



# MENDOCINO COUNCIL OF GOVERNMENTS

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www.mendocinocog.org

NEPHELE BARRETT, EXECUTIVE DIRECTOR

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

## AGENDA

**Monday, October 7, 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

### General Public Teleconference:

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

Audio Call-in Option: 1 (669) 900-6833 (in CA)  
Meeting ID: 824 1378 4022      Passcode: 552503

### 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 under Meetings](http://www.mendocinocog.org)

**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](mailto: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. Convene as RTPA
4. 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.

5. Approval of August 12, 2024 Minutes
6. Technical Advisory Committee Recommendation of September 18, 2024: Approval of Second Amendment to Fiscal Year 2024/25 Transportation Planning Overall Work Program (OWP)
7. Adoption of Resolution No. M2024-\_\_\_\* Approving the FY 2024/25 Project List for the California State of Good Repair Program – *Mendocino Transit Authority – Ukiah Transit Center*

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

8. Participation is welcome in Council meetings. Comments will be limited to three minutes per person and not more than ten minutes per subject, so that everyone can be heard. “Public Expression” time is limited to matters under the Council's jurisdiction that may not have been considered by the Council previously and are not on the agenda. No action will be taken. Members of the public may comment also during specific agenda items when recognized by the Chair.

**REGULAR CALENDAR**

9. Presentation and Discussion: Transportation and Mobility Needs Assessment – *Sonoma Clean Power*
10. Adoption of Resolution #M2024-\_\_\_\* Revising Allocation of Fiscal Year 2024/25 Local Transportation Funds and State Transit Assistance to Mendocino Transit Authority, Superseding Resolution #M2024-05 – *to augment Senior Centers Transportation Program funding*
11. Technical Advisory Committee Recommendation of September 18, 2024: Allocation of Surface Transportation Block Grant (STBG) Program – Partnership Program Funding for County of Mendocino Voter Opinion Polling Regarding a Potential Transportation Sales Tax Measure
12. Adoption of Resolution #M2024-\_\_\_\* Authorizing the Execution of the Master Fund Transfer Agreement (MFTA) for the Period of January 1, 2025, To December 31, 2034 - *Caltrans*

**RATIFY ACTION**

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

**REPORTS**

14. Reports – Information – *No Action*
  - a. Caltrans District 1 – Projects Update and Information
  - b. Mendocino Transit Authority
  - c. Great Redwood Trail Agency
  - d. MCOG Staff - Summary of Meetings

- e. MCOG Administration Staff – *verbal reports*
  - i. RuralREN North – California Public Utilities Commission (CPUC) Decision Modifying Rural Regional Energy Network Approved in Decision 23-06-055 – Sept. 26, 2024
  - ii. Miscellaneous
  - iii. Next Meeting Date – Monday, November 4, 2024 –*Transportation Tour to Covelo*
- f. MCOG Planning Staff – *verbal reports*
  - i. Work Element 3 – 2026 Regional Transportation Plan (RTP) & Active Transportation Plan (ATP)
  - ii. Work Element 5 – Mendocino County Sea Level Rise Roadway Impact Study
  - iii. Work Element 9 – Noyo Harbor Multimodal Circulation Plan
  - iv. Miscellaneous
- g. MCOG Directors
- h. California Association of Councils of Governments (CALCOG) Delegates

## ADJOURNMENT

### 15. Adjourn

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

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

Las personas que requieren alojamiento especial, asientos accesibles, o documentación en formatos alternativos de acuerdo con la Ley de Estadounidenses con Discapacidades, o personas que requieren servicios de interpretación (sin cargo) deben comunicarse con MCOG (707) 463-1859, por lo menos cinco días antes de la reunión.

## ADDITIONS TO AGENDA

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

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

## CLOSED SESSION

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

POSTED 9/30/2024

\* Next Resolution Number: M2024-10





September 26, 2024

**To:** MCOG Board of Directors  
**From:** Janet Orth, Deputy Director & CFO  
**Subject:** Consent Calendar of October 7, 2024

The following agenda items are recommended for approval/action.

5. Approval of August 12, 2024 Minutes – *attached*
6. Technical Advisory Committee Recommendation of September 18, 2024: Approval of Second Amendment to Fiscal Year 2024/25 Transportation Planning Overall Work Program (OWP) – Two items are presented in this amendment proposal: 1) to reduce DBC's Planning Services funding to reflect the new contract amount approved in August, and 2) to include minor narrative changes to the tasks for the new Work Element 5 - Mendocino County Sea Level Rise Roadway Impact Study grant project, as requested by Caltrans. While this amendment would move funds to Project Reserve, there would be no change to the FY 2024/25 OWP total funding of \$1,583,251.  
– *Staff report with amended financial summaries and WE 5 text attached*
7. Adoption of Resolution Approving the FY 2024/25 Project List for the California State of Good Repair Program – Mendocino Transit Authority – Ukiah Transit Center – MTA requests new funds of \$157,731 to be added to existing funding for this project, within the SGR fund balance available. MTA is the only eligible applicant in MCOG's jurisdiction.  
– *Staff report and draft resolution with exhibit attached*



# MENDOCINO COUNCIL OF GOVERNMENTS

## MINUTES

Monday, August 12, 2024

### Primary Location:

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

### Teleconference Locations:

Fort Bragg City Hall, 416 N. Franklin St., Fort Bragg  
Point Arena City Hall, 451 School St., Point Arena

### General Public Teleconference by Zoom

### ADDITIONAL MEDIA:

[Mendocino County Video](#) or find  
[YouTube link at http://www.mendocinocog.org under Meetings](http://www.mendocinocog.org)

### **The Mendocino Council of Governments (MCOG) meets as the Board of Directors of:**

Mendocino Regional Transportation Planning Agency (RTPA) and  
Mendocino County Service Authority for Freeway Emergencies (SAFE)

**1. Call to Order and Roll Call.** The meeting was called to order at 1:35 p.m. with Directors present: John Haschak, Greta Kanne, Josefina Duenas and Tatiana Ahlstrand (PAC) in Ukiah; Bernie Norvell and Dan Gjerde in Fort Bragg; and Anna Dobbins (Alternate) in Point Arena. Mike Carter joined from a location without agenda notice (not voting). Chair Gjerde presiding.

Guests: Consultants Maura Twomey and Diane Eidam of Regional Analysis & Planning Services (RAPS) were present on the teleconference as a resource for Agenda #6 and #7. Stephen Kullman of Redwood Coast Energy Authority was present on the teleconference as a resource for Agenda #15.

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

Staff present by Zoom: Lisa Davey-Bates, Transportation Planner.

**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. Due to lack of a quorum present at the primary location in Ukiah to approve a request, Director Carter did not ask to vote from his non-posted location (listed as “Absent” on roll call votes).

**3. Convene as RTPA**

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

**5 - 11. Consent Calendar.** Upon motion by Norvell, second by Haschak, and carried unanimously on roll call vote (7 Ayes – Haschak, Kanne, Dobbins/Alt., Norvell, Duenas, Ahlstrand and Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Carter): IT IS ORDERED that consent items are approved.

5. **Approval of June 3, 2024 Minutes** – *as written*
6. **Approval of Professional Services Agreement with Dow & Associates to Provide Administrative & Fiscal Services to MCOG for Fiscal Years 2024/25 through 2028/29** – *as recommended*
7. **Approval of Professional Services Agreement with Davey-Bates Consulting to Provide Planning Services to MCOG for Fiscal Years 2024/25 through 2028/29** – *as recommended*
8. **Approval of First Amendment to Fiscal Year 2024/25 Transportation Planning Overall Work Program (OWP)** – *To carry over and reprogram planning funds unexpended in 2023/24, and add the Caltrans Climate Adaptation Planning Grant for Work Element #5, Mendocino County Sea Level Rise Roadway Impact Study (\$354,120 grant, \$45,880 local match; \$400,000 total project). Total OWP funding increases from \$970,166 to \$1,583,251, an increase of \$613,085. The Executive Director is authorized to sign certifications and a revised OWP Agreement as needed and forward to Caltrans as required.*
9. **Adoption of Resolution Approving Mendocino Transit Authority's Grant Application for Federal Transit Administration (FTA) Section 5311 Non-Urbanized Program Annual Regional Apportionment for Transit Operating Assistance**

**Resolution No. M2024-09**

Approving Mendocino Transit Authority's Grant Application for  
Federal Transit Administration (FTA) Section 5311  
Non-Urbanized Program Annual Regional Apportionment  
for Transit Operating Assistance  
(Reso. #M2024-09 is incorporated herein by reference)

10. **Appointments to Social Services Transportation Advisory Council (SSTAC)**
  - *Philip Thomas, Anderson Valley Senior Center, for “Local social service provider for persons of limited means” – appointed through April 2026*
  - *Liz Dorsey, Ukiah Senior Center, for “Local social service provider for the handicapped that provides transportation” and Sheryl Mitcham as Alternate – appointed through April 2025*
11. **Award of Fiscal Auditor Engagement for MCOG and Mendocino Transit Authority Audits, Fiscal Years 2023/24 through 2027/28** – *To O’Connor & Company, Novato, California*

**12. Public Expression.** Steve Henderson, a.k.a. Gizmo, spoke about trailer chain hazards and read from the pertinent California safety code section. There were some discrepancies between the code and text displayed with trailers for purchase. He noted problems with improperly installed chains that have been known to ignite wildfires. He advised that a compliant sticker be approved by State agencies such as California Highway Patrol and Caltrans, also suggesting that contractors that tow trailers in District 1 should not be funded without updating safety training best practices.

**13. Presentation and Discussion: Gualala Downtown Streetscape Enhancement Project – Caltrans District 1.** Ms. Barrett provided her written staff report and noted this project has been partially funded by MCOG for many years, and also by a competitive Active Transportation Program (ATP) state grant. She then introduced Ms. Katie Everett, Project Manager, who presented several slides on status of and updates to the project design due to various constraints. These included reduction of a continuous two-way left turn lane, and linear sidewalks rather than curvilinear sidewalk design.

The Chair then opened to public comment; Ms. Everett answered questions.



