



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, November 4, 2024

Please Note Change of Location for This Date Only:
Round Valley Library Commons, 23925 Howard St., Covelo

Additional Media for later viewing:

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

BUS AND WALKING TOUR OF ROUND VALLEY & COVELO TRANSPORTATION PROJECTS

Approximate Schedule:

9:45 am - Depart 10 am sharp	County Administration Center 501 Low Gap Rd., Ukiah	Passengers board MTA bus and depart Ukiah, to stop at Willits Safeway (~10:30 am) and Cherry Creek Rest Area (10:45/11:00 am) *
MCOG Board Meeting: <i>Call to Order/Roll Call, Convene as RTPA:</i> 12:00 pm	Meet at Round Valley Library Commons 23925 Howard St, Covelo Phone: (707) 983-6736	Bus/Car Tour Highlights en route: <ul style="list-style-type: none"> ▪ Caltrans improvements on SR-162 ▪ Scenic overlook – CA Historical Landmark #674
<i>Recess:</i> 12:00 – 12:30 pm	Lunch at Round Valley Library Commons	Lunch served to Council, staff, guest presenters, and to all others while supplies last
<i>Reconvene as PAC:</i> 12:30 – 1:30/2:00 pm <i>Recess as PAC</i>	Round Valley Library Commons (Working Lunch)	Reconvene MCOG Board Meeting and Policy Advisory Committee
<i>Convene as RTPA, depart for tour:</i> Appx. 1:30/2:00 – 3:30 pm	Depart from Library Commons	Tour Highlights in Covelo: <ul style="list-style-type: none"> ▪ Clean California downtown improvements ▪ Walk a portion of SR-162 Multi-Purpose Trail ▪ Bus/car rides to see extent of the Trail environs ▪ County bridge project
Adjourn by 4:00 pm	Depart Round Valley Library Commons for return trip	Drop off bus passengers at Cherry Creek (~5 pm), Willits (~5:30) and Ukiah (~6:00 pm)

Vehicle provided by Mendocino Transit Authority (MTA).

* Members of the public may ride along on a space-available basis.

Contact MCOG office at (707) 463-1859 by 3:00 p.m. on Friday, November 1 to reserve a seat.

**MEETING
12:30 p.m.**

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

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

1. Call to Order / Roll Call
2. Convene as RTPA
3. Recess – Serve Lunch – Reconvene as Policy Advisory Committee (PAC) for Working Lunch

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.

4. Approval of October 7, 2024 Minutes
5. Approval of October 15, 2024 Executive Committee Minutes
6. Executive Committee Recommendations of October 15, 2024:
 - a. Amendment of Administrative & Fiscal Services Contract with Dow & Associates to Add Rural REN North (Regional Energy Network) Program Budgets and to Allow for Future Extensions as Defined in Request for Proposals – *October 1, 2024 through September 30, 2029 and up to five years of extensions*
 - b. Amendment of Planning Services Contract with Davey-Bates Consulting to Allow for Future Extensions as Defined in Request for Proposals – *October 1, 2024 through September 30, 2029 and up to five years of extensions*
7. Award of Triennial Performance Auditor Engagement for MCOG and Mendocino Transit Authority Audits, Fiscal Years 2021/22 through 2023/24 – *Moore & Associates*

PUBLIC EXPRESSION

Note: Comments may be made in advance by sending an email to info@mendocinocog.org or by using the form at www.mendocinocog.org/contact-us, to be read aloud into the public record.

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. Approval and Presentation of Proclamation Honoring Outgoing Chair Dan Gjerde
10. Discussion of Round Valley/Covelo Area Tour, Transportation Plans & Projects, Related Matters

RATIFY ACTION

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

REPORTS

12. Reports – Information
 - 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 – *verbal reports*
 - i. Executive Committee Recommendation of October 15, 2024 – Options to Recover FY 2022/23 Ineligible Local Transportation Funds from Mendocino Transit Authority and Reallocate – *for December action*
 - ii. Miscellaneous

- f. MCOG Planning Staff
 - i. Work Element 3 – 2026 Regional Transportation Plan (RTP) & Active Transportation Plan (ATP)
 - ii. Miscellaneous
- g. MCOG Directors
- h. California Association of Councils of Governments (CALCOG) Delegates

13. Tour of Local Transportation Projects

ADJOURNMENT

14. 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 10/29/2024

Next Resolution Number: M2024-13



October 28, 2024

To: MCOG Board of Directors
From: Janet Orth, Deputy Director & CFO
Subject: Consent Calendar of November 4, 2024

The following agenda items are recommended for approval/action.

4. Approval of October 7, 2024 Minutes – *attached*
5. Approval of October 15, 2024 Executive Committee Minutes – *attached*
6. Executive Committee Recommendations of October 15, 2024:
 - a. Amendment of Administrative & Fiscal Services Contract with Dow & Associates to Add Rural REN North (Regional Energy Network) Program Budgets and to Allow for Future Extensions as Defined in Request for Proposals – *October 1, 2024 through September 30, 2029 and up to five years of extensions*
 - This adds to the scope of work as a result of MCOG joining the RuralREN North and corrects an oversight, adding a clause from the RFP for extensions.
 - b. Amendment of Planning Services Contract with Davey-Bates Consulting to Allow for Future Extensions as Defined in Requests for Proposals – *October 1, 2024 through September 30, 2029 and up to five years of extensions*
 - This corrects an oversight, adding a clause from the RFP for extensions.

– *Staff report with contract amendments attached. Note two additional recommendations will be brought to the Council at the next meeting, allowing staff and others more time to prepare materials.*
7. Award of Triennial Performance Auditor Engagement for MCOG and Mendocino Transit Authority Audits, Fiscal Years 2021/22 through 2023/24 – Moore & Associates – Only one proposal was received from the Request for Proposals issued on September 12, 2024. Given the scarcity of qualified Transportation Development Act (TDA) compliance auditors, staff recommends awarding the contract to Moore & Associates, who more than met RFP requirements and also satisfactorily conducted the most recent triennial audits.
 - *Staff report attached*

MENDOCINO COUNCIL OF GOVERNMENTS

MINUTES

Monday, October 7, 2024

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

General Public Teleconference by Zoom

ADDITIONAL MEDIA:

[Mendocino County Video](#) 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)

1. Call to Order and Roll Call. The meeting was called to order at 1:36 p.m. with Directors present: John Haschak, Greta Kanne, Josefina Duenas and Michael Carter in Ukiah; Dan Gjerde in Fort Bragg; Chair Gjerde presiding. Tatiana Ahlstrand (Caltrans/PAC) arrived in Ukiah later in the meeting and did not participate in voting. Directors Bernie Norvell and Jeff Hansen were absent.

Guests: Brant Arthur and Connor Wolf of Sonoma Clean Power were present for Agenda #9.

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

Staff present by Zoom: Lisa Davey-Bates, Transportation Planner; Michael Villa, Project Coordinator.

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 requests.

3. Convene as RTPA

4. Recess as RTPA – Reconvene as Policy Advisory Committee

5 - 7. Consent Calendar. Upon motion by Carter, second by Kanne, and carried unanimously on roll call vote (5 Ayes – Haschak, Carter, Kanne, Duenas and Gjerde; 0 Noes; 0 Abstaining; 3 Absent – Norvell, Hansen and Ahlstrand/PAC): IT IS ORDERED that consent items are approved.

5. Approval of August 12, 2024 Minutes – as written

6. Technical Advisory Committee Recommendation of September 18, 2024: Approval of Second Amendment to Fiscal Year 2024/25 Transportation Planning Overall Work Program (OWP) – To reduce Davey-Bates Consulting’s Planning Services funding to reflect the new contract amount approved August 12, 2024, and to add to the narrative of tasks for

Work Element 5 - Mendocino County Sea Level Rise Roadway Impact Study grant project, as requested by Caltrans. This amendment moves funds to Project Reserve, with no change to the FY 2024/25 OWP total funding of \$1,583,251. The Executive Director is authorized to sign certifications and a revised OWP Agreement as needed and forward to Caltrans as required.

7. Adoption of Resolution Approving the FY 2024/25 Project List for the California State of Good Repair Program – Mendocino Transit Authority – Ukiah Transit Center

Resolution No. M2024-10

Approving the FY 2024/25 Project List for the
California State of Good Repair Program
(Reso. #M2024-10 is incorporated herein by reference)

8. Public Expression. Steve Henderson, a.k.a. Gizmo, expressed concern for the frequency of roadway traffic collisions at the Calpella interchange of US-101 and SR-20. Car insurance rates appear to be rising as result of accidents in the area. Also this location is near a wood pellet factory, where stacks of fuel constitute a fire hazard near the freeway entrance.

9. Presentation and Discussion: Transportation and Mobility Needs Assessment – Sonoma Clean Power. Chair Gjerde introduced Brant Arthur, Program Manager and Connor Wolf, program specialist, who gave a slide presentation. This is the third assessment they have done, following residential and commercial communities and agricultural needs. As an electricity provider they can support solutions such as e-bikes or bicycle fleets. For this study, they worked with national consultant EV Noire, as well as community partners. Highlights included:

- Introduction to Sonoma Clean Power
- Service territory and local programs that address climate impacts
- Strategic Action Plan addressing ten vulnerable census tracts, with four in Mendocino County, as well as numerous second-tier communities
- Community partners NAACP, Bikeable Santa Rosa, and North Bay Electric Auto Assn.
- Transportation survey methods and results with eight key findings around issues such as car dependency, lack of diverse transportation modes, electric vehicle (EV) ownership across various demographics, home charging access, barriers to using public transit, and bicycle safety.

