



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, June 5, 2023 at 1:30 p.m.

Primary Location:

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

Teleconference Locations:

Fort Bragg City Hall, 416 N. Franklin St., Fort Bragg
Point Arena City Hall, 451 School St., Point Arena
Caltrans District 1, 1656 Union St., Eureka

General Public Teleconference:

Zoom videoconference link is provided by request. Please submit access request to info@mendocinocog.org or call MCOG Administration at (707) 463-1859.

Audio Call-in Option: 1 (669) 900-6833 (in CA)
Meeting ID: 875 8965 8696 Passcode: 327577

Attachments Posted

[Board of Directors - Mendocino Council of Governments \(mendocinocog.org\)](https://www.mendocinocog.org)

Additional Media

For live streaming and later viewing:

[Mendocino County Video](https://www.mendocinocog.org) or find
[YouTube link at http://www.mendocinocog.org](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: As of March 2023, the Mendocino Council of Governments returns to in-person meetings, in a new format. Staff and a potential quorum will meet in the Board of Supervisors chambers in Ukiah. Also, board members will join remotely by teleconference (audio and video) from City Hall locations in Fort Bragg and Point Arena. Policy Advisory Committee member(s) will join from Caltrans District 1 office in Eureka. The general public may join from any of these posted locations or by calling in to the teleconference.

Several ways to make public comments to MCOG's Board of Directors are available:

- In advance of the meeting: comments may be sent by email to info@mendocinocog.org or by using the form at <https://www.mendocinocog.org/contact-us>, to be read aloud into the public record. Please submit by 10:00 a.m. on the meeting date to ensure comments are received timely, and include the agenda item number(s) addressed.
- During the meeting: make oral comments in person, or 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. Assembly Bill 2449 Notifications and Considerations – *to receive and address requests from Board members to participate in the meeting from a non-posted location, subject to conditions set forth in AB 2449*

SAFE MEETING

3. Convene as SAFE – Service Authority for Freeway Emergencies
 - a. Report of Motorist Aid Call Box Program Status
 - b. Adoption of FY 2023/24 Mendocino SAFE Budget
 - c. Adoption of Resolution #S2023-01 To Approve Agreement with the State of California Department of California Highway Patrol (CHP)
4. Recess as SAFE – Convene as RTPA
5. Recess as RTPA – Reconvene as Policy Advisory Committee

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.

6. Approval of May 1, 2023 Minutes
7. Approval of May 12, 2023 Transit Productivity Committee Minutes

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

8. 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

9. Presentation: Clean California Grant Program – *Caltrans District 1*
10. Technical Advisory Committee Recommendations of May 24, 2023: Adoption of Final Fiscal Year 2023/24 Planning Overall Work Program (OWP)
11. Fiscal Year 2023/24 RTPA and COG Budget
 - a. Adoption of Resolution #M2023-02 Allocating Fiscal Year 2023/24 Funds and 2022/23 Carryover Funds for Administration, Bicycle & Pedestrian Facilities, Planning, and Reserves
 - b. Adoption of Resolution #M2023-03 Finding That There Are Unmet Transit Needs That Are Reasonable To Meet for Fiscal Year 2023/24
 - c. Adoption of Resolution #M2023-04 Allocating Fiscal Year 2023/24 Local Transportation Funds, State Transit Assistance, and FY 2022/23 Carryover Capital Reserve Funds to Mendocino Transit Authority
 - d. Adoption of Resolution #M2023-05 Allocating Surface Transportation Block Grant Program Funds for Fiscal Year 2023/24 MCOG Partnership Funding Program, Local Assistance, and Distribution By Formula To Member Agencies
 - e. Adoption of Resolution #M2023-06 Allocating Fiscal Year 2022/23 Carryover Regional Early Action Planning (REAP) Program Grant Funds for FY 2023/24
12. Acceptance of Transit Productivity Committee Report of May 12, 2023 – Annual Transit Performance Review

RATIFY ACTION

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

REPORTS

14. Reports – Information – *No Action*
- a. Caltrans District 1 – Projects Update and Information
 - b. Mendocino Transit Authority
 - c. Great Redwood Trail Agency
 - d. MCOG Staff - Summary of Meetings
 - e. MCOG Administration Staff
 - i. Covelo SR 162 Corridor Multi-Purpose Trail Project – *verbal report*
 - ii. Staff Events in June: [24th Annual California Transportation Foundation \(CTF\) Forum](#); [14th Annual California Climate & Energy Forum](#) – *verbal report*
 - iii. Miscellaneous
 - iv. Next Meeting Date – Monday, August 14, 2023 – *Note second Monday*
 - f. MCOG Planning Staff
 - i. Feasibility Study - Mendocino Transit Authority's Ukiah Transit Center
 - ii. Feasibility Study - Mobility Solutions for Rural Communities of Inland Mendocino County
 - iii. Miscellaneous
 - g. MCOG Directors
 - h. California Association of Councils of Governments (CALCOG) Delegates

ADJOURNMENT

15. 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, asientos accesibles, o documentación en formatos alternativos de acuerdo con la Ley de Estadounidenses con Discapacidades, o personas que requieren servicios de interpretación (sin cargo) deben comunicarse con MCOG (707) 463-1859, por lo 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 agendized, MCOG may adjourn to a closed session to consider litigation or personnel matters (i.e. contractor agreements). Discussion of litigation or pending litigation may be held in closed session by authority of Govt. Code Section 54956.9; discussion of personnel matters by authority of Govt. Code Section 54957.

POSTED 5/25/2023

Next Resolution Number: M2023-07



MENDOCINO COUNCIL OF GOVERNMENTS

MINUTES

Monday, May 1, 2023

Primary Location:

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

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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 and Roll Call. The meeting was called to order at 1:30 p.m. with Directors present: John Haschak, Greta Kanne, and Josephina Duenas in Ukiah; Jeff Hansen in Point Arena; Bernie Norvell and Dan Gjerde in Fort Bragg; and Saskia Burnett (Caltrans/PAC) in Eureka. Chair Gjerde presiding. Director Michael Carter was excused for medical reasons, observing remotely from a location not noticed on the posted agenda, and not voting.

Staff present in Ukiah: Nephele Barrett, Executive Director; Janet Orth, Deputy Director & CFO; Loretta Ellard, Deputy Planner; Alexis Pedrotti, Program Manager; and Jody Lowblad, Administrative Assistant.

Staff present by Zoom: James Sookne, Program Manager; Michael Villa, Project Coordinator; Charlene Parker, Administrative/Planning Associate; and Jesus Rodriguez, Administrative Assistant.

2. Assembly Bill 2449 Notifications and Considerations. This item is to receive and address requests from Board members to participate in the meeting from a non-posted location, subject to conditions set forth in AB 2449. There were no such requests.

3. Convene as RTPA

4. Recess as RTPA – Reconvene as Policy Advisory Committee

5 - 6. Consent Calendar. The Chair invited public comment and board discussion; none was heard. Upon motion by Kanne, second by Haschak, and carried unanimously on roll call vote (6 Ayes – Haschak, Kanne, Hansen, Norvell, Duenas, and Gjerde; 0 Noes; 1 Abstaining – Burnett/PAC; 1 Absent – Carter): IT IS ORDERED that consent items are approved.

5. Approval of April 3, 2023 Minutes – as written

6. Acceptance of 2021/22 Fiscal Audit of Mendocino Transit Authority – MTA received a clean audit report.

7. Public Expression. Dave Shpak of Gualala complimented Caltrans District 1, Caren Coonrod and the team working on the Gualala Downtown Streetscape Project for their time, care and support of Gualala Municipal Advisory Council (GMAC) committee input. This has helped to visualize various ideas as the Active Transportation Program (ATP) grant was formalized. Last week GMAC passed an advisory resolution regarding project design. He looked forward to continuing the work and appreciated MCOG's long-time support.

8. Fiscal Year 2023/24 RTPA Budget Presentation & Workshop – MCOG Staff – No Action.

Ms. Orth gave a slide presentation of highlights. Estimated revenues from all local, state and federal sources total \$15.9 million in the draft budget. The County Auditor-Controller's new estimate of local sales tax revenues is trending downward from the record Fiscal Year 2022/23 estimate of \$5.1 million to \$4.9 million. Fuel taxes are rising as post-pandemic travel resumes, helping to backfill the downturn of sales tax revenues. Available funds are still quite high, for a healthy budget proposal. Details covered in her written staff report and the presentation included the following.