- Steve Henderson, a.k.a. Gizmo, asked whether a landscaping contractor would be from public or private sector. Answer: a public agency is required; an agreement with County of Mendocino is under discussion.
- Harry Mayer, Gualala Municipal Advisory Council (GMAC), asked why the curvilinear sidewalk design was being eliminated, and favored landscaping as an important feature of the project. Answer: the more expensive curvilinear option was replaced for budget reasons.
- Don Hess, GMAC, noted the community and GMAC in particular have favored landscaping as an important component from the start of this project. How will storm water runoff be handled? Concern about tire wear and toxic pollutants impacting the river, salmon and other native flora and fauna. Answer: Caltrans District 1 stormwater experts who work to meet permit requirements would need to be consulted.
- Dave Shpak of Gualala asked status of regulatory permitting for stormwater management; also was concerned about project delivery, urging completion without further delay, and appreciated overall efforts made to date. GMAC would welcome opportunities to support local public interaction. Answer: Project staff are coordinating with other agencies so the project will be ready to list at the same time as permit approvals, by November 2025.
- Tom Murphy represented Save Gualala, 1,700 supporters seeking full compliance with the County’s Gualala Town Plan of 24 years, part of the General Plan and Local Coastal Plan. He read a statement relative to a required landscaping component, as important to the local tourism economy, citing sections of the plan. The only exceptions are physical constraints. GMAC overwhelmingly favored landscaping. Understanding the County’s fiscal constraints, it is their responsibility to maintain the landscaping for the community’s sake. He strongly opposed any changes removing this component.

Ms. Barrett responded that staff-level meetings with Caltrans, MCOG and County of Mendocino are ongoing to discuss landscaping maintenance options. No action was taken.

**14. Approval of Reallocation of Regional Early Action Planning (REAP) Program Grant Funds.**

Program Manager James Sookne reported background of this one-time, formula-based State funding for housing planning activities, and the need to reallocate among the member local agencies to expend remaining funds before they expire. Approximately \$86,000 is available to reallocate. Cities of Willits and Fort Bragg were able to expend more funds for eligible activities within the timeline. Mr. Sookne explained how staff’s recommended reallocations were calculated. State Housing & Community Development (HCD) had approved staff’s revised scope of work.

Board questions and discussion followed. Director Haschak asked about funds originally allocated for County Planning. The reallocated funding is mostly from County’s portion, as the largest share, plus \$11,000 from administrative and management tasks. Mr. Sookne explained tasks involved. County staff were not able to find more eligible work that could be completed on time. Ms. Barrett clarified that final invoicing is due to HCD in the next few weeks.

The Chair invited public comment. Staff clarified that the funding is all from State sources.

**Upon motion** by Haschak, second by Kanne, and carried unanimously on roll call vote (7 Ayes – Haschak, Kanne, Dobbins/Alt., Norvell, Duenas, Ahlstrand and Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Carter): IT IS ORDERED that REAP grant funds are reallocated as proposed for a third revision, allowing MCOG to fully expend all available grant funds.

REAP Housing Grant Suballocations - Reallocated

City of Ukiah	95,448.53	For new permitting software
City of Point Arena	16,380.67	To update the ADU ordinance

City of Willits	61,403.80	Toward administrative draft of environmental document for General Plan amendment
County of Mendocino	102,105.73	For new permitting & GIS software
City of Fort Bragg	80,581.77	For a Community Land Trust and permitting software
<b>Total REAP Suballocations</b>	<b>355,920.50</b>	

**15. Discussion of RuralREN-North Status and Program Implementation.** Ms. Barrett reviewed her written report, with background on the original configuration of partners and the proposal now before the California Public Utilities Commission (CPUC) to split into two regions, North and Central. MCOG has submitted comments in support of the proposal. MCOG staff has been working on details of implementation with the other three North partners (Redwood Coast Energy Authority, Lake Area Planning Council, and Sierra Business Council serving multiple counties) to keep up with timelines. Under discussion were the seven programs in the original business plan (briefly described):

- Residential Equity
- Residential Resource Acquisition
- Non-Residential Resource Acquisition
- Public Equity
- Workforce Education & Training
- Codes & Standards
- Finance Equity

Staff requested feedback from the Council on priorities for rolling out these programs. The intention is to offer all seven, however they cannot all be launched at once. The new RuralREN North would be able to customize each program to its remote rural areas, though more time will be needed to redesign those programs. The “governing partners” have identified some recommended priorities and schedule. Based on readiness, for Mendocino County staff recommends beginning with a focus on Residential Equity, Residential Resource Acquisition, and Finance programs, which tie well together, followed by Non-Residential Equity and Public Equity, and lastly Workforce and Codes & Standards. All seven programs are lacking in MCOG’s region, so need to be delivered in due course. Ms. Barrett requested Council input and noted Stephen Kullman of RCEA was present to answer questions.

- Agreed with staff’s assessment. Question about overlap with Sonoma Clean Power’s existing rebate and incentive programs; perhaps these could be marketed together. Also Mendocino College now serves both inland and coast areas, offering green building courses, and would be a good partner for a workforce training program. (Gjerde)
- While all the programs are needed, staff’s priorities are well thought out. Finance program could provide an immediate boost to the County’s carbon reduction efforts. Agreed with suggestion to partner with the college. (Haschak)
- The separation of a North REN will be good for the region to specifically serve rural areas. Pleased that all seven programs will be offered, and likes the direction taken so far. (Kanne)

Mr. Kullman concurred with staff’s report and added one consideration, a requirement not to duplicate programs funded by the same revenue source, i.e. ratepayer funding. The Codes & Standards program merits further scrutiny, as it closely matches PG&E programs, though a question remains whether those have been offered in Mendocino County, so there may be gaps to fill. The RuralREN partners want to seek partnerships and align well with Sonoma Clean Power’s programs, which fortunately are not funded by ratepayer charges, so the REN will add value. To date meetings with CPUC have been productive, though as yet with no clear schedule for a resolution. RCEA appreciates MCOG staff’s contributions to this effort.

Ms. Barrett noted Mendocino and Lake counties are the only entities to offer all seven programs, since utility providers offer some of them in the other regions. She expressed staff's excitement to take this on and will report at the next meeting. Chair Gjerde thanked staff for their work on this idea over the past couple of years to bring it to fruition. There was no public comment on the item. No action was taken.

**16. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee. Upon motion** by Norvell, second by Haschak, and carried unanimously on roll call vote (*6 Ayes – Haschak, Kanne, Dobbins/Alt., Norvell, Duenas and Gjerde; 0 Noes; 0 Abstaining; 1 Absent – Carter*): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

### 17. Reports - Information

- a. Caltrans District 1 – Projects Update and Information. Director Ahlstrand reported that on July 1, Caltrans headquarters funded the FY 2024/25 PROTECT program, including a feasibility study of the SR-128 and SR-1 junction at the Navarro River to study impacts of sea-level rise, storm surges and flooding, to begin in September. Congratulations to MCOG for the Climate Adaptation Planning grant award for a Mendocino County Sea Level Rise Roadway Impact Study. The usual Milestone report, with addition of District 1's quarterly 2024 Project Initiation Document (PID) Work Plan for Mendocino County and a map, was provided in the agenda packet. She then invited questions.

The Chair and staff appreciated the additional information and format changes, and having Ms. Ahlstrand present in Ukiah. In discussion, Director Kanne asked about two recent unplanned power outages in Willits affecting a traffic signal at SR-20, apparently without battery backup, while City-maintained signals remained functional. Caltrans will follow up.

During public comment online, Caltrans staff answered questions about projects and funding listed in the Milestone report.

Ms. Everett announced a public meeting on the Albion River Bridge project August 13 at the Grange in Albion, noting public comment on the draft environmental document closes September 9. More information: [Home - Albion River Bridge Project](#)

- b. Mendocino Transit Authority. Executive Director Jacob King reported the restoration of Route 9 evening service in Ukiah, in partnership with Mendocino College, to start August 19. Service will be hourly from 5:00 to 11:00 p.m. This meets one of two Unmet Transit Needs found reasonable to meet on MCOG's FY 2024/25 list.
- c. Great Redwood Trail Agency. Director Haschak reported GRTA met July 18 and adopted a resolution on real property rates and charges for private crossings, right of entry access, and use of land. They are recruiting for an Operations Manager, responsible for various fiscal and contracting work, as well as public property management. There was some controversy over appointment of a City representative, as Mendocino and Humboldt Counties as the largest areas of the trail did not have enough representation. The board seats are set in State statute, so a rotation agreement was made such that the appointment will shift from Sonoma County to Humboldt for the next two years.
- d. MCOG Staff - Summary of Meetings. Ms. Barrett referred to the written report.
- e. MCOG Administration Staff
  - i. *Status of FY 2022/23 Local Transportation Funds Eligibility Finding per Fiscal Audit and 2024/25 Budget Allocating Resolution – Mendocino Transit Authority*. Ms. Orth