Questions and discussion included:

- How could Sonoma Clean Power better partner or coordinate its efforts with MCOG and MTA? (Gjerde) By sharing survey results, working on transportation electrification and other new opportunities. (Arthur)
- The presentation is full of good information. The Senior Center in Willits wants to purchase a Meals on Wheels vehicle. Are there grants for electric vehicles? This would be a great example in the local community. (Haschak) Yes, SCP offers incentives to nonprofits, at \$15,000 to purchase or lease a light-duty vehicle and \$22,500 for larger vehicles, e.g. pickup truck or van that can carry loads, for both vehicle and charger. Contact SCP for assistance. (Arthur)
- This is educational for disadvantaged communities with immigrants and farmworkers who must commute to work. It is almost impossible for them to purchase a second-hand electric car. Other regions of the country have come to different conclusions to similar problems. Thanks for this useful information. (Duenas)
- This is perfect timing with MCOG's Regional Transportation Plan update and outreach. (Barrett)

The Chair invited public comment.

Steve Henderson, a.k.a. Gizmo, asked 1) about EV charging for apartment buildings, does Sonoma County have a policy or how do they address this issue? 2) Does SCP advise or work with PG&E?

Mr. Arther discussed state regulations for new construction, including percentage of spaces for EV charging in multi-unit housing. It may be cheaper to build out workplace charging. Better solutions are needed currently. PG&E is critical to many installations and connections. Certainly they have issues in common; SCP has a team that works at the state level for this.

There were no further comments and the Chair thanked the presenters. No action was taken.

10. Adoption of Resolution Revising Allocation of Fiscal Year 2024/25 Local Transportation Funds and State Transit Assistance to Mendocino Transit Authority, Superseding Resolution #M2024-05 – to augment Senior Centers Transportation Program funding. CFO Orth summarized her written report, recapping the matter of funds over-allocated in Fiscal Year 2022/23 to MTA due to federal coronavirus relief funding displacing local funds, as reported over the past several months. Approximately \$2-3 million must be recovered and reallocated, so staff has been meeting with MTA and expert advisors to identify options. It was agreed the first priority was to increase funding to the senior centers transportation contracts, which suffered a severe cut in MCOG’s 2024/25 budget. MTA therefore submitted a revised claim and staff prepared a revised budget resolution. Since MTA has previously received the funds, MCOG would not be reimbursing additional cash but MTA would be expected to pay out the increased amount in full to the program.

In board discussion, Director Haschak supported the recommendation and asked how the funds would be spread among the centers. There is an established formula for this; while MTA controls the contracts, MCOG can specify the programming and use of funds. Director Kanne asked if MTA could handle the additional cost. MTA had agreed this was manageable on a monthly basis.

MCOG staff will bring further options to the Executive Committee later in October for a recommendation to the full board on remaining reallocations to be made.

The Chair called for public comment.

- Richard Baker, Executive Director of Willits Senior Center, spoke in appreciation of staff, MTA’s efforts and the proposal, noting the most vulnerable clientele were impacted by the budget cuts.
- Jill Rexrode, Executive Director of Redwood Coast Seniors, also appreciated the proposed funding and said it would make a big difference to them.
- Liz Dorsey, Executive Director of Ukiah Senior Center, submitted a written comment in agreement with the other center directors present.

Upon motion by Haschak, second by Carter, and carried unanimously on roll call vote (5 Ayes – Haschak, Carter, Kanne, Duenas and Gjerde; 0 Noes; 0 Abstaining; 3 Absent – Norvell, Hansen and Ahlstrand/PAC): IT IS ORDERED that the resolution is adopted and staff is authorized to issue revised allocation instructions to the Acting County Auditor-Controller/Treasurer-Tax Collector.

Resolution No. M2024-11

Approving the FY 2024/25 Project List for the California State of Good Repair Program
(Reso. #M2024-10 is incorporated herein by reference)

Local Transportation Fund (LTF)		
MTA Operations	2,721,637	
Unmet Transit Needs	0	
Senior Center Operations	518,407	
	600,000	

Transit Planning	0	
Total LTF		3,240,044 3,321,637
State Transit Assistance (STA)		
MTA Operations	1,197,778	
MTA & Senior Center Capital	0	
Capital Reserve Fund	0	
Total STA		1,197,778
Capital Reserve Program		
Current Year - MTA	0	
Current Year – Senior Centers	0	
Long Term – MTA and Seniors	0	
Total Capital Reserve		0
Total Transit Allocations		4,437,822 4,519,415
2022/23 Ineligible LTF Returned by MTA		81,593

11. Technical Advisory Committee Recommendation of September 18, 2024: Allocation of Surface Transportation Block Grant (STBG) Program – Partnership Program Funding for County of Mendocino Voter Opinion Polling Regarding a Potential Transportation Sales Tax Measure. Executive Director Barrett summarized her written report, noting that due to time sensitivity, another funding source was needed than the next cycle of local planning funds. She proposed MCOG’s Partnership Program from federal STBG funds, of which MCOG’s policy allocates \$100,000 annually to the fund for regional projects as needed. The fund has an estimated available balance of \$720,000. She noted examples of past allocations from the fund, primarily for capital projects. The need and potential to match with State Senate Bill 1 Local Partnership Program funds for “self-help” counties that have enacted dedicated transportation sales taxes, make this a good candidate. The committee unanimously recommended approval of \$55,000 for this project to conduct voter opinion surveys for a ballot measure. Board discussion included:

- 80 percent of California cities and counties have a local transportation sales tax; consequences of not having one are evident in deteriorating roads. Supports this allocation. (Gjerde)
- Sonoma and Humboldt counties also anticipate enacting such a tax. (Barrett)
- This would cover just the unincorporated areas. Would a survey look at support for different levels of sales tax or types of project expenditures to be funded? (Haschak) Yes. A survey would need to be designed, but those are commonly asked questions in similar surveys.
- Would the consultant advise on the best time to bring to a ballot? (Haschak) Yes, a consultant in this specialty would recommend on favorability, timing, and related aspects.
- On social media, lack of road repair is a top issue; it is appropriate to do the polling. (Kanne)

The Chair invited public comment.

Dave Shpak of Gualala gave compliments to staff and the committee for bringing this forward. The action is timely, even past due. If MCOG allocates this funding, the survey should be distributed widely so as to get the best “bang for the buck.”

Upon motion by Haschak, second by Carter, and carried unanimously on roll call vote (5 Ayes – Haschak, Carter, Kanne, Duenas and Gjerde; 0 Noes; 0 Abstaining; 3 Absent – Norvell, Hansen and Ahlstrand/PAC): IT IS ORDERED that, as recommended by the Technical Advisory Committee, MCOG approves the allocation of \$55,000 from the Surface Transportation Block Grant (STBG) Partnership Program to conduct voter opinion polling for a potential transportation sales tax in unincorporated Mendocino County.

Director Ahlstrand (Caltrans/PAC) arrived at approximately 2:40 p.m.

12. Adoption of Resolution Authorizing the Execution of the Master Fund Transfer Agreement (MFTA) for the Period of January 1, 2025 to December 31, 2034 – Caltrans. Ms. Orth referred to her staff report, briefly describing the necessity of approving a new ten-year agreement to receive state and federal funds for MCOG’s planning activities, to be effective January 1, 2025. Staff had reviewed the draft MFTA, noting some additional detail to the reporting requirements, otherwise finding nothing new of concern or difficulty. The final agreement will be provided in early December after receipt of this executed resolution and will require counsel’s signature. It has been initially reviewed by County Counsel. Staff recommends approval.

Chair Gjerde asked for clarification of the process; staff thought it would not be necessary to bring the final agreement back to the board. The resolution authorizes the Executive Director to sign. There was no public comment on the item.

Upon motion by Kanne, second by Duenas, and carried unanimously on roll call vote (5 Ayes – Haschak, Carter, Kanne, Duenas and Gjerde; 0 Noes; 0 Abstaining; 3 Absent – Norvell, Hansen and Ahlstrand/PAC): IT IS ORDERED that the resolution is adopted.

Resolution No. M2024-12

Authorizing the Execution of the
Master Fund Transfer Agreement (MFTA)
For the Period of January 1, 2025 to December 31, 2034
(Reso. #M2024-12 is incorporated herein by reference)

13. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee. **Upon motion** by Carter, second by Kanne, and carried unanimously on roll call vote (5 Ayes – Haschak, Carter, Kanne, Duenas and Gjerde; 0 Noes; 0 Abstaining; 2 Absent – Norvell and Hansen): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

14. Reports - Information

- a. Caltrans District 1 – Projects Update and Information. Director Ahlstrand commented on the map of State Highway Operations & Protection Program (SHOPP) projects on US-101 between Ukiah and Willits, provided in the agenda packet, and invited questions. Directors Kanne, Carter and Duenas offered feedback.
- b. Mendocino Transit Authority. Executive Director Jacob King indicated nothing to report. Director Gjerde noted Mr. King’s Transit Manager of the Year award from the California Transit Association. (Applause.)
- c. Great Redwood Trail Agency. Director Haschak reported on various trail projects and a restoration project, and was enthused to see segments being completed.
- d. MCOG Staff - Summary of Meetings. Ms. Barrett referred to the written report. Ms. Orth noted a Brown Act webinar was attended by Administrative Assistant Jody Lowblad. No significant changes have been made by the Legislature to the current rules. MCOG is in compliance with the Brown Act Open Meetings law for meeting notices.
- e. MCOG Administration Staff