- a. Report of Revenues Fiscal Year to Date 2022/23. Local Transportation Fund (LTF) sales tax receipts from July 2022 through February 2023 total \$3,029,622, for a shortfall of \$395,300 (7.7%) compared to the total budget estimate of \$5,137,383. The revised County Auditor's estimate predicts a shortfall of \$185,956 at fiscal year end.
- b. Executive Committee Recommendations of February 24, 2023 – Revenues & Allocations. The Executive Committee unanimously recommended a draft budget that allocates LTF funds for Reserves, MCOG Administration (\$559,626), 2% Bicycle & Pedestrian (86,846), Planning (141,479), and the remainder available for Transit (\$4,353,031), consistent with established priorities for Local Transportation Funds. The LTF Reserve for transit again is tripled to 15 percent (\$735,000) in this proposal.
- c. Technical Advisory Committee Recommendation of February 15, 2023 – Draft Planning Overall Work Program. Ms. Pedrotti reported that the Technical Advisory Committee (TAC) had reviewed and recommended the Draft Transportation Planning Overall Work Program (OWP); a total of \$659,364 was proposed from all funding sources for the Planning program. This amount is expected to rise to \$1 million or more as unexpended 2022/23 funds to carry over are identified for multi-year projects. The amount of LTF funds is on target at 3%.
Ms. Pedrotti gave an overview of the process to solicit proposals from member agencies, the mandated work elements performed by Planning staff, and the resulting proposed OWP. She summarized the major work elements and funding available for them. The TAC's recommended draft document has been posted for review and comment as seen on MCOG's April agenda; Caltrans has made minor comments. The final document will be presented for adoption on June 5 along with the budget.
- d. Transit Productivity Committee (TPC) Recommendations – Mendocino Transit Authority's Annual Transit Claim and Unmet Transit Needs – pending meeting of May 3, 2023. Staff had made an initial analysis for TPC review of the annual transit claim from Mendocino Transit Authority (MTA), and advised that one or both of the highest priority Unmet Transit Needs could be found "reasonable to meet," according to MTA's analysis of the needs list. A meeting of the TPC was scheduled for May 3, to recommend a finding of whether any Unmet Transit Needs are reasonable to meet, to advise on MTA's claim, and review annual performance data. LTF funds available for MTA and Senior Centers shows a decrease of 6.5% (\$304,075) from last year, while estimated at more than \$4 million for a third successive year. (Average annual increases over six years have been approximately five percent, pending an update.) Total

available funding estimated from LTF (sales tax) and State Transit Assistance (fuel taxes) combined is \$6,502,064, a decrease of 0.3% (\$23,596).

Other funding sources were highlighted, as well as those that are programmed but do not flow through MCOG's cash accounts. Questions and discussion included:

- How is the projected 2022/23 shortfall being covered? (Haschak) Reviewing the calculation, it would be partly from next year's fund estimate and partly from a 2021/22 surplus after flowing through MCOG's LTF Reserve according to policy. If the shortfall is any more than the estimated \$185,956, it would reduce the bottom line of revenues available for allocation in 2023/24. (Orth)
- What is the budgeted cost of MTA's feasibility study for the Ukiah Transit Center? (Haschak) This is currently underway so the amount to be carried over is pending; the total amount programmed in 2022/23 was \$150,000, mostly allocated for the consultant. (Pedrotti)
- Are the Surface Transportation Block Grant funds allowed to be used to match federal grants? (Gjerde) Yes, since MCOG annually exchanges this \$800,000 or so for State funds. They are the most flexible, discretionary funds available. (Orth, Barrett)
- How will the new year's STBG funds be used? (Haschak) \$100,000 comes off the top for MCOG's Partnership Funding Program for regional projects, \$90,000 funds a Local Assistance staff position, and the remainder is distributed by formula to the members agencies. Discussion of balance in the fund and how claims are typically made. (Orth, Barrett)

The Chair invited public comments; none were made. No action was taken; for information only.

9. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee. Upon motion by Duenas, second by Haschak, and carried unanimously on roll call vote (*6 Ayes – Haschak, Kanne, Hansen, Norvell, Duenas, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Carter*): 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. Chair Gjerde noted written reports provided in the agenda packet, a comprehensive list of projects in Mendocino and Lake Counties. Ms. Barrett added that an invitation will be emailed to the Council members to comment on Caltrans' ten-year plan.
- b. Mendocino Transit Authority. General Manager Jacob King reported. Director Nuevas asked about the size of vehicles necessary for services. Mr. King referred to regulations requiring ADA standards for all passengers. Director Gjerde noted next MTA board meeting will include an agenda item to address this issue. Ridership tends to be higher during some hours of the day than others. Ms. Barrett noted the Short Range Transit Development Plan update now getting underway will address all services, including efficiency, cost, ridership, and related matters.
- c. Great Redwood Trail Agency. Director Haschak reported on the meeting of April 20, when an overview was received of recent community meetings in Fortuna and Willits. City of Willits is building a local trail that is to become part of the Great Redwood Trail. Attendance at the events was up to 100 in Fortuna and about 75 in Willits. There was concern for impacts especially in areas away from public view in the wilderness, so there was a commitment from GRTA and Master Plan consultant Alta to continue outreach to property owners on the Eel River portion of trail. First responders had concerns about potential incidents on the trail. Also an eminent domain case with the federal Surface Transportation Board and California Public

Utilities Commission (CPUC) to take over a Willits property along State Route 20 resulted in a ruling against Mendocino Railway's Skunk Train.

- d. MCOG Staff - Summary of Meetings. Ms. Barrett referred to the written report. Ms. Orth highlighted the California Transportation Commission's Town Hall meeting of April 12-13 hosted by the North State Super Region and Shasta Regional Transportation Agency in Anderson, where she gave a presentation of the North State ZEV Working Group's efforts over the past two years, along with other presenters and stakeholders. A tour of projects in the Redding area showed off a complete streets highway corridor in progress, construction work revitalizing downtown including "Shasta Living Streets" projects, and restoring and repurposing of historic buildings, and other plans for the region. Commissioners were impressed with the Super Region's collaborative efforts among the 16 rural counties.
- e. MCOG Administration Staff
 - i. *Covelo SR 162 Corridor Multi-Purpose Trail Project*. Ms. Barrett reported recently executing a contract with the construction company and kick-off of preconstruction. Currently biological surveys were underway, so work could start as soon as this week, depending on results of the surveys.
 - ii. *Miscellaneous*. None.
 - iii. *Next Meeting Date*. Monday, June 5, 2023 – Adoption of Budget and Transportation Planning Program.
- f. MCOG Planning Staff
 - i. *Feasibility Study - Mendocino Transit Authority's Ukiah Transit Center*. Deputy Planner Ellard reported surveys and public outreach events by the consultant LSC Transportation. The project is going well, still in public outreach with an online survey on the website. Next will be scoring criteria and site selection. Cost is about \$135,000 for consultant's portion of the Work Element 3 budget. The project concludes in November with a final report.
 - iii. *MCOG Public Outreach with ChargePoint for Rural Electric Vehicle Charging Grant*. Ms. Ellard noted the work was completed and final report in the Information packet.
 - iv. *Miscellaneous*. MCOG is participating with MTA on its Short Range Transit Development Plan, which kicked off in March. Also MCOG is sponsoring a Traffic Control and Flagger training in June at Ukiah Valley Conference Center, from MCOG's Planning budget.
- g. MCOG Directors. Director Haschak was in Covelo twice in the past week, seeing enthusiasm for the new trail, and asked when it might be completed. Ms. Barrett reported it depends on biological and cultural resources found in the clearing process, and could take one or two construction seasons, she hoped by end of first season. Bridge installation is anticipated to be installed in late October or early November. The ground was still quite wet in the area.
- h. California Association of Councils of Governments (CALCOG) Delegates. Director Haschak announced Legislative Advocacy Day, June 6 in Sacramento and suggested Director Norvell attend as the appointed Alternate Delegate. He reported California Transit Association released a budget proposal of \$5 billion to restore the Transit & Intercity Rail Capital Program that was cut from the Governor's budget, which they hope to see in the May revise. Ms. Barrett confirmed her staff would be sure Director Norvell received the information.

11. Adjournment. The meeting was adjourned at 2:52 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR
By Janet Orth, Deputy Director & CFO

MENDOCINO COUNCIL OF GOVERNMENTS

MINUTES

Transit Productivity Committee - TPC
May 12, 2023

Primary Location:

Mendocino Transit Authority
Conference Room, 241 Plant Road, Ukiah

Teleconference Locations:

Redwood Coast Senior Center, 490 N. Harold St., Fort Bragg
Harrah Senior Center, 1501 Baechtel Road, Willits

General Public Teleconference by Zoom

PRESENT:

MCOG Board Members: Dan Gjerde, Mike Carter
MTA Board Members: [Note Director Gjerde doubles as MTA Board Member]
Senior Centers Rep.: Richard Baker, Willits Seniors; Jill Rexrode, Redwood Coast Seniors (Alt.)
Staff & Others: Nephele Barrett, Janet Orth, and Jody Lowblad, MCOG
Jacob King and Mark Harvey, MTA

ABSENT:

Bruce Richard, MTA

1. Call to Order. Chair Gjerde called the meeting to order at 10:00 a.m. Participants on the call were identified: Mike, Jacob, Janet and Jody in Ukiah; Richard in Willits; Dan and Jill in Fort Bragg; and Nephele and Mark joining by Zoom. It was determined that a quorum of three voting members was present, representing all parties (MCOG, MTA and Senior Centers).

