



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, May 6, 2024 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: 852 1317 5694 Passcode: 968671

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: Mendocino Council of Governments meets in person, in a hybrid format. Staff and a potential quorum meet in the Board of Supervisors chambers in Ukiah. Also, board members 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*
3. Approval of Executive Committee Recommendations of April 15, 2024 – CLOSED SESSION pursuant to Government Code § 54957 (Optional) – Direction to the Procurement Consultant, Regional Analysis & Planning Services (RAPS), to Negotiate Contracts for Administrative & Fiscal Services and Planning Services, for the Board of Directors' Consideration at the June 3, 2024 Meeting
4. 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 March 4 and April 17, 2024 Minutes
7. Approval of February 29 and April 15, 2024 Executive Committee Minutes
8. Acceptance of 2022/23 Fiscal Audit of Mendocino Transit Authority

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

9. 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

10. Fiscal Year 2024/25 RTPA Budget Presentation & Workshop – *MCOG Staff – No Action*
 - a. Report of Revenues Fiscal Year to Date 2023/24
 - b. Executive Committee Recommendations of February 29, 2024 – Revenues & Allocations
 - c. Technical Advisory Committee Recommendation of April 24, 2024 – Final Planning Overall Work Program
 - d. Transit Productivity Committee Recommendations of May 2, 2024 – Mendocino Transit Authority's Annual Transit Claim and Unmet Transit Needs
11. Adoption of Final Fiscal Year 2024/25 Planning Overall Work Program (OWP)

RATIFY ACTION

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

REPORTS

13. 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 – *verbal reports*
 - i. Debrief of California Transportation Commission (CTC) Town Hall Meeting Hosted by MCOG in Fort Bragg, April 17-18, 2024
 - ii. Caltrans Hopland ADA Project
 - iii. Miscellaneous
 - iv. Next Meeting Date – Monday, June 3, 2024 – Budget Adoption
- f. MCOG Planning Staff – *verbal reports*
 - i. Work Element 9 - Noyo Harbor Multimodal Circulation Plan
 - ii. Work Element 10 - Local Road Safety/Action Plans Update
 - iii. Miscellaneous
- g. MCOG Directors
- h. California Association of Councils of Governments (CALCOG) Delegates

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

POSTED 4/30/2024

Next Resolution Number: M2024-02



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 6
Consent Calendar
MCOG Meeting
5/6/2024

MINUTES

Monday, March 4, 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
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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, Mike Carter, Josefina Duenas and Greta Kanne in Ukiah; Bernie Norvell and Dan Gjerde in Fort Bragg; Jeff Hansen in Point Arena; and Tatiana Ahlstrand (Caltrans/PAC) in Eureka. Chair Gjerde presiding.

Staff present in Ukiah: Nephele Barrett, Executive Director; Janet Orth, Deputy Director & CFO; Loretta Ellard, Deputy Planner.

Staff present by Zoom: Lisa Davey-Bates, Transportation Planner; James Sookne, Program Manager; 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. Director Ahlstrand (PAC) requested participation from her home due to an allowable just cause, an unexpected need for childcare.

Upon motion by Norvell, second by Carter, and carried unanimously on roll call vote (7 Ayes – Haschak, Carter, Duenas, Norvell, Kanne, Hansen, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that Director Ahlstrand's request is approved and therefore she is allowed to vote in this meeting on Policy Advisory Committee matters.

3. Election of Officers – Chair and Vice Chair. Deputy Director Orth introduced this item, and with no objections conducted the election consistent with Robert's Rules of Order as usual. She opened the nominations for the office of Chair; Director Gjerde was nominated. With no further nominations, nominations were closed for the office of Chair.

Upon motion by Carter, second by Haschak, and carried unanimously on roll call vote (7 Ayes – Haschak, Carter, Duenas, Norvell, Kanne, Hansen, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that **Director Gjerde is re-elected Chair.**

Nominations were opened for the office of Vice Chair; Director Haschak was nominated. With no further nominations, nominations were closed for the office of Vice Chair.

Upon motion by Carter, second by Duenas, and carried unanimously on roll call vote (7 Ayes – Haschak, Carter, Duenas, Norvell, Hansen, Kanne, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that that **Director Haschak is re-elected Vice Chair.**

4. Convene as Convene as RTPA

5. Recess as RTPA – Reconvene as Policy Advisory Committee

6 - 10. Consent Calendar. Upon motion by Carter, second by Haschak, and carried unanimously on roll call vote (8 Ayes – Haschak, Carter, Duenas, Norvell, Kanne, Hansen, Ahlstrand/PAC and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that consent items are approved.

6. Approval of December 4, 2023 Minutes – as written

7. Appointments to Social Services Transportation Advisory Council (SSTAC)

- *Richard Baker, Willits Seniors, Inc., for “Local social service provider for seniors” – reappointed through April 2027*
- *Jill Rexrode, Redwood Coast Seniors, for “Local social service provider for seniors that provides transportation” – reappointed through April 2027*

8. Authorization to Release Fiscal Year 2024/25 Draft Transportation Planning Overall Work Program (OWP) for Review, Comment & Circulation

9. Approval of February 13, 2024 Executive Committee Minutes – as written

10. Acceptance of MCOG 2022/23 Fiscal Audit – MCOG received a clean audit.

11. Public Expression. “Gizmo” introduced himself and spoke to hazards of the North State Street northbound on-ramp to US-101 in Ukiah. Vegetation needs trimming for sight distance. He described near-accidents experienced at the site. His insurance has gone up and he assumes there has been no safety enforcement at this location by California Highway Patrol. The public bears costs of this deficiency, which should have been corrected years ago. He has been told the proximity of the hotel is a constraint to making improvements. He proposes a new ramp at Ford Road where access is underutilized. This situation has been a hazard for over 20 years.

Executive Director Barrett offered to follow up and consider a future agenda item.

12. Public Hearing: Unmet Transit Needs for Fiscal Year 2024/25 – Including Social Services Transportation Advisory Council (SSTAC) Recommendations of November 29, 2023 – Continued from February 5, 2024. Deputy Director Orth reported proofs of publication of the legal notice, included in the agenda packet, from The Willits News, Ukiah Daily Journal and Fort Bragg Advocate-News, published on January 3 and 4; also the Independent Coast Observer on January 5. Since the February 5 meeting was adjourned to March 4, it was not necessary to re-publish. Additional outreach included MCOG’s website and email to subscribers, which was sent out both in January and in February. With no objections, a finding of proper notice was made by consensus.

The Chair opened the public hearing at 1:49 p.m. Ms. Orth submitted as testimony a list of seven identified needs from the SSTAC’s unmet transit needs workshop on November 29, including six from the group and one from Mendocino Transit Authority (MTA) public outreach throughout the past year. Issues from the workshop included micro-transit mobility solutions for remote inland and coastal areas, assisted services, non-emergency medical transportation, restoration of pandemic-related service suspensions, and a new local and visitor serving route for economic development in Fort Bragg. Additionally, she submitted two written letters received from members of the public, included in the agenda packet, one from a commuter working in Talmage requesting expanded

transit service to the area, and the other from a long-time Dial-a-Ride passenger (since 1978) requesting more drivers in order to meet demand and decrease wait times. After staff's report, public testimony was invited.

On the teleconference video:

- Valerie Johnson identified three unmet needs. 1) She echoed the need for Talmage corridor transportation, suggesting some type of public transit, perhaps a small jitney bus service. Destinations include City of Ten Thousand Buddhas and Mendocino County Office of Education; the area includes affordable housing. 2) Existing bus service needs evening service after 6:00 p.m. to about 10:00 p.m. and would be appreciated for all routes, though likely feasible primarily in Ukiah. 3) Hopland needs more service along the corridor. Ukiah Senior Center currently provides one trip; a daily round trip remains a need for seniors.

In the Board chambers:

- Gizmo identified a gap in the Great Redwood Trail at the Sonoma County line to Hopland, suggesting weekend service that can carry trail users and their bicycles and electric bikes from Santa Rosa, and also connecting segments between Redwood Valley and Willits.

The public hearing was closed at 1:59 p.m. **Upon motion** by Norvell, second by Haschak, and carried unanimously on roll call vote (*8 Ayes – Haschak, Carter, Duenas, Norvell, Kanne, Hansen, Ahlstrand/PAC and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): **IT IS ORDERED** that MCOG receives as testimony all needs submitted by the Social Services Transportation Advisory Council (SSTAC), Mendocino Transit Authority (MTA), and written and verbal testimony submitted in today's public hearing; the testimony heard includes Unmet Transit Needs that appear to qualify under MCOG's adopted definitions, and those needs are directed to MTA for analysis and for further review and recommendations by the Transit Productivity Committee and SSTAC.

Staff reported additional SSTAC recommendations to 1) Develop a Ukiah Transit Center for multimodal connections and coordinated services and 2) MTA Administration facility upgrades/modernization. No action was taken on the additional recommendations.

13. Presentation: Gualala Downtown Streetscape Enhancement Project – Caltrans District 1.

Ms. Barrett introduced Katie Everett, Project Manager, who shared a brief slide presentation (included with the agenda packet online). With no board members wishing to discuss the matter, public comment was opened, first in the chambers.

Gizmo asked what sidewalk upgrades were proposed. Ms. Everett described the upgrades intended for ADA compliance. In response to further questions, Ms. Barrett clarified angle of slope and various features available such as flashing beacons.

Next Ms. Barrett read aloud written comments received from Tom Murphy, representing Save Gualala, in support of the project as formally approved by Caltrans in late 2023. He thanked and urged Caltrans, MCOG, Gualala MAC and staff to continue their support through completion in 2026.

Comments were received next from participants on the teleconference:

Don Hess of Gualala related discussions with Caltrans about stormwater run-off with chemicals harmful to Coho salmon. He quoted Caltrans' reply to his query and stressed importance of restoring salmonid habitat. Ms. Everett replied as to Caltrans actions for required permits that will come later in the project.

Dave Shpak of Gualala echoed comments of Mr. Murphy and extended his own compliments to Caltrans and MCOG staff for advancing this project, and to the Council and others who have supported the project throughout. The community looks forward to implementation. He extended thanks for hosting this report update.

Chair Gjerde thanked Ms. Everett for the report. No action was taken.

14. Report and Approval of Climate Ad Hoc Committee Recommendations of January 4, 2024: RuralREN (Regional Energy Network) Reorganization and Governance. Ms. Barrett summarized her written staff report and background. The purpose of the RuralREN is to serve hard-to-reach customers with energy efficiency options. MCOG joined this multi-jurisdictional effort in February 2022. She described the three petitions for modification of the original business plan that was approved by the California Public Utilities Commission (CPUC) in June 2023. These were due to a dispute that arose among the partner agencies in September. Petitions were filed with the CPUC with various approaches to resolving the differences. She reported the Ad Hoc committee recommendation to remain neutral and to communicate MCOG's position informally to the RuralREN partners. She believes there will be a path forward for MCOG to participate in the RuralREN, though it may take longer than anticipated.

Director Kanne moved to approve with a comment that it was disappointing this was slowing the process down, but sees no reason not to remain neutral. Chair Gjerde called for public comment, hearing none.

