community-Based Organizations</li> <li>• Non-Profit Organizations (501.C.3)</li> <li>• Other Public Entities**</li> </ul>	<p>20 percent minimum (in non-federal funds or an in-kind* contribution). The entire minimum 20 percent local match may be in the form of an eligible in-kind contribution. Staff time from the primary applicant counts as cash match.</p>
	<p><b>Budget</b></p> <p>FTA Section 5304</p> <p>Federal funds \$3 million</p> <p><b>Grant Minimum</b> \$75,000 for rural RTPAs; all others \$100,000</p> <p><b>Grant Maximum</b> \$500,000</p>			
<p>* For third-party in-kind contribution requirements, refer to Page X of this Guide.                  ** Public entities include state agencies, the Regents of the University of California, district, public authority, public agency, and any other political subdivision or public corporation in the State (Government Code Section 811.2).</p>				



# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

**Agenda # 13**  
Consent Calendar  
MCOG Meeting  
12/7/2020

**TITLE:** Title VI Program Update

**DATE PREPARED:** 11/24/20

**MEETING DATE:** 12/07/20

**SUBMITTED BY:** James Sookne, Program Manager

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### **BACKGROUND:**

All programs receiving financial assistance from the Federal Transit Administration (FTA) are subject to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and the Department of Transportation's (DOT) implementing regulations. Title VI prohibits discrimination by recipients of Federal financial assistance on the basis of race, color, and national origin, including the denial of meaningful access for limited English proficient (LEP) persons. Section 601 of Title VI of the Civil Rights Acts on 1964 states the following:

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

The term “program or activity” means all of the operations of a department, agency, special purpose district, or government; or the entity of such State or local government that distributes such assistance and each such department or agency to which the assistance is extended, in the case of assistance to a State or local government.

Since the Mendocino Council of Governments distributes FTA funds to the Mendocino Transit Authority, MCOG is required to comply with Title VI and DOT's regulations. FTA requires that all direct and primary recipients document their compliance with DOT's Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA. For all recipients (including sub-recipients), the Title VI Program must be approved by the recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA. Sub-recipients (MCOG) shall submit Title VI Programs to the primary recipient (Caltrans) from whom they receive funding in order to assist the primary recipient in its compliance efforts.

The MCOG Title VI Program was originally adopted by the Board on August 18, 2014 and updated on December 4, 2017. The program stipulates that it be updated every 3 years. Staff has reviewed and incorporated the most current Census data into the attached updated 2020 MCOG Title VI Program. The difference in data between the 2017 and the 2020 Programs is minimal and doesn't require MCOG to change any practices or policies.

Staff will be prepared to discuss this topic further at the meeting.

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**ACTION REQUIRED:** Approval of the updated Title VI Program.

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**ALTERNATIVES:** The Board may choose not to approve the updated Title VI Program.

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**RECOMMENDATION:** Staff recommends the Board approves the updated Title VI Program.





# MENDOCINO COUNCIL OF GOVERNMENTS

BOARD of DIRECTORS

RESOLUTION No. M2020-\_\_\_

## APPROVING THE UPDATED TITLE VI PROGRAM AND ASSOCIATED LIMITED ENGLISH PROFICIENCY PLAN

WHEREAS,

- The Mendocino Council of Governments (MCOG) is the designated Regional Transportation Planning Agency for Mendocino County; and
- As the recipient of Federal Transit Administrative (FTA) funding, MCOG must establish and maintain a Title VI program, including a Limited English Proficiency Plan, pursuant to Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987; and
- To ensure patrons of MCOG are protected from civil rights violations, MCOG established a Title VI program in 2014 and updated the program in 2017; and
- MCOG desires to update the Title VI program to continue ensuring patrons of MCOG are protected from civil rights violations; therefore, be it

RESOLVED, THAT:

1. Mendocino Council of Governments approves the updated Title VI Program and associated Limited English Proficiency Plan.
2. Mendocino Council of Governments authorizes the Executive Director to execute the Title VI Program and associated Limited English Proficiency Plan and appoint a Title VI Coordinator.

ADOPTION OF THIS RESOLUTION was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and approved on this 7th day of December, 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





# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

**Agenda # 14**  
Consent Calendar  
MCOG Meeting  
12/7/2020

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

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

**DATE PREPARED:** 11.24.2020

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**BACKGROUND:**

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

SSTAC appointments were last made at the June 2020 MCOG meeting. Membership was reviewed at the SSTAC's November 16, 2020 meeting and nominations made.