3. Review and Recommendation on MTA's Analysis and Prioritization of 2023/24 Unmet Transit Needs.

Janet reviewed the annual process, current status and the recommended action. Included in the agenda packet was MTA's analysis of the list of all testimony compiled by MCOG from the Social Services Transportation Advisory Council (SSTAC), Mendocino Transit Authority (MTA) and the February public hearing. The report was ranked by five categories: *High Priority* (2), *Medium Priority* (3), *Low Priority* (3), *Already Exists* (2), and *Not Feasible* (2) for a total of 12 needs. Jacob then reviewed each need on the list, with group discussion. He noted "priority" did not mean the needs were not important, only less feasible at this time.

- "High Priority–Consider for FY 2023/24" – #S-3, for service to/from Humboldt County, MTA is working on developing with Humboldt Transit Authority (HTA) and Caltrans. There are no bus stops yet in Leggett or Piercy, and MTA is looking for a new bus stop location in Laytonville. The cost would be covered by HTA from grant funds, with no cost to MTA. This could serve more connections than Route 65, which is funded by FTA 5311(f) Intercity program. Current Greyhound service is not affordable for many riders. #P-2, for later work-shift service between Mendocino and Fort Bragg, can be served as MTA is reinstating another Route 65 round trip, to depart Mendocino at 7:30pm. Estimated cost for the full route is \$246,000, already in MTA's Operations budget for 2023/24.
- "Medium Priority–Consider for FY 2023/24" – #S-4 would be premature for these five communities currently under review by MCOG's Mobility Solutions feasibility study, with a report of options due out in August; some service could start in FY 2024/25. These are being tracked on the list as important needs that are brought up each year. #M-3 is of great need locally for the transit dependent to have service on Saturday in Willits; MTA will continue to study feasibility and ridership demand. #M-4, Brooktrails commuter connection can go in the same category as Mobility Solutions needs.
- "Low Priority– Consider for FY 2023/24" – #S-2, Westport/North Coast limited service requires more study of potential ridership; MTA will meet with Westport Municipal Advisory Council to consider various options. #S-5, to restore Ukiah Valley evening service for workers, could be feasible next fiscal year, though not yet due to the driver shortage. MTA is actively recruiting. #S-6, Anderson Valley to the coast with same-day return, would be very costly and just one person is known to have requested this; MTA will continue to study feasibility and demand.

- “Already Exists” – #S-1, Wednesday service for Senior Center transportation is served by MTA’s fixed route and Dial-a-Ride (DAR). Jacob brought this back on the list, recognizing the differences between needed door-thru-door service as compared to DAR’s curb-to-curb. He encouraged Ukiah Senior Center to apply for FTA 5310 program funds. #M-2, Ukiah to Willits, is served by Route 65 and will have more trips in FY 2023/24.
- “Not Feasible” – #M-1, bus stop at Waugh Lane and Talmage Road, MTA has studied at length and determined to be unsafe for pedestrians. #P-1 addresses fare pricing issues; MTA is reviewing its fare policy, anticipating results in 2024/25. This is not an unmet need by definition.

Questions and discussion included:

- How did the Westport/North Coast need come up at the November SSTAC workshop? No one was sure. Are we hearing fewer requests post-pandemic in outlying areas? Yes. This need may have originated from people in the Leggett area, who lack transportation to government services. One idea is a loop that uses Branscomb Road, though might not be feasible. Population is aging there as in much of the coastal area; many have medical appointments in Fort Bragg and Ukiah. Potentially there could be a dispatch center on the coast. (Nephele, Jacob, Dan)
 - Earlier this week, the SSTAC met and recommended a finding that the top two “High Priority” needs are reasonable to meet. Would it be appropriate to budget the entire cost of reinstating a Route 65 trip at \$246,000/year, or a portion to meet that local need? MTA would estimate \$50,000 for that need to be met. (Janet, Nephele, Jacob)
 - The SSTAC had noted that #S-3 to Humboldt County is contingent on HTA receiving grant funds to pay for it, with action by HTA. Is it reasonable to meet in 2023/24 without bus stops ready? The HTA General Manager has confirmed that if they can hire enough drivers, they plan to start service January 1, 2024. (Nephele, Richard, Dan, Jacob)
 - If that need were met, it would provide the added benefit of new service for Laytonville, as HTA’s trip would pass through not only north, but also south to Ukiah and back. (Mike, Jacob)
- Chair Gjerde called for any public comment, with no one present requesting to speak to the matter.

Recommendations:

Upon motion by Carter, seconded by Baker, and carried unanimously by roll call vote (3 Ayes – Gjerde, Carter, and Baker; 0 Noes; 1 Absent), the TPC recommended a finding that “there are unmet transit needs that are reasonable to meet” for Fiscal Year 2023/24, as identified on the FY 2023/24 list:

- #S-3 Affordable public transit link to Humboldt County, stopping in Piercy, Leggett, Laytonville – *contingent on grant award to Humboldt Transit Authority*
- #P-2 Fixed route timing that coincides with retail workforce shifts in the Fort Bragg/ Mendocino coast area.

4. Review and Recommendation on Fiscal Year 2023/24 Transit Claim. Janet summarized her written report, noting a lower revenue estimate for Local Transportation Funds (LTF) than for FY 2022/23, which was very high. Also a shortfall of \$185,956 is projected for 2022/23, which is proposed to be made up from 2023/24 revenues (new money), by reducing the funds for allocation. Also there is an audited surplus from 2021/22 available (old money), after flowing through the LTF Reserve calculation. The Executive Committee recommended a reserve of \$735,000, releasing for allocation up to \$425,024, depending on extend of shortfall in 2022/23. The proposed budget shows a Balance Available for Transit of \$4,353,031 from LTF, a decrease of 6.5% from the previous year. She expressed caution that this figure might come down slightly to help cover the shortfall. Actual revenues will be known in August, perhaps requiring a budget amendment. Fortunately, the State Controller’s estimate of State Transit Assistance (STA) from fuel taxes continues to rise.

A copy of MTA’s claim was included in the agenda packet. MTA claimed the full balance available. The senior centers receive the same percentage LTF increase or decrease as for MTA Operations, to fund their contracted transportation program. The total claim from both LTF and STA funds comes to \$6,502,064, less than one-half percent below the previous year’s total.

Assuming the recommended Unmet Transit Needs finding is made by MCOG’s Board, MTA would revise its LTF claim to show a separate amount for that. Discussion and questions included:

- How much to set aside for unmet needs? As discussed under Agenda item #3, MTA’s estimate of the coastal portion from Mendocino to Fort Bragg is \$50,000 to meet that need. This figure does not need to be exact, as it would be under the same PUC code section as Operations. (Janet, Nephele, Jacob)
- Moving this amount from Operations to Unmet Needs is not intended to impact the amount claimed for Senior Centers Operations. (Group)
- MTA expects to need the full amount claimed, as costs have risen. (Jacob)
- Capital Reserve funds are slated for projects in MTA’s five-year program, mainly to match grants for zero emission vehicles in the fleet. (Jacob)
- If the claim must be revised due to a revenue shortfall, would it also proportionately revise the Senior Centers portion? Review of latest report from County’s sales tax consultant, HDL, indicating revenues down six percent in third fiscal quarter in unincorporated area. Actuals fiscal year-to-date have fallen from February projections. (Nephele, Dan, Janet)
- Discussion of recommended action. What would be the process for a budget amendment? Not enough is known today to make an adjustment. MCOG’s board would address in October. (Group)

Recommendation:

Upon motion by Baker, seconded by Carter, and carried unanimously by roll call vote (3 Ayes – Gjerde, Carter, and Baker; 0 Noes; 1 Absent), the TPC recommended that MCOG identify \$50,000 of Local Transportation Funds for reasonable-to-meet Unmet Transit Needs in MTA’s FY 2023/24 allocation.