- i. *RuralREN North – California Public Utilities Commission (CPUC) Decision Modifying Rural Regional Energy Network Approved in Decision 23-06-055 – Sept. 26, 2024.* Ms. Barrett reported good news of the approval and budget allocation for three years and one quarter (2024 through 2027), originally a four-year program. Partners are Redwood Coast Energy, Lake Area Planning Council, and Sierra Business Council. Total funding for all four partners is \$33.1 million from Pacific Gas & Electric ratepayers, who now will receive a benefit from public goods charges collected over many years. The CPUC officially changed the name to Northern California Rural REN when the original RuralREN was divided in two by this decision. Staff is working with the partners on a Memorandum of Agreement, bylaws and other documents, expecting to bring items back to the Council for approval in November or December.
 - ii. *Miscellaneous.* None.
 - iii. *Next Meeting Date – Monday, November 4, 2024 –Transportation Tour to Covelo.* There was a brief discussion of plans for the tour. Director Duenas announced this may be her last meeting, pending the November election.
- f. MCOG Planning Staff. Deputy Planner Ellard reported on the following items.
- i. *Work Element 3 – 2026 Regional Transportation Plan (RTP) & Active Transportation Plan (ATP).* Community engagement has started. Staff had researched various mapping tools and settled on one provided by GreenDOT with an online survey of travel behaviors, priorities, and concerns. Flyers include a QR code leading to MCOG’s web page with links for participants. Staff has been attending various events and publicizing the project. She answered questions about the process. A Spanish translation will be offered.
 - ii. *Work Element 5 – Mendocino County Sea Level Rise Roadway Impact Study.* Official notice to proceed was received, so procurement of a consultant and other scheduled tasks will start. County of Mendocino will be a key partner.
 - iii. *Work Element 9 – Noyo Harbor Multimodal Circulation Plan.* This project has been underway since June. The consultant Fehr & Peers was hired. Partnerships include coordinating with the existing Blue Economy project and gathering surveys. Walking tours in the harbor are scheduled for November.
 - iv. *Miscellaneous.* None.
- g. MCOG Directors. None.
- h. California Association of Councils of Governments (CALCOG) Delegates. Director Haschak reported on the September 30 board meeting, which discussed three strategic priorities: 1) transportation funding to replace gas taxes, 2) housing policy reform and saving grant funds from budget cuts, and 3) transition to zero emission vehicles (ZEV) and alternative fuels. The next meeting is now scheduled for November 14-15 in Sacramento.

15. Adjournment. The meeting was adjourned at 3:11 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Janet Orth, Deputy Director & CFO

MENDOCINO COUNCIL OF GOVERNMENTS

Executive Committee

MINUTES

October 15, 2024

Primary Location

MCOG / Dow & Associates Offices
525 S. Main St., Suite G, Ukiah

Teleconference Locations

County Administration Center, 501 Low Gap Rd., Room 1010, Ukiah
City Hall Conference Room, 416 N. Franklin St., Fort Bragg

General Public Teleconference by Zoom

PRESENT: Committee Members: Chair Dan Gjerde and Vice Chair John Haschak
MCOG Staff: Nephele Barrett, Janet Orth, Jody Lowblad
MTA Staff: Jacob King and Mark Harvey
ABSENT: Director Bernie Norvell was excused for a meeting conflict.

1. Call to Order / Roll Call. The meeting was called to order at 1:01 p.m. with a quorum present, Chair Gjerde presiding. Committee members Dan and John and MTA staff attended via Zoom teleconference.

2. Public Expression. None.

3. Review & Recommendation of Options to Recover FY 2022/23 Ineligible Local Transportation Funds (LTF) from Mendocino Transit Authority (MTA) and to Reallocate for MCOG Administration, Transit Operations, Transit Capital, and/or MCOG Reserves in a 2024/25 Regional Transportation Planning Agency (RTPA) Budget Amendment – to comply with the Transportation Development Act (TDA). Janet introduced the item, reviewing background from her written staff report. After several meetings with MTA management and advisors to make calculations and consider several scenarios for repayment, two options were presented.

Staff first asked the committee to weigh in on the question of depreciation expense in the formula. Recognizing depreciation as an operating expense, as in the fiscal audit, versus removing it from the calculation, made a difference of \$1,084,051. TDA codes could be interpreted either way. The relevant code sections were provided in the meeting packet; Janet summarized the three codes and made an argument in favor of counting depreciation as an expense. CCR 6634 deals with eligibility for funds and includes it; CCR 6611.1 points to the definition in PUC 99247; and PUC 99247 deals with performance measures and excludes depreciation. She discussed what risk MCOG could be exposed to as a result of going by the first definition. A triennial TDA performance audit might call for corrective action if MTA owed more funds back to MCOG; otherwise there did not appear to be any penalty for making the wrong interpretation. Of the two options:

- Proposal Excluding Depreciation Expense results in \$2,901,807 for reallocation; MTA could repay over three years.
- Proposal Including Depreciation Expense results in \$1,817,756 for reallocation; MTA repays over two years. – *staff recommendation*

Q&A included:

- How would MTA repay the funds to MCOG? Primarily MCOG's monthly payments of new funds to MTA would be reduced. Staff would track the debt in MCOG's accounting system. To increase the reserves, MTA would need to provide cash for deposits.
- If reallocating the full \$2.8M, where would the additional funds go? To MCOG's reserve for transit.
- When would a TDA audit address this? Staff can ask for advice in this year's audit. MCOG's action falls in the next audit period, due in FY 2027/28.

Nephele shared screen and walked through the two proposals, detailing reallocations with a relatively minor amount for MCOG Administration, followed by amounts for MTA Operations, Capital and Reserves.

Jacob detailed a capital project proposal of \$500,000 for solar canopy improvements and energy capacity, where these local funds would match and leverage other sources.

Nephele suggested a revised MTA claim might trigger an increase to the Senior Centers program, per MTA's policy on local transportation funds for operating, to be determined. The entire matter will be brought to the MCOG Board as part of a proposed budget amendment.

Recommendation:

Upon motion by Gjerde, seconded by Haschak, and carried on roll call vote (2 Ayes; 0 Noes; 1 Absent), the Executive Committee recommended the Proposal Including Depreciation Expense for reallocation in a FY 2024/25 budget amendment and repayment of \$1,817,757 by Mendocino Transit Authority over a two-year period. – *proposed reallocations attached*

Summarized:

- \$20,000 to MCOG Administration to replace over-reliance on other sources
- \$81,583 reallocated for senior centers on October 7, 2024
- \$500,000 to MTA's 2024/25 solar canopy capital project
- \$725,000 to MTA's 2024/25 Operations, to include senior centers if consistent with policy
- \$300,000 to MCOG's Transit Capital Reserve fund
- \$191,173 to MCOG's LTF Reserve in 2024/25 and 2025/26.

Total of \$1,817,757 to be reallocated

4. Review & Recommendation on RuralREN (Regional Energy Network) North Memorandum of Agreement (MOA) with Governing Partners. Janet summarized her written report, reporting status of legal reviews, with comments pending from Mendocino County Counsel before a final draft is released. Final MOA approvals are expected by each partner's board in November or December. At this point, staff recommended approval in concept. Other documents under development include bylaws, business plan and program budgets. Also there will be a contract between MCOG and Redwood Coast Energy Authority as Lead Administrator to cover other logistical details such as invoicing and payment. Nephele answered questions in discussion:

- Agrees with staff serving as a steering committee (Section 2 – Governing Partners). Will programs be presented to the Board for comment and approval? (Dan) Yes.
- Sonoma Clean Power has a citizens' advisory committee. Will there be advisory groups? (Dan) It could be of value, though budgets are limited for maintaining that kind of effort.
- Recognizing priorities agreed to by the Board, which of the seven program will MCOG offer? (John) All will be delivered to some extent, though phased in with different launch dates depending on time needed to prepare.
- Are the ratepayer funds collected in Ukiah, even though electricity customers are not served by PG&E? Yes, though limited to charges for gas service provided by PG&E.

Recommendation:

Upon motion by Haschak, seconded by Gjerde, and carried on roll call vote (2 Ayes; 0 Noes; 1 Absent), the Executive Committee recommended approval of the draft RuralREN North Memorandum of Agreement in concept, pending review by County Counsel and a final version by the partners, for final approval by the full Council in November or December, authorizing the Executive Director to sign on behalf of MCOG.

5. Recommendation to Amend Administrative & Fiscal Services and Planning Services Contracts to Allow for Future Extensions as Defined in Requests for Proposals – October 1, 2024 through September 30, 2029 and up to five years of extensions. Janet briefly reiterated her written report that this request is to correct an oversight. The procurement consultants, Regional Planning & Analysis Services (RAPS) confirmed that extensions were meant to be included in the contracts they prepared and have recommended these amendments. Amendments would make the contracts consistent with the RFPs, which specify a process:

“At least six months prior to contract termination, the MCOG Board or its delegate shall conduct a performance review of the CONTRACTOR and a cost analysis. Based on the results of the performance review and cost analysis, the Board may elect to amend this contract for an additional period of time not to exceed five years.”

Examples of the amendments were provided in the committee’s agenda packet.

Recommendation:

Upon motion by Gjerde, seconded by Haschak, and carried on roll call vote (2 Ayes; 0 Noes; 1 Absent), the Executive Committee recommended amending both the Administrative & Fiscal Services contract with Dow & Associates and the Planning Services contract with Davey-Bates Consulting to allow for extensions as defined in the Requests for Proposals.

6. Recommendation to Amend Administrative & Fiscal Services Contract with Dow & Associates to Add Rural REN North (Regional Energy Network) Program Budgets. Nephele reviewed her proposal from Dow & Associates including scope of work and budget, noting in her letter MCOG’s recent competitive procurement process for staffing services, with Dow & Associates selected as the successful contractor to provide administrative and fiscal services. Because the Rural REN North was still pending action by the California Public Utilities Commission (CPUC) at the time, scope and costs for those responsibilities were not included in either the Request for Proposals (RFP) or the Dow & Associates proposal. The approved proposal did identify the pending RuralREN activities as a possible future need for which Dow & Associates would provide additional staffing, consistent with the RuralREN business plan. Both the RFP and the Dow proposal included optional tasks that provided for future contract amendments if additional tasks beyond the RFP scope of work were to be added by MCOG. The addition of the RuralREN activities now necessitates a contract amendment in order to provide the staffing needed to deliver these new programs.