- gave an update to her budget report in June, noting discussions with MTA management; staff and independent experts will be carefully identifying the correct amount to be recovered and reallocated, according to a formula in Transportation Development Act (TDA) statute. Staff requests additional review by the Executive Committee and anticipates a recommendation to the Council on the October agenda. MTA Executive Director King briefly commented and agreed with staff this was a positive outcome due to the addition of federal funds in 2022/23, freeing local funds for later allocation.
- ii. *Caltrans Hopland ADA Project*. Ms. Barrett reported on programmed pedestrian improvements on US-101 in the town, with change orders to avoid severe impacts on the small local utility, noting how Caltrans has had to redesign this project since MCOG's 2015 plan. It eliminates new drainage and curb bulbouts, despite efforts with legislators and the district to find funds that could alleviate the financial burden on Hopland's utility to accommodate those improvements. Caltrans will still be able to deliver most of the high-priority benefits to the community such as improved sidewalks, pavement, crossing and slope correction. A public meeting in June was well attended with local support for the project. She appreciated the project team.
  - iii. *Miscellaneous*. None.
  - iv. *Next Meeting Date* – Monday, October 7, 2024 – *Optional Transportation Tour TBD*.  
The annual board meeting calendar tentatively scheduled a tour; staff is now aiming for a November tour and meeting in Covelo as a better time to see the newly constructed trail.
- f. MCOG Planning Staff. Deputy Planner Ellard reported on the following items.
- i. *Work Element 5 – Mendocino County Sea Level Rise Roadway Impact Study*. The OWP amendment on today's Consent calendar added this grant award, as also noted by Director Ahlstrand. The \$400,000 budget allots \$385,000 for a consultant and \$15,000 for staff time. MCOG staff worked closely with Mendocino County Department of Transportation on the grant proposal, who will be a key partner. Only half of grant proposals in the district were awarded funds. Notice to proceed is anticipated in November starting with procurement of a consultant, and the project will go for about a year and a half.
  - ii. *Work Element 9 - Noyo Harbor Multimodal Circulation Plan*. Consultant selection was completed, with a contract awarded to Fehr & Peers. A kickoff meeting is planned, and public outreach will be a key component, beginning with an in-person meeting in October and likely a two-day planning charrette in April, as well as online options. The project team will be coordinating with Noyo Harbor's Blue Economy project and numerous other stakeholders. Feasibility study will include various circulation improvements and a secondary emergency evacuation route. Completion is due December 2025.
  - iii. *Work Element 10 - Update/Expand Local Road Safety/Action Plans*. This project was nearly complete. With the resulting action plans, MCOG member local agencies will be eligible for federal grants such as Highway Safety Improvement Program (HSIP). Public workshops were lightly attended; staff appreciated the board members who did attend. The consultant contract ends August 31. Plans will be posted on MCOG's website.  
In discussion, Director Haschak asked about recommendations in the plans. Staff confirmed certain projects listed and noted a requirement for ongoing review of safety issues and assessments of effectiveness, and suggested the Technical Advisory Committee conduct the reviews.
  - iv. *Miscellaneous*. None.

- g. MCOG Directors. Director Haschak reported trips to Covelo the prior week, noting work being completed on SR-162 much appreciated by locals, though causing travel delays. The County received notice of a FEMA community grant award for infrastructure resiliency. Phase I provides about \$3.5 million for Sherwood Road/Brooktrails area, and potentially another \$46.5 million for a second phase. Funds will provide home hardening, defensible space, vegetation abatement, fuel reduction. Also Sherwood Road corridor property owners overwhelmingly approved a 20-year special assessment to maintain two emergency access routes. Over five years of effort have paid off for the community.

Director Gjerde asked about status of a County sales tax for the unincorporated area in MCOG's planning program. Staff indicated it is not in the current fiscal year, while waiting for results of grant applications, though could be amended in. Discussions are underway.

Director Kanne reported a new Starbucks will open in Willits at SR-20 and Main Street; there are concerns about increasing traffic at that intersection. Also she attended one of MCOG's Local Road Safety workshops, noting Sherwood Road corridor ranks as one of the most dangerous, high-collision roads on the system. Director Haschak has spoken with the CHP commander about traffic calming measures such as rumble strips and/or radar trailer. Discussion followed on various options available, enforcement, and communications with the County Department of Transportation director. In public comment, "Gizmo" Henderson reported similar issues discussed by Redwood Valley Municipal Advisory Council and suggestions for potential measures.

Director Duenas commented on how the public might slow down and enjoy using the roads as a result of all the recent improvements, despite inconvenience during this work. Also she reported widespread attendance at City of Ukiah's Sundays in the Park concert series ending in August, where many successful bands have played; let them know of any other kinds of music to include. She invited all to come see the public spaces the City is working on and events such as First Friday Art Walk, to get to know one another better.

- h. California Association of Councils of Governments (CALCOG) Delegates. Director Haschak and staff reported upcoming meetings: September 30, in person October 28-29 in Sacramento, and the annual Regional Leadership Forum March 5-7, also in Sacramento.

**18. Adjournment.** The meeting was adjourned at 3:23 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Janet Orth, Deputy Director & CFO





## MENDOCINO COUNCIL OF GOVERNMENTS

### STAFF REPORT

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**TITLE:** Second Amendment to FY 2024/25 Overall Work Program

**DATE PREPARED:** 9/29/24

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

**MEETING DATE:** 10/7/24

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#### **BACKGROUND:**

As you may recall, the Final Overall Work Program (*totaling \$970,166*) was adopted by MCOG on May 6, 2024; the Board recently adopted the First Amendment to the Overall Work Program (totaling \$1,583,251) on August 12, 2024; now staff is presenting a Second Amendment to the Overall Work Program for FY 2024/25. Included in the proposed Second Amendment are two (2) minor items for consideration: 1.) to reduce the DBC Planning Consultant contract to reflect the new contract amount approved in August; 2.) to include minor narrative changes to the tasks for the new Mendocino Sea Level Rise grant project, as requested by Caltrans.

The MCOG Board has recently completed the procurement process for Administrative and Planning Services, selecting Dow & Associates for Administration and Fiscal Services and Davey-Bates Consulting for Planning Services. With the contracts now finalized and approved, staff is requesting an amendment to the Overall Work Program to reflect the actual contract amounts. Additionally, MCOG Planning Staff from the previous contract period had some carryover funds that need to be returned to the agency for reallocation. This amendment will decrease the MCOG Planning Staff budget by \$95,000. These available funds will be allocated to the Project Reserve and will be designated for the upcoming Pavement Management Program Update in the next OWP.

Furthermore, MCOG worked closely with Caltrans to fulfill all the grant requirements for the newly funded Mendocino County Sea Level Rise Roadway Impact Study. While the First Amendment outlined all the requirements and conditions of the grant program, a few minor tasks adjustments were unintentionally omitted from the amended document presented to the MCOG Board for approval. Staff has noted these changes and included them in the current amendment for review and approval.

This amendment did not increase or decrease the FY 2024/25 Overall Work Program total from \$1,583,251, it simply shifted some funding to the Project Reserve. Details are shown in **bold** and ~~strike out~~ on the attached Amended Overall Work Program Financial Sheets. *Hard copies of the full amendment will be available upon request.*

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**ACTION REQUIRED:** Consider approval of Second Amendment to FY 2024/25 Overall Work Program.

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

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**RECOMMENDATION:** Accept TAC's recommendation to approve the Second Amendment to FY 2024/25 Overall Work Program (OWP) and authorize Executive Director to sign appropriate certifications and revised OWP Agreement (as needed), and forward to Caltrans as required.

/ajp

Attachments: FY 2024/25 OWP – Amended Financial Summary of Funding Sources  
FY 2024/25 OWP – Amended Financial Funding Allocations & Expenditure Summary  
Work Element 5 - Mendocino Co. Sea Level Rise Roadway Impact Study





**MENDOCINO COUNCIL OF GOVERNMENTS  
FY 2024/25 (AMENDED) OVERALL WORK PROGRAM  
SUMMARY OF FUNDING SOURCES**

NO.	WORK ELEMENT	LOCAL LTF	STATE PPM	STATE RPA	OTHER / GRANT	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination	\$ -	\$ 25,000	\$ 122,000	\$ -	\$ 147,000
2	MCOG - Planning Management & General Coordination (Non-RPA)	\$ 117,827	\$ 29,500	\$ -	\$ -	\$ 147,327
		\$ 67,209				\$ 96,709
3	MCOG - Regional Trans. Plan/Active Trans. Plan - 2026 Update (NEW)	\$ -	\$ 45,000	\$ 10,000	\$ -	\$ 55,000
4	MCOG - Sustainable Transportation Planning	\$ 27,179	\$ -	\$ 2,000	\$ -	\$ 29,179
		\$ 20,000				\$ 22,000
5	MCOG - Mendo Co. Sea Level Rise Roadway Impact Study (NEW)	\$ 45,880	\$ -	\$ -	\$ 354,120	\$ 400,000
6	Co. DOT - Combined Special Studies	\$ -	\$ -	\$ 54,000	\$ -	\$ 54,000
7	MCOG - Planning, Programming & Monitoring	\$ 16,116	\$ 123,872	\$ 4,000	\$ -	\$ 143,988
		\$ -	\$ 112,785	\$ -	\$ -	\$ 116,785
8	MCOG - Regional Leadership Training	\$ -	\$ -	\$ 23,183	\$ -	\$ 23,183
9	MCOG - Noyo Harbor Multimodal Circulation Plan - Carryover	\$ 23,558	\$ -	\$ -	\$ 181,823	\$ 205,381
10	MCOG - Update/Expand Local Road Safety/Action Plans in Mendo Co.	\$ -	\$ -	\$ 50,085	\$ -	\$ 50,085
12	Ukiah - Truck Route Study	\$ -	\$ 45,000	\$ -	\$ -	\$ 45,000
14	MCOG - Training	\$ 36,866	\$ -	\$ -	\$ -	\$ 36,866
		\$ 26,866				\$ 26,866
15	Point Arena - Downtown Parking Master Plan - Carryover	\$ -	\$ 48,375	\$ -	\$ -	\$ 48,375
16	MCOG - Multi-Modal Transportation Planning	\$ -	\$ -	\$ 55,000	\$ -	\$ 55,000
18	MCOG - Geographic Information System (GIS) Activities	\$ 1,807	\$ 10,500	\$ 44,500	\$ -	\$ 56,807
20	MCOG - Grant Development & Assistance	\$ 30,706	\$ 48,854	\$ -	\$ -	\$ 79,560
	<b>PROJECT RESERVE</b>	\$ 114,619	\$ 59,941	\$ 371,268	\$ 535,943	\$ 1,081,771
	<b>TOTAL</b>	\$ 299,939	\$ 376,101	\$ 376,101	\$ 535,943	\$ 1,588,084
		\$ 299,939	\$ 376,101	\$ 376,101	\$ 535,943	\$ 1,583,251
<b>TOTAL WORK PROGRAM SUMMARY/PROGRAM MATCH</b>						
Local		\$ 299,939	19%	Local LTF 2024/25 - 3% Alloc.		\$ 127,301
State		\$ 1,101,489	70%	Local LTF Carryover		\$ 172,638
Federal		\$ 181,823	11%	State PPM 2024/25 Alloc.		\$ 200,000
Other		\$ 0	0%	State PPM Carryover		\$ 176,101
		\$ 0	0%	State RPA 2024/25 Alloc.		\$ 294,000
		\$ 1,583,251	100%	State RPA C/O Grant Funds		\$ 73,268
				State RPA Carryover		\$ 4,000
				State Grant (Climate Adaptation)		\$ 354,120
				Federal Grant (FTA 5304) Carryover		\$ 181,823
				<b>TOTAL</b>		<b>\$ 1,583,251</b>