Local Transportation Fund (LTF)		
MTA Operations	3,621,782	
Unmet Transit Needs	50,000	
Senior Center Operations	681,249	
Total LTF		4,353,031
State Transit Assistance Fund (STA)		
MTA Operations	1,443,571	
MTA & Seniors Capital	0	
Transit Capital Reserve	0	
Total STA		1,443,571
Capital Reserve Fund (CRF)		
MTA Capital, Current Year	0	
Senior Capital, Current Year	0	
Long-Term Capital Reserve	705,462	
Total CRF		705,462
Total Recommended FY 2023/24 Transit Allocation		6,502,064

5. Review and Recommendation on MCOG Standards. Janet recapped her staff report, with staff’s recommendation that no revisions are needed this year to the adopted Transit Performance Standards. Passengers per Hour standards were adjusted last year. The performance review will show that none of the service types met that standard over the past three years; however, it would be premature to revise it again, while ridership is still recovering from pandemic conditions, across the entire public transit sector. Discussion included:

- Senior centers are starting to see more people coming out for activities and programs, across all services they provide including transportation. Numbers are not as high as expected, but are trending upward. (Richard)
- MTA reached a 50 percent mark in ridership for local Route 9 in Ukiah yesterday (4,500); while there is still more work to be done, this is a huge milestone. (Jacob)
- Cost per Hour standards are working well, due to past work to implement a routine. Farebox recovery ratio is ten percent for all service types, consistent with State law. The last of four standards is Cost per Passenger, a calculation of Passengers per Hour and Cost per Hour. (Janet)

Recommendation:

Upon motion by Baker, seconded by Carter, and carried unanimously by roll call vote (3 Ayes – Gjerde, Carter, and Baker; 0 Noes; 1 Absent), the TPC recommended keeping the existing standards, with no changes needed.

6. Annual Review of MTA Performance Reports Against MCOG Standards. Janet presented findings of her analysis, as documented in the written staff report, and recommended several actions to consider. In summary, the three-year average compared with last year’s review indicates no change in overall results. Her main observations were that 1) costs have dropped noticeably from the highest cost year in 2021, and 2) results indicate the ongoing need to rebuild ridership. Performance was good across the three-year period.

Service Type	2022 *	3-Yr Average
Dial-A-Ride (DAR) met one more standard in 2022 (Cost/Hour), maintained same 3-year average	2 of 3	2 of 3
Short Distance Bus Routes maintained the same 1-year and 3-year average	1 of 4	2 of 3
Long Distance Routes met one in 2022 (Cost/Hour), compared to one in 2021 (Farebox), maintained same 3-year average	1 of 4	3 of 3
Senior Centers maintained the same 1-year and 3-year average (Farebox, Cost/Hr)	1 of 4	2 of 3

* Note fourth standard applied where 2 of 3 not met; however, none met the fourth (Cost per Passenger.)

Discussion included:

- A typo in MTA’s raw data that skewed results for one of the senior centers was explained. (Janet)
- Applause for Redwood Coast and Willits senior centers for low cost and high ridership. Both met the standards in 2022 individually; quarterly internal reviews confirm these outcomes. Unfortunately, this annual review combines the data for all five centers. (Nephele, Janet)
- Expecting better numbers for Passengers per Hour in 2023. (Richard)
- Farebox ratio is allowed to include contributions such as advertising revenue. Willits seniors center has had Adventist Health advertisements for years. The recent performance audit confirmed that AB 149 now allows any non-state funds to be counted toward Farebox, such as FTA 5310 grants. (Dan, Richard, Janet)
- The latest CHP inspection of Redwood Coast Seniors vehicles informed for the first time that they must have the same information on each side of their busses, so now there is a cost for new skins. This will result in no space for advertising, due to number of seats classification for the bus; they have 11 seats. Willits center is not subject to same rule, with nine seats and no CHP inspection required; also drivers only need a standard license. (Jill, Richard)
- All agreed results showed good performance under current conditions. Discussion of possible productivity improvements. MTA is advertising to increase ridership, also has started contactless payment that accepts various payment methods such as phones and credit cards to help entice riders; still working through issues with the new technology. The Short Range Transit Development Plan update will do a better job of reviewing services for productivity improvements; the consultant is already working on this project, with results due a year from now. (Group)

Recommendation:

Upon motion by Baker, seconded by Carter, and carried unanimously by roll call vote (3 Ayes – Gjerde, Carter, and Baker; 0 Noes; 1 Absent), the TPC reported good performance while emerging from two years of the COVID pandemic.

– Annual Transit Performance Reviews (one year and three years) are attached

7. Miscellaneous / Members’ Concerns / Announcements. In brief discussion, it was agreed there was no need to meet again this year, having conducted all annual business today. Staff is able to deal with a budget amendment as needed, directly with the full board.

8. Adjournment. The meeting was adjourned at 11:30 a.m.

Mendocino Council of Governments

Annual Transit Performance Review

January 1 - December 31, 2022

MCOG Standards	Passengers per Hour	Farebox Ratio	Operating Cost per Vehicle Service Hour	Cost per Passenger
<i>When comparing to performance:</i>	Higher # is better	Higher # is better	Lower # is better	Lower # is better
Dial-A-Ride				
Jan, Feb, Mar 2022	1.8	9%	\$85.81	\$47.41
Apr, May, June 2022	2.2	9%	\$99.28	\$45.96
July, Aug, Sept 2022	2.3	10%	\$105.02	\$45.66
Oct, Nov, Dec 2022	2.2	11%	\$90.93	\$41.90
Annual Average	2.1	9.9%	\$95.26	\$45.23
Standard	3.3	10.0%	NA	NA
CPI Adjusted Rolling Average	NA	NA	\$124.08	\$37.60
Result	not met	✓	✓	not met
Short Distance Bus Routes *				
Jan, Feb, Mar 2022	4.4	15%	\$202.47	\$45.91
Apr, May, June 2022	4.4	14%	\$211.28	\$48.02
July, Aug, Sept 2022	4.1	14%	\$183.47	\$44.75
Oct, Nov, Dec 2022	4.6	14%	\$154.38	\$33.56
Annual Average	4.4	14.1%	\$187.90	\$43.06
Standard	10.2	10.0%	NA	NA
CPI Adjusted Rolling Average	NA	NA	\$176.53	\$17.31
Result	not met	✓	not met	not met
Long Distance Routes **				
Jan, Feb, Mar 2022	2.6	10%	\$168.56	\$64.83
Apr, May, June 2022	3.0	9%	\$208.70	\$70.51
July, Aug, Sept 2022	2.6	9%	\$173.98	\$66.92
Oct, Nov, Dec 2022	3.4	9%	\$169.93	\$50.42
Annual Average	2.9	9.3%	\$180.29	\$63.17
Standard	3.2	10.0%	NA	NA
CPI Adjusted Rolling Average	NA	NA	\$194.76	\$60.86
Result	not met	not met	✓	not met
Senior Centers				
Jan, Feb, Mar 2022	1.6	7%	\$121.27	\$73.95
Apr, May, June 2022	1.7	8%	\$87.31	\$52.60
July, Aug, Sept 2022	1.8	9%	\$75.19	\$41.31
Oct, Nov, Dec 2022	1.8	17%	\$91.08	\$51.46
Annual Average	1.7	10.2%	\$93.71	\$54.83
Standard	2.2	10.0%	NA	NA
CPI Adjusted Rolling Average	NA	NA	\$90.09	\$40.95
Result	not met	✓	not met	not met

* Includes 1 Willits Local, 5 Bragg About, 7 Jitney, 9 Ukiah Local

** Includes 20 Willits/Ukiah, 60 Coaster, 65/66 CC Rider, 75 Gualala/Ukiah, 95 Point Arena/Santa Rosa

NOTES:

"CPI Adjusted Rolling Average" uses the Consumer Price Index (CPI) Annual Average, All Urban Consumers, California, percent change from corresponding calendar year to year, added to each of the past three years and averaged.

Check-mark symbol indicates the standard was met.

Cost per Passenger is the result of Cost per Hour divided by Passengers per Hour (may differ slightly from MTA report).

Round-off errors may occur between MTA's report and this summary, or differences from number of decimal places entered.

Inland and Coast routes were changed by TPC recommendation to "Short Distance" and "Long Distance" respectively.

MCOG Board adopted 10% Farebox Ration standard on June 3, 2019 as recommended by TPC.

Reporting of Farebox by certain Senior Centers is inconsistent with TDA, thereby affecting average performance for all.