The proposed scope of work, schedule and budget were provided in the committee’s agenda packet. All additional costs would be funded through the RuralREN North’s program budget. Discussion included:

- If she had better understood earlier, she might have requested more funding in the RuralREN budget for more Mendocino County jobs to be created; hopefully these can grow over time. (Nephele)
- There are few installation contractors in Sonoma County and likely even fewer in Mendocino County. Perhaps through Sonoma Clean Power and West Company’s small business development services, self-employed contractors could be upskilled to handle more work. (Dan)

Recommendation:

Upon motion by Gjerde, seconded by Haschak, and carried on roll call vote (2 Ayes; 0 Noes; 1 Absent), the Executive Committee recommended approval of the Dow & Associates contract amendment as proposed, for a total FY 2024/25 increase of \$419,720.77, to be prorated for the remainder of the fiscal year, funded by the RuralREN North program budget.

7. Miscellaneous / Members’ Concerns / Announcements. Jacob asked about the number of riders to MCOG’s board meeting and tour in Covelo next month, to determine which bus to provide. Jody reported working on collecting RSVPs and would know soon.

8. Adjournment. The meeting was adjourned at 2:15 p.m.

Submitted by Janet Orth, Deputy Director & CFO



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

TITLE: Executive Committee Recommendations: Amendment of
Administrative & Fiscal Services and Planning Services Contracts

SUBMITTED BY: Janet Orth, Deputy Director & CFO

DATE: 10/28/2024

BACKGROUND:

Two amendments of the Dow & Associates Administrative & Fiscal Services contract are recommended by the Executive Committee: 1) to add a scope of work and budget for RuralREN North activities and 2) to correct an omission so as to allow for up to five years of extensions.

One amendment of the Davey-Bates Consulting (DBC) Planning Services contract is recommended, to add the same extension clause as noted above. The procurement consultants, Regional Planning & Analysis Services (RAPS) confirmed that extensions were meant to be included in both of these contracts that they prepared and have recommended the amendments to allow renewal of the contract terms.

The RuralREN North has been discussed extensively at MCOG meetings. Dow & Associates' proposed services are detailed in the contract amendment attached as Agenda #6a.

The proposed DBC contract amendment is attached as Agenda #6b.

ACTION REQUIRED:

Approve the described amendments to both Professional Service Agreements as recommended.

ALTERNATIVES:

1) None is offered for the RuralREN North proposal, given the time investment, associated business plan and budget documents submitted to the California Public Utilities Commission, and steps taken to date leading to this action. There might be potential adjustments that are feasible.

2) If no action is taken on the time extension amendments, the RFPs that serve as exhibits to the contracts may suffice for this purpose. However, in case of future proposed extensions or of any state audits, it would be more clearly transparent if the terms of extension were included in the body of the contracts.

RECOMMENDATION:

Approve the Executive Committee's recommended amendments to the Dow & Associates Administrative & Fiscal Services contract and the Davey-Bates Consulting Planning Services contract.

Enc: Recommended contract amendments

MENDOCINO COUNCIL OF GOVERNMENTS

AMENDMENT of PROFESSIONAL SERVICES AGREEMENT

Administrative and Fiscal Staffing Services to the Mendocino Council of Governments

This **Amendment** of the Professional Services Agreement (“Agreement”) between the Mendocino Council of Governments, hereinafter referred to as "**MCOG**" and Dow & Associates, hereinafter referred to as “**Consultant**,” effective October 1, 2024, is now entered into on November 4, 2024, by and between **MCOG** and **Consultant**.

WHEREAS:

- **Consultant** submitted a proposed scope of work and budget following the California Public Utilities Commission (CPUC) decision on September 26, 2024, which formally named this partnership the Northern California Rural Regional Energy Network, also known as the “RuralREN North”;
- **Consultant**’s proposal was recommended by the Executive Committee on October 15, 2024 and approved by **MCOG**’s Board of Directors on November 4, 2024 to be added to this Agreement; the additional scope of work and budget shall be funded by the RuralREN North program from utility ratepayer funds;
- Exhibit A, **MCOG**’s Request for Proposals dated March 6, 2024, includes an option to extend the Agreement beyond five years, and **MCOG** and **Consultant** desire to include this option in the body of the Agreement;

MCOG and **Consultant** agree to add the following amendments:

1. WORK TO BE PERFORMED

- Exhibit H, **Consultant**’s “Scope and Method to Provide Staffing Services to the Mendocino Council of Governments Required for the Northern California Rural Regional Energy Network, is added to this section.
- **Consultant** agrees to provide those services, tasks and products detailed in the attachments, incorporated herein by reference. Professional services described in Exhibits ~~A and B~~ **A, B and H** may be refined or amended by written agreement of **MCOG** and **Consultant**.

2. PAYMENT FOR SERVICES

- Compensation for the base fiscal year of service is \$660,204.46 *and not to exceed \$419,720.77 for Rural REN North services*. ~~This amount~~ *These amounts* will be prorated to reflect the agreement start date of October 1, 2024. Compensation for subsequent fiscal years will be escalated to reflect the accumulated Consumer Price Index (CPI) and other

potential cost increases, including merit salary adjustments and health benefit costs, proposed by the consultant during the annual budget development process and approved by the Board. This shall include compensation for completing the tasks and products identified in ~~Exhibit B~~ **Exhibits B and H**.

- The MCOG shall pay Consultant for work required for satisfactory completion of this Agreement according to the process in Section 3 below. The basis for payment for services shall be on a monthly rate plus non-salary expenses, in accordance with Consultant's Cost Proposal, as attached hereto and made a part hereof in ~~Exhibit B~~ **Exhibits B and H**.

6. TERM OF AGREEMENT

- At least six months prior to contract termination, the MCOG Board or its delegate shall conduct a performance review of Consultant and a cost analysis. Based on the results of the performance review and cost analysis, the Board may elect to amend this contract for an additional period of time not to exceed five years.
- Extensions of the above term, October 1, 2024 to September 30, 2029, may be made only upon written authorization by MCOG.

ALL OTHER TERMS AND CONDITIONS of the original Agreement shall remain in full force and effect unless amended in writing by both **MCOG** and **Consultant**.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Agreement in duplicate as of the day and year first written above.

Dan Gjerde, Chair
Mendocino Council of Governments

Nephele Barrett, Owner
Dow & Associates

EXHIBIT H
RURAL REN NORTH
SERVICES

Dow & Associates Scope and Method to Provide Staffing Services to the Mendocino Council of Governments Required for the Northern California Rural Regional Energy Network

Hours and Days of Operation

Dow & Associates will provide a turn-key operation to deliver Administrative and Fiscal Staffing Services to the Mendocino Council of Governments. Our offices in Ukiah will be open to the public and stakeholders, in person or by phone, Monday through Friday, 8:00 am to 5:00 pm. There are eleven holidays throughout the year when our offices will be closed.

Scope of Work

This amendment adds scope specifically to carry out duties and tasks related to the new Northern California Rural Regional Energy Network (NCRREN), approved by the California Public Utilities Commission on September 26, 2024. MCOG entered into a preliminary Memorandum of Understanding with Redwood Coast Energy Authority in February of 2022 to participate in activities of this new multi-county program for the Mendocino County region. A final Memorandum of Agreement will be presented to the MCOG Board in November 2024. Tasks included in this amendment will be funded by the NCRREN program.

Local NCRREN Administration

MCOG is the entity responsible for administering and implementing programs in the Mendocino County region under the NCRREN. Much of our work will focus on implementation of the programs described below, but some activities will be more administrative in nature. Examples of administrative functions include participation in Governing Partners meetings, preparing updates to the business plan, development of the Annual Strategy and Portfolio Plan (ASP), and development of the Annual Portfolio-level Budget (APB).

NCRREN Program Implementation

A total of seven programs have been identified for delivery within the Mendocino County region under the NCRREN. Implementation tasks will focus on the programs described here.

The Residential Equity Program: This program will increase energy efficiency awareness in our communities. The program will also offer a basic energy efficiency “toolkits” containing simple energy efficiency and conservation education material and easy to install energy efficiency equipment such as LED lightbulbs and power strips. Finally, the program will offer energy efficiency audits which will provide energy efficiency and electrification recommendations and guide customers towards qualified incentive programs and financing solutions.

The Residential Resource Acquisition Program: This program will offer incentives for common home energy upgrades and GHG reducing technologies such as heat pumps.

Non-Residential Resource Acquisition Program: This program will offer financial incentives to small and medium sized businesses for energy efficiency upgrades and improvements. Outreach and energy audits will provide recommendations for improving the place of business to reduce energy consumption and will guide the customer toward available incentives and financing options.

Public Equity Program: This program will offer services to public agencies in the region to identify, develop, track, and implement energy savings projects in their buildings and facilities. This program will also connect agencies to incentives programs and financing offerings and increase awareness and expertise of public agency staff.

Workforce Education and Training Equity Program: This program will provide energy efficiency training and upskilling to community members through hands-on training, career support and placement services. The details of this program will be developed with NCRREN partners, but will include a focus on underserved communities and increasing local workforce in the energy efficiency field.

Codes and Standards Program: This program will support code enforcement agencies as well as the building design and construction community to better understand and implement California's ambitious Building Energy Efficiency Standards (Title 24), helping make buildings more efficient, paving the way for zero net energy building stock, and reducing energy use and greenhouse gas emissions in our region.

Finance Equity Program: The Finance Program will address first cost and access to capital barriers that exist in Public, Small Business and Residential sectors in the region by providing guidance and support to rural customers during their participation in energy efficiency related funding and financing offerings. This program will also operate a short-term bridge loan offering for small businesses and local government agencies. The bridge funding will allow cash strapped, small businesses and rural local government agencies to implement energy efficiency projects quicker. Finally, this program will also run a residential loan offering for energy efficiency upgrades.