Upon motion by Kanne, second by Carter, and carried unanimously on roll call vote (*8 Ayes – Haschak, Carter, Duenas, Norvell, Kanne, Hansen, Ahlstrand/PAC and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that the ad hoc committee's recommendation is approved to maintain a position of neutrality regarding the Petition for Modification of the RuralREN decision and to express this position to the RuralREN partner agencies informally rather than filing a Motion for Party Status and proof of service.

15. Annual Committee Appointments

- a. Executive Committee. According to MCOG bylaws, the Chair and Vice Chair are members of this committee with addition of a third member reflecting a county-city balance. Director Norvell agreed to continue serving as the third member of the Executive Committee.
- b. Transit Productivity Committee. Director Carter agreed to continue serving. According to the bylaws, appointments are made by the Chair. Chair Gjerde re-appointed himself and Director Carter.
- c. California Association of Councils of Governments (CALCOG). Director Haschak expressed a willingness to rotate out as the voting delegate, noting his impressions of the association's focus. With no other volunteers, he agreed to continue serving. Director Norvell agreed to continue as alternate. Discussion included recent meetings attended by Director Haschak and staff. – *see also #18h*
- d. Ad Hoc Committees – Covelo SR 162 Corridor Multi-Purpose Trail Project and Regional Energy Network / Climate. Directors Carter, Haschak and Hansen agreed to continue serving. Director Gjerde asked whether the Climate ad hoc was needed in addition to Executive Committee, or would they duplicate business such as RuralREN. Ms. Barrett explained why an unusual timing issue caused a duplication earlier this year. Discussion included whether the ad hocs are still needed for these projects. Ms. Barrett affirmed that they were, and suggested that the Covelo committee continue through project construction, expected to be completed this year.

Upon motion by Haschak, second by Carter, and carried unanimously on roll call vote (*8 Ayes – Haschak, Carter, Duenas, Norvell, Kanne, Hansen, Ahlstrand/PAC and Gjerde; 0 Noes; 0 Abstaining; 0 Absent*): IT IS ORDERED that the Council approves the above slate of committee appointments.

16. Executive Committee Recommendation of February 13, 2024: Approval of Fourth Amendment to Fiscal Year 2023/24 RTPA Budget: Adoption of Resolution No. M2024-01 Revising Allocation of Fiscal Year 2023/24 Funds and 2022/23 Carryover Funds for Administration, Bicycle & Pedestrian Facilities, Planning and Reserves, Superseding Resolution #M2023-02 – to adjust for FY 2023-24 shortfall. Ms. Orth summarized her written report. On January 18, the County Auditor-Controller/Treasurer-Tax Collector issued a revised 2023/24 revenue estimate of Local Transportation Funds (LTF), indicating a budget shortfall of \$658,530 (13.4%) The Executive Committee met and reviewed three options prepared by staff: Option A (recommended); Option B with a transit allocation cut; and No Action/Status Quo. Option A recalculates Reserve at 15% of the revised LTF estimate and adds interest earnings, revokes the optional 2% Bicycle & Pedestrian allocation, and the remaining estimated shortfall of \$460,368 would be covered by Reserve, leaving a substantial balance in Reserve. In this option, just \$57,248 of additional LTF funds is needed to backfill the Reserve, less than with No Action. She invited questions and comments, noting committee members present.

In Board discussion, Director Haschak acknowledged it was hard to make any cuts and had noted in committee that the recommendation was the least painful approach. There was no public comment on the matter.

Upon motion by Carter, second by Haschak, and carried unanimously on roll call vote (8 Ayes – Haschak, Carter, Duenas, Norvell, Kanne, Hansen, Ahlstrand/PAC and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the following resolution is adopted.

Resolution No. M2024-01
 Revising Allocation of Fiscal Year 2023/24 Funds and
 2022/23 Carryover Funds for Administration,
 Bicycle & Pedestrian Facilities, Planning and Reserves,
 Superseding Resolution #M2023-02
 (Reso. #M2024-01 is incorporated herein by reference)

Local Transportation Fund (LTF)		
MCOG Administration & Other Direct Costs	559,626	
2% Bicycle & Pedestrian	0	
Planning Program – new funds	141,479	
Planning Program – carryover	122,868	
Planning program – prior year funds	29,135	
Total LTF		853,108
Surface Trans. Block Grant Program – Admin.		101,116
Rural Counties Task Force – Admin.		38,500
ATP Infrastructure Grants – Admin.		6,500,000
PPM Funds - Planning		259,750
RPA Funds - Planning		319,000
State Highway Account - Planning		22,133
Total Allocations		8,093,607

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

18. Reports - Information

- a. Caltrans District 1 – Projects Update and Information. Director Ahlstrand reported new staff members and their duties, including the Native American Liaison, leading a tribal transportation summit in April, and a Public Engagement Coordinator. A Climate Adaptation planning grant is hiring a hydrologist focusing on sea-level rise. A full-time Transit Planner will start April 2. The FY 2024/25 Sustainable Transportation Planning grants program cycle closed January 8; seven applications were received in the district, including two from Mendocino County. One is a partnership of MCOG and Mendocino County Department of Transportation to produce a sea-level rise infrastructure impact study, and the other is from City of Ukiah for a multimodal transportation center. Awards will be announced in May or June. She also gave updates on the Clean California program, including downtown Covelo and Anderson Valley projects; Laytonville and Caspar dump days with exceptionally high results; and STP litter crew ending this year.
- b. Mendocino Transit Authority. Jacob King, MTA Executive Director, reported he was looking forward to scoring the Unmet Transit Needs heard in today’s testimony.
- c. Great Redwood Trail Agency. Director Haschak reported the board met January 25 in Healdsburg and had a good discussion with tribal nations on increasing representation for dealing with sensitive areas throughout the corridor. A special meeting was held to address the MOU with City of Willits for the segment from Commercial Street north to the trailhead. The new Executive Director Elaine Hogan is on board, and they hope to have a draft Master Plan available for public review in the near future.
- d. MCOG Staff - Summary of Meetings. Ms. Barrett referred to the written report. Ms. Orth reported remotely attending the CTC’s California Road Charge Technical Advisory Committee meeting on March 1. [California Road Charge \(caroadcharge.com\)](http://caroadcharge.com) – see also #18h
- e. MCOG Administration Staff
 - i. Draft FY 2024/25 Regional Transportation Planning Agency (RTPA) Budget – No Action. CFO Orth gave a detailed verbal report of the Executive Committee’s February 29 budget meeting, highlighting the LTF revenues from sales tax and other funding sources. This is the first step of annual budget development. The County Auditor-Controller’s 2024/25 LTF budget estimate shows no change from the revised 2023/24 estimate. If the new estimate is revised, the Transit Productivity Committee will review it in April/May when considering Mendocino Transit Authority’s annual claim. The Executive Committee recommended setting aside ten percent (\$424,000) of estimated revenues in the LTF Reserve, available for MTA’s future needs (down from 15 percent). Total available revenues for allocation from all sources were estimated at about \$15 million. She noted that uncertainties remain, including procurement of staffing contracts now in progress, and that while local sales tax revenues are trending downward, other funds have been rising. A budget workshop with the full Board is planned for the May regular meeting agenda as usual. This report was for information only.

Director Kanne appreciated the overview, noting that even in this verbal format, the report helps to prepare for budget decisions to come. Committee member Haschak commented that one of the issues is declining LTF revenue and the recent need for withdrawals from Reserve, so that reducing the balance to ten percent is a sustainable path until another review next year.

In public comment, Gizmo noted the Volkswagon settlement funds and current status with another company that has also violated carbon pollution regulations, so more public funds will be coming from a new settlement.

- ii. *California Transportation Commission (CTC) Town Hall Meeting Hosted by MCOG in Fort Bragg, April 17-18, 2024.* Ms. Barrett reported status and purpose of the meeting. An afternoon meeting is planned for Day 1 and a bus tour courtesy of MTA in the morning of Day 2. Staff will be agendize the event as a special MCOG meeting for Brown Act compliance. An invitation has been extended to partner agencies to make presentations. A save-the-date email was sent to MCOG member agencies, so each can decide on attendance by their councilmembers.

In discussion, Director Haschak asked whether drone footage of the new Covelo Trail could be presented; Ms. Barrett affirmed that it was planned to be shown. She described numerous other projects that will be presented at the Town Hall and asked all to mark their calendars to attend. She also confirmed that public comment will be accommodated at both the meeting and the tour, likely as a block of time each day.

- iii. *Reminder – Form 700 Statements of Economic Interest.* Ms. Orth briefly noted how service on MCOG is to be filed, due April 1.
- iv. *Miscellaneous.* None.
- v. *Next Regular Meeting Date.* Monday, May 6, 2024.

f. MCOG Planning Staff

- i. *Grant Information Updates.* Deputy Planner Ellard reported that MCOG staff worked with County DOT staff to submit a \$400,000 Caltrans Climate Adaptation grant proposal, as noted in Director Ahlstrand's report, called Mendocino County Sea-level Rise Roadway Impact Study, to seek solutions for at-risk coastal roads. Also MCOG staff had worked with Potter Valley Family Resource Center to apply for a California Air Resources Board STEP (Sustainable Transportation Equity Project) grant for micro-transit services as identified in MCOG's Mobility Solutions study, which was not funded, however a debrief call indicated it was very competitive and they were encouraged to reapply next cycle.
- ii. *Work Element 3 - Feasibility Study - Mendocino Transit Authority's Ukiah Transit Center.* Ms. Ellard reported a December MTA meeting with City of Ukiah staff, who requested addition of another site for study. The consultant analyzed the new site under a contract extension with MCOG. On February 28, MTA's board met and accepted the consultant's report and three preferred options, any of which would be acceptable. They directed staff to form a Technical Advisory Group, with MCOG's participation, which will research further and make a recommendation on site selection. [Ukiah Transit Center - Project Update - Mendocino Council of Governments \(mendocinocog.org\)](#)
- iii. *Work Element 9 - Noyo Harbor Multimodal Circulation Plan.* A Caltrans Sustainable Transportation Planning grant was awarded and a kickoff meeting held in late January. A Request for Proposals is ready to be issued, pending comments from Caltrans concerning federal funds. City of Fort Bragg has expressed interest in combining the community outreach effort with a project of their own in the Noyo Harbor, so staff are coordinating.
- iv. *Work Element 10 - Update/Expand Local Road Safety/Action Plans.* This grant-funded project is underway with a short timeline; the consultant is attempting to complete the updated local City and County plans in time to qualify for federal funding, due in May.
- v. *Miscellaneous.* In further public comment, Gizmo expressed appreciation for actions taken toward building a public transit mall. For site selection, he outlined a vision for large-scale evacuations outside city limits, using the old Masonite site, where busses gathering evacuees during a disaster could be accomodated. Currently the area has blight and brownfields that could be redeveloped. Opportunities include repurposing railroad spurs, redesigning highway access ramps, links to trails, solar panels over existing holding ponds, and other ideas.

Ms. Barrett stated that discussion is allowed due to the transit center agenda item. In Board discussion, Director Haschak asked about the decision process for site selection. Ms. Barrett noted it is MTA's decision as the transit authority and owner, though it will be made with input from other agencies and organizations. She affirmed is MTA's project.