Mendocino Council of Governments Annual Transit Performance Review

3 Years: January 1, 2020 - December 31, 2022

MCOG Standards	Passengers per Hour	Farebox Ratio	Operating Cost per Vehicle Service Hour	Cost per Passenger	Cost/Hr Annual CPI adj.
<i>When comparing to performance:</i>					
	Higher # is better	Higher # is better	Lower # is better	Lower # is better	
Dial-A-Ride					
Jan. 1 - Dec. 31, 2020	2.8	15.0%	\$87.49	\$33.69	\$88.95 1.67%
Jan. 1 - Dec. 31, 2021	3.9	17.3%	\$173.68	\$43.41	\$181.02 4.23%
Jan. 1 - Dec. 31, 2022	2.1	9.9%	\$95.26	\$45.23	\$102.26 7.35%
3-Year Average	2.9	14.0%	\$118.81	\$40.78	\$124.08 4.42%
Standard	3.3	10.0%	NA	NA	
CPI Adjusted Rolling Average	NA	NA	\$124.08	\$37.60	Cost/Hr divided by Pass/Hr standard
Result	not met	✓	✓	not met	
Short Distance Bus Routes					
Jan. 1 - Dec. 31, 2020	6.4	22.8%	\$108.68	\$19.48	\$110.49
Jan. 1 - Dec. 31, 2021	3.9	13.8%	\$208.58	\$53.42	\$217.39
Jan. 1 - Dec. 31, 2022	4.4	14.1%	\$187.90	\$43.06	\$201.71
3-Year Average	4.9	16.9%	\$168.39	\$38.65	\$176.53
Standard	10.2	10.0%	NA	NA	
CPI Adjusted Rolling Average	NA	NA	\$176.53	\$17.31	
Result	not met	✓	✓	not met	
Long Distance Routes					
Jan. 1 - Dec. 31, 2020	4.2	15.5%	\$160.83	\$50.46	\$163.52
Jan. 1 - Dec. 31, 2021	2.5	10.0%	\$218.00	\$89.45	\$227.21
Jan. 1 - Dec. 31, 2022	2.9	9.3%	\$180.29	\$63.17	\$193.54
3-Year Average	3.2	11.6%	\$186.37	\$67.69	\$194.76
Standard	3.2	10.0%	NA	NA	
CPI Adjusted Rolling Average	NA	NA	\$194.76	\$60.86	
Result	✓	✓	✓	not met	
Senior Centers					
Jan. 1 - Dec. 31, 2020	2.1	17.4%	\$63.05	\$32.32	\$64.10
Jan. 1 - Dec. 31, 2021	2.0	20.4%	\$101.28	\$50.93	\$105.56
Jan. 1 - Dec. 31, 2022	1.7	10.2%	\$93.71	\$54.83	\$100.60
3-Year Average	1.9	16.0%	\$86.02	\$46.03	\$90.09
Standard	2.2	10.0%	NA	NA	
CPI Adjusted Rolling Average	NA	NA	\$90.09	\$40.95	
Result	not met	✓	✓	not met	

NOTES:

"CPI Adjusted Rolling Average" uses the Consumer Price Index (CPI) Annual Average, All Urban Consumers, California, percent change from corresponding calendar year to year, added to each of the past three years and averaged. Check-mark symbol indicates the standard was met. Cost per Passenger is the result of Cost per Hour divided by Passengers per Hour (may differ slightly from MTA report). Round-off errors may occur between MTA's report and this summary, or differences based on number of decimal places entered. Inland and Coast routes were changed by TPC recommendation to "Short Distance" and "Long Distance" respectively. MCOG Board adopted 10% Farebox Ration standard on June 3, 2019 as recommended by TPC. Reporting of Farebox by certain Senior Centers is inconsistent with TDA, thereby affecting average performance for all. MCOG Board adopted revised Passengers per Hour standards on June 6, 2022 as recommended by TPC.



CLEAN CALIFORNIA

Local Grant Program

Agenda # 9
Regular Calendar
MCOG Meeting
6/5/2023

The Clean California Local Grant Program, administered by the California Department of Transportation (Caltrans), provides funding to beautify and improve streets and roads, tribal lands, parks, pathways, and transit centers. Its ultimate goal is to restore pride in California's public spaces.

In Cycle 1, Caltrans awarded approximately \$300 million in funds to 105 projects. In Cycle 2, Caltrans will have approximately \$100 million in funds to award. The availability of Cycle 2 grant funding is contingent on the funds being made available in the Fiscal Year 2023-2024 State Budget.

Applicants must be local or regional public agencies, transit agencies, or tribal governments. Nonprofit organizations may apply as sub-applicants.

Project Types

Eligible projects are infrastructure or non-infrastructure projects that reduce litter, beautify public spaces, improve public health, and foster place-making.

Funding

The grant program guidelines recognize and provide for the diverse funding needs of potential applicants throughout the state.

- The local match component ranges from 0% to 50% of the grant amount request.
- All program funds will benefit underserved communities.
- The maximum grant amount request is \$5 million.
- Projects must be delivered by June 30, 2026.



Living Green Pittsburg - Trail and Community Outreach Project, City of Pittsburg, Cycle 1 Awardee



The Hanami Line Project at Robert T. Matsui Park, City of Sacramento, Cycle 1 Awardee



CLEAN CALIFORNIA

Local Grant Program

Project Selection Criteria

For Cycle 2, Caltrans has refined the project selection criteria to further support:

- Community need
- Potential to enhance and beautify public space
- Potential for greening to provide shade, reduction of the urban heat island effect, and use of native drought-tolerant plants
- Potential to improve access to public space
- Public engagement in the project proposal that reflects community priorities
- Benefit to underserved communities

These funds shall not be used to displace people experiencing homelessness.

Cycle 2 Milestones	Dates
Call for Projects	February 14, 2023
Project Application Deadline	April 28, 2023, by 5:00 PM PST
Project Award Announcement	August/September 2023
Project Completion Date	June 30, 2026

(Extended to May 31)



Eel River Trail Project and Rio Dell Gateway Beautification Project, City of Rio Dell, Cycle 1 Awardee



South of Market (SoMa) Transit Gardens Connection Project, San Francisco Municipal Transportation Agency, Cycle 1 Awardee

Start Preparing Your Cycle 2 Application(s) Now!

- Identify potential project site(s) and/or educational program concept(s)
- Plan and begin your community engagement
- Develop project/program design plans
- Identify State and/or federal permits or approvals that will be needed
- Stay informed on program updates through stakeholder workshops

For more information, please visit: <https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program>

Sign up for our mailing list [HERE](#)

Questions? Email: CleanCA.LocalGrant@dot.ca.gov



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 10
Regular Calendar
MCOG Meeting
6/5/2023

TITLE: FY 2023/24 Final Overall Work Program (OWP)

DATE SUBMITTED: 5/25/23

SUBMITTED BY: Alexis Pedrotti, Project Manager

MEETING DATE: 6/5/23

BACKGROUND:

Enclosed for your review and approval is the proposed FY 2023/24 Final Overall Work Program (OWP). The Technical Advisory Committee (TAC) reviewed this OWP at their meeting of May 24, 2023 and recommended that it be approved.

As reported during the budget overview at the May MCOG meeting, the Draft Work Program was reviewed and recommended by the TAC in February, and submitted to Caltrans by the March 1, 2023 due date. This Final Work Program includes the projects recommended in the Draft, as well as the addition of some estimated carryover funding. It also responds to Caltrans' comments on the Draft, which were minor.

Proposed Final Work Elements are as follows:

W.E.	Agency	Project	Amount
1	MCOG	Regional Government & Intergovernmental Coordination	\$ 142,000
2	MCOG	Planning Management & General Coordination (Non-RPA)	\$ 134,653
3	MCOG	MTA Feasibility Study for Ukiah Transit Center (Carryover)	\$ 50,000
4	MCOG	Sustainable Transportation Planning	\$ 20,000
5	MCOG	Mobility Solutions – Feasibility Study for Rural Areas – Carryover	\$ 25,001
6	Co. DOT	Combined Special Studies	\$ 54,000
7	MCOG	Planning, Programming & Monitoring (PPM)	\$ 114,500
8	MCOG	Regional Leadership Training	\$ 25,000
12	Ukiah	Truck Route Study (Carryover)	\$ 45,000
13	Fort Bragg	Central Business District Parking Evaluation (Carryover)	\$ 50,000
14	MCOG	Training	\$ 20,000
15	Point Arena	Downtown Parking Master Plan (NEW)	\$ 48,375
16	MCOG	Multi-Modal Transportation Planning	\$ 45,000
18	MCOG	Geographic Information System (GIS) Activities	\$ 5,798
20	MCOG	Grant Development & Assistance	\$ 51,000
----	MCOG	<i>PROJECT RESERVE</i>	\$ 64,038
		Total	\$ 894,365

As proposed, the FY 2023/24 Final Overall Work Program includes **15** work elements and totals **\$894,365**. For comparison purposes, the Final (Amended) FY 2022/23 Overall Work Program contains 14 work elements and totals \$1,203,314.

The financial summary pages (8-11) provide a breakdown of funding sources and claimants. Carryover amounts are estimates, and adjustments will be made in an amendment after the fiscal year end closes.

ACTION REQUIRED: Adopt FY 2023/24 Final Overall Work Program.

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

RECOMMENDATION: Accept TAC's recommendation to adopt FY 2023/24 Final Overall Work Program, and authorize Executive Director or designee to sign certifications and OWP Agreement and forward to Caltrans as required.