Dow & Associates Schedule of Contract Performance

NCRREN Program Timeline

The recent approval of the NCRREN program by the California Public Utilities Commission covers the last quarter of 2024 and all of 2025, 2026 and 2027. Midway through this time, an updated business plan will be developed by the NCRREN partner agencies and submitted to the CPUC for the following four year period, 2028-2031. Program budget and workload for the Mendocino County region may be adjusted for the later period.

Tasks and Milestones

Much of the work to be performed is ongoing and does not lend itself well to a schedule. Many tasks will happen on an ongoing basis rather than a set schedule. Some activities will occur on a less frequent basis. These are not annual or ongoing activities, and are shown below as intermittent tasks and milestones. Shown in the following table are highlights of some of the major tasks.

Ongoing Tasks					
<ul style="list-style-type: none"> • Providing residential audits, tool kits (residential equity) • Coordinating with local businesses and providing audits • Assisting local governments with audits, benchmarking, financing and incentives • Processing incentives/rebates • Assisting with project applications 		<ul style="list-style-type: none"> • Developing/designing and promoting the workforce and education programs • Developing/designing and promoting codes and standards program • Coordination with NCRREN partners and public utility providers (PG&E and SCP) • Processing applications for the financing program • Promoting available programs 			
Monthly Tasks (approximate)			Quarterly or Semi-Annual Tasks (approximate)		
<ul style="list-style-type: none"> • NCRREN Governing Partners meetings • Monthly reporting to the Lead Administrator agency • MCOG Board meeting material preparation and attendance • Preparation of invoices/requests for reimbursements 			<ul style="list-style-type: none"> • Participation in CalREN meetings 		
Annual Tasks					
<ul style="list-style-type: none"> • Development of Annual Portfolio Level Budget • Development of Annual Strategy and Portfolio Plan 					
Intermittent Tasks & Milestone					FY 28/29-29/30 Q1
Preparation of subsequent business plan					
	FY 24/25	FY 25/26	FY 26/27	FY 27/28	
		✓	✓		

Dow & Associates Budget for Providing Administrative and Fiscal Staffing Services to the Mendocino Council of Governments –Amendment

The budget identified herein includes operating costs to deliver the tasks identified and required by the new NCRREN for the Mendocino Council of Governments. This includes costs of professional, administrative, clerical services, office facilities, computers and related technology, utilities, standard printing and reproduction, mileage and local travel, telephone, postage and delivery, publication, office supplies, office training, standard legal notices, furniture and equipment, professional memberships, contractor insurance (liability, employee health, and disability), and all other operating expenses.

Costs that shall be funded separately by Mendocino Council of Governments include agency legal services, environmental reviews, County Auditor services, travel for COG Directors, membership dues, audits of the COG and the transit operator (fiscal, compliance and performance), meetings venue costs, third party website fees, conference and specialized training fees and associated travel costs, specialty equipment and software, and any insurance beyond that required of contractor related to the provision of services in the original contract or amendment. Some of these are already included in MCOG’s budget, identified in the MCOG Administration Budget as Total Other Direct Costs. Costs specific to NCRREN, such as incentives and tool kits, will be funded through that program.

Budget Detail

Included in the following tables are individual fully loaded hourly rates for employees. These rates include overhead, employee benefits and salary related costs, and fee. Hours shown in the table for existing staff are estimated and will be billed hourly. Because Deputy Director/CFO, Janet Orth’s hours are already fully assigned to MCOG in the original contract, her hours shown in the table will not be additional to current hours, but will be billed specifically to the NCRREN program.

The contract cost will be increased at the start of each new Fiscal Year, starting with July 1, 2025, in accordance with California Consumer Price Index – California, All Urban Consumers (California Department of Industrial Relations, Division of Labor Statistics and Research), to be applied cumulatively. We will also propose any additional minor cost changes in each subsequent year that might not be reflected in an inflationary increase, such as merit increases for employees or excessive health benefit increases. These adjustments will be proposed during the annual budget process.

Mendocino Council of Governments – FY 2024/25 NCRREN Contract Budget

Position	Approximate Weekly Hours	Fully Loaded Rate	Year Total
Executive Director – Nephela Barrett	4	\$173.18	\$36,021.44
Deputy Director/CFO – Janet Orth	3	\$135.98	*\$21,212.88
Program Manager	40	\$116.70	\$211,926.76
Program Specialist	40	\$81.23	\$147,510.42
Administrative Assistant – Jody Lowblad	.5	\$58.64	\$3,049.28
Total			**\$419,720.77

*Hours for this position are not in addition to current hours, but will be billed specifically to the NCRREN.

**This total is for a full fiscal year at current rates. The actual total for FY 24/25 will be prorated as needed for the remainder of the fiscal year.

Additional Work

The staff hours and associated budget shown above are based on current estimates of workload and initial funding approved for the NCRREN program. If needs of the agency or program increase, staffing hours could be increased at the request of the Board. Additional work by existing staff would be negotiated based on the rates included in the final contract (per the RFP). For increases that require additional staff not included in the current scope, we would propose staff and rates appropriate to the new tasks.

MENDOCINO COUNCIL OF GOVERNMENTS

AMENDMENT of PROFESSIONAL SERVICES AGREEMENT

Planning Services to the Mendocino Council of Governments

This **Amendment** of the Professional Services Agreement (“Agreement”) between the Mendocino Council of Governments, hereinafter referred to as "**MCOG**" and Davey-Bates Consulting, hereinafter referred to as "**Consultant**," effective October 1, 2024, is now entered into on November 4, 2024, by and between **MCOG** and **Consultant**.

WHEREAS:

- Exhibit A, MCOG’s Request for Proposals dated March 6, 2024, includes an option to extend the Agreement beyond five years;
- MCOG and Consultant desire to include this option in the body of the Agreement;

MCOG and **Consultant** agree to add the following amendments:

6. TERM OF AGREEMENT

- At least six months prior to contract termination, the MCOG Board or its delegate shall conduct a performance review of Consultant and a cost analysis. Based on the results of the performance review and cost analysis, the Board may elect to amend this contract for an additional period of time not to exceed five years.
- Extensions of the above term, October 1, 2024 to September 30, 2029, may be made only upon written authorization by MCOG.

ALL OTHER TERMS AND CONDITIONS of the original Agreement shall remain in full force and effect unless amended in writing by both **MCOG** and **Consultant**.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Agreement in duplicate as of the day and year first written above.

Dan Gjerde, Chair
Mendocino Council of Governments

Lisa Davey-Bates, Owner
Davey-Bates Consulting



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 7
Consent Calendar
MCOG Meeting
11/4/2024

STAFF REPORT

TITLE: Award of Triennial Performance Auditor Engagement for MCOG and Mendocino Transit Authority Audits, Fiscal Years 2021/22 through 2023/24

SUBMITTED BY: Janet Orth, Deputy Director & CFO

DATE: 10/28/2024

BACKGROUND:

The Transportation Development Act (TDA) requires that both MCOG and Mendocino Transit Authority (MTA) are subject to an independent performance audit every three years to ensure compliance. MCOG is responsible for engaging an auditor for both audits, paid from Local Transportation Funds (LTF) in our Administration budget. MCOG has allocated a budget amount not to exceed \$22,500, saved over three years for the two audits.

Consistent with MCOG's adopted Procurement Policies & Procedures Manual, I issued a Request for Qualifications (RFQ), inviting five firms on September 12, 2024. The RFQ was also posted on the CALACT website, "a statewide, non-profit organization that has represented the interests of small, rural, and specialized transportation providers since 1984," of which MCOG and MTA are members.

We received only one proposal by the due date of October 15, from Moore & Associates. This auditing team is one of the few available experts in California's TDA law and is well qualified and known in the public transit industry, with extensive references. MCOG engaged the firm for the most recent triennial audits. Also I screened the proposal for responsiveness to the RFQ and found it more than met our requirements.

According to TDA, MTA is to be consulted in the selection of an auditor. I shared the proposal with MTA management. They had no issues with it and agreed to the engagement of Moore & Associates for this audit.

The proposal offers two budget options: 1) with virtual site visits and presentations at \$22,148 and 2) with in-person site visits and virtual presentations at \$21,148. Both are within MCOG's budget for the audit. Copies of the proposal are available by request.

ACTION REQUIRED:

Award a contract to a qualified independent auditor to conduct the triennial performance audits of both MCOG and MTA for the three years ended June 30, 2024.

ALTERNATIVES:

None are identified.

RECOMMENDATION:

Award the triennial performance audit engagement contract of up to \$22,148 to Moore & Associates and authorize MCOG's Executive Director to execute the agreement.



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

Agenda # 10
Regular Calendar
MCOG Meeting
11/04/2024

TITLE: Discussion of Round Valley/Covelo
Tour Projects and Sites

DATE PREPARED: 10/28/24
MEETING DATE: 11/04/24

SUBMITTED BY: Nephele Barrett, Executive Director

BACKGROUND:

For many years, MCOG has tried to periodically schedule meetings outside of the Ukiah area with a transportation tour of the selected area. This provides Board members with first-hand knowledge of local conditions and issues to which they may have otherwise been exposed only through written or verbal staff reports. If possible, these on-location meetings are scheduled to coincide with the initiation or completion of transportation plans or projects. An opportunity is also provided for city or county projects in the local area to be highlighted. Prior to the pandemic, we held these tours about once each year. In April of this year, we hosted a tour of projects in the North Coast area as part of the California Transportation Commission Town Hall, which was our first in-person, post-pandemic tour.