**MENDOCINO COUNCIL OF GOVERNMENTS  
FY 2024/25 (AMENDED) OVERALL WORK PROGRAM  
FUNDING ALLOCATION & EXPENDITURE SUMMARY**

NO.	WORK ELEMENT TITLE	COUNTY DOT	CITIES	MCOG STAFF	CONSULT/ OTHERS/ DIRECT COSTS	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination			\$ 145,000	\$ 2,000	\$ 147,000
2	MCOG - Planning Management & General Coordination (Non-RPA)			\$ <del>136,158</del>	\$ 11,169	\$ <del>147,327</del>
				\$ <b>85,540</b>		\$ <b>96,709</b>
3	MCOG - Regional Transportation Plan/Active Transportation Plan - 2026 Update (NEW)			\$ 55,000		\$ 55,000
4	MCOG - Sustainable Transportation Planning			\$ <del>19,179</del>	\$ 10,000	\$ <del>29,179</del>
				\$ <b>12,000</b>		\$ <b>22,000</b>
5	MCOG - Mendo Co. Sea Level Rise Roadway Impact Study (New)			\$ 15,000	\$ 385,000	\$ 400,000
6	Co. DOT - Combined Special Studies	\$ 54,000				\$ 54,000
7	MCOG - Planning, Programming & Monitoring			\$ <del>134,488</del>	\$ 9,500	\$ <del>143,988</del>
				\$ <b>107,285</b>		\$ <b>116,785</b>
8	MCOG - Regional Leadership Training - Carryover				\$ 23,183	\$ 23,183
9	MCOG - Noyo Harbor Multimodal Circulation Plan - Carryover			\$ 5,381	\$ 200,000	\$ 205,381
10	MCOG - Update/Expand Local Road Safety/Action Plans - Carryover				\$ 50,085	\$ 50,085
12	Ukiah - Truck Route Study - Carryover		\$ 45,000			\$ 45,000
14	MCOG - Training			\$ <del>13,635</del>	\$ 23,231	\$ <del>36,866</del>
				\$ <b>3,635</b>		\$ <b>26,866</b>
15	Point Arena - Downtown Parking Master Plan - Carryover		\$ 48,375			\$ 48,375
16	MCOG - Multi-Modal Transportation Planning			\$ 55,000		\$ 55,000
18	MCOG - Geographic Information System (GIS) Activities			\$ 6,500		\$ 6,500
20	MCOG - Grant Development & Assistance			\$ 56,807		\$ 56,807
	<b>PROJECT RESERVE</b>				\$ <del>79,560</del>	\$ <del>79,560</del>
					\$ <b>174,560</b>	\$ <b>174,560</b>
	<b>TOTAL</b>	\$ 54,000	\$ 93,375	\$ <del>642,148</del>	\$ <del>793,728</del>	\$ <del>1,583,251</del>
				\$ <b>547,148</b>	\$ <b>888,728</b>	\$ <b>1,583,251</b>

**Note:** Reimbursement Rates Used for Calculating Days Programmed (estimate only). County/Cities/Local Agencies (\$75/hr.); Consultants (\$125/hr.); MCOG Planning Staff (est. @ approx. \$38-\$130/hr. - various positions).

## **WORK ELEMENT 5: MCOG – MENDOCINO COUNTY SEA LEVEL RISE ROADWAY IMPACT STUDY**

**PURPOSE:** The overall objective of this project is to develop a feasibility study to analyze, identify, and propose modifications to at-risk Mendocino County coastal roads vulnerable to sea level encroachments. The study will result in the development of a final report that includes locations for the at-risk roads, existing conditions at these locations, prioritization, and feasible alternatives for modifications.

**PREVIOUS WORK:** None

### **Task 01: Project Administration**

MCOG shall hold a project kick-off meeting with Caltrans staff to discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information.

<b>Task Deliverables (Responsible Parties: Caltrans, MCOG)</b>
<ul style="list-style-type: none"><li>• Project kick-off meeting with Caltrans - Meeting notes, quarterly invoices, and progress reports (MCOG, Caltrans)</li></ul>



### **Task 02: Consultant Procurement**

MCOG shall prepare a Request for Proposals (RFP) and Scope of Work and distribute to qualified consulting firms to obtain competitive bids. Form a Consultant Selection Committee to review proposals and recommend selection of a consultant. Prepare and execute contract with successful consultant. Hold kick-off meeting with successful consultant. Procurement procedures shall be consistent with state and federal requirements, and MCOG’s adopted Procurement Policies and Procedures Manual.

<b>Task Deliverables (Responsible Party: MCOG)</b>
<ul style="list-style-type: none"><li>• Request for Proposals; Procurement Procedures; Consultant Selection Committee agenda and meeting notes; executed consultant contract (MCOG)</li><li>• Consultant kick-off meeting, agenda, and meeting notes (MCOG, Consultant)</li></ul>



### **Task 1: Project Kick-off Meeting; Coordination with Project Partners and Invoicing**

**Kick-off Meeting** – MCOG shall schedule and hold a project kick-off meeting (with consultant, Mendocino County Department of Transportation(MCDOT), and Caltrans District 1) to refine scope of work and discuss the intent of the project. Meeting may be held in a virtual or in-person format. MCOG shall prepare the meeting agenda; Consultant shall prepare the meeting notes. (MCOG, Consultant, County, Caltrans)

**Coordination with Project Partners** – MCOG shall form a Technical Advisory Group (TAG) with representatives from the Mendocino County Department of Transportation, Caltrans, **California Coastal Commission**, MCOG, and the consultant, to meet monthly (virtually), or as needed, throughout the project to provide input, review deliverables, and address any issues that may arise. Consultant shall schedule, prepare for, and attend TAG Meetings, and provide agendas and meeting notes.

Consultant shall coordinate with MCDOT staff as primary technical resource staff, and with MCOG as the primary resource related to Caltrans grant and MCOG contract requirements.

**Invoicing and Monthly Reports** – Consultant shall submit monthly invoices, accompanied by a brief summary of work performed. Invoices shall be consistent with Caltrans’s Local Assistance Procedures Manual, Chapter 5 – Invoicing, available at: <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/ch05.pdf>

<b>Task Deliverables (Responsible Parties: MCOG, MCDOT, Caltrans, Consultant)</b>
<ul style="list-style-type: none"><li>• Project kick-off meeting agenda (MCOG); kick-off meeting (MCOG, MCDOT, Caltrans, Consultant); kick-meeting notes (Consultant)</li><li>• TAG agendas and meeting notes (Consultant), TAG meetings (MCOG, MCDOT, Caltrans, Consultant)</li><li>• Monthly consultant invoices, with summary reports (Consultant)</li><li>• This task includes travel expense (Consultant)</li></ul>



### **Task 2: Literature Review**

Consultant shall conduct a literature review of available climate vulnerability and climate-related studies performed by Caltrans or other agencies on local (County/City) transportation facilities along the Mendocino Coast. Consultant shall review the State’s Climate Action Plan for Transportation Infrastructure (CAPTI), Climate Change Adaptation Strategy, California Adaptation planning Guide, and related-resources that may be found on the State Adaptation Clearinghouse, to ensure alignment of this study with State guidance.

Literature review shall include review and consideration of State Sea Level Rise guidance resources like the Ocean Protection Council’s State SLR Guidance, the Coastal Commission’s SLR Policy Guidance, and any certified Local Coastal Plans (LCP). USGS CosMoS SLR groundwater table rise, cliff retreat, and flooding information (anticipated release summer 2024) should be reviewed and reflected as a baseline understanding of SLR exposure.

Consultant shall prepare a technical memorandum summarizing the literature review.

<b>Task Deliverables (Responsible Party: Consultant)</b>
<ul style="list-style-type: none"><li>• Literature Review Technical Memorandum (Consultant)</li></ul>



### **TASK 3: Existing Conditions/Data Collection and Mapping**

Existing Conditions/Data Collection – Consultant shall conduct site visits to coastal transportation facilities identified by County or City staff as being at risk of adverse impacts from climate-related impacts, including Sea Level Rise (SLR). In addition to an initial list provided by County and City staff, additional at-risk transportation facilities are expected to be identified during the course of the project, including during stakeholder/community outreach. Consultant shall gather and review existing documents and data for preliminary research (e. g. right of way ownership, environmental conditions, corridor characteristics, etc.) and assess existing conditions of identified roadways/streets.

Consultant shall research applicable safety, Americans with Disabilities Act (ADA) and legal requirements, and road standards, as applicable, and shall consult with MCDOT about county regulations and requirements for facility development or improvement.

Mapping – Consultant shall gather, develop, and refine mapping data to provide aerial maps to show key project features of identified transportation facilities. Consultant shall use exhibits based on these aerial maps for public community workshops.

Consultant shall consider information and guidance gained from the Task 2 literature review to inform existing conditions, data collection, and mapping.