Attachment: FY 2023/24 Final Overall Work Program



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 11
Regular Calendar
MCOG Meeting
6/5/2023

TITLE: Fiscal Year 2023/24 Regional Transportation Planning Agency (RTPA) & COG Budget

SUBMITTED BY: Janet Orth, Deputy Director & CFO

DATE PREPARED: 5/22/2023

BACKGROUND:

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

On May 1, I made a presentation to the Council, as an opportunity for input and questions. Staff and council members participated in a workshop to better understand the budget proposals and how these were developed.

The draft budget included recommendations from four committees* during budget development, which are documented in the staff report, presentation, and committee meeting minutes.

All information to date is summarized for the record in the allocating resolutions. The Budget Summary “Supplemental Format” has been added for details. Total revenues are **\$16,175,346**, and total proposed allocations are **\$15,753,101**.

Final notes and changes since the May draft budget workshop include:

- #11a. Planning. As anticipated, the Transportation Planning Overall Work Program (OWP) proposal has increased from the initial draft total of \$659,364 approved by the Executive Committee, to \$894,365, as a result of adding project funds carried over from the previous fiscal year and Rural Planning Assistance grant funds. An amendment is anticipated after close of the fiscal year to add further carryover funds. - *Refer to staff report, Agenda #10*
- #11b. Unmet Transit Needs. The Social Services Transportation Advisory Council (SSTAC) met May 10 and the Transit Productivity Committee (TPC) met May 12. Both recommended a finding that “there are unmet transit needs that are reasonable to meet” for FY 2023/24, according to adopted definitions.
- #11c. Public Transit. Staff has collected all necessary data to make the findings required by the Transportation Development Act (TDA) for funding of Mendocino Transit Authority’s annual claim. Supporting documentation for the resolution will be on file and available for verification and audit. After MTA adopts their final budget, we expect to have remaining information required to be submitted with the claim for funds, including MTA’s budget and five-year capital plan, by the start of the new fiscal year. MTA has revised their claim in response to the TPC recommendation and also to request a portion of State Transit Assistance (STA) funds for Capital needs. A note to better understand apples-to-apples comparison with last years’ final allocations: Total LTF, STA, Capital Reserve, and State of Good Repair for FY 2022/23 was \$6,674,799, FY 2023/24 is \$6,656,881, for a difference of \$17,918 or 0.27%.

- #11d. Surface Transportation Block Grant Program. The resolution details fund balances and carryover not entirely reflected in the budget spreadsheets. STBG comprises three separate MCOG programs: Partnership Funding, Local Assistance, and Formula Distribution. The resolution narrative (second page) identifies cumulative amounts in the Partnership program.
- #11e. Regional Early Action Planning (REAP) Program. 90% of the grant funding is suballocated to the five member local agencies, of which four projects are carried over from 2022/23; City of Point Arena's grant-funded allocation has been fully claimed. A portion of the ten percent for MCOG grant administration and management has been expended to date, with the remainder carried over to 2023/24.

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

ACTION REQUIRED:

- a. Adopt the resolution to fund MCOG activities: Administration, Bicycle & Pedestrian program, Planning and Reserves. The budget component for Planning will fund the Overall Work Program. The OWP is to be adopted under a separate agenda item.
- b. Adopt the resolution to make the annual finding of Unmet Transit Needs. This documents the process that began the budget cycle with the Social Services Transportation Advisory Council's workshop last November and will conclude with this finding by resolution.
- c. Adopt the resolution to fund Mendocino Transit Authority operations, capital needs, and senior center transportation contracts.
- d. Adopt the resolution to allocate STBG funds for MCOG's Partnership Funding Program, Local Assistance, and Distribution by Formula to Member Agencies.
- e. Adopt the resolution to allocate grant funds carried over from FY 2022/23 for the Regional Early Action Planning (REAP) Program for activities that increase housing planning and accelerate housing production.

ALTERNATIVES:

- a. If the Council chooses to make changes to the budget for Administration, Bicycle & Pedestrian program, Planning or Reserves, direct staff to adjust the allocating resolutions accordingly and authorize the Chair to execute them, so that funds can be released on time. The next opportunity for Council approval would be the August 14 meeting (unless a special meeting is called), and delay could cause hardship for the entities that receive funds to be allocated. Or, the Council could release portions of individual budget line items as needed until the budget is adopted. – *changes not recommended*
- b. The Council could adopt an alternative finding that “*there are no unmet transit needs that are reasonable to meet,*” in which case MTA would use its general operating funds or other resources to continue restoring services cut during the pandemic, identified as high priority in

the needs list; also a partnership with a neighboring transit agency with grant funding would not be credited as meeting an unmet need. Or you could choose not to make any finding, thereby not concluding the annual process, which MCOG is not required to conduct. – *not recommended*

- c. The Council could request that MTA further revise their claim. – *not recommended*
- d. The Council could revise its established policy for allocation of STBG funds. The resolution notes, “*It is MCOG’s intention to reevaluate its STBG formula for distribution to the member agencies if a forthcoming federal transportation legislative bill substantially changes the amount of, or designated use of, STBG funds.*” There have been no such changes made to date, although the authorization was renewed under the Investment in Infrastructure & Jobs Act, a.k.a. Bipartisan Infrastructure Law. Also, the Council could revise the policy for “off-the-top” allocations to the Partnership Funding Program and Local Assistance. – *not recommended*
- e. No alternatives are identified for the REAP program, under which MCOG has executed a grant funding agreement with the State Housing & Community Development Department, and projects of the member local governments are underway or partially completed.

RECOMMENDATION:

Staff concurs with the four committee recommendations to date. Approve the FY 2023/24 RTPA & COG Budget by adopting the five resolutions for execution by the Chair. If desired, this action can be made in a single motion.

Enclosure: 2023/24 Budget (as separate PDF digital document)

NOTE: A limited number of print copies of this Budget are made available by request. Copies of the final adopted Budget will be produced and distributed as needed. The electronic version will be available for download on MCOG’s website.
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- * The committees recommending on the budget are:
- Executive Committee
 - Technical Advisory Committee
 - Transit Productivity Committee
 - Social Services Transportation Advisory Council



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 12
Regular Calendar
MCOG Meeting
6/5/2023

STAFF REPORT

TITLE: TPC Recommendations: Annual Review of Transit Performance and Standards

SUBMITTED BY: Janet Orth, Deputy Director & CFO

DATE PREPARED: 5/22/2023

BACKGROUND:

The Transit Productivity Committee’s duties include review and recommendation on MCOG’s performance standards for public transit operations. According to MCOG’s Bylaws, Section 5.4, *“The purpose of the TPC will be to review and recommend on transit performance and productivity issues in accordance with approved standards adopted by the Council, including review of quarterly reports of the transit operator and to make recommendations to the Council for revisions to the standards...”* We interpret this such that MCOG and MTA cooperate to establish appropriate standards for these performance reviews. This system has been reviewed by past independent performance audits and is found to work well.

Current Status. Last year, the only standard due for update was Passengers per Hour, which has been addressed. This year’s performance report incorporates the new standards. The TPC met on May 12 and unanimously recommended keeping the existing standards, with no changes needed.

Most Recent Updates. In June 2022, MCOG’s Board of Directors adopted the revised Passengers per Hour standards recommended by staff and the TPC.

In August 2014, the Board adopted the policy recommended by staff and the TPC, after several years of research, to use a method we call “CPI Adjusted Rolling Average” for the Cost per Vehicle Service Hour and Cost per Passenger standards. This calculates averages of actual performance data, adjusted for inflation using the Consumer Price Index annual average change. From MTA’s data, I provide the past three years’ combined performance to derive the average performance over that period, for comparison and update of the standards. The result provides cost standards for the separate report of the most recent year ended.

In June 2019, the Council approved the TPC’s recommendation to adjust the Farebox recovery standard from 15%, and 12% for senior centers’ specialized services, to 10% for all service types, consistent with the State’s requirement for rural operators, which was amended by Senate Bill 508, effective July 1, 2016.

Performance Review. On May 12, transit performance in the year 2022 was reviewed by the TPC. Summary of results:

Service Type	2022 *	3-Year Average
Dial-A-Ride (DAR) met one more standard in 2022 (Cost/Hour), maintained same 3-year average	2 of 3	2 of 3
Short Distance Bus Routes maintained the same 1-year and 3-year average	1 of 4	2 of 3
Long Distance Routes met one in 2022 (Cost/Hour), compared to one in 2021 (Farebox), maintained same 3-year average	1 of 4	3 of 3
Senior Centers maintained the same 1-year and 3-year average (Farebox, Cost/Hr)	1 of 4	2 of 3

** Note fourth standard applied where 2 of 3 not met; however, none met the fourth (Cost per Passenger.)*

The TPC reported good performance while emerging from two years of the COVID pandemic.

ACTION REQUIRED:

No action is required for MCOG's Transit Performance Standards.