- g. MCOG Directors. None.
- h. California Association of Councils of Governments (CALCOG) Delegates. Director Haschak reported on the recent annual forum February 7-9 in Monterey. He noted Ms. Orth's talk on a panel was well received and heard, highlighting rural challenges with Zero Emission Vehicle (ZEV) issues in the 16-county North State Super Region. She gave a few more details. Director Haschak also reported on loss of transportation revenue due to impact of vehicle efficiency on gas taxes, noting an income equity gap if use of vehicle miles traveled (VMT) data is used as a revenue basis in a new Road User Charge model. These are all issues that must be addressed. – *see also #18d*

19. Adjournment. The meeting was adjourned at 3:29 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Janet Orth, Deputy Director & CFO

MENDOCINO COUNCIL OF GOVERNMENTS

SPECIAL MEETING MINUTES

Wednesday, April 17, 2024

Fort Bragg Town Hall, 363 North Main St., Fort Bragg

ADDITIONAL MEDIA:

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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 1:15 p.m. with Directors present: John Haschak, Mike Carter, Greta Kanne, Lindy Peters (Alternate), and Dan Gjerde. Chair Gjerde presiding. Director Josefina Duenas absent by prior arrangement; Director Jeff Hansen absent; Tatiana Ahlstrand (Caltrans/PAC) excused as the Policy Advisory Committee was not convened.

Guests present: Commissioners Jay Bradshaw, Lee Ann Eager, Hilary Norton, and Bob Tiffany; and Tanisha Taylor, CTC Executive Director.

Speakers present: Nephele Barrett, MCOG; Jaime Matteoli, Caltrans District 1; Stephanie Garrabrant-Sierra, Chris Bartow and Joe Scriven, Mendocino County Resource Conservation District (MCRCD); Maureen Doyle, Caltrans District 3; Rygg Larson, Mendocino County Department of Transportation (MCDOT); Chantell O’Neal, City of Fort Bragg; Dusty Duley, City of Willits; Tim Eriksen, City of Ukiah; James Sookne and Janet Orth, MCOG; Bob Butler, Mendocino Transit Authority (MTA); Captain Thomas O’Neal, Fort Bragg Police Department.

Staff present: Nephele Barrett, Executive Director; Janet Orth, Deputy Director & CFO; James Sookne, Program Manager; Loretta Ellard, Deputy Planner; Michael Villa, Project Coordinator; and Jody Lowblad, Administrative Assistant.

2. Convene as RTPA

3. MCOG Town Hall Hosting California Transportation Commissioners – Welcome, Introductions and Presentations. Ms. Barrett served as M.C. for the day, with a welcome to all and recognition of Gold event sponsors Nichols Consulting Engineers (NCE) and LiUNA (Labor International Union of North America) Local 324 with LECET Southwest, and Silver sponsor SHN Engineering.

Opening remarks were made by Chair Gjerde, Fort Bragg Councilmember Peters, Director Haschak, Commissioner Tiffany and Commissioner Bradshaw.

A series of presentations were made as listed on the attached Agenda Summary; note updated list of speakers in these minutes above. (Slides will be posted on [MCOG’s website](#).) These topics took up most of the day’s agenda:

- Overview of the Mendocino Region (MCOG)
- State Highways & Projects – Connecting our Communities (Caltrans District 1)
- Enhancing & Preserving What We Love (MCRCD)
- Projects & Issues in Unincorporated Mendocino County – Big Responsibilities on a Small Budget (MCDOT)

- Regional & City Projects – Improving Our Communities Across Modes (Cities of Fort Bragg, Willits and Ukiah and MCOG)
- Transit and ZEV Conversion – A Rural Perspective (MCOG, MTA and Fort Bragg)

4. Public Comment. The Chair opened the floor to comments; the following speakers were heard.

Dave Shpak of Gualala appreciated MCOG, CTC and Caltrans members for traveling here, welcoming all to visit Gualala. He complimented Caltrans District 1 for its advanced mitigation efforts, noting conservation organizations such as Mendocino Land Trust and local projects. State Route 1 has maintenance needs on the South Coast, and he suggested the CTC consider road miles as part of its funding formulae. State routes are often main streets, so safe, multimodal facilities are important to rural areas. He thanked the CTC, MCOG and Caltrans for supporting the Gualala Downtown Streetscape project over many years of development.

Alan Stein of Caspar handed out written comments he produced with Simon Bruce and Stuart Rogers concerning damage to Point Cabrillo Road. He described potential scenarios involving tsunami waves and storms such as the conditions that caused the partial road closure.

Simon Bruce of Caspar spoke about impacts of the Point Cabrillo Drive slide on 300 local households, 120 campsites, school busses and delivery vehicles. Public safety is a primary issue in the tsunami, fire and earthquake evacuation zone at Caspar Beach. A petition to raise awareness has been circulated with over 80 signators to date.

Stewart Rogers of Caspar also spoke about Point Cabrillo Road, adding their request for approval of the Local Transportation Climate Adaptation Program grant that was submitted by MCOG and MCDOT and supported by local elected officials, which is to address sea-level rise. As local stakeholders, they would like to be informed and stay engaged with the process.

Annemarie Weibel of Albion Bridge Stewards made several points about this listed historic bridge, criticizing perceived failures on the part of Caltrans and the CTC to fund and maintain it. The public needs to be engaged in all decisions made concerning its outcome. Increasing speeds on SR-1 is inappropriate in terms of environment, economics and safety. Revegetation needs to occur as part of any construction work. She distributed photo postcards of Albion River Bridge.

Mary Rose Kaczorowski of Fort Bragg cited her representation as an NGO at the U.N. Commission on the Status of Women in New York recently, where transportation was among issues raised. As a tourist-serving town, planning needs to consider public transportation between outlying hotels and the commercial areas, for tourists, locals, workers, caregivers and others. She cited problems with lack of evening and weekend transit service to various cultural events and medical facilities. Living in a seniors complex, she has noticed the lack of access for those without personal vehicles.

William Walker, Chair of CTC, Caltrans and CalSTA's Equity Advisory Committee, of San Francisco, drove here from Irvine, California where he attends graduate school. He appreciated the invitation from Ms. Barrett, Chair of the CTC's Rural Counties Task Force, and noted earlier visits to Fort Bragg as well as attending camp as a youth in Jackson State Forest. The Willits bypass had not yet been built. He envisioned rail service for the area. He offered support for community engagement, such as these town halls throughout the state.

Rick Van Zee of Fort Bragg commented on concerns with Caltrans projects: 1) potential illegality of Caltrans funding salaries for a coastal oversight commission and resulting conflicts of interest; and 2) work on SR-1 around Mendocino and Albion is destroying trees unnecessarily, years before construction is to begin.

5. Recess as RTPA. Chair Gjerde made closing remarks and thanked all for coming. No action was taken. To view a recording of this meeting, see Mendocino County Video YouTube playlist with MCOG's regular board meetings: [MCOG 2024 - YouTube](#)

6. Adjournment. The meeting was adjourned at 5:12 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Janet Orth, Deputy Director & CFO

Attached: "Agenda Summary" of Town Hall presentations and events



MENDOCINO COUNCIL OF GOVERNMENTS TOWN HALL

APRIL 17-18, 2024

TOWN HALL, 363 NORTH MAIN ST., FORT BRAGG, CA 95437

WELCOMING HONORABLE CALIFORNIA TRANSPORTATION COMMISSIONERS

AGENDA SUMMARY

DAY 1 – Wed., April 17 – Town Hall Meeting 1:00 to 4:30 p.m.

1:00 – 1:15	Welcome and Introductions	MCOG Executive Director MCOG Chair & Directors Fort Bragg City Council Member Caltrans District 1 CTC Commissioners Tribal Council members
1:15 – 1:25	Overview of the Mendocino Region	Nephele Barrett, MCOG Exec. Director
1:25 – 1:50	State Highways & Projects – Connecting our Communities <ul style="list-style-type: none"> ▪ Blues Beach Update ▪ Stakeholder Engagement ▪ Mitigation ▪ Major Projects 	Brandon Larsen, Deputy Director, Planning & Local Assistance Jaime Matteoli, Corridor Manager, Caltrans District 1
1:50 – 2:10	Mendocino County Resource Conservation District – Enhancing & Preserving What We Love <ul style="list-style-type: none"> ▪ Environmental mitigations & partnerships ▪ Willits Bypass mitigation ▪ Eel River 	Stephanie Garrabrant-Sierra, MCRCO Executive Director
2:10 – 2:20	BREAK	
2:20 – 2:45	Projects & Issues in Unincorporated Mendocino County – Big Responsibilities on a Small Budget <ul style="list-style-type: none"> ▪ Major projects ▪ Climate threats ▪ Restoration efforts ▪ System preservation & SB 1 revenues 	Rygg Larsen, Mendocino County Department of Transportation
2:45 – 3:45	Regional & City Projects – Improving Our Communities Across Modes <ul style="list-style-type: none"> ▪ Covelo Trail Project ▪ Noyo Harbor Circulation ▪ Streetscape Projects ▪ Great Redwood Trail Implementation ▪ Coastal Trail ▪ Walkable city streets ▪ Major Projects 	Nephele Barrett, MCOG Exec. Director Chantell O’Neal, Assistant Director, Engineering Div., City of Fort Bragg Dusty Duley, Community Devt. Director, City of Willits Tim Eriksen, Director of Public Works, City of Ukiah



MENDOCINO COUNCIL OF GOVERNMENTS TOWN HALL

APRIL 17-18, 2024

TOWN HALL, 363 NORTH MAIN ST., FORT BRAGG, CA 95437

WELCOMING HONORABLE CALIFORNIA TRANSPORTATION COMMISSIONERS

3:45 – 4:10	Transit and ZEV Conversion – A Rural Perspective <ul style="list-style-type: none"> ▪ North State ZEV Working Group - infrastructure ▪ MTA – solar-electric fleet transition ▪ North State Transit Working Group – vehicles & fuels ▪ Fort Bragg PD – battery-electric fleet vehicles 	Janet Orth, MCOG Deputy Director & CFO Bob Butler, Mendocino Transit Authority James Sookne, MCOG Program Manager Fort Bragg Police Department
4:10 – 4:30	Public Comment	
4:30 – 5:30	Optional Coastal Trail Walk - <i>from Town Hall</i>	Turn around at Mill Pond or option to walk to reception
5:30 – 7:30	Reception at Noyo River Grill 1011 S. Main St., Fort Bragg	

DAY 2 – Thurs., April 18 – Project Bus Tour 8:30 a.m. to 12:00 p.m.

8:30	Gathering & Opening Remarks	Gather at Fort Bragg Town Hall for complementary coffee & pastries
9:00	Tour Begins	Leaving promptly at 9am
12:00	Tour Ends	Return to Fort Bragg Town Hall

MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 7
Consent Calendar
MCOG Meeting
5/6/2024

Executive Committee

MINUTES

February 29, 2024

Primary Location

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

Teleconference Locations

City Hall Conference Room, 416 N. Franklin St., Fort Bragg

General Public Teleconference by Zoom

PRESENT: Committee Members: Chair Dan Gjerde, Vice Chair John Haschak, Director Bernie Norvell
MCOG Staff: Nephele Barrett, Janet Orth, Alexis Pedrotti, Lisa Davey-Bates
MTA Staff: Jacob King and Mark Harvey

ABSENT: None

1. Call to Order / Roll Call. The meeting was called to order at 9:33 a.m. with all present, Chair Gjerde presiding. Committee members Dan and Bernie joined from Fort Bragg, while John joined in person at the primary location with staff. Bernie was delayed, arriving during budget discussion. MTA staff joined via Zoom.