**Task Deliverables (Responsible Party: Consultant)**

- Existing Conditions Memorandum (Consultant)
- Data Collection - roadway data; location maps; AutoCAD maps, aerial maps, project exhibits for public workshops (Consultant)
- This task includes travel expense (Consultant)

**Task 4: Public Outreach/Stakeholder Engagement**

Consultant shall conduct general community outreach, as well as targeted outreach to underserved and tribal communities in the public outreach/stakeholder engagement effort planned for this study. Community workshops and public engagement events will be conducted in a combination of in-person and virtual formats to solicit community input on coastal County/City transportation facilities that may be at risk from sea level rise and climate-related impacts. **In addition to general community outreach, consultant shall develop a stakeholder list, which shall include representatives from Caltrans, the California Coastal Commission, the County of Mendocino, City of Fort Bragg, City of Point Arena, Manchester Band of Pomo Indians, Sherwood Valley Band of Pomo Indians, Gualala Municipal Advisory Council, and Westport Municipal Advisory Council, Grass Roots Institute, Action Network, Mendocino Land Trust, Mendocino Parks and Recreation District, California Highway Patrol, Mendocino County Sheriff, Fourth and Fifth District County Supervisors, as well as other members that may be identified.**

**Consultant shall coordinate with the Mendocino County Department of Planning and Building Services on their Mendocino County Sea Level Rise Resilience Strategy, State Route 1 Traffic-Highway Capacity Study, and Coastal Groundwater Study, for their Local Coastal Plan (LCP) update, to determine how those projects may inform this study.**

Two in-person public workshops shall be conducted (one on the south coast in Point Arena, and one on the north coast in Fort Bragg), in addition to one virtual workshop, to encourage participation from all areas of the coast. In addition to these workshops, consultant shall propose a mix of in-person and virtual activities that allow for a diverse range of outreach methods (e.g., paper and electronic surveys, direct mailings, project website, pop-up events at local gatherings, etc.). Spanish translation of outreach materials shall be provided, as needed. *(MCOG’s bi-lingual staff will provide Spanish interpretation services at public workshops, as needed.)* Opportunities for stakeholder engagement shall be made at the start, middle, and end of the project to obtain adequate public input.

Consultant shall provide all necessary equipment and staffing for delivery of workshop presentations. MCOG shall assist consultant with identification of workshop venues. Consultant shall include estimated venue rental fees and light snacks for workshops in proposal.

Consultant shall prepare a Public Outreach Summary, summarizing outreach efforts conducted, advertising methods, and public input received. This summary shall be included as an appendix in the draft/final study.

**Task Deliverables (Responsible Parties: MCOG, Consultant)**

- Public outreach events - planning, scheduling, advertising, preparing for and attending three community workshops (two in-person, one virtual); PowerPoint presentations and workshop materials (*utilizing maps from task 4*); flyers/advertising materials/news releases/website announcements, developing and conducting surveys, development and advertisement of project website, comment cards, Spanish translation of outreach materials. etc. (Consultant)
- Spanish interpretation services at public workshops (MCOG)
- List of stakeholders for advertisement of public workshops (Consultant)
- Workshop venue rental fees, and light snacks (*no full meals*) (Consultant)
- Public Outreach Summary (Consultant)
- This task includes travel expense (Consultant)

**TASK 5: Preliminary Technical Studies and Cost Estimates**

Consultant shall conduct a Preliminary Environmental Overview to identify environmental constraints (identification only, no environmental work), including consideration for the adaptation needs of environmental resources in proximity to the roads, such as coastal resources like tidal marsh or beaches, wildlife connectivity, wetlands, or fish passage.

Consultant shall gather geologic information **and cultural/archaeological information.**

Consultant shall conduct Preliminary Roadway Layouts to identify potential roadway modifications to provide resiliency from sea level rise, and develop preliminary roadway alternatives layouts.

Consultant shall develop preliminary (conceptual) cost estimates for identified roadway alignments including design, environmental analysis, permitting, ROW acquisition (if required), and construction.

**Task Deliverables (Responsible Party: Consultant)**

- Preliminary Environmental Overview Report (Consultant)
- Geologic and Soils Report (Consultant)
- Roadway Modifications for Resiliency Maps (Consultant)
- Preliminary Cost Estimates (Consultant)

**TASK 6: Prioritization and Alternatives Analysis**

Alternatives Analysis – Consultant shall develop prioritization criteria for evaluation of identified transportation facilities, and criteria for alternatives analysis, such as impacts to existing conditions, traffic circulation, connectivity for multi-modal transportation, right of way and utility impacts, environmental impacts, projected construction costs, and cost-benefit analysis. Consultant shall then prioritize identified roadways, analyze alternatives for maintaining existing traffic circulation, and develop recommendations for each identified transportation facility.

**Consultant shall consider information and guidance gained during the Task 2 literature review to develop priorities and alternative analyses for the final deliverables.**

Presentation of Alternatives – Consultant shall present alternatives and recommendations to TAG for review.

**Task Deliverables (Responsible Party: Consultant)**

- Prioritization criteria: prioritized list of identified facilities; Alternatives Analysis report (Consultant)

- Presentation of Alternatives Analysis Report to TAG (Consultant)

**TASK 7: Draft and Final Feasibility Report**

Prepare Draft Report – Consultant shall prepare Draft Feasibility Study which shall incorporate all deliverables from Tasks 1-6, above. Draft shall include implementation recommendations, next steps, funding strategies and potential funding sources.

Present Draft Report – Consultant shall present Draft Report to the TAG for feedback. Consultant shall make the draft report available for public review on a to-be-developed project website, and appropriately advertise its availability.

Prepare Final Report – Consultant shall prepare Final Report, incorporating TAG and public comment, as appropriate.

Present Final Report – Consultant shall present Final Report (PowerPoint Presentation) at public meeting of the Mendocino Council of Governments (MCOG), for acceptance by MCOG.

<b>Task Deliverables (Responsible Party: Consultant)</b>
<ul style="list-style-type: none"> <li>• Draft Report (electronic copy) (Consultant)</li> <li>• Presentation to TAG, TAG agenda and meeting notes (Consultant)</li> <li>• Final Report (5 print copies, plus electronic copy) (Consultant)</li> <li>• PowerPoint presentation to MCOG Board (Consultant)</li> <li>• This task includes travel expense (Consultant)</li> </ul>

**NEXT STEPS** – This feasibility study report will include information on next steps, funding strategies and potential funding sources (see task 7). Next steps after project completion will involve local agencies utilizing information in the feasibility study report to seek appropriate grant funding to implement recommended improvements/modifications.

**FUNDING AND AGENCY RESPONSIBILITIES**

<b>Responsible Agency</b>	<b>Approx. Person Days</b>	<b>Budget</b>	<b>Fiscal Year</b>	<b>Funding Source</b>
<b>MCOG</b>	<b>17</b>	<b>\$13,280</b>	<b>2024/25</b>	<b>SHA-CAP</b>
	<b>2</b>	<b>\$1,720</b>	<b>2024</b>	<b>Local LTF</b>
<b>Consultant</b>	<b>440</b>	<b>\$340,841</b>	<b>2024/25</b>	<b>SHA-CAP</b>
	<b>57</b>	<b>\$44,159</b>	<b>2024</b>	<b>Local LTF</b>
<b>TOTAL:</b>	<b>17</b>	<b>\$400,000</b>	<b>\$45,880 - 24/25</b>	<b>Local LTF</b>
			<b>\$354,120 - 24/25</b>	<b>SHA-CAP</b>

**ESTIMATED SCHEDULE**

<b>Tasks</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>25/26</b>	<b>26/27</b>
<b>01</b>					X	X	X	X	X	X	X	X	X	X
<b>02</b>						X	X	X						
<b>1</b>									X	X	X	X	X	
<b>2</b>									X	X	X			
<b>3</b>									X	X	X	X	X	
<b>4</b>									X	X	X	X	X	
<b>5</b>									X	X	X	X	X	
<b>6-7</b>													X	







## MENDOCINO COUNCIL OF GOVERNMENTS

### STAFF REPORT

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**TITLE:** Resolution Approving State of Good Repair Project List for FY 2024/25

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

**DATE:** 9/26/2024

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#### BACKGROUND:

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

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

SGR Guidelines are posted at [State of Good Repair | Caltrans](#) along with related program information. Transit operators submit project lists directly to Caltrans in the [CALSMART](#) online reporting tool. Projects must be approved by Regional Transportation Planning Agencies. Mendocino Transit Authority (MTA) submitted its 2024/25 SGR Project List by September 3 as required.

The State Controller distributes the funds by the same formula as for State Transit Assistance. Allocated revenues have been received by MCOG at approximately \$129,000 to \$159,000 per year. The SGR revenues are received quarterly in MCOG's fund account. Up to four years of funding can be accrued for a project. Once the project is started, four years are allowed for expenditure, allowing up to a total of eight years from the allocation year to expend the funds.

MCOG has allocated SGR funds for Fiscal Years 2017/18 through 2023/24. Two projects were completed in 2021, for rehabilitation and facility upgrades in Ukiah and Fort Bragg. In 2021, MCOG approved MTA's proposal to fund the purchase of three battery-electric busses with related infrastructure, to be deployed in Willits and Fort Bragg. In 2024 when this proved infeasible in the near term, MTA revised its claim to instead acquire two diesel busses to replace two obsolete vehicles needed on current service routes. In 2022, with MCOG's planning project underway to locate a transit center site, SGR funds were allocated to the Ukiah Transit Center and again the following year. For 2024/25, MTA seeks to add a third year of SGR funds to the project.

MCOG had an audited SGR fund balance of \$692,074 at June 30, 2023. MTA has claimed \$119,396 to date. Actual revenues were added in 2023/24 of \$159,604, for an unaudited fund balance of \$851,678. We anticipate MTA's invoice of \$514,979 to reimburse for purchase of two vehicles approved in June. Adding estimated 2024/25 new revenue of \$157,731, less \$303,518 reserved for the transit center, balance available is \$190,912. MTA proposes \$157,731 of new SGR funds.

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#### ACTION REQUIRED:

By resolution, approve MTA's State of Good Repair Project List for FY 2024/25.

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#### ALTERNATIVES:

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

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#### RECOMMENDATION:

Adopt the resolution with exhibit approving the FY 2024/25 State of Good Repair Project List, and direct staff to submit the resolution to Caltrans as required.