Accept the TPC's report of the Annual Transit Performance Review through December 31, 2022.

ALTERNATIVES:

The Council may choose to continue its existing standards or to consider the matter at a later date in consultation with the Transit Productivity Committee.

RECOMMENDATION:

Accept the TPC's report of the Annual Transit Performance Review through December 31, 2022.

Enclosures:

2023 MCOG Transit Performance Standards

Annual Transit Performance Reviews - one year and three years

(Refer to meeting minutes under Agenda Item #7 for more details)

Mendocino Council of Governments

Transit Performance Standards

Adopted by MCOG Board on 6/6/2022 with Administrative Update per Policy
 Applied to Transit Performance January 1, 2020 - December 31, 2022

2023 MCOG Standards	Passengers per Hour	Farebox Ratio	CPI Adjusted Rolling Average	
			Operating Cost per Vehicle Service Hour	Cost per Passenger
<i>When comparing to performance:</i>	Higher # is better	Higher # is better	Lower # is better	Lower # is better
Dial-A-Ride	3.3	10%	\$124.08	\$37.60
Short Distance Bus Routes	10.2	10%	\$176.53	\$17.31
Long Distance Bus Routes	3.2	10%	\$194.76	\$60.86
Senior Centers	2.2	10%	\$90.09	\$40.95

NOTES:

- 1) Starting in 2014, **Cost per Hour** is calculated by averaging the past three years of actual costs, then adjusted annually by the percentage change in the California Consumer Price Index - California, All Urban Consumers, produced by the California Department of Industrial Relations, Division of Labor Statistics and Research. MCOG refers to this method as "CPI Adjusted Rolling Average."
<https://www.dir.ca.gov/OPRL/capriceindex.htm>
- 2) **Cost per Passenger** is intended for use as an additional evaluation tool in the event 2 out of 3 of the other standards are not met. This standard also is adjusted annually by the CPI inflation rate. Cost per Passenger is the result of Cost per Hour divided by Passengers per Hour.
- 3) For "**CPI Adjusted Rolling Average**" calculations, see **Performance Review Tally**: January 1, 2020 - December 31, 2022.
- 4) On June 3, 2019, **Farebox Ratio** was revised to 10% (ten percent) for all service types, consistent with minimum State requirements under SB 508.
- 5) On June 6, 2022, the Council adopted revised **Passengers per Hour** standards to 73% of the existing standards for Dial-A-Ride, Short Distance Bus Routes, and Senior Centers, as recommended by the Transit Productivity Committee.

Mendocino Council of Governments

Annual Transit Performance Review

January 1 - December 31, 2022

MCOG Standards	Passengers per Hour	Farebox Ratio	Operating Cost per Vehicle per Service Hour	Cost per Passenger
<i>When comparing to performance:</i>	Higher # is better	Higher # is better	Lower # is better	Lower # is better
Dial-A-Ride				
Jan, Feb, Mar 2022	1.8	9%	\$85.81	\$47.41
Apr, May, June 2022	2.2	9%	\$99.28	\$45.96
July, Aug, Sept 2022	2.3	10%	\$105.02	\$45.66
Oct, Nov, Dec 2022	2.2	11%	\$90.93	\$41.90
Annual Average	2.1	9.9%	\$95.26	\$45.23
Standard	3.3	10.0%	NA	NA
CPI Adjusted Rolling Average	NA	NA	\$124.08	\$37.60
Result	not met	✓	✓	not met
Short Distance Bus Routes *				
Jan, Feb, Mar 2022	4.4	15%	\$202.47	\$45.91
Apr, May, June 2022	4.4	14%	\$211.28	\$48.02
July, Aug, Sept 2022	4.1	14%	\$183.47	\$44.75
Oct, Nov, Dec 2022	4.6	14%	\$154.38	\$33.56
Annual Average	4.4	14.1%	\$187.90	\$43.06
Standard	10.2	10.0%	NA	NA
CPI Adjusted Rolling Average	NA	NA	\$176.53	\$17.31
Result	not met	✓	not met	not met
Long Distance Routes **				
Jan, Feb, Mar 2022	2.6	10%	\$168.56	\$64.83
Apr, May, June 2022	3.0	9%	\$208.70	\$70.51
July, Aug, Sept 2022	2.6	9%	\$173.98	\$66.92
Oct, Nov, Dec 2022	3.4	9%	\$169.93	\$50.42
Annual Average	2.9	9.3%	\$180.29	\$63.17
Standard	3.2	10.0%	NA	NA
CPI Adjusted Rolling Average	NA	NA	\$194.76	\$60.86
Result	not met	not met	✓	not met
Senior Centers				
Jan, Feb, Mar 2022	1.6	7%	\$121.27	\$73.95
Apr, May, June 2022	1.7	8%	\$87.31	\$52.60
July, Aug, Sept 2022	1.8	9%	\$75.19	\$41.31
Oct, Nov, Dec 2022	1.8	17%	\$91.08	\$51.46
Annual Average	1.7	10.2%	\$93.71	\$54.83
Standard	2.2	10.0%	NA	NA
CPI Adjusted Rolling Average	NA	NA	\$90.09	\$40.95
Result	not met	✓	not met	not met

* Includes 1 Willits Local, 5 Bragg About, 7 Jitney, 9 Ukiah Local

** Includes 20 Willits/Ukiah, 60 Coaster, 65/66 CC Rider, 75 Gualala/Ukiah, 95 Point Arena/Santa Rosa

NOTES:

"CPI Adjusted Rolling Average" uses the Consumer Price Index (CPI) Annual Average, All Urban Consumers, California, percent change from corresponding calendar year to year, added to each of the past three years and averaged.

Check-mark symbol indicates the standard was met.

Cost per Passenger is the result of Cost per Hour divided by Passengers per Hour (may differ slightly from MTA report).

Round-off errors may occur between MTA's report and this summary, or differences from number of decimal places entered.

Inland and Coast routes were changed by TPC recommendation to "Short Distance" and "Long Distance" respectively.

MCOG Board adopted 10% Farebox Ration standard on June 3, 2019 as recommended by TPC.

Reporting of Farebox by certain Senior Centers is inconsistent with TDA, thereby affecting average performance for all.

Mendocino Council of Governments Annual Transit Performance Review

3 Years: January 1, 2020 - December 31, 2022

MCOG Standards	Passengers per Hour	Farebox Ratio	Operating Cost per Vehicle Service Hour	Cost per Passenger	Cost/Hr Annual CPI adj.
<i>When comparing to performance:</i>					
	Higher # is better	Higher # is better	Lower # is better	Lower # is better	
Dial-A-Ride					
Jan. 1 - Dec. 31, 2020	2.8	15.0%	\$87.49	\$33.69	\$88.95 1.67%
Jan. 1 - Dec. 31, 2021	3.9	17.3%	\$173.68	\$43.41	\$181.02 4.23%
Jan. 1 - Dec. 31, 2022	2.1	9.9%	\$95.26	\$45.23	\$102.26 7.35%
3-Year Average	2.9	14.0%	\$118.81	\$40.78	\$124.08 4.42%
Standard	3.3	10.0%	NA	NA	
CPI Adjusted Rolling Average	NA	NA	\$124.08	\$37.60	Cost/Hr divided by Pass/Hr standard
Result	not met	✓	✓	not met	
Short Distance Bus Routes					
Jan. 1 - Dec. 31, 2020	6.4	22.8%	\$108.68	\$19.48	\$110.49
Jan. 1 - Dec. 31, 2021	3.9	13.8%	\$208.58	\$53.42	\$217.39
Jan. 1 - Dec. 31, 2022	4.4	14.1%	\$187.90	\$43.06	\$201.71
3-Year Average	4.9	16.9%	\$168.39	\$38.65	\$176.53
Standard	10.2	10.0%	NA	NA	
CPI Adjusted Rolling Average	NA	NA	\$176.53	\$17.31	
Result	not met	✓	✓	not met	
Long Distance Routes					
Jan. 1 - Dec. 31, 2020	4.2	15.5%	\$160.83	\$50.46	\$163.52
Jan. 1 - Dec. 31, 2021	2.5	10.0%	\$218.00	\$89.45	\$227.21
Jan. 1 - Dec. 31, 2022	2.9	9.3%	\$180.29	\$63.17	\$193.54
3-Year Average	3.2	11.6%	\$186.37	\$67.69	\$194.76
Standard	3.2	10.0%	NA	NA	
CPI Adjusted Rolling Average	NA	NA	\$194.76	\$60.86	
Result	✓	✓	✓	not met	
Senior Centers					
Jan. 1 - Dec. 31, 2020	2.1	17.4%	\$63.05	\$32.32	\$64.10
Jan. 1 - Dec. 31, 2021	2.0	20.4%	\$101.28	\$50.93	\$105.56
Jan. 1 - Dec. 31, 2022	1.7	10.2%	\$93.71	\$54.83	\$100.60
3-Year Average	1.9	16.0%	\$86.02	\$46.03	\$90.09
Standard	2.2	10.0%	NA	NA	
CPI Adjusted Rolling Average	NA	NA	\$90.09	\$40.95	
Result	not met	✓	✓	not met	

NOTES:

"CPI Adjusted Rolling Average" uses the Consumer Price Index (CPI) Annual Average, All Urban Consumers, California, percent change from corresponding calendar year to year, added to each of the past three years and averaged. Check-mark symbol indicates the standard was met. Cost per Passenger is the result of Cost per Hour divided by Passengers per Hour (may differ slightly from MTA report). Round-off errors may occur between MTA's report and this summary, or differences based on number of decimal places entered. Inland and Coast routes were changed by TPC recommendation to "Short Distance" and "Long Distance" respectively. MCOG Board adopted 10% Farebox Ration standard on June 3, 2019 as recommended by TPC. Reporting of Farebox by certain Senior Centers is inconsistent with TDA, thereby affecting average performance for all. MCOG Board adopted revised Passengers per Hour standards on June 6, 2022 as recommended by TPC.