2. Public Expression. None.

3. Review & Recommendation on Draft 2024/25 Regional Transportation Planning Agency (RTPA) Budget. Janet reviewed the first draft budget, starting with the Local Transportation Fund (LTF) sales tax revenues, noting that details of the other funding programs were discussed in her written staff report and attachments provided in the meeting packet. Total available revenues from all sources are estimated at over \$15 million. She cited uncertainties such as procurement of staffing contracts now in progress and a possible revised LTF estimate. While LTF revenues have fallen from the abnormal pandemic period, they are partially offset by State Transit Assistance from fuel taxes, which have risen. Two scenarios for LTF allocations had been prepared for consideration, with further options available if so desired. The summary sheets, Options 1 and 2, were viewed onscreen. A new funding source, SB 125, provides significant additional resources for transit, with over \$5 million, of an estimated total \$11 million, added to this budget for allocation in its first cycle.

- a. Local Transportation Fund (LTF) New Revenue Estimate and Reserves. Janet reported the County Auditor-Controller/Treasurer Tax-Collector's FY 2024/25 estimate of \$4,243,383, equal to the recently revised 2023/24 estimate. As reviewed with the Executive Committee on February 13, the same shortfall of \$658,530 (13.4% of budget) is projected for the current year 2023/24.

Staff offered two options for discussion of the LTF Reserve balance: Option 1 at the minimum five percent of the Auditor's estimate (\$212,000) by policy, and Option 2 at ten percent (\$424,000). Considering the revenue decline, staff did not suggest continuing at 15 percent this year. Both options would require an infusion of new LTF revenues to meet the Reserve target.

John asked about the 4.1% decrease in sales tax revenue projected by the consultant HdL in the Auditor's letter. Nephele explained that it did not necessarily apply to 2024/25, but was from the 2023/24 revised estimate, provided again for 2024/25 since it is due too early for much accuracy. The Auditor intends to give quarterly updates, as noted in staff's report, so adjustments could be made.

- b. Administration. Pending a decision on the procurement of staffing contracts currently in progress, staff offered approximate figures as placeholders, for later amendment of the budget. The total draft Administration budget proposal from three sources is down 1.5% (\$10,511). Other Direct Costs (i.e. not in the contract) of \$56,380 (down \$2,120 from \$58,500 in an effort to constrain costs), within the typical \$50K to \$60K. LTF costs for Administration would be 13% of the Auditor's estimate, a slight increase. As a percentage of total revenues from all sources, Administration is below five percent, within a consistent range. There were no objections to the initial proposed Administration budget.

- c. Two Percent Bicycle & Pedestrian Program. This amount is a calculated formula for an optional allocation up to two percent, according to Transportation Development Act (TDA) law. After Administration is subtracted, 2% of the new LTF fund estimate comes to \$73,770. MCOG issues a call for eligible projects every two years to the Technical Advisory Committee and awards are made by the Council. There was consensus to allocate the full two percent.
- d. Planning Overall Work Program (OWP). Alexis presented the funding proposal prepared by Planning staff. The LTF proposal is \$127,301, a slight decrease of \$14,178, to meet the three percent target. Total of three funding sources, including some but not all anticipated prior-year carryover, and before any new grants are added, comes to \$670,737. Amendments are typically made when actuals are known. The draft OWP is reviewed annually by the Technical Advisory Committee (TAC) for recommendation to the Council. After comments are received from Caltrans, the final OWP is formally adopted by the Council in June. There were no objections to the proposed OWP budget.
- e. Balance Available for Transportation. The balance of LTF available to MTA for claiming comes to \$3,452,044 under **Option 1**, down \$493,355 or 12.5% from the original 2023/24 allocation and down \$32,986 (0.9%) from the committee's recommended amendment. Under **Option 2** it is \$3,240,044, down \$705,355 (17.9%) from the original 2023/24 allocation and down \$244,986 (7.0%) from the amendment, although with a higher Reserve balance available. For comparison, the last pre-pandemic allocation was \$3,548,623 with a 5% reserve.

Janet briefly reviewed the State Transit Assistance (STA) revenues from fuel taxes. The preliminary State Controller's estimate makes available \$1,066,235 for MTA's claim, the second year it will have exceeded \$1 million. Added to the unallocated balance of \$131,543, this makes available \$1,197,778 for allocation, which may be claimed for operations or capital.

Including LTF, STA, Capital Reserve, and the new SB 125 funds, total revenues for transit are \$10,051,499 under Option 1 and \$9,839,499 under Option 2.

Questions and continued discussion included:

- Are STA revenues going up due to price of gasoline? Electric vehicles are reducing fuel consumption. Yes, though Senate Bill 1 changed the formula so that it's no longer a sales tax, but an excise tax indexed to mimic what the sales tax would have produced, meant to offset losses from vehicle efficiency. Revenue increases can't be expected to continue long term; eventually the State will implement another system such as a Road User Charge based on miles. A pilot program is ongoing, with four phases over several years to date. (John, Janet, Nephele)
- Deep dive into how the LTF Reserve fund activity is calculated and how it carries through past and future budgets over a three-year period based on actuals and estimates. Discussion of Options 1 and 2, results of each. (John, Janet, Nephele, Jacob)
- Does the Planning OWP include a grant for Mendocino County Department of Transportation to study sea-level rise and its impact on local roads? Yes, MCOG applied and has set aside a Project Reserve for the required local matching funds, and this \$400,000 project will be added to the OWP if awarded by Caltrans. (Dan, Alexis)
- Review of Capital Reserve Fund for transit purposes. Nearly all of the \$700K balance was claimed by MTA in 2023/24 to pool various funds for its electric bus and charging infrastructure program. Six chargers were purchased for the Ukiah and Fort Bragg facilities; MTA is working with PG&E to upgrade power capacity. Just \$10K of interest earnings remains. MTA can choose to add new LTF funding to the reserve as part of its claim to MCOG. (Janet, Jacob)
- What is MTA's response to the two LTF Reserve options, i.e. more funding available now versus a larger cushion for contingencies? MTA favors sustainability with the ten percent set-aside as the wiser choice. This amount is equivalent to two payroll cycles. The past year or so have contributed to MTA's experience with management of the funds, so they are well prepared. (Nephele, Jacob)
- Does MTA intend to claim STA for operations or capital? Only for operations, as MTA will primarily rely on the SB 125 funds for capital, and that allocation plan can be amended as needed. This is a rebuilding year for operations, as they work to restore and expand services. (Janet, Jacob)
- The ten percent Reserve seems like the sustainable choice. (John)
- Does the independent CPA auditor still recommend three months of operating costs in cash reserve? Yes, he recommends that MTA increase their own reserves substantially if possible. It is difficult to find enough discretionary funds to save; MTA is working on that. (Janet, Mark)

Dan asked what action was required today. Janet explained staff's timeline needing the committee's recommendation on the draft budget, particularly the LTF portion, so as to issue the Area Apportionment notice due March 1, which informs transit claimants of available funds (only MTA is eligible). The budget is considered a draft, expected to be further developed in the coming months. She thanked everyone for their participation.

Recommendation:

Upon motion by Haschak, seconded by Norvell, and carried on roll call vote (*3 Ayes; 0 Noes; 0 Absent*), the Executive Committee recommended approval of staff's Draft 2024/25 Regional Transportation Planning Agency (RTPA) Budget – "Option 2" with a Local Transportation Fund (LTF) Reserve of 10% (ten percent) of the County Auditor's revenue estimate, for further development during the annual budget process, including:

- LTF Reserve fund balance of \$424,000, double the minimum percentage allowed under policy, including new LTF funds of \$247,368
- \$554,900 LTF for Administration – *estimated pending staffing procurement process*
- \$73,770 LTF for 2% Bicycle & Pedestrian Program, allocating the full optional 2%
- \$127,301 of new LTF for the Planning program
- \$3,240,044 LTF for Transit
- Allocations from other sources for the Transportation Planning Overall Work Program (OWP) as recommended by staff and Technical Advisory Committee
- Allocations from the Surface Transportation Block Grant (STBG) Program according to policy and contracts.
- Allocations from SB 125 Transit Capital funding as previously approved in MCOG's Allocation Plan.

– *Summary of recommended budget is attached.*

4. Miscellaneous / Members' Concerns / Announcements. Bernie was asked about the road conditions on the way to this meeting, which were extremely wet from the rains. With more storms on the way, it was hoped a quorum could be gathered for Monday's board meeting.

5. Adjournment. The meeting was adjourned at 10:24 p.m.

Submitted by Janet Orth, Deputy Director & CFO

Mendocino Council of Governments

Regional Transportation Planning Agency & COG - Fiscal Year 2024/25 Budget

Administration, Bicycle & Pedestrian, Planning, Transit Allocations and Reserves - Executive Committee Recommendation - February 29, 2024