# MENDOCINO COUNCIL OF GOVERNMENTS

BOARD of DIRECTORS

RESOLUTION No. M2024-\_\_\_

APPROVING THE FY 2024/25 PROJECT LIST  
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM

WHEREAS,

- The Mendocino Council of Governments (MCOG) is the designated Regional Transportation Planning Agency for Mendocino County;
- Senate Bill 1 (SB 1), the Road Repair & Accountability Act of 2017, established the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair;
- MCOG is an eligible project sponsor that receives and distributes State Transit Assistance and State of Good Repair funds to eligible project sponsors (local agencies) for eligible transit capital projects; and
- Mendocino Transit Authority, as an eligible sub-recipient, has submitted a Fiscal Year 2024/25 Project List for State of Good Repair Program funds, attached as **Exhibit A**, pledging estimated funds of \$157,731 to the Ukiah Transit Center project; and
- MCOG concurs with the proposed list of eligible projects to be funded with available SGR funds and other sources available to MTA; therefore, be it

RESOLVED, THAT:

The Mendocino Council of Governments approves the Fiscal Year 2024/25 Project List and finds that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all State of Good Repair funded transit capital projects.

ADOPTION OF THIS RESOLUTION was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and approved on this 7th day of October, 2024, by the following roll call vote:

AYES:

NOES:

ABSTAINING:

ABSENT:

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

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

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



# Submittal Report

**SGR-C18-FY24/25-6241-001**

**FY 24/25**

## Submittal Details

<b>Program</b> State of Good Repair Program	<b>Agency</b> Mendocino Transit Authority	<b>Date Created</b> 08/23/2024	<b>Date</b> 08/23/2024	<b>Date</b> 09/20/2024
<b>Address</b> 241 plant rd	<b>City</b> ukiah	<b>State</b> CA	<b>Zip Code</b> 95482	
<b>Contact</b> Jacob King		<b>Contact Title</b> Executive Director		
<b>Contact Phone</b> (707) 234-6444		<b>Contact Email</b> Jacob@mendocinotransit.org		
<b>Support Documentation</b> Reso will be signed 08/28/24		<b>Additional Information</b>		

## Project Details

Title	Description	Asset Type	Project Category	Est. Useful Life	Est. Project Start Date	Est. Project Completion Date	Est. 99313 Costs	Est. 99314 Costs
Ukiah Transit Center	Development and construction of a multi-modal transit center in	Passenger Facilities	Modernization	30	07/01/2023	07/01/2029	\$157,731	\$11,596



## MENDOCINO COUNCIL OF GOVERNMENTS

### STAFF REPORT

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**TITLE:** Presentation of SCP Transportation and Mobility Needs Assessment

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

**DATE:** 9/26/2024

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**BACKGROUND:**

Chair Dan Gjerde requested this presentation be made to MCOG's Board of Directors, noting:

“Sonoma Clean Power (SCP) recently completed a community-based planning process looking at mobility in Sonoma and Mendocino Counties. The report will likely lead to new SCP programs to assist a greater share of the population to safely move within their communities. Board members asked for SCP staff to present this report at our respective transportation planning and transit boards within Mendocino and Sonoma Counties, given the mutual objectives.”

Mr. Brant Arthur, Program Manager at Sonoma Clean Power, will be on hand at our meeting with a slide presentation of findings from the report that pertain to Mendocino County.

As background for the presentation, attached is the SCP staff report summarizing findings and recommendations.

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**ACTION REQUIRED:**

View and discuss the presentation from Sonoma Clean Power.

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**ALTERNATIVES:**

None identified.

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**RECOMMENDATION:**

None, for information only.







**Staff Report - Item 08**

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**To: Sonoma Clean Power Authority Board of Directors**  
**From: Brant Arthur, Programs Manager**  
**Rebecca Simonson, Director of Programs**  
**Issue: Receive Mobility & Transportation Community Needs Assessment Final Report**  
**Date: June 6, 2024**

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**Staff Recommendation**

Receive and file the final report for the Mobility & Transportation Community Needs Assessment.

**Background**

Community Needs Assessments are the first step in the Board approved Equity Framework. The purpose is to listen first and learn from the community to understand the underlying reasons or causes of issues, existing barriers, and types of resources that are already available to address issues. The Board of Directors approved funding for Community Needs Assessments in December 2022. The sectors covered are residential, commercial, agricultural, and transportation needs. The Community Needs Assessments for all sectors are scheduled to be complete in August 2024.

SCP partnered with EVNoire for the Transportation & Mobility Needs Assessment presented here.

SCP also partnered with Tierra Resource Consultants for the Agricultural Community Needs Assessment which was presented to the Board in March 2024 and Sacramento Municipal Utility District for the residential and commercial interests, which will be presented at a future meeting.

## Discussion

In November 2022, SCP chose EVNoire to conduct a Mobility & Transportation Needs Assessment. This assessment aimed to identify current transportation challenges so SCP can create more effective programs and policies.

EVNoire employed several innovative approaches, including their own equity model, the community readiness model, and a demographic analysis framework. These methods helped to ensure that the assessment was thorough and sensitive to equity considerations.

The research used a mixed-methods approach that included both quantitative surveys and qualitative focus groups. The survey sampled SCP customers from various land-use types—rural, urban, and suburban—to ensure a broad representation of the region’s diverse population. This approach was designed to uncover the different transportation needs and challenges experienced by these community segments.

Overall, the study gathered nearly 400 complete survey responses, conducted 8 detailed interviews with key informants, and held 3 focus groups. SCP collaborated with local organizations including the NAACP Santa Rosa - Sonoma County, the North Bay Electric Auto Association, and Bikeable Santa Rosa to facilitate these focus groups.

These discussions provided valuable insights into the transportation issues particularly affecting BIPOC, low-income, rural, and pollution-burdened communities, enriching the overall assessment with a variety of perspectives.

## **Key Findings**

- 1. Universal car dependency with unequal impacts:** There is a strong reliance on cars due to limited alternatives like biking or public transit. This issue hits lower-income families hardest, with most struggling to afford a car. Short trips under 5 miles, ideal for sustainable travel, continue to be made by cars due to inadequate infrastructure.
- 2. Alternative modes of transportation are used by half of the population:** Although cars remain the predominant mode of transportation, 51% of residents make weekly trips that include an alternative transportation mode. These residents come from all demographics, illustrating how alternative modes of

transportation are important to a majority of residents regardless of their income, race, or ethnicity.

- 3. Hispanic residents have notable differences in transportation patterns:** The alternative modes of transportation Hispanic communities use are more varied and diversified compared to non-Hispanic participants. In particular, Hispanic respondents highlighted an increased use of biking and carpooling as secondary transportation modes, which goes beyond economic needs and reflects social or cultural values.
- 4. Public transit barriers are different for different populations, but universally experienced:** Public transit users come from both high-income and low-income backgrounds and have different types of barriers than non-users. However, the specific barriers faced by transit users are often determined by their income.
- 5. Safety and distance matter for active transportation:** Distance is a larger barrier to active mobility for high-income and rural residents, while safety was the top concern for Hispanic respondents and those that currently bike. Given that Hispanic participants in particular rely on biking more than the general population, addressing safety concerns is not only an immediate need, but also an equity priority.
- 6. Bike users have high levels of concern about biking infrastructure:** Over half of bike users are unsatisfied with bike infrastructure, double the rate of non-bike users. Regular bike users feeling unsafe suggests deeper, unseen issues with bike safety that could deter others from biking and ultimately limit alternative transportation use.
- 7. Evidence suggests that the next generation of electric vehicle (EV) owners will be more reflective of women and Hispanic populations:** While EV owners have many characteristics of early adopters, residents who are considering the purchase of an EV have higher shares of Hispanic representation and the majority are women. EV intenders [participants who are considering buying an EV soon but haven't committed to purchasing one] are also the largest group of any vehicle intention category.
- 8. Home charging access for EV intenders is a critical gap that will limit EV adoption:** EV intenders have a significantly lower home charging access rate than EV owners and soon-to-be owners. Without charging access parallel to EV

owners, intenders are unlikely to make the transition to electric vehicles, slowing the adoption of these vehicles among a critical, new generation of EV owners.

### **Recommendations for SCP**

- Develop a comprehensive community engagement strategy with community associations. Example actions include:
  - Offer programmatic support to community organizations in the form of grants or funding.
  - Consider supporting efforts that increase organizational efficiency, such as training, or providing workshops to support those efforts.
  - Program and software toolkits could be made available at public/shared spaces for use.
  - Community recommendation: Opening up grants and funding to a variety of organizations, not just 5013(c) /nonprofits.
- Increase alternative transportation diversity with further research and pilots that focus on demographic, social, cultural and lifestyle behaviors. Example actions include:
  - Inclusive visioning workshops to engage all community segments, including priority populations.
  - Support community documentation of experiences with alternative transportation modes.
  - Conduct asset mapping to identify needed assets for alternative transportation users.
  - Community recommendation: Provide informational resources and presentation materials to community partners who want to discuss and share these topics with their communities.
- Find ways to build a community coalition around transportation using this research as a starting point. Example actions include:
  - Plan a series of data walks to raise profile of community concerns and explore research findings.
  - Use ground-truthing to validate findings.

- Conduct photo voice workshops that allow community to bring findings to life while also building on them.
- Community recommendation: SCP sponsoring a program where they explore moving around in the community without a car to demonstrate the struggles.
- Plan engagement around electric vehicles to support new demographics of EV ownership and create spaces to further explore barriers. Example actions include:
  - Tailored outreach to Hispanic communities and women, workshops addressing EV questions.
  - Installing charging stations in diverse areas, with multiple use cases.
  - Introduce shared EV programs, like car-sharing or bike-sharing.
  - Community recommendation: Demonstrate EVs in a variety of use cases, such as custom builds and larger body models to raise interest around EVs from more diverse populations.

## **Attachments**

- Attachment 1 - Mobility and Transportation Needs Assessment Final Report, available at [this link](#) or by request to the Clerk of the Board
- Attachment 2 - Mobility and Transportation Needs Assessment Presentation





## MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 10  
Regular Calendar  
MCOG Meeting  
10/07/2024

### STAFF REPORT

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**TITLE:** Additional Allocation of FY 2024/25 LTF to Mendocino Transit Authority for Senior Centers Transportation Program

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

**DATE:** 9/25/2024

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#### BACKGROUND:

As reported in May with acceptance of MTA's fiscal audit and in June with budget adoption, funds allocated to MTA in FY 2022/23 that are governed by the Transportation Development Act (TDA) exceeded the amount eligible for the year. This was a result of federal Covid relief funds claimed by MTA, which under TDA law replaces local funds in the annual eligibility formula. The over-allocation is to be recovered by MCOG and may be reallocated in response to a revised claim(s) from MTA. At budget adoption, the amount was estimated at \$1,750,000.