Terms will expire in April 2021 for three appointments. Two of those three members agreed to continue serving. Another was a duplicate appointment to one of the same seats, not present at the meeting, who is serving as an interim member for Area Agency on Aging. The third seat remains vacant with no volunteers. The members currently nominated for reappointment are:

- "Local social service provider for seniors"  
*Reappoint through April 2024*  
Richard Baker, Willits Seniors, Inc.
- "Local social service provider for seniors that provides transportation"  
*Reappoint through April 2024*  
Jill Rexrode, Redwood Coast Seniors  
Alternate: Laurie Hill, Redwood Coast Seniors

Additional updates to the roster, due to retirements and other changes, are nominated as follows:

- "Local social service provider for seniors that provides transportation"  
*Appoint through April 2022*  
Rachael McDavid, Ukiah Senior Center  
Alternate: Kathy Sheehy, Ukiah Senior Center
- "Representative of local Consolidated Transportation Services Agency"  
*Appoint through April 2023*  
Dawn White, Mendocino Transit Authority (MTA)  
Alternate: Luis Martinez, MTA

The current membership roster is attached for your reference, with the above changes indicated. Two of nine seats remain vacant, with no one yet identified to fill those vacancies. Positions are for three-year, staggered terms. If volunteers become available for the vacant seats, additional appointments can be made by the MCOG Board of Directors at such time.

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**ACTION REQUIRED:** Appoint and reappoint seven members to fill expiring seats and vacancies.

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**ALTERNATIVES:**

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

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**RECOMMENDATION:**

Appoint and reappoint seven members as described, to fill expiring seats and vacancies on the Social Services Transportation Advisory Council.



Social Services Transportation Advisory Council (SSTAC)

Membership Roster

Approved June 1, 2020 and  
Nominations for December 7, 2020

Position	Name	Alternate	Agency	Term Expires
Local social service provider for seniors	Richard Baker - <i>reappoint</i>	Priscilla Farver	Willits Seniors, Inc.	April 2021
	Dena Eddings, Interim		Area Agency on Aging	April 2021
Local social service provider for seniors that provides transportation	Jill Rexrode - <i>reappoint</i>	Steve Jordan - <i>retired</i>	Redwood Coast Seniors	April 2021
		Laurie Hill - <i>reappoint</i>		
Potential transit user at least 60 years of age	<i>Vacant</i>			April 2021
Potential "handicapped" transit user	<i>Vacant</i>			April 2022
Local social service provider for the handicapped that provides transportation	Kathy Sheehy	Diana Clarke - <i>retired</i>	Ukiah Senior Center	April 2022
	Rachael McDavid - <i>appoint</i>	Kathy Sheehy - <i>appoint</i> Heather Haydon		
Representative of local Consolidated Transportation Services Agency	Jacob King		Mendocino Transit Authority	April 2022
Representative of Local Consolidated Transportation Services Agency	Carla Meyer	Dawn White	Mendocino Transit Authority	April 2023
	Dawn White - <i>appoint</i>	Luis Martinez - <i>appoint</i>		
Local social service provider for the handicapped	Sheila Keys		Redwood Coast Regional Center	April 2023
Local social service provider for persons of limited means	Doris Sloan		Consolidated Tribal Health	April 2023





**MENDOCINO COUNCIL OF GOVERNMENTS  
STAFF REPORT**

**TITLE:** Summary of Meetings

**DATE PREPARED:** 11/24/20

**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
11/03/2020 – 11/06/2020	CalACT Conference & Expo	Barrett, Davey-Bates, Ellard & Sookne
11/04/2020	California Transportation Commission (CTC)/California Air Resources Board (CARB)/Housing Community Development (HCD) Joint Meeting	Ellard & Orth
11/04/2020	Gualala Downtown Streetscape Meeting	Barrett
11/09/2020	Sustainable Transportation Planning Grant Workshop	Casey & Ellard
11/10/2020	Covelo Ad Hoc Committee Meeting	Barrett, Galliani, Orth & Sookne
11/12/2020	Survey Design Webinar	Casey & Ellard
11/13/2020	Hopland ADA Project Field Visit	Barrett
11/16/2020	Great Redwood Trail Urban Greening Grant Virtual Site Visit	Casey
11/16/2020	Social Services Technical Advisory Council (SSTAC)/Coordinated Plan Meeting	Barrett, Orth, Casey & Galliani
11/16/2020	North Coast Rail Authority (NCRA) Meeting	Ellard
11/17/2020	RTP Bi-Weekly Meeting	Barrett, Davey-Bates, Ellard & Sookne
11/18/2020	AB 101 Housing Meeting	Barrett & Sookne
11/18/2020	National Rural Transit Assistance Program (RTAP) Rural Mobility/Microtransit Webinar	Ellard, Orth & Sookne
11/18/2020	Regional Early Action Planning (REAP) Meeting	Barrett, Sookne
11/20/2020	Rural Counties Task Force (RCTF) Meeting	Barrett, Davey-Bates, Ellard & Orth
11/20/2020	Consultant Selection Committee for Local Roads Safety Program (LRSP)	Barrett & Ellard
12/01/2020	Statewide RTPA Group Meeting	Barrett
12/02/2020	California Transportation Commission	Barrett