Our November tour will focus on the Round Valley/Covelo area of Mendocino County. While in the area, we will view projects in progress, completed and future projects. We'll see the recently completed Caltrans Clean California project in downtown Covelo as well as Caltrans projects along SR 162 leading into the valley. We'll also see an upcoming County of Mendocino bridge project on Hill Road. And of course, this will also be an opportunity for the Board to view the Covelo SR 162 Multi-Use Trail project, which is being implemented by MCOG. After many years of planning, pre-construction, and now construction, the trail is nearing completion. The pedestrian bridge installation will not take place until next construction season, but the majority of all other work will be complete this year, and the project is already in use by the community.

Mendocino Transit Authority is once again generously providing transportation from Ukiah to our off-site meeting. The bus will also provide transportation to visit some of the project sites included in the tour.

The majority of the day will be taken up by our tour, however, we will be having a meeting at the Round Valley Library prior to the tour. The meeting will provide an opportunity to hear from community members and discuss items included in the tour.

ACTION REQUIRED: Discuss Round Valley/Covelo area projects and sites included in the tour.

ALTERNATIVES: None identified.

RECOMMENDATION: Discuss Round Valley/Covelo area projects and sites included in the tour. The Board may choose to place further discussion of one or more of the projects visited today on a future Board agenda.



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 12d
Reports
MCOG Meeting
11/04/2024

STAFF REPORT

TITLE: Summary of Meetings

DATE PREPARED: 10/25/2024

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
Oct 3	MCOG & MTA Accounting Staff Meeting	Barrett & Orth
Oct 3	Veloz Webinar – CEO Spotlight – EVgo	Orth
Oct 4	Covelo Project Development Team (PDT) Meeting	Barrett
Oct 6	MCOG 2026 RTP/ATP Table at Willits Candidates Forum	Orth
Oct 8	Meeting w/ Caltrans Regional Planner Ahlstrand re TAC Topics	Barrett & Davey-Bates
Oct 9	RuralREN North (Regional Energy Network) Meeting	Barrett, Davey-Bates & Orth
Oct 10	Federal Grants 101 Webinar Series-Session 3 of 4	Orth
Oct 15	MCOG Executive Committee Meeting	Barrett, Orth & Lowblad
Oct 16	Regions RISE Meeting	Barrett
Oct 16	RuralREN North Meeting	Barrett & Orth
Oct 16	Hopland MAC – 2026 Regional Transportation/Active Transportation Plan (RTP/ATP) Outreach	Barrett
Oct 17-18	California Transportation Commission (CTC) Meeting	Barrett & Orth
Oct 17	Strategic Highway Safety Plan (SHSP) Meeting	Barrett
Oct 17	Blue Zones Meeting	Barrett
Oct 17	PG&E Webinar – Residential Energy Program	Orth
Oct 19	MCOG 2026 RTP/ATP Booth at Ukiah Pumpkin Fest	Sookne
Oct 19	MCOG 2026 RTP/ATP Booth at Laytonville Harvest & Art Fair	Parker
Oct 21	Noyo Harbor Public Workshop	Barrett
Oct 22	RuralREN North Meeting	Barrett, Orth and Davey-Bates
Oct 23	North State Zero Emission Vehicle (ZEV) Working Group	Orth
Oct 30	Caltrans/Tribes Mendo Biannual Meeting – 2026 RTP/ATP Presentation	Barrett & Ellard
Oct 30	Caltrans & Regional Transportation Agencies Management Meeting	Barrett
Oct 31	Redwood Regions RISE	Barrett

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 # 12f
Reports
MCOG Meeting
11/04/2024

TITLE: 2026 Regional Transportation Plan (RPT) / Active Transportation Plan (ATP)
Update

SUBMITTED BY: James Sookne, Program Manager

DATE: 10/28/2024

BACKGROUND:

MCOG staff is working on the required update of the Regional Transportation Plan (which includes the Active Transportation Plan) – *Work Element 3 in the current Overall Work Program*. The 2026 RTP/ATP Update will be due in February 2026.

Initial public outreach efforts are underway, with staff already attending events in Fort Bragg, Laytonville, Ukiah, and Willits. Staff have reached out to all ten Mendocino County tribes to request tribal transportation plans or other information and gave a presentation at the Caltrans/Tribal biannual meeting on October 30. Staff gave a presentation to Hopland Municipal Advisory Council (MAC) on October 16 and are scheduled to present to other MACs and community meetings around the County in the coming weeks. An interactive map and a transportation survey have been posted on MCOG's website, www.mendocinocog.org, for those who would like to provide input outside of a public event or meeting.

Staff will soon begin work on updating RTP goals, objectives, and policies, which will be informed by outreach efforts, and plan to bring these to the Technical Advisory Committee (TAC) and MCOG over the next several months. Additionally, staff will work with the County, cities, tribes, and MTA to collect Capital Improvement Program project lists to ensure inclusion of both short-term and long-term projects.

Staff will continue to provide periodic updates to keep the Board informed of progress throughout the update process.

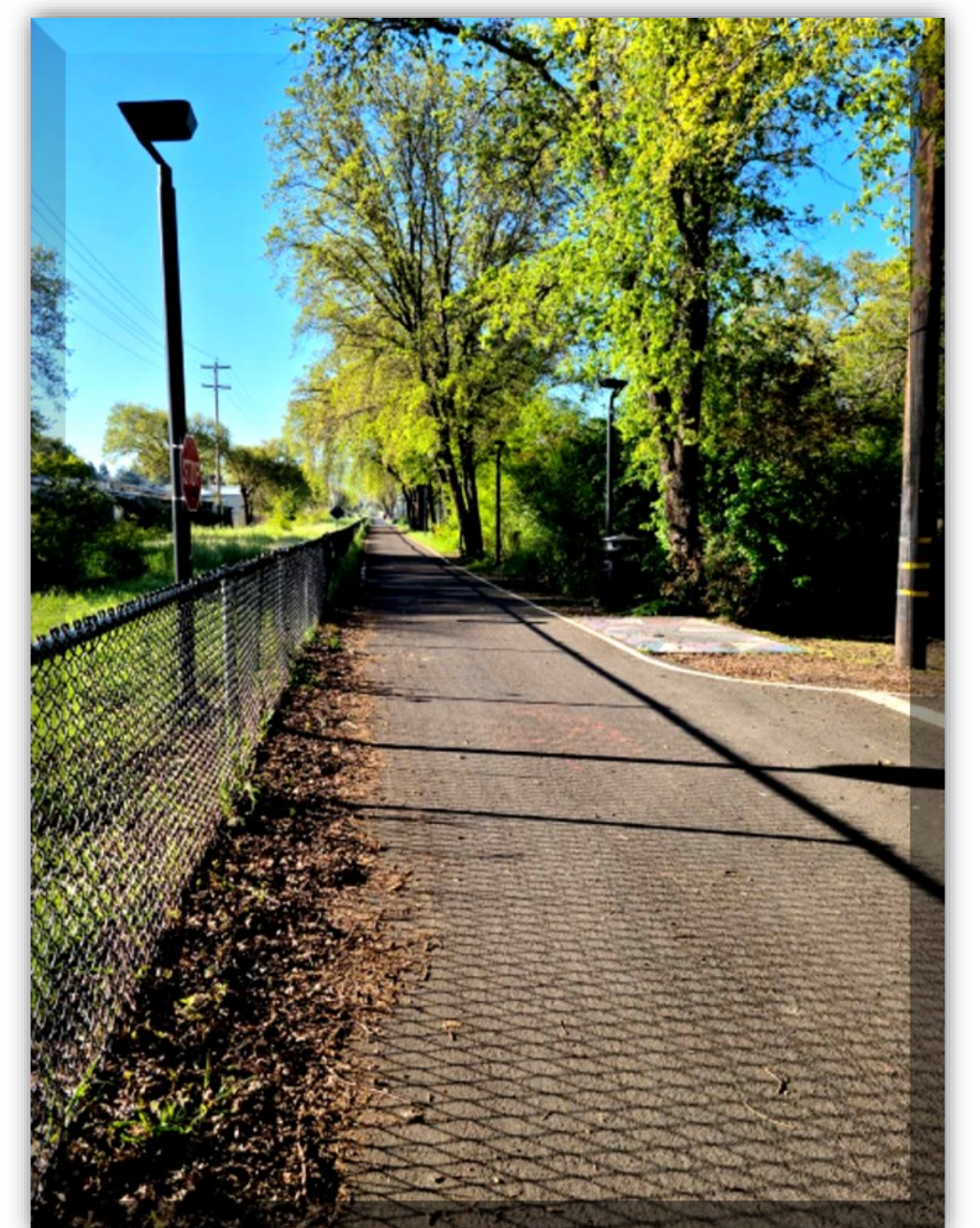
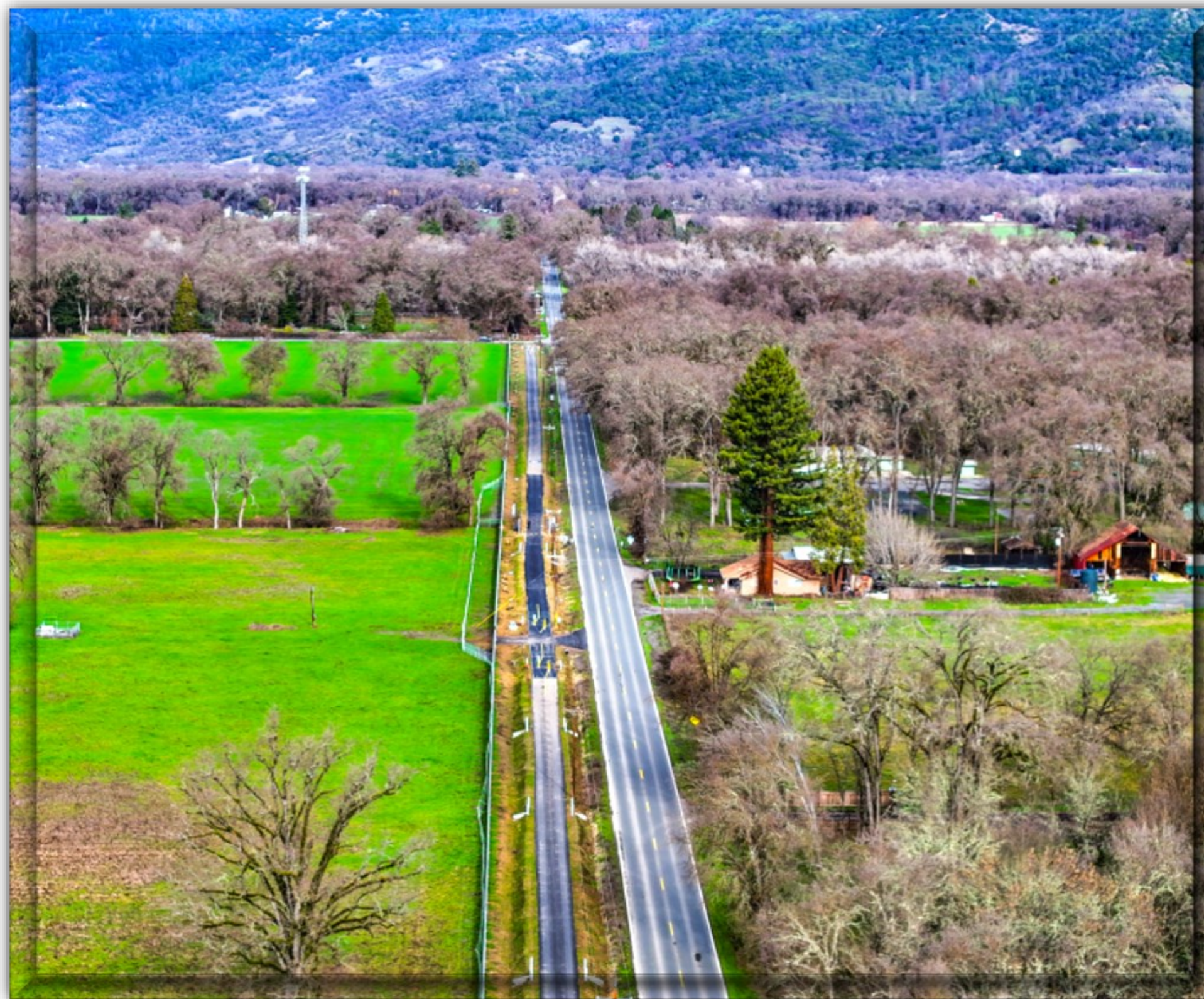
ACTION REQUIRED: Information only.