Staff has been researching TDA regulatory codes, meeting with MTA staff, their accountant, and an independent expert auditor to review results of applying the formula. Depending on several factors, the amount due to MCOG is an estimated low of \$2 million to a high of \$3.1 million. Also we have discussed methods of recovering the funds. Options include MTA increasing their claim for funds and MCOG reducing monthly payments by a like amount, resolved as an accounting transaction without the need to transfer cash. Other options may involve Capital projects under MTA's five-year program, and/or MTA could make deposits into MCOG's LTF Reserve fund.

In the near term, staff recommends increasing the 2024/25 allocation for MTA's Senior Centers Transportation Program, as the most urgent need. Due to the highs and lows of sales tax revenues (LTF) over the past few years, the senior centers took a funding cut of 24% (\$162,842) this year. In consultation with MTA, staff ran some calculations and advised that the total program could be funded sustainably at \$600,000 and not suffer another cut next year. This increases the allocation by \$81,593, or 50 percent of the program shortfall, thereby meeting the senior centers halfway.

MTA has submitted a revised claim, attached. I have prepared a revised allocating resolution, which would be included in the next formal budget amendment. There will be several items to include in an amendment, so I propose combining those together for subsequent approval.

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#### ACTION REQUIRED:

Adopt the resolution revising allocation of FY 2024/25 Local Transportation Funds to Mendocino Transit Authority, superseding Resolution #M2024-05, increasing funds for the Senior Centers Transportation Program from \$518,407 to \$600,000, an increase of \$81,583.

Cash payments to MTA would remain at \$518,407, with the difference to be paid by MTA to senior centers contracts, as the first tranche of over-allocated funds recovered by MCOG.

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#### ALTERNATIVES:

- Delay action pending a recommendation on the full amount of over-allocated LTF.
  - Allocate a different amount for the Senior Centers Transportation Program.
  - Refer to a committee for a recommendation.
- 

#### RECOMMENDATION:

Adopt the resolution revising allocation of FY 2024/25 Local Transportation Funds to Mendocino Transit Authority, superseding Resolution #M2024-05, and authorize staff to issue revised allocation instructions to the Acting County Auditor-Controller/Treasurer-Tax Collector.





# MENDOCINO COUNCIL OF GOVERNMENTS

## BOARD of DIRECTORS

### RESOLUTION No. M2024-\_\_\_\_

REVISING ALLOCATION OF FISCAL YEAR 2024/25  
LOCAL TRANSPORTATION FUNDS  
and STATE TRANSIT ASSISTANCE to  
MENDOCINO TRANSIT AUTHORITY,  
SUPERSEDING RESOLUTION #M2024-05

#### WHEREAS,

- The Mendocino Council of Governments (MCOG) is the designated Regional Transportation Planning Agency (RTPA) for Mendocino County;
- The Mendocino Transit Authority (MTA) is designated as the Consolidated Transportation Services Agency (CTSA) for Mendocino County by MCOG and has submitted a claim for funding for public transportation purposes in accordance with the Transportation Development Act (TDA), which provides for the needs of MTA and Senior Centers in Mendocino County with Local Transportation Funds (LTF) funds, State Transit Assistance (STA) funds, and no Capital Reserve Funds;
- This claim, ~~attached hereto~~ **retained on file as Exhibit A**, was reviewed by MCOG staff and the Transit Productivity Committee (TPC), and the MTA Board of Directors may make revisions according to budget development and TPC recommendations, as allowed by adopted MCOG policy; staff and the TPC recommended full funding of MTA's claim as submitted;
- ***MTA submitted a revised claim dated September 24, 2024, claiming an increase of funds in the amount of \$81,593 bringing the total Seniors Transportation Program allocation to \$600,000, offset by \$81,593 as the first tranche of audited ineligible FY 2022/23 LTF funds due to be returned to MCOG; cash payments to MTA remain at \$518,407, with the difference to be paid by MTA to senior centers contracts; the revised claim is attached as Exhibit B;***
- According to MCOG's adopted Capital Reserve Fund policies, eligible applicants under contract with MTA may request capital funds, providing that a five-year capital program and contract between the claimant and MTA is on file with the RTPA;
- Capital claims must be identified in accordance with TDA: 1) to reflect capital needs that will be expended during the fiscal year so claimed under Public Utilities Code 6648 and 2) filed to reflect specific capital improvements of a long-term nature up to five years, or for matching purposes in applying for federal transportation grants under P.U.C. 6631;
- MTA is the only eligible claimant of State Transit Assistance, for which eligibility for Operations funding is to be determined by performance reviews, fiscal audits, and state legislation;
- State of Good Repair program funding is available through the RTPA from Senate Bill 1, the Road Repair & Accountability Act of 2017, with allocations approved by separate MCOG resolution with a Project list; and

- Based on allocations in accordance with TDA for Administration, Planning, and Reserves, the 2024/25 LTF funds available for transportation services are \$3,240,044; STA funds available for 2024/25 are estimated at \$1,197,778 (\$1,066,235 of new State funds and \$131,543 of audited and anticipated fund balance); State of Good Repair funds are estimated at \$153,866 (preliminary estimate of new funds); and the Capital Reserve Fund balance is estimated at \$10,654; the total amount available for transportation services from these four funding sources is estimated at **\$4,602,342; and the first tranche of FY 2022/23 LTF funds to be returned to MCOG is \$81,593, offsetting an increased allocation;** therefore, be it

RESOLVED, THAT:

MCOG hereby allocates LTF, STA, and Capital Reserve Funds to MTA and its contract claimants as follows:

1.

AUTHORITY		SOURCE	USE	AMOUNT
A.	PUC Sec. 99260(a)	Local Transportation Fund (LTF)	MTA Operations	2,721,637
	PUC Sec. 99260(a)		Unmet Transit Needs	0
	PUC Sec. 99400(c)		Senior Center Operations	518,407
				<b>600,000</b>
	PUC Sec. 99262		Transit Planning	0
	CCR Sec. 6648		Capital Reserve Fund	0
		<b>Total LTF</b>	<b>3,240,044</b>	
			<b>3,321,637</b>	
B.	CCR Sec. 6730(a)	State Transit Assistance (STA)	MTA Operations	1,197,778
	CCR Sec. 6731(b)		Senior Center Operations	0
	CCR Sec. 6730(b)		MTA and Seniors Capital	0
	CCR Sec. 6648		Capital Reserve Fund	0
			<b>Total STA</b>	<b>1,197,778</b>
C.	CCR Sec. 6648	Capital Reserve Fund (CRF)	Current Year - MTA	0
	CCR Sec. 6648		Current Year – Senior Centers	0
	CCR Sec. 6631		Long Term – MTA and Seniors	0
	CCR Sec. 6648		LTF/STA allocated to CRF above	0
			<b>Total CRF</b>	<b>0</b>
D.	Senate Bill 1	State of Good Repair (SGR)	To Be Determined	0
			<b>Total SGR</b>	<b>0</b>
		<b>Total LTF, STA, and Capital Reserve Allocations</b>		<b>4,437,822</b>
				<b>4,519,415</b>
		Balance Remaining for Later Allocation (SGR,CRF)		164,520
		<b>2022/23 Ineligible LTF Returned by MTA to date</b>		<b>81,593</b>
		Total Estimated 2024/25 Funds Available for Transit		<b>4,602,342</b>

2. Additionally, MCOG makes the following required findings from Article 5, Section 6754 of the California Code of Regulations, regarding STA and LTF eligibility and fund allocation (refer to documentation on file):

- A. MCOG as the regional entity may allocate funds to an operator or a transit service claimant on the basis of all these findings:
  - a. The claimant’s proposed expenditures are in conformity with the Regional Transportation Plan.

- b. The level of passenger fares and charges is sufficient to enable the operator or transit service claimant to meet the fare revenue requirements of Public Utilities Code (PUC) Section 99268.2, 99268.3, 99268.4, 99268.5, and 99268.9, as they may be applicable to the claimant. The most recent fiscal audit dated June 30, 2023 confirmed that MTA's farebox ratio of 3.5% had not met the ten percent ratio required by Senate Bill 508, (effective July 1, 2016); however, State legislation continued to waive this regulation under COVID-19 pandemic relief.
- c. The claimant is making full use of federal funds available under the Urban Mass Transportation Act of 1964 as amended, now referred to as the Federal Transit Administration (FTA). Operating assistance funds were claimed in FY 2022/23 for COVID-19 pandemic relief that caused MTA to exceed eligibility for TDA funds received in that audited fiscal year.
- d. Of five measures for analysis on eligibility for Capital and Operations for use by both LTF and STA funds that were applied by the independent auditor in the most recent fiscal audit (ending June 30, 2023), two were not met, one was met, and one was waived by legislation according to the auditor's report, and the remaining measure did not apply to MTA.
  - 1. The sum of the claimant's allocations from LTF (TDA) did exceed the amount the claimant is eligible to receive during the fiscal year for operating.
  - 2. The sum of the claimant's allocations from LTF (TDA) did exceed the amount the claimant is eligible to receive during the fiscal year for capital.
  - 3. The claimant's subcontractors (senior centers) did not exceed the eligibility criteria for LTF and STA funds during the fiscal year.
  - 4. The sum of the claimant's allocations from STA did exceed the amount the claimant is eligible to receive during the fiscal year for operations purposes according to efficiency standards. For the fiscal year audited, all of the STA funds claimed by MTA were for operating purposes. State Assembly Bill 90 provided statutory relief due to the COVID-19 pandemic.
  - 5. The fifth measure pertains to passenger rail eligibility and was not applicable for the fiscal year audited.

An estimated \$1,750,000 of LTF operations funding, and an amount of capital funds to be determined, will be recovered by MCOG through a process to be negotiated with MTA and re-allocated in an amendment and/or future budgets.