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 14d
 Reports
 MCOG Meeting
 6/05/2023

STAFF REPORT

TITLE: Summary of Meetings

DATE PREPARED: 5/25/2023

SUBMITTED BY: Jody Lowblad, Administrative Assistant

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

Date	Meeting/Event	Staff
May 2	Safe Streets for All (SS4U) Webinar – Implementation Grants	Ellard
May 2	Grant Webinar Training	Villa
May 2	Uniform Grants Guidance Administrative Requirements	Pedrotti
May 3	Caltrans Data Meeting	Pedrotti
May 3	Grant Webinar Training	Villa
May 3	Regional Housing Needs Allocation (RHNA) Meeting	Barrett & Sookne
May 3	California Academy for Regional Leaders (CARL) Group	Pedrotti
May 4	Grant Guidance Training	Pedrotti
May 4	Mobility Solutions Grant Monthly Meeting	Barrett
May 8	Hopland Project Development Team (PDT)	Barrett
May 8	North State Super Region (NSSR) Meeting	Davey-Bates
May 9	Grant Guidance Training	Pedrotti
May 9	Reconnecting Communities – Highways to Boulevards Program Workshop	Ellard
May 10	Army Corps of Engineers (USACE) Covelo Call	Barrett
May 10	North State Onramp Meeting w/ Caltrans D1	Barrett
May 10	Metropolitan Transportation Commission (MTC) Legislative Meeting	Barrett
May 10	MCOG Social Services Transportation Advisory Council (SSTAC) Meeting	Barrett, Orth and Lowblad
May 11	Covelo Pre-Construction Meeting #2	Barrett & Sookne
May 11	Grant Guidance Training	Pedrotti
May 11	North State Project Development Team (PDT)	Barrett & Sookne
May 11	Mobility Solutions Grant Meeting	Barrett & Ellard
May 12	MCOG Transit Productivity Committee (TPC) Meeting	Barrett, Orth & Lowblad
May 15	Covelo Tribal Meeting	Barrett & Sookne
May 15	Water Board Meeting	Barrett & Sookne
May 16	Covelo Tribal Council Meeting	Barrett & Sookne
May 17	Hopland Municipal Advisory Council (HMAC)	Barrett
May 17-18	California Transportation Commission (CTC) meeting	Barrett
May 18	Strategic Highway Safety Plan (SHSP) Committee	Barrett
May 18	Zero Emissions Vehicle (ZEV) Strategies with Rural Counties Representatives of California (RCRC)	Orth
May 18	Mobility Solutions Meeting	Barrett & Ellard
May 18	Gualala Municipal Advisory Council (GMAC)	Sookne
May 19	MTA Ukiah Transit Center Monthly Meeting	Barrett, Ellard & Sookne
May 19	Rural Counties Task Force (RCTF) Meeting	Barrett, Ellard, Orth, Villa & Sookne
May 22	Veloz Webinar - Building the Rural Foundation for Transition to Zero Emission Vehicles	Orth & Rodriguez
May 22	Rural Opportunities to Use Transportation for Economic Success,(ROUTES) Identifying Discretionary Grant Opportunities Webinar	Ellard
May 24	MCOG Technical Advisory Committee (TAC) Meeting	Barrett, Ellard, Sookne, Pedrotti, Villa and Rodriguez
May 31	MTA Meeting	Ellard
June 2	CTC Road Charge Technical Advisory Committee Meeting	Staff

We 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 # 14fi
Reports
MCOG Meeting
6/5/2023

TITLE: Feasibility Study - MTA Ukiah Transit Center

DATE PREPARED: 5/22/23

SUBMITTED BY: Loretta Ellard, Deputy Planner

MEETING DATE: 6/5/23

BACKGROUND:

This report is to give you an update on the feasibility study and location analysis for MTA's new Ukiah Transit Center planning project that got underway in December. The purpose of this project is to evaluate potential locations (including opportunities for multi-modal improvements) for a new transit center in the greater Ukiah area.

MCOG and MTA staff have continued to attend meetings, review materials, and coordinate with the LSC consultant team. The last project team meeting was held on May 19, and discussion included screening/scoring criteria for the various potential transit center sites. Consultants are currently in the process of identifying and contacting property owners to research availability of potential sites.

As previously reported, the community engagement effort got underway in April with the launch of an online survey, online recorded virtual workshop, and two in-person charrette events (on-site at Pear Tree Center Bus Stop, and on-site at Ukiah Farmer's Market). A project page is posted on MCOG's website at <https://www.mendocinocog.org/ukiah-transit-center> where individuals may learn about the project, view a virtual workshop presentation, learn about public outreach events, and review project deliverables/reports.

The anticipated schedule for this planning project is as follows:

December 2022: Kick-off meeting, Potential Site Location Tour, Stakeholder Workshop – *completed*
February 2023: Tech Memo 1: Program and Potential Site Analysis – *completed*
April 2023: Online Survey, Planning Charrette, and Stakeholder Interviews – *completed*
July 2023: Tech Memo 2: Scoring Criteria and Site Selection – *in process*
September 2023: Draft Final Report
November 2023: Final Report

MTA will utilize the recommendations in the final report to pursue next steps of property acquisition, environmental process, design, and construction of the new facility and multimodal improvements. This planning study is funded in the current year's Overall Work Program (Work Element 3), with a total project budget of \$152,696 (*\$150,000 consultant + \$2,696 MCOG staff*). The awarded consultant contract came in under budget at \$134,231.

We will continue to report as the project progresses.

ACTION REQUIRED: Information only.

ALTERNATIVES: N/A.

RECOMMENDATION: Information only.



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

TITLE: Feasibility Study - Mobility Solutions for Rural Communities of Inland Mendocino County

DATE PREPARED: 5/22/23

SUBMITTED BY: Loretta Ellard, Deputy Planner

MEETING DATE: 6/5/23

BACKGROUND:

This Caltrans grant-funded project is a study of the remote rural communities of Covelo, Laytonville, Brooktrails, Hopland, and Potter Valley, to research potential mobility solutions and alternatives to traditional transit service for these hard-to-serve rural areas.

The study has now been ongoing for over a year. As previously reported, the consultant team (AMMA Transit Planning) conducted substantial community outreach, including a successful online survey (*339 responses*), and held both in-person and virtual community workshops in all five of the above-listed communities. The team has completed analysis of the survey results and input received, and developed a range of potential mobility solutions for each community that have been reviewed by the Technical Advisory Group and community members. They have produced draft documents (including a Needs Assessment Executive Summary, Needs Assessment Full Report, and Solutions Research and Analysis Report) which are available for review on MCOG’s website (www.mendocinocog.org), on the Mobility Solutions project page.

As you know, AMMA team representatives gave an interim presentation at the April 3, 2023 MCOG Board meeting, to give the Board a preview of draft recommendations/mobility solutions under consideration. The MTA Board was also invited to that meeting to hear the information presented.

Regular coordination meetings between the AMMA consultant team and project team (MCOG, MTA, Caltrans) have continued. At this point in the project, the consultant team is working on refining recommended mobility solutions, and will soon be scheduling and advertising the final community workshop, to be held during the week of June 26 (*via Zoom*).

Presentation of the final study/plan with recommended mobility solutions is scheduled to occur at the August 14, 2023 MCOG Board meeting.

This grant-funded planning study is included in the current year’s Overall Work Program (Work Element 5), with a total project budget of \$200,000 (*\$185,000 consultant + \$15,000 MCOG staff*). The awarded consultant contract totaled \$184,995.28.

ACTION REQUIRED: Information only.

ALTERNATIVES: N/A.

RECOMMENDATION: Information only.