REVENUES	Trans. Devt. Act (TDA)			State			Federal		Local Agencies	TOTALS
	LTF	STA	CRF	PPM	RPA	Various	STBG	5311		
2024/25 LTF Official County Auditor's Estimate	4,243,383									4,243,383
2023/24 Auditor's Anticipated Shortfall	-658,530									-658,530
Total Local Transportation Fund (LTF) Estimate	3,584,853									3,584,853
2023/24 Auditor's Anticipat'd Unrestricted Balance - Reversed	658,530									658,530
Carryover - Planning Overall Work Program and RSTP Local Assistance	24,769						301,017			325,786
2024/25 State Transit Assistance - SCO's Preliminary Estimate		1,066,235								1,066,235
2024/25 State of Good Repair - SCO's Preliminary Estimate						148,134				148,134
STA and SGR - Fund Balance Available for Allocation		131,543								131,543
MCOG's Capital Reserve Fund - Balance Available for Transit			10,654							10,654
FTA Section 5311 Program - Annual Regional Apportionment								pending		0
2024/25 STIP Planning, Programming & Monitoring (PPM)				200,000						200,000
2024/25 Rural Planning Assistance					294,000					294,000
2023/24 Transportation Planning Program carryover				24,667	pending	0				24,667
2024/25 Surface Transportation Block Grant (STBG) Program							1,045,738			1,045,738
HCD Regional Early Action Planning (REAP) Housing Funds - est. carryover						pending				0
2024/25 State Active Transportation Program (ATP) - SR-162 Corridor Multi-Purpose Trail										1,513,415
SHOPP Complete Streets Program - SR-162 Corridor Multi-Purpose Trail										1,104,114
NEW: SB 125 Formula-Based Transit & Intercity Rail Capital Program (TIRCP) & Zero Emission Transit Capital Program (ZETCP)										5,353,525
LTF Reserve:										
Audited 2022/23 LTF Unrestricted Balance / Shortfall	-593,588									
Audited LTF Reserve Balance as of 6/30/2023	788,712									
2023/24 Reserve activity - transfer in 2021/22 LTF surplus	384,429									
Subtotal	579,553									
2023/24 Reserve activity - estimated additions & withdrawals	-402,921									
Subtotal - carryover to 2024/25	176,632									
Less LTF Reserve per Policy amended 8.14.2023 - balance at 10%	424,000									(Per policy, minimum Reserve is 5% of County Auditor's estimate of new revenue, to nearest 1,000.)
Amount Available for Allocation in FY 2024/25 / Backfill Reserve	-247,368									-247,368
TOTAL REVENUES	4,020,784	1,197,778	10,654	224,667	294,000	8,119,188	1,346,755	0	0	15,213,827
ALLOCATIONS										
2024/25 Administration - estimated pending RFP	554,900					27,659	106,172			688,731
2% Bicycle & Pedestrian - 2024/25 LTF Estimate less Admin. x .02	73,770									73,770
2024/25 Planning Overall Work Program (OWP) - new funds at 3% per TDA	127,301			200,000	294,000					
Carryover Funds - See OWP Summary	24,769			24,667	pending	0				Total OWP: 670,737
Total Administration, Bike & Ped., and Planning	780,740	0	0	224,667	294,000	27,659	106,172	0	0	1,433,238
Less Non-Transit Funding Sources - ATP, SHOPP and SB 125 Admin.						-2,728,165				
BALANCE AVAILABLE FOR TRANSIT	3,240,044	1,197,778	10,654	0	0	5,391,023	0	0	0	9,839,499
2024/25 Mendocino Transit Authority Claim - due April 1:										
MTA Operations										0
Unmet Transit Needs										0
Senior Centers Operations										0
Transit Planning										0
Capital Reserve Fund Contribution										0
Capital Program, MTA & Seniors Current Year										0
Capital Program, Long Term (Five Year Plan)										0
Total Transit Allocations	0	0	0	0	0	0	0	0	0	0
Other Allocations - RSTP for MCOG Partnership Fund							100,000			100,000
Other Allocations - RSTP for County & Cities Projects by Formula							855,738			855,738
Other Allocations - REAP for Admin., County & Cities Projects by Formula						pending				pending
Other Allocations - ATP Infrastructure Grants - SR162 Corridor Multi-Purpose Trail						1,513,415				1,513,415
Other Allocations - SHOPP Complete Streets for SR-162 Corridor Multi-Purpose Trail						1,104,114				1,104,114
TOTAL ALLOCATIONS	780,740	0	0	224,667	294,000	2,645,188	1,061,910	0	0	5,006,505
Balance Remaining for Later Allocation	3,240,044	1,197,778	10,654	0	0	5,474,000	284,845	0	0	10,207,321

MENDOCINO COUNCIL OF GOVERNMENTS

Executive Committee

MINUTES

April 15, 2024

Primary Location

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

Teleconference Location

City Hall Conference Room, 416 N. Franklin St., Fort Bragg

General Public Teleconference by Zoom

PRESENT: Committee Members: Chair Dan Gjerde, Vice Chair John Haschak, Director Bernie Norvell
MCOG Staff: Nephele Barrett, Janet Orth
Consultants: Maura Twomey and Diane Eidam, Regional Analysis & Planning Services (RAPS)

ABSENT: None

1. Call to Order / Roll Call. The meeting was called to order at 11:01 a.m. with all present, Chair Gjerde presiding. Committee members Dan, John and Bernie joined in person at the primary location with staff and consultants. No one attended from the Fort Bragg location nor via Zoom.

2. Public Expression. None.

3. CLOSED SESSION pursuant to Government Code § 54957 – Review of Proposals and Recommendations of Contractor Selection for Public Employee Appointment – Administrative & Fiscal Services and Planning Services. At 11:03 a.m., board members and consultants went into Closed Session. Staff members left the room; the teleconference was not recorded. At 11:32 a.m., the meeting was re-opened and staff members were called back in.

Report of Closed Session per GC 54957.1. Direction was given to RAPS to negotiate contracts.

4. Miscellaneous / Members' Concerns / Announcements. Staff asked about next steps for the procurement process, i.e. logistics for the May 6 board meeting. It was agreed to list an optional closed session on the agenda, in case the board chooses to convene one. Staff will contact the County to see how a hybrid remote/in-person closed session is typically handled in the Supervisors' chambers. The May agenda item will be the Executive Committee's recommendation of direction to RAPS to negotiate contracts for consideration by the full board at the June 3 meeting.

5. Adjournment. The meeting was adjourned at 11:34 p.m.

Submitted by Janet Orth, Deputy Director & CFO



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 8
Consent Calendar
MCOG Meeting
5/6/2024

STAFF REPORT

TITLE: Acceptance of FY 2022/23 Fiscal Audit of Mendocino Transit Authority

SUBMITTED BY: Janet Orth, Deputy Director & CFO

DATE PREPARED: 4/24/2024

BACKGROUND:

Each fiscal year, MCOG engages an independent Certified Public Accountant to conduct a fiscal audit of Mendocino Transit Authority, to comply with the Transportation Development Act (TDA). The final audit report for the year ended June 30, 2023 has been completed by the independent CPA, O'Connor & Company.

The report was due by end of December 2023, however MCOG staff granted a requested 90-day extension to MTA, as allowed under TDA. A copy of the Annual Financial Report, dated March 21, 2024, was received by MCOG, attached. MTA received a favorable audit report as usual.

MTA's net position increased by \$2,673,289 or 28%; total net position at June 30, 2023 was \$12,184,033, compared to the previous year at \$9,510,744. – Page 4

The fare box calculation was included as directed by TDA. The ratio of fare box revenue compared to operating expenses was 3.5% (down from 3.7% and 3.8% for the two previous years), below the required 10%. The auditor notes the impact of the COVID-19 crisis on transit agencies statewide and the waiver of certain TDA regulations for this audit year. – Page 20

The CPA also provided a report on compliance with TDA, noting certain tests of compliance performed and that: *“The results of our tests disclosed no instances of noncompliance that are required to be reported herein under...[TDA]...as it applies to Local Transportation Purpose Funds and Government Auditing Standards.”* – Page 25

By a separate letter, issues reported to MCOG concern "eligibility" for TDA funds allocated to MTA and senior centers. Annually, the fiscal auditor tests for eligibility of the claimant (MTA) to receive TDA funds, which involves a formula according to California Code of Regulations (CCR) Section 6634. Any monies in excess of the amount eligible "shall be recovered" by the agency/commission/board (MCOG), according to Section 6649. For the fiscal year, MTA was found to be "over eligible" for TDA General funds and TDA Capital funds received; staff is researching this further. The senior centers were eligible for funds they received. State Transit Assistance (STA) efficiency standards were not met; however, state law AB 90 continued to exempt transit operators from meeting the STA efficiency standards for FY 2022/23.

The Notes to Financial Statements reveal that MTA received a concentration of 42% of its total revenue for the year from MCOG allocations of Local Transportation Funds (LTF) from sales tax, at \$4,657,106. Last year was 60%, at \$4,055,515. Adding STA at \$1,167,375 comes to \$5,824,481 of TDA funds (LTF and STA combined), at 53% still the largest single source of revenue for MTA, followed closely in this audit year by "operating grants." – Pages 7, 21

ACTION REQUIRED: Accept the audit, as a fiduciary duty of the Council.

ALTERNATIVES: None identified. The report was submitted to the State Controller as required, regardless of any MCOG action.

RECOMMENDATION:

Accept the FY 2022/23 MTA fiscal audit reports as presented by O'Connor & Company.

Enclosures:

Audited MTA "Annual Financial Report"



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 10
Regular Calendar
MCOG Meeting
5/6/2024

STAFF REPORT

TITLE: Fiscal Year 2024/25 RTPA Budget Presentation & Workshop

SUBMITTED BY: Janet Orth, Deputy Director & CFO **DATE PREPARED:** 4/29/2024

BACKGROUND:

MCOG’s standing committees typically meet and report during the spring budget season, so the May Council meeting is an opportunity to become familiar with any budget-related issues ahead of the final allocation decisions. At our May Board meeting, we plan to review the budget recommendations to date, along with a few visual slides to refresh the board members on MCOG’s funding sources and procedures. The June meeting materials will include a complete budget package for adoption. My summary sheet and updated explanatory notes are attached.

This year’s LTF estimate of local sales tax by the Acting County Auditor-Controller/Treasurer-Tax Collector is \$4,243,383, with no change from FY 2023/24. Ms. Pierce is waiting to hear updated reports from the County’s sales tax consultant, HdL, before issuing a revised estimate. Gains of the pandemic period were unusual, and those budget surpluses have now been depleted to cover subsequent shortfalls. Fiscal audits are completed through June 30, 2023. Actual revenues for 2022/23 came in at \$4,543,795, which is \$300,412 higher than the current 2024/25 estimate, and down from the all-time high in 2020/21 of \$5 million. The recent growth trends have levelled off.

If a revised 2024/25 LTF fund estimate shows any revenue gains, Mendocino Transit Authority’s claim could be revised to reflect an increased allocation. At the same time, MCOG’s procurement of new staffing contracts is underway and may result in minor changes to the Administration budget. So there are several uncertainties in the draft budget that will need to be monitored for potential amendment, either in June with adoption of the final budget, or as later amendments.

Other funding sources have increased, such as State Transit Assistance (STA) from fuel taxes, now over \$1 million annually. A new source of funds came in 2023/24 from SB 125, now being added to our budget summary. This created the Formula-Based Transit & Intercity Rail Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP), which will pass through MCOG’s cash accounts. The Council adopted the first Allocation Plan in December for \$5,353,525 of an estimated \$11,063,615 over a four-year cycle. Of that amount, \$110,636 goes to MCOG Administration and the rest to three related MTA transit projects.

For the coming year MCOG will be able to fund programs of the Regional Transportation Planning Agency and Mendocino Transit Authority, with more reliance on other state and federal sources to augment local funds. Total available revenues for all programs, from all sources, are estimated at **\$15.5 million**.

a. Report of Revenues Fiscal Year to Date (FYTD) 2023/24

LTF budget compared to actual receipts September (July) through April (Feb.) - 8 months, accrual basis:

Auditor’s FY Estimate – <i>revised Jan. 18, 2024</i>	LTF Budget FYTD	Budget May (Mar.) through Aug.(June)	LTF Receipts FYTD	Surplus FYTD
\$ 4,243,383	\$ 2,828,922	\$ 1,414,461	\$ 2,932,184	\$ 103,262 (2.4%)

Revenues are coming in slightly above the revised estimate received in January. Any audited surplus at fiscal year end would be added to the FY 2025/26 budget. Note that receipts typically come in two months after taxes are collected. Monthly deposits have come in at a low of \$310,622 (Jan./Mar.) to a high of \$435,840 (Aug./Oct.), consistent with last year’s pattern. Some of these variances can be explained by the State’s system of advances and later reconciliation payments. In January 2024 when the Acting County Auditor also issued the new 2024/25 estimate, she projected a 2023/24 shortfall of \$658,530, or 13.4% (original estimate of \$4,901,913 reduced to \$4,243,383). If this trend continues, the shortfall could be less than projected.