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

Agenda # 16e  
Reports  
MCOG Meeting  
12/7/2020

**TITLE:** Financial Update – FY 2020/21 Budget Revenues

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

**DATE:** 11.23.2020

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**BACKGROUND:**

I have been reporting monthly the revenues from the Transportation Development Act (TDA), which comprises the LTF and STA funds.

LTF Revenues Fiscal Year-to-Date. In continued good news, Local Transportation Fund (LTF) sales tax revenues for the first fiscal quarter have come in at 5.6 percent above the County Auditor’s budget estimate, based on a monthly average. Auditor-Controller Lloyd Weer has met with the County’s sales tax consultant, who reported the anticipated loss has not yet materialized, and that to date the County’s actual sales tax revenues are about level with last year’s actuals. (My own calculations based on first quarter deposits show a significant increase over the same quarter a year ago, noting the State advances a portion of the funds each quarter subject to later adjustment.) The consultant conservatively predicts an increase of about 2.5 percent for 2020/21. The actual revenues in 2019/20 were up 3.2 percent over the prior year’s actuals.

Note that online California sales return a formula share of tax to Mendocino County.

State Transit Assistance (STA). This fund is derived from gasoline and diesel taxes. We have received the first quarter of revenues to date, at \$173,566. This amount is 35 percent of the revised State Controller’s estimate of \$492,043 (which was down 41 percent from preliminary), so came in at a higher rate than quarterly as an average. As reported earlier, gasoline consumption was increasing during this period, while still below the two-year high points statewide.

In related news, there continue to be efforts to replace the gas-consumption revenue model with a system based on vehicle miles. During the 2016 California Road Charge Pilot project, established by Senate Bill 1077 (DeSaulnier), “more than 5,000 vehicles from all over the state reported over 37 million miles driven, through six different reporting and recording methods ranging from manual methods to highly technical methods with optional location-based services.” Starting in January 2021, the program “will test how road charge can work with four technologies: usage-based insurance, ridesharing, electric vehicle charging stations/pay-at-the-pump systems, and autonomous vehicles.” For more information or to volunteer: <http://caroadcharge.com>

2020/21 Budget Amendment. No amendment is proposed at this stage. In January, County Auditor Weer will develop a new budget estimate for FY 2021/22, due February 1 as usual. As part of this process, revenue projections for the current fiscal year are revised. This starts the new budget and can help to inform the current year’s budget needs. The Executive Committee meets in late February to review and recommend. I will be glad to answer any questions or discuss other aspects of the budget at our December Council meeting.

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

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**ALTERNATIVES:** Not applicable.

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**RECOMMENDATION:** No action, this report is for information only.





# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 16f**  
Reports  
MCOG Meeting  
12/7/2020

## STAFF REPORT

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**TITLE:** Coordinated Public Transit – Human Services Transportation  
Plan – 2020 Update

**DATE PREPARED:** 11/24/20

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

**MEETING DATE:** 12/7/20

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**BACKGROUND:**

The 2015 Coordinated Public Transit – Human Services Transportation Plan (Coordinated Plan) was adopted by MCOG on March 2, 2015, and the required five-year update is currently underway. As was done with the 2015 plan, MCOG is working in partnership with the University of the Pacific’s Center for Business and Policy Research (CBPR) to develop the 2020 update. This project is being funded by the State as part of a larger umbrella contract undertaken for several rural agencies.

An “outreach draft” of the Coordinated Plan update has been posted to MCOG’s website for stakeholder and public review.

A virtual public workshop on the draft plan was held on November 9, as part of the SSTAC meeting. The consultant, Thomas Pogue, CBPR, gave a presentation to SSTAC members and community members on the draft plan update. Participants were invited to provide input on social service transportation needs (including those of seniors, low-income, and disabled individuals) and discuss other issues pertinent to social service transportation and coordination in the county.

The “outreach draft” may be viewed on MCOG’s website at [www.mendocinocog.org](http://www.mendocinocog.org), and updates are in process. A public survey will also soon be posted to MCOG’s website to gather additional stakeholder input.

We anticipate the final Coordinated Plan to be presented to MCOG for adoption in the spring, around March or April.

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**ACTION REQUIRED:** Information only.

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**ALTERNATIVES:** N/A

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**RECOMMENDATION:** Information only.

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