ALTERNATIVES: N/A

RECOMMENDATION: Information only.



LET'S TALK TRANSPORTATION



Mendocino Council of Governments (MCOG) is in the process of updating the

Regional Transportation and Active Transportation Plan

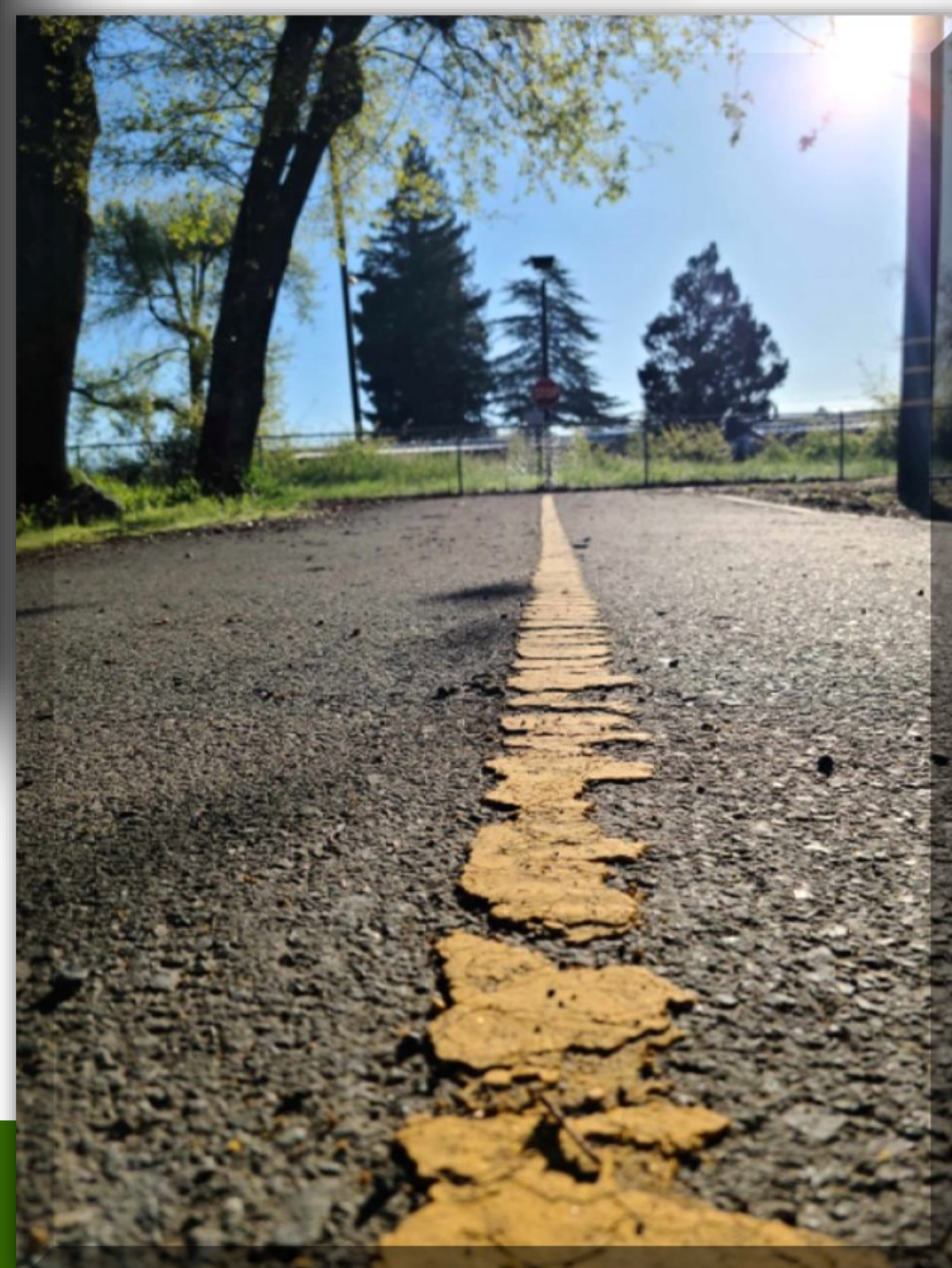
for the Mendocino County region. The purpose of the plan is to identify transportation needs and priority projects over the next 20 years for all modes of transportation including streets, highways, bicycle and pedestrian facilities, and transit.

WE WANT TO HEAR FROM YOU!

We invite you to check out MCOG's website to share your transportation needs and priorities through our survey and interactive map. By participating, you'll have a chance to win a \$25 Gift Card!

For more information, please visit:

www.mendocinocog.org or scan the QR Code below!