- b. Executive Committee Recommendations of February 29, 2024
The Executive Committee meets annually to review staff's first draft of the budget for the upcoming fiscal year and any related issues as part of the budget process, and then reports to MCOG with recommendations. (Our report was presented verbally to the full Council on March 4.) At this time last year, we also were facing a revenue budget shortfall. The LTF Reserve fund made budget allocations whole in 2022/23; now the Reserve will need an infusion of new funds for fiscal sustainability. At their meeting of February 29, the Executive Committee unanimously recommended a draft budget that allocates LTF funds for Reserves (**\$424,000**, including new LTF revenue of \$247,368 to reach 10% reserve balance), MCOG Administration (**\$554,900** estimated), 2% Bicycle & Pedestrian (**\$73,770**), Planning (**\$127,301**), and the remainder available for Transit (**\$3,240,044**), consistent with established priorities for Local Transportation Funds. As discussed in this report, funds are available from various sources for transit purposes. (The full budget recommendation is documented in the meeting minutes.)
- c. TAC Recommendation of April 24, 2024 – Final Planning Overall Work Program (OWP)
Caltrans' new timeline requires the OWP to be adopted in May. The Technical Advisory Committee (TAC) reviewed and recommended the Draft OWP in February, which was forwarded to Caltrans for comment as required by March 1. In April, the TAC recommended the Final OWP; Project Manager Alexis Pedrotti has provided details in her staff report, attached. A total of **\$970,166** is proposed from all funding sources for the Planning program. Typically, a program amendment is needed early in the new fiscal year to reconcile with year-end actual carryover results. The final document is presented for approval on May 6 (prior to budget adoption in June), as part of this agenda packet.
- d. Transit Productivity Committee (TPC) Recommendations of May 2, 2024 – Mendocino Transit Authority's Annual Transit Claim and Unmet Needs – not available at this writing
This committee meets in April or May to review and make recommendations on the transit claim, Unmet Transit Needs, transit standards and performance, and related matters. The TPC will meet May 2 to make its recommendations.
The annual transit claim for funds (attached) was received timely from MTA on March 29 and will be reviewed by the TPC. After MCOG's programs, LTF funds available for Mendocino Transit Authority to claim for transit purposes come to \$3,240,044. The addition of \$1,197,778 of STA funds and \$10,654 of Capital Reserve funds brings the total available Transportation Development Act (TDA) funding for MTA to **\$4,448,476**, a decrease of \$2,053,588 or 31.6% from the original 2023/24 budget, and a decrease of \$1,185,587 or 21.0% from the amended budget, reflecting the depletion of reserves (both capital and operational) and depletion of accumulated fund balances.
You may note two other transit programs in the budget summary, State of Good Repair (from SB 1) and FTA Section 5311 regional apportionment (> \$700,000 annually), which have a separate process for approval of programming by MCOG resolutions. State of Good Repair flows through MCOG's cash accounts, while 5311 does not. As discussed in the introduction above, SB 125 provides a significant new source. Please refer to the attached Explanatory Notes on Funding Sources for additional details.

ACTION REQUIRED:

As an advisory item for now, receive a presentation from staff. Discuss and consider the staff and committee recommendations made to date in preparing for budget allocations in June for the fiscal year beginning July 1, 2024. Staff is available to answer any questions.

ALTERNATIVES:

Technically the budget could be adopted at the May 6 meeting, however required findings by resolution are not yet prepared, and some uncertainties remain to be resolved in estimated revenue and expenses. Normally the Council is given time to review the material before a decision, so adoption is made in June. If the decision were delayed further, staff would offer options to mitigate any hardship for affected agencies.

RECOMMENDATION: No action; for information only.

Enclosures:

2024/25 Draft Regional Transportation Planning Agency (RTPA) Budget summary spreadsheet

MTA's 2024/25 Summary Claim for Funds

2024/25 Explanatory Notes on Funding Sources

2024/25 Draft RTPA Budget Summary – Supplemental Format (additional detail) – *to follow online when available*

Mendocino Council of Governments

Regional Transportation Planning Agency & COG - Fiscal Year 2024/25 Budget

Administration, Bicycle & Pedestrian, Planning, Transit Allocations and Reserves - Board Workshop 5/6/2024

REVENUES	Trans. Devt. Act (TDA)			State			Federal		Local Agencies	TOTALS
	LTF	STA	CRF	PPM	RPA	Various	STBG	5311		
2024/25 LTF Official County Auditor's Estimate	4,243,383									4,243,383
2023/24 Auditor's Anticipated Shortfall	-658,530									-658,530
Total Local Transportation Fund (LTF) Estimate	3,584,853									3,584,853
2023/24 Auditor's Anticipat'd Unrestricted Balance - Reversed	658,530									658,530
Carryover - Planning Overall Work Program and RSTP Local Assistance	59,028						301,017			360,045
2024/25 State Transit Assistance - SCO's Preliminary Estimate		1,066,235								1,066,235
2024/25 State of Good Repair - SCO's Preliminary Estimate						148,134				148,134
STA and SGR - Fund Balance Available for Allocation		131,543				5,732				137,275
MCOG's Capital Reserve Fund - Balance Available for Transit			10,654							10,654
FTA Section 5311 Program - Annual Regional Apportionment							pending			0
2024/25 STIP Planning, Programming & Monitoring (PPM)				200,000						200,000
2024/25 Rural Planning Assistance					359,000					359,000
2023/24 Transportation Planning Program carryover				88,042	4,000	132,795				224,837
2024/25 Surface Transportation Block Grant (STBG) Program							1,045,738			1,045,738
HCD Regional Early Action Planning (REAP) Housing Funds - est. carryover						pending				0
2024/25 State Active Transportation Program (ATP) - SR-162 Corridor Multi-Purpose Trail						1,513,415				1,513,415
SHOPP Complete Streets Program - SR-162 Corridor Multi-Purpose Trail						1,104,114				1,104,114
NEW: SB 125 Formula-Based Transit & Intercity Rail Capital Program (TIRCP) & Zero Emission Transit Capital Program (ZETCP)						5,353,525				5,353,525
LTF Reserve:										
Audited 2022/23 LTF Unrestricted Balance / Shortfall	-593,588									
Audited LTF Reserve Balance as of 6/30/2023	788,712									
2023/24 Reserve activity - transfer in 2021/22 LTF surplus	384,429									
Subtotal	579,553									
2023/24 Reserve activity - estimated additions & withdrawals	-402,921									
Subtotal - carryover to 2024/25	176,632									
Less LTF Reserve per Policy amended 8.14.2023 - balance at 10%	424,000									(Per policy, minimum Reserve is 5% of County Auditor's estimate of new revenue, to nearest 1,000.)
Amount Available for Allocation in FY 2024/25 / Backfill Reserve	-247,368									-247,368
TOTAL REVENUES	4,055,043	1,197,778	10,654	288,042	363,000	8,257,715	1,346,755	0	0	15,518,988
ALLOCATIONS										
2024/25 Administration - estimated pending new contract	554,900					27,659	106,172			688,731
2% Bicycle & Pedestrian - 2024/25 LTF Estimate less Admin. x .02	73,770									73,770
2024/25 Planning Overall Work Program (OWP) - new funds at 3% per TDA	127,301			200,000	359,000					
Carryover Funds - See OWP Summary	59,028			88,042	4,000	132,795			Total OWP:	970,166
Total Administration, Bike & Ped., and Planning	814,999	0	0	288,042	363,000	160,454	106,172	0	0	1,732,667
Less Non-Transit Funding Sources - ATP, SHOPP and SB 125 Admin.						-2,728,165				
BALANCE AVAILABLE FOR TRANSIT	3,240,044	1,197,778	10,654	0	0	5,529,550	0	0	0	9,978,026
2024/25 Mendocino Transit Authority Claim - due April 1:										
MTA Operations	2,721,637	1,197,778								3,919,415
Unmet Transit Needs	0									0
Senior Centers Operations	518,407									518,407
Transit Planning										0
Capital Reserve Fund Contribution				0						0
Capital Program, MTA & Seniors Current Year				0						0
Capital Program, Long Term (Five Year Plan)				0						0
Total Transit Allocations	3,240,044	1,197,778	0	0	0	0	0	0	0	4,437,822
Other Allocations - RSTP for MCOG Partnership Fund							100,000			100,000
Other Allocations - RSTP for County & Cities Projects by Formula							855,738			855,738
Other Allocations - REAP for Admin., County & Cities Projects by Formula						pending				pending
Other Allocations - ATP Infrastructure Grants - SR162 Corridor Multi-Purpose Trail						1,513,415				1,513,415
Other Allocations - SHOPP Complete Streets for SR-162 Corridor Multi-Purpose Trail						1,104,114				1,104,114
TOTAL ALLOCATIONS	4,055,043	1,197,778	0	288,042	363,000	2,777,983	1,061,910	0	0	9,743,756
Balance Remaining for Later Allocation	0	0	10,654	0	0	5,479,732	284,845	0	0	5,775,231



SERVING MENDOCINO COUNTY SINCE 1976

March 29th, 2024

Ms. Nephele Barrett, Executive Director
Mendocino Council of Governments
525 South State Street, Suite B
Ukiah, CA 95482

Dear Nephele,

Attached is MTA's claim for funds for fiscal year 2024/2025.

In summary, MTA is requesting:

\$ 3,240,044	from the Local Transportation Fund (LTF), and
\$ 1,197,788	in State Transit Assistance funds

Local Transportation Fund

The Claim includes the amount recommended by MCOG's Board of Directors on March 4th 2024 as available for Transit. Of that amount, \$ 2,721,637 would be used to support MTA's General Public Operations and \$518,407 for Senior Center operations

State Transit Assistance Fund

The Claim includes a total of \$1,197,778 of MTA's share of the Governor's State budget for STA funds, all to be used for Operating.

Capital Reserve

The Capital Program for FY2023/24 balance was transferred to the MTA Capital section for use in FY 2023-2024. Since there is a reduction in LTF for 24/25 we are not applying any LTF to the Capital Program.

MTA Operations

The Auditor's Estimate of LTF Revenues FY24/25 will be utilized to augment MTA operating costs. We understand this estimate is subject to revision.

Senior Center Subsidy Program

Senior Center Subsidy for fiscal 24/25 is \$518,407 for Senior Center operations.

MTA and Senior Center Capital Program

The Capital Program for the budget year FY24/25 will reflect only projects which MTA will pay for from its Capital funds on deposit with Mendocino County and grant funding.

Uncertainty

We are submitting the best information we have currently, but respectfully request your understanding and support if a revised claim is necessary.