- B. MCOG as the regional entity may allocate funds to an operator for any transit-related purpose (as specified in Section 6730) on the basis of all these findings:

- a. The operator has made a reasonable effort to implement the productivity improvements recommended pursuant to PUC Section 99244. This finding shall make specific reference to the improvements recommended and to the efforts made by the operator to implement them. On May 2, 2024, the Transit Productivity Committee (TPC) reviewed performance data through December 31, 2023 reporting improvement in fixed route performance, maintenance of effort by DAR and by Senior Centers specialized services as a whole, and cost reduction for all service types over the past year, and also noting opportunities to support and market specialized transportation services provided by the Senior Centers to help increase ridership.
  - b. The California Highway Patrol has certified, within the last 13 months and prior to filing claims, that the operator is in compliance with Section 1808.1 of the Vehicle Code, as required by PUC Section 99251.
  - c. The operator is not in compliance with the eligibility requirements of PUC Section 99314 as applicable (relative to STA funds); however, State Assembly Bill 90 provided statutory relief due to COVID-19.
3. In accordance with Section 99405(c) of the Public Utilities Code, MCOG adopted and set forth the local match requirements for senior centers claimed under Article 8 at a minimum of ten percent, consistent with Senate Bill 508, signed into law October 9, 2015, amending the Transportation Development Act; local match required in the form of fare revenues, including local and federal funds, continue to be temporarily waived by state legislation.
  4. The Capital Reserve Fund (Account No. 2110-760271) audited balance of \$716,069 as of June 30, 2023, less 2023/24 allocations of \$705,462, provides an approximate balance of \$10,607 from interest earnings. MTA has requested no funds for capital projects in its Fiscal Year 2024/25 claim.
  5. The above allocations are to be paid to MTA in conformance with allocation instructions as submitted by MCOG's Executive Director to the County Auditor-Controller.
  6. MTA will be required to incorporate all TDA requirements for these allocations in their upcoming 2024/25 contracts, including senior centers as applicable, and provide executed contracts to MCOG no later than September 30, 2024.

ADOPTION OF THIS RESOLUTION was moved by Director Haschak, seconded by Director Carter, and approved on this 7th day of October, 2024, by the following roll call vote:

AYES:

NOES:

ABSTAINING:

ABSENT:

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

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ATTEST: Nephele Barrett, Executive Director

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Dan Gjerde, Chair



SERVING MENDOCINO COUNTY SINCE 1976

September 24th, 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 revised claim for funds for fiscal year 2024/2025.

In summary, MTA is requesting:

\$ 3,321,637	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 4<sup>th</sup> 2024 as available for Transit. Of that amount, \$ 2,721,637 would be used to support MTA's General Public Operations and \$600,000 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 \$600,000 for Senior Center operations. Due to excess in the 2022-2023 LTF, we are amending our original 2024-2025 claim to include an additional \$81,593 for the Senior Center 2024-2025 allocation.

## **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 another revised claim is necessary.

Regards,



Jacob King  
Executive Director

Cc: Budget File

## Mendocino Transit Authority Summary of 2024/2025 Claim for Funds

9/24/24

Source	Authority	Purpose	FY 2023/24 Amount	FY 2024/25 Amount
<b>Local Transportation Fund:</b>				
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	\$600,000
PUC, Sec. 99260(a)		MTA & Senior Capital	\$0	\$0
CCR, Sec. 6648		Transit Capital Reserve	\$0	\$0
PUC, Sec. 99262		Transit Planning	\$0	\$0
<b>Total</b>			<b>\$3,945,399</b>	<b>\$3,321,637</b>
<b>State Transit Assistance Fund:</b>				
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
<b>Total</b>			<b>\$1,443,571</b>	<b>\$1,197,778</b>
<b>Capital Reserve</b>				
CCR, Sec. 6648		MTA Capital	\$705,462	\$0
CCR, Sec. 6648		Senior Capital	\$0	\$0
CCR, Sec. 6631		Long-Term Capital	\$0	\$0
<b>Total</b>			<b>\$705,462</b>	<b>\$0</b>
<b>Total Claim</b>			<b>\$6,094,432</b>	<b>\$4,519,415</b>

22-23 Ineligible LTF returned by MTA to date \$81,593







# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 11**  
Regular Calendar  
MCOG Meeting  
10/07/2024

## STAFF REPORT

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**TITLE:** Approval of Partnership Program Funds for Voter  
Opinion Polling in Unincorporated Mendocino County

**DATE PREPARED:** 09/25/24  
**MEETING DATE:** 10/07/24

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

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**BACKGROUND:** In the past, MCOG has funded projects to assess voter opinions on potential transportation sales tax measures within our region. These efforts have led to voter approved sales tax measures in all cities in Mendocino County. This has left unincorporated Mendocino County as the only jurisdiction without a transportation sales tax measure.

Although Mendocino County has been included in previous voter opinion polling efforts, the County has not moved forward with a measure. However, as the County's maintenance needs continue to increase and funding does not, there is renewed interest in exploring the possibility of a sales tax measure. In order to be prepared for a possible 2025 election, the polling needs to happen quickly. Waiting to fund the project in the 2025/26 OWP isn't feasible. For these reasons, I am proposing that MCOG fund the voter opinion polling from the Partnership Program.

The Partnership Program comes from an annual allocation of STBG funds. The current balance is approximately \$720,000. We don't have a regular call for projects for this funding source. Rather, we have proposed using this when specific needs arise that fit the program. Previous projects that have received funding include a roundabout at SR 1 and Simpson Lane in the Fort Bragg area, charging infrastructure in Fort Bragg, Point Arena and Willits, Branscomb Road Pedestrian Bridge, Mill Street reconstruction and sidewalk project in Point Arena, traffic signals in the Ukiah area, the North State/US 101 Interchange study and the Covelo SR 162 Multi-Use Trail project.

As can be seen by the list of previous projects, the Partnership Program is primarily a capital program, however there have been exceptions to this previously. Current circumstances warrant another exception. A successful County sales tax will put them on an even playing field with the rest of the region (including neighboring counties), bring even more money into the county through the CTC administered Local Partnership Program, and lead directly to capital improvements.

The TAC discussed this item at their September 18 meeting and unanimously recommended approval of \$55,000 from MCOG's Partnership Program to cover consultant costs for the project. This item is before the board at this meeting for approval.

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**ACTION REQUIRED:** Approve \$55,000 in funding from MCOG's Partnership Program to fund voter opinion polling for a potential transportation sales tax unincorporated Mendocino County.

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**ALTERNATIVES:** Do not approve project funding.

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**RECOMMENDATION:** Staff and the Technical Advisory recommend that the MCOG Board approve \$55,000 from MCOG's Partnership Program to conduct voter opinion polling for a potential transportation sales tax in unincorporated Mendocino County.





## MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 12**  
Regular Calendar  
MCOG Meeting  
10/07/2024

### STAFF REPORT

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**TITLE:** Caltrans Master Fund Transfer Agreement (MFTA)

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

**DATE:** 9/26/2024

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**BACKGROUND:**

Every ten years Caltrans updates the agreement under which we receive transportation planning funds. The Office of Regional and Community Planning, Division of Transportation Planning, has prepared a new agreement for approval by Regional Transportation Planning Agencies. This covers the principal terms of receiving funding, while the annual Overall Work Program Agreement (OWPA) covers the budget and any grants awarded.

The agencies had a month in July and August to review and comment on the draft MFTA. Caltrans conducted a legal review following receipt of comments. Alexis Pedrotti, Project Manager, and I reviewed the document and did not submit any comments. While some specific detail and further reporting requirements were added, we did not see anything new that might be cause for concern.

The current MFTA expires December 31, and the new one takes effect January 1, 2025. Attached are the resolution prepared from a template provided by Caltrans and the final MFTA minus exhibits (mostly comprising form templates for use as needed during the term of agreement). The document requires signatures of both MCOG's Executive Director and legal counsel, due in December.

---

**ACTION REQUIRED:**

Adopt the resolution authorizing “the Executive Director or their designee to undertake any further actions necessary to implement the MFTA, including executing amendments and other documents requiring the signature of an official representative of the Mendocino Council of Governments.” The executed resolution is due by November 15.

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**ALTERNATIVES:**

None identified; without approval MCOG will not receive needed planning funds from Caltrans.

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**RECOMMENDATION:**

Adopt the resolution Authorizing Execution of the Master Fund Transfer Agreement (MFTA) for the Period of January 1, 2025 to December 31, 2034.

Enclosures:

Draft MFTA and resolution



# MENDOCINO COUNCIL OF GOVERNMENTS

## BOARD of DIRECTORS

### RESOLUTION No. M2024-\_\_\_

#### AUTHORIZING THE EXECUTION OF THE MASTER FUND TRANSFER AGREEMENT (MFTA) FOR THE PERIOD OF JANUARY 1, 2025, TO DECEMBER 31, 2034

#### WHEREAS,

- The Mendocino Council of Governments (MCOG) has been designated by the State of California as the Regional Transportation Planning Agency for Mendocino County;
- MCOG receives federal and state funding administered by the California Department of Transportation, Office of Regional and Community Planning;
- The California Department of Transportation, Office of Regional and Community Planning, which administers the funds detailed in the MFTA, requires the execution of a Master Fund Transfer Agreement authorized by a resolution from the governing board of a local or regional agency;
- MCOG is an eligible recipient of federal, state, and local funding;
- The Executive Director is authorized to enter into contracts for grants awarded from federal, state, and local funding; and
- MCOG intends to delegate the authority to execute any agreements and amendments to the Executive Director; therefore, be it

#### RESOLVED, THAT:

1. MCOG authorizes the Executive Director or their designee to execute the Master Fund Transfer Agreement (MFTA) with the California Department of Transportation.
2. MCOG agrees to comply with all conditions and requirements outlined in the MFTA, as well as applicable statutes, regulations, and guidelines for all state and federal funds administered by the California Department of Transportation, Office of Regional and Community Planning.
3. MCOG authorizes the Executive Director or their designee to undertake any further actions necessary to implement the MFTA, including executing amendments and other documents requiring the signature of an official representative of the Mendocino Council of Governments.