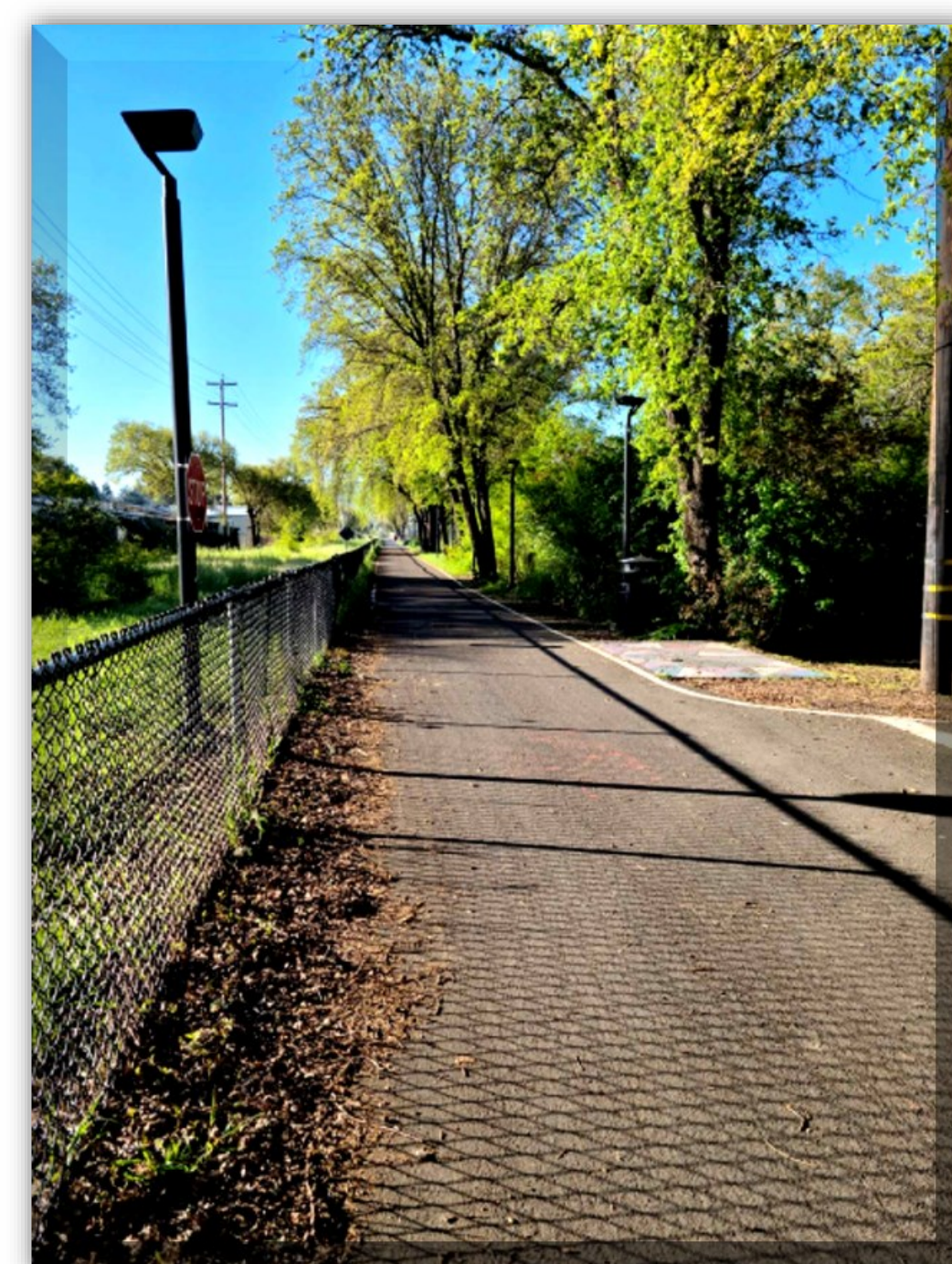
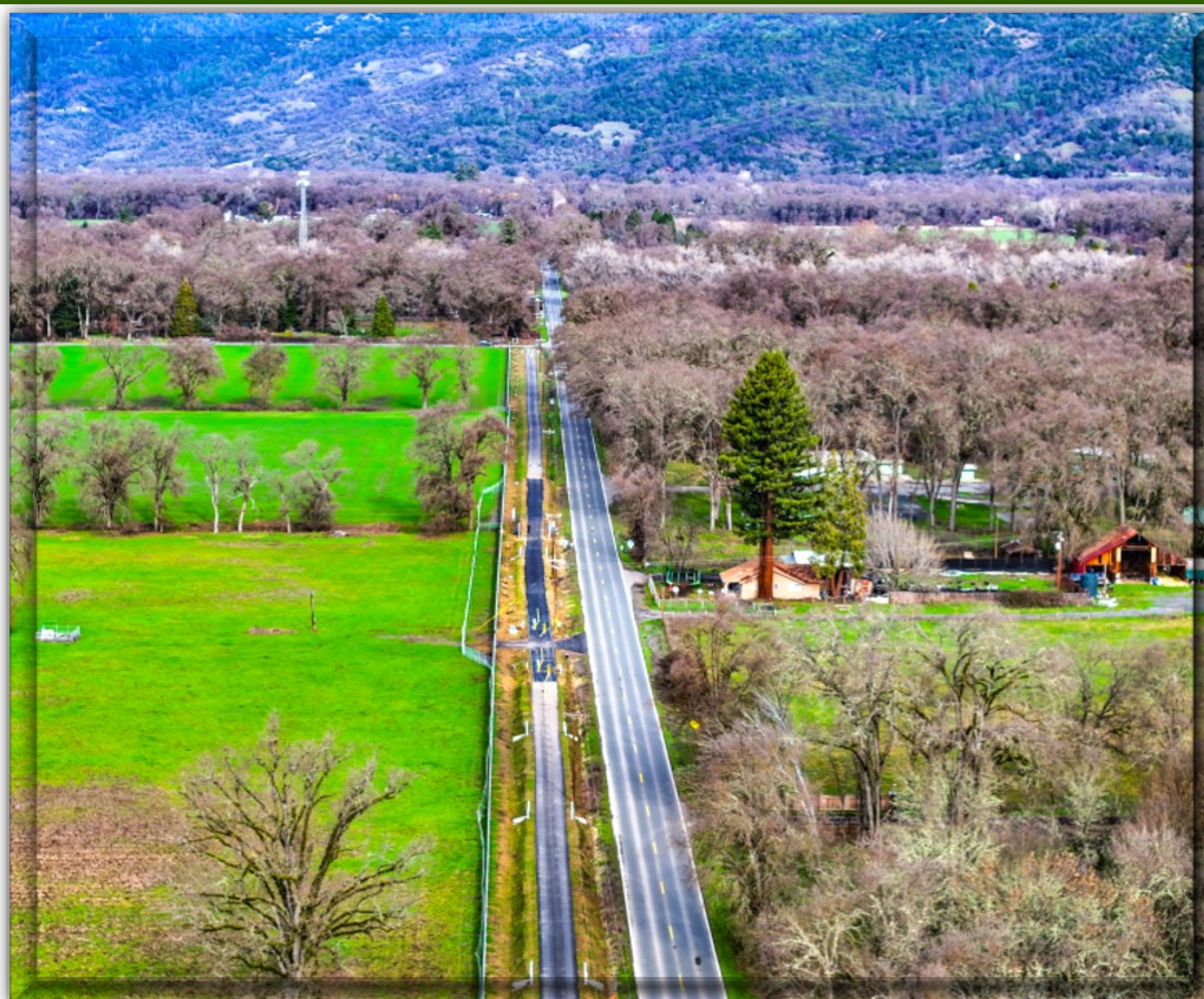


Questions or comments?
Contact MCOG Staff at 707-234-3434

Your Input Matters!



HABLEMOS DE TRANSPORTACIÓN

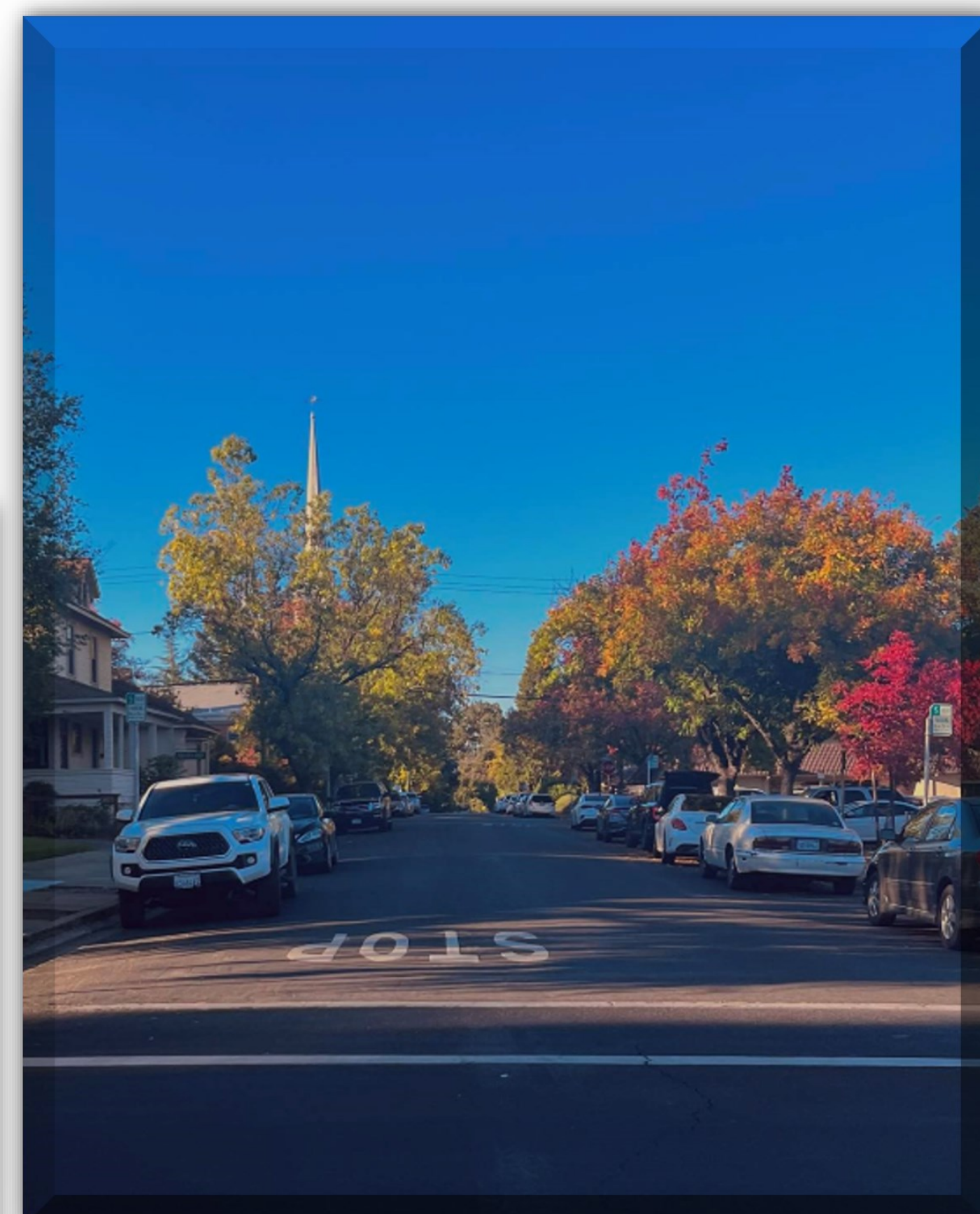


El Consejo de Gobiernos de Mendocino (MCOG) está actualizando el Plan de Transportación Regional y Transportación Activa para el condado de Mendocino. Este plan va a identificar las necesidades y proyectos de prioridad para los siguientes 20 años para todos modos de tránsito y transportación incluyendo calles, carreteras, bicicletas e instalaciones pedestre.

¡QUEREMOS SUS OPINIONES!

Te invitamos a visitar el sitio de MCOG e informarnos de tus necesidades de transportación en la encuesta y mapa. Si participas, tienes la oportunidad de ganar una tarjeta de regalo de \$25!

Para mas información, por favor visita:
www.mendocinocog.org o escanea el codigo QR!



Preguntas o comentarios?
Llama MCOG al 707-234-3434
¡Su opinión importa!