Regards,

Jacob King
Executive Director



Cc: Budget File

Mendocino Transit Authority Summary of 2024/2025 Claim for Funds

3/28/24

Source	Authority	Purpose	FY 2023/24 Amount	FY 2024/25 Amount
Local Transportation Fund:				
	PUC, Sec. 99260(a)	MTA Operations	\$3,214,150	\$2,721,637
	PUC, Sec. 99260(a)	Unmet Transit Needs	\$50,000	\$0
	PUC, Sec. 99400(c)	Senior Center Operations	\$681,249	\$518,407
	PUC, Sec. 99260(a)	MTA & Senior Capital	\$0	\$0
	CCR, Sec. 6648	Transit Capital Reserve	\$0	\$0
	PUC, Sec. 99262	Transit Planning	\$0	\$0
Total			\$3,945,399	\$3,240,044
State Transit Assistance Fund:				
	CCR, Sec. 6730(a)	MTA Operations	\$1,293,571	\$1,197,778
	CCR, Sec. 6731(b)	Senior Center Operations	\$0	\$0
	CCR, Sec. 6730(b)	MTA & Senior Capital	\$150,000	\$0
	CCR, Sec. 6648	Transit Capital Reserve	\$0	\$0
Total			\$1,443,571	\$1,197,778
Capital Reserve				
	CCR, Sec. 6648	MTA Capital	\$705,462	\$0
	CCR, Sec. 6648	Senior Capital	\$0	\$0
	CCR, Sec. 6631	Long-Term Capital	\$0	\$0
Total			\$705,462	\$0
Total Claim			\$6,094,432	\$4,437,822

MENDOCINO COUNCIL OF GOVERNMENTS

2024/25 Budget

Explanatory Notes on Funding Sources

4/29/2024

LTF - Local Transportation Fund

- Generated from quarter-cent sales tax on all sales countywide. Fund estimate provided by County Auditor-Controller/Treasurer Tax-Collector. Allocated by Regional Transportation Planning Agencies (RTPAs).
- Governed by the Transportation Development Act (TDA).
- Transportation planning and public transit systems are supported by these revenues according to TDA.

LTF Reserve Fund

- Allowed under TDA, Section 6655, adopted by MCOG on June 7, 1999, revised in 2001 and 2023.
- Fund balance adjusted annually at minimum five percent of County Auditor-Controller's LTF estimate.
- Any audited surplus or shortfall allocated through annual budget process.
- To be used *“for transit services provided by Mendocino Transit Authority (MTA) that have been funded by MCOG through the annual transit claim process, when 1) actual LTF revenues fall short of LTF budget allocations, or 2) extreme or unusual circumstances warrant an additional allocation.”*
- The fund was depleted to cover the FY 2008/09 revenue shortfall and policy waived in 2010/11 and 2011/12. The policy was partially waived for the three following fiscal years. A claim was made to cover the FY 2015/16 shortfall of \$68,364.
- Since 2015/16, MCOG has fully restored the LTF Reserve policy, releasing audited surplus for allocation from a low of \$100,000 to a high of 754,417 resulting from the 2020/21 pandemic, allocated in 2022/23. The audited surplus for 2021/22 was \$384,429, followed by budget shortfalls that have depleted the fund.
- With no maximum by policy, the reserve has been set at 10% and 15% for 2021/22 through 2023/24.

STA - State Transit Assistance

- Generated from sales taxes on diesel and gasoline, until the Transportation Tax Swap of March 2010, when it was replaced by an increased excise tax on gasoline and increased sales tax on diesel. This expired with SB 1, the Road Repair & Accountability Act of 2017. The gas tax is now indexed to inflation.
- Governed by the Transportation Development Act (TDA).
- Eligibility is open only to transit operators - MTA in Mendocino County.
- May be used for either Operations, subject to an eligibility formula based on certain cost efficiency standards, or for Capital. MTA typically has used STA for Capital purposes, until the operations requirement was waived for FY 2009/10–2015/16 during the Recession; again waived for the pandemic by AB 90, still in effect.
- Senate Bill 508, effective July 1, 2016, provides more flexibility, so that *“rather than making an operator ineligible to receive State Transit Assistance program funds for operating purposes for an entire year for failing to meet the efficiency standards, would instead reduce the operator's operating allocation by a specified percentage, based on the percentage amount that the operator failed to meet the efficiency standards, as specified.”* – from SB 508, Chapter 716, preamble
- State Controller provides fund estimate—“Preliminary” in January, “Revised” after State Budget adopted.
- Regional allocation policy: Respond to fluctuating revenues by releasing approved allocations to MTA when received in MCOG's fund account. At times there is an unallocated balance. Other times the fund is fully claimed and has only a small balance of interest earnings.
- STA has fluctuated widely, subject to political influences, while generally rising over time. 20 years ago, annual revenues were about \$150,000; at \$325,000 in 2016/17; since then stabilized and growing under SB 1. During the pandemic, fuel tax revenues dropped 20%, later more than recovered. Preliminary estimate for 2024/25 is \$1,066,235.

Capital Reserve Fund

- Created and controlled by MCOG as allowed by Transportation Development Act (TDA), Section 6648.
- Contributions from LTF and/or STA.
- Open to Mendocino Transit Authority and Senior Centers for projects in MTA's Five-Year Capital Program.

Surface Transportation Block Grant (STBG) Program

- Under ISTEA legislation originally, later TEA21, SAFETEA-LU, MAP-21, FAST Act, and currently from Infrastructure Investment & Jobs Act (IIJA). Formerly Regional Surface Transportation Program (RSTP).
- Regional discretionary transportation uses are to comply with U.S. Code, Title 23, California Constitution Article 19, and California Streets and Highways Code Section 182.6(d)(1).
- As allowed, MCOG exchanges for state funds by Caltrans agreements, eliminating federal requirements.
- MCOG allocated the early fund cycles by regional competition; all of those projects were closed out.
- Subsequent MCOG policy allocated new RSTP d(1) apportionments **by formula** to County and Cities. About three-quarters of annual revenue is allocated to the local member agencies.
- In FY 2003/04, MCOG staff introduced new administrative procedures in order to comply with new clauses in Caltrans' fund transfer agreement. In 2021, MCOG amended claim requirements to better align with its master Subrecipient Cooperative Agreement with the member agencies (started in 2017/18), which flow down terms and conditions of the various public funds received and administered by MCOG. Rather than by advances, all claims are now paid on a reimbursement basis.
- For the FY 2005/06 funding cycle and going forward, MCOG approved recommendations of staff and the Technical Advisory Committee to revise MCOG's allocation formula such that a portion would be reserved for MCOG's use on regional projects, aka "**Partnership Funding Program**" (see allocating resolution). To date the Council has allocated over \$1 million of Partnership funds to nine projects, the largest being the Covelo State Route 162 Corridor Multi-Purpose Trail.
- Starting FY 2011/12, MCOG approved \$90,000 annually from RSTP for a **Regional Project Manager**.
- In FY 2015/16 and 2016/17, funds not expended for the project manager position were approved for direct costs that are consistent with the intended scope of Local Assistance; \$20,000 has been allocated.
- Total unexpended Local Assistance funds have accumulated due to temporary vacancies in the position and funding limits of the staffing contract, with a balance as of June 30, 2023 of \$301,017.
- In California, 2021 federal coronavirus relief funds were apportioned partly by STBG formula, partly through the State Transportation Improvement Program (STIP), as well as for transit programs. - *see Page 3*

PPM - Planning, Programming & Monitoring / SB 45

- Apportioned by State to Regional Transportation Planning Agencies for work associated with State Transportation Improvement Program (STIP) projects.
- Up to 5% of Regional Improvement Program (RIP) funds in the STIP may be used for eligible activities.
- MCOG has programmed funds for planning work elements and Project Study Reports (PSRs).

RPA - Rural Planning Assistance

- Traditionally, either State or Federal funds have been provided in some form of subvention.
- This program is funded by the State for required Overall Work Program mandated planning functions.
- Competitive RPA grants include MCOG's 2013 Zero Emission Vehicle (ZEV) Regional Readiness Plan and 2024 Local Road Safety/Action Plan Updates for Mendocino County & Cities.

Caltrans Sustainable Transportation Planning Grant Program

- This program replaced the Consolidated Planning Grant Program, which included Community Based Transportation Planning, Environmental Justice, and Transit Planning grants.
- Funded by Federal Transit Administration (FTA, Section 5304) and State Highway Account.
- MCOG was awarded seven annual Community Based Transportation Planning grants and one Environmental Justice grant as a sponsor, administered through the Planning Overall Work Program, including projects for Gualala, Laytonville, Point Arena, Westport, Ukiah Rails-With-Trails, Covelo/Round Valley, and Anderson Valley/SR-128 Trail.
- City of Willits completed the grant-funded Willits Main Street Corridor Enhancement Plan.
- MCOG completed its Pedestrian Facility Needs Engineered Feasibility Study in 2019. The SB 743 Vehicle Miles Travelled Regional Baseline Study and Mendocino County Fire Vulnerability Assessment & Emergency Preparedness Plan were completed in 2020. In 2021/22 MCOG was awarded a grant for a Feasibility Study: Mobility Solutions for Rural Communities of Inland Mendocino County, completed in 2023.

Active Transportation Program (ATP)

- Competitive State grant program combining state and federal funds for bicycle and pedestrian projects.

- Cycles 1 and 2 funded MCOG's Covelo SR 162 Corridor Multi-Purpose Trail, in progress.
- In 2018, MCOG completed Safe Routes to School Non-Infrastructure ATP grant projects in Covelo and countywide. In 2022 MCOG was awarded funds for Gualala Downtown Streetscape Enhancement project.

Local Agency Match

- Local matching funds are required for some state and federal grants.
- Mendocino Transit Authority has contributed the required local match for their projects.
- Gualala, Laytonville, and Westport have provided in-kind local match contributions.
- MCOG typically provides required cash match from local planning funds in Overall Work Program.
- FY 2020/21 included \$308,900 from the five member local agencies for Local Road Safety Plans, from state grants and ten percent matching funds, to pool resources for consultant services through the OWP.

Coronavirus Aid, Relief, and Economic Security (CARES) Act

- [Signed into law in March 2020](#), funds are available to transit operators through FTA's 5311 programs.
- MCOG included CARES in its adopted FY 2020/21 budget at \$1,206,413, including Phase 1 and 2 balance of funds available at the time, to offset a potential shortfall of local funds for transit. As these funds do not flow through MCOG's cash accounts, balances are listed as Information in the budget.
- *"Funding is provided at a 100-percent federal share, with no local match required, and is available to support capital, operating, and other expenses generally eligible under those programs to prevent, prepare for, and respond to COVID-19."* [\[from FTA website\]](#)

Coronavirus Response & Relief Supplemental Appropriations Act of 2021 (CRRSAA)

- [This bill became law in December 2020](#), including funds for various transportation programs.
- California has chosen to suballocate its apportionment of infrastructure funding through STBG and STIP. MCOG received \$423,875 and \$1,198,132 respectively; these flowed down to member local agencies by a formula adopted by the Council on May 3, 2021.
- For transit: *"Similar to the CARES Act, the supplemental funding will be provided at 100-percent federal share, with no local match required. Funding will support expenses eligible under the relevant program, although the Act directs recipients to prioritize payroll and operational needs."* [\[from FTA website\]](#)
- MCOG's 2021/22 budget included \$1,459,704 of new CRRSAA funds for MTA (no expiration), in a new Information section of the budget tables, along with CARES Act funds carried over.
- Funds were also available through the FTA Section 5310 Elderly and Disabled Specialized Transit Program for applicants that were successful during the last grant cycle. \$103,532 has been awarded to three specialized transit providers in Mendocino County.

Federal Transit Administration (FTA) Section 5311 and 5311f

- MCOG's budget includes these programs, as funds for MTA are approved by MCOG resolution, although cash does not flow through MCOG's accounts.
- Annual 5311 regional apportionments are typically used by MTA for operations, at \$700,000 to \$800,000.
- MTA has been successful in winning competitive 5311f Intercity Bus Program grants, typically about \$300,000, for Route 65 operations and/or vehicles, with a required funding match.
- CARES and CRRSAA funds for transit flow through FTA's programs, subject to MCOG's approval and claimed directly through Caltrans. From CARES Phase 1, MTA was allocated \$557,349, fully claimed to date. In August 2020, MCOG approved 5311 CARES Phase 2 funds for MTA at \$1,068,573.

Regional Early Action Planning (REAP) for Housing

- Created by AB 101, state funding is provided for regional planning related to housing production and implementation of the Regional Housing Needs Allocation (RHNA).
- In 2020, MCOG amended its Joint Powers Agreement to include housing matters as a specific power.
- MCOG's 2020/21 budget was amended to add a grant of \$383,245, suballocated to member local agencies at 90 percent, by an adopted distribution formula. The grant is to be expended by November 2024.
- A new master agreement with the Department of Housing & Community Development has been executed to receive the grant funds.
- Eligible activities include providing technical assistance, performing infrastructure planning, and conducting feasibility studies.

SB 125 Formula-Based Transit & Intercity Rail Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP)

- The TIRCP competitive program was created in 2014 and modified in 2015, to provide grants from the Greenhouse Gas Reduction Fund (GGRF) to fund transformative capital improvements that will modernize California's intercity, commuter, and urban rail systems, and bus and ferry transit systems, to significantly reduce emissions of greenhouse gases, vehicle miles traveled, and congestion.
- SB 125 (Chapter 54, Statutes of 2023) and Assembly Bill 102 (Chapter 38, Statutes of 2023) amended the Budget Act of 2023 to appropriate \$4 billion of General Fund to the TIRCP over the next two fiscal years as well as \$910 million of GGRF funding and \$190 million of Public Transportation Account funding over the next four fiscal years to establish the Zero-Emission Transit Capital Program (ZETCP).
- SB 125 guides the distribution of TIRCP funds on a population-based formula to regional transportation planning agencies, which will have the flexibility to use the money to fund transit operations or capital improvements, and AB 102 is to be allocated to regional transportation planning agencies on a population-based formula and another formula based on revenues to fund zero-emission transit equipment and operations.
- MCOG will receive an estimated total of \$11,063,615 in a separate cash account over the four-year period, including \$110,636 for Administration of the program, and shall be responsible for reporting of data and expenditures and other requirements.
- In December 2023, MCOG adopted and submitted to the California State Transportation Agency (CalSTA) its first Allocation Plan in consultation with Mendocino Transit Authority, for a total of \$5,353,525, added to the FY 2024/25 Draft Budget.
- More information: [SB 125 Transit Program | CalSTA](#)



MENDOCINO COUNCIL OF GOVERNMENTS STAFF REPORT

TITLE: FY 2024/25 Final Overall Work Program (OWP)

DATE SUBMITTED: 4/26/24

SUBMITTED BY: Alexis Pedrotti, Project Manager

MEETING DATE: 5/6/24

BACKGROUND:

Enclosed for your review and approval is the proposed FY 2024/25 Final Overall Work Program (OWP). The TAC reviewed this OWP at their meeting on April 24, 2024, and recommended that it be approved.

The Draft Work Program was reviewed and recommended by the TAC in February, and submitted to Caltrans by the March 1, 2024, due date. The Draft Work Program was also submitted as part of the preliminary budget discussions with the Executive Committee in February. 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’s 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	\$ 147,000
2	MCOG	Planning Management & General Coordination (Non-RPA)	\$ 89,040
3	MCOG	Regional Transportation Plan / Active Transportation Plan - 2026 Update	\$ 55,000
4	MCOG	Sustainable Transportation Planning	\$ 25,000
6	Co. DOT	Combined Special Studies	\$ 54,000
7	MCOG	Planning, Programming & Monitoring (PPM)	\$ 109,500
8	MCOG	Regional Leadership Training (Carryover)	\$ 15,000
9	MCOG	Noyo Harbor Multimodal Circulation Plan (Carryover)	\$ 150,000
10	MCOG	Update/Expand Local Road Safety/Action Plans in Mendocino Co. (Carryover)	\$ 50,000
14	MCOG	Training	\$ 10,000
15	Point Arena	Downtown Parking Master Plan (Carryover)	\$ 48,375
16	MCOG	Multi-Modal Transportation Planning	\$ 55,000
18	MCOG	Geographic Information System (GIS) Activities	\$ 6,500
20	MCOG	Grant Development & Assistance	\$ 55,000
----	MCOG	<i>PROJECT RESERVE</i>	\$ 100,751
		Total	\$ 970,166

The Project Reserve balance is above average this year due to several reasons. MCOG has applied for a Sustainable Transportation Planning grant for the Mendocino County Sea Level Rise Roadway Impact Study. If the grant is approved, MCOG will amend the Overall Work Program. The Project Reserve currently contains the grant's local match obligation (11.47%) of \$45,880, which will only be used if the grant is awarded. Additionally, the Project Reserve includes extra funds set aside for the Pavement Management Program Update, a valuable and more expensive project compared to others funded in the work program. Despite MCOG's unsuccessful attempt to secure funds through the Rural Planning Assistance Discretionary grant for this project in the current cycle, the PMP Update is still planned for the FY 2025/26 OWP.

As proposed, the FY 2024/25 Final Overall Work Program includes **14** (plus project reserve) work elements and totals **\$970,166**. For comparison purposes, the Final (Amended) FY 2023/24 Overall Work Program contains 18 work elements and totals \$1,377,012. 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.

In previous years, Caltrans has shown flexibility in the deadline for submitting the Final Overall Work Program. Normally, MCOG would approve the Final OWP alongside the Final Budget in June. However, this year, MCOG has been asked to submit the Final Overall Work Program to Caltrans by June 3, 2024. To ensure that all necessary forms and documents are in order, we are requesting that approval of the Final OWP be completed in May to allow sufficient time for preparation.

ACTION REQUIRED: Adopt FY 2024/25 Final Overall Work Program.

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

RECOMMENDATION: Accept TAC's recommendation to adopt FY 2024/25 Final Overall Work Program, and authorize Executive Director or designee to sign certifications and OWP Agreement and forward to Caltrans as required.

Attachment: FY 2024/25 Final Overall Work Program



MENDOCINO COUNCIL OF GOVERNMENTS

Agenda #13d
 Reports
 MCOG Meeting
 5/06/2024

STAFF REPORT

TITLE: Summary of Meetings

DATE PREPARED: 4/26/2024

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
March 4	Gualala Landscaping Meeting	Barrett
March 5	California Transportation Commission (CTC) Town Hall Planning Meeting w/CTC staff	Barrett, Orth and Ellard
March 7	California Energy Commission (CEC) Pre-Solicitation Workshop - ZEV Grants Technical Assistance Funding	Orth
March 7	Rural Counties Task Force (RCTF) Sub Group Meeting	Barrett
March 11	Noyo Harbor Meeting w/FB & others	Barrett & Ellard
March 11	Rural Counties Task Force (RCTF) Sub Group Meeting	Barrett
March 12	Local Transportation Climate Adaptation Program (LTCAP) Cycle 2 Guidelines Workshop	Ellard
March 13	Safe Streets for All (SS4A) Webinar Implementation Grants	Ellard
March 14	Regional Housing Needs Assessment (RHNA) Reallocation w/County and Ukiah	Barrett & Sookne
March 15	CALCOG Board meeting (remote)	Barrett & Orth
March 15	Rural Counties Task Force (RCTF) Meeting	Barrett, Ellard, Orth, Sookne & Villa
March 19	RuralREN Meeting w/Amaury	Barrett, Orth & Davey-Bates
March 20	Local Road Safety Action Plan Meeting	Barrett & Ellard
March 21	California Transportation Commission (CTC) Meeting- San Jose	Barrett, Sookne, Villa & Orth
March 22	Covelo Project Development Team (PDT) Meeting	Barrett, Sookne & Villa
March 27	North State Zero Emission Vehicle (ZEV) Working Group	Orth, Speka & Rodriguez
March 27	Mendocino Transit Authority (MTA) Board Meeting	Sookne
March 27	Local Road Safety/Action Plan (LRS/AP) Update bi-weekly Meeting	Barrett
Apr 2	CALCOG CDAC Meeting (remote)	Orth
Apr 3	Meeting w/MDOT Regarding Local Transportation Climate Adaptation Program (LTCAP)	Barrett, Sookne, Villa & Ellard
Apr 9	Active Transportation Infrastructure Investment Program (ATIIP) Webinar	Ellard & Villa
Apr 9	Local Transportation Climate Adaptation Program (LTCAP) Guidelines Workshop	Ellard
Apr 9	Noyo Harbor- Federal, State & Local Workshop	Barrett
Apr 10	Disadvantaged Business Enterprise (DBE) Goal Setting Webinar	Ellard
Apr 10	Great Redwood Trail Workshop	Ellard
Mar 5, 26, Apr 11, 12, 15	California Transportation Commission (CTC) Town Hall Planning Meetings w/Caltrans, CTC staff and speakers	Barrett, Davey-Bates, Orth, Ellard, Lowblad
Apr 11	Stakeholder Meeting – Local Road Safety/Action Plan (LRS/AP)	Barrett & Ellard
Apr 12	Meeting w/ MCDOT Regarding NACE Presentation	Barrett & Sookne
Apr 15	MCOG Executive Committee Meeting	Barrett & Orth
Apr 17-18	California Transportation Commission (CTC) Town Hall Meeting & Tour in Fort Bragg	Barrett, Orth, Lowblad, Villa, Ellard & Sookne

Apr 23	Caltrans/Regional Transportation Agency (CT/RTPA) Meeting	Barrett
Apr 23	Hopland Meeting w/Caltrans	Barrett
Apr 24	MCOG TAC Meeting	Barrett, Ellard, Rodriguez, Sookne, Villa and Pedrotti
Apr 24	Noyo Harbor Consultant Selection Committee	Ellard
Apr 24	Local Road Safety/Action Plan (LRS/AP) Update bi-weekly Meeting	Barrett & Ellard
Apr 25	N. State Street Project Development Team (PDT)	Villa
Apr 25	Covelo Field Visit & Project Development Team (PDT)	Barrett & Sookne
Apr 25	Local Road Safety/Action Plan (LRS/AP) Virtual Public Workshop #1	Ellard
Apr 26	North State Super Region (NSSR) Meeting-Chico	Barrett, Davey-Bates & Orth
Apr 29	Public Speaking for tech prof. CALTAP	Ellard & Pedrotti
Apr 30	Tribal Summit	Barrett, Davey-Bates, Ellard & Michael
May 1	Caltrans Mendo Tribal Biannual Meeting	Ellard
May 2	Transit Productivity Committee (TPC) Meeting	Barrett, Orth & Lowblad
May 2	Climate Action Plan for Transportation Infrastructure (CAPTI) Virtual Listening Session #2	Davey-Bates & Ellard
May 2	Adaption Planning Grant Workshop	Ellard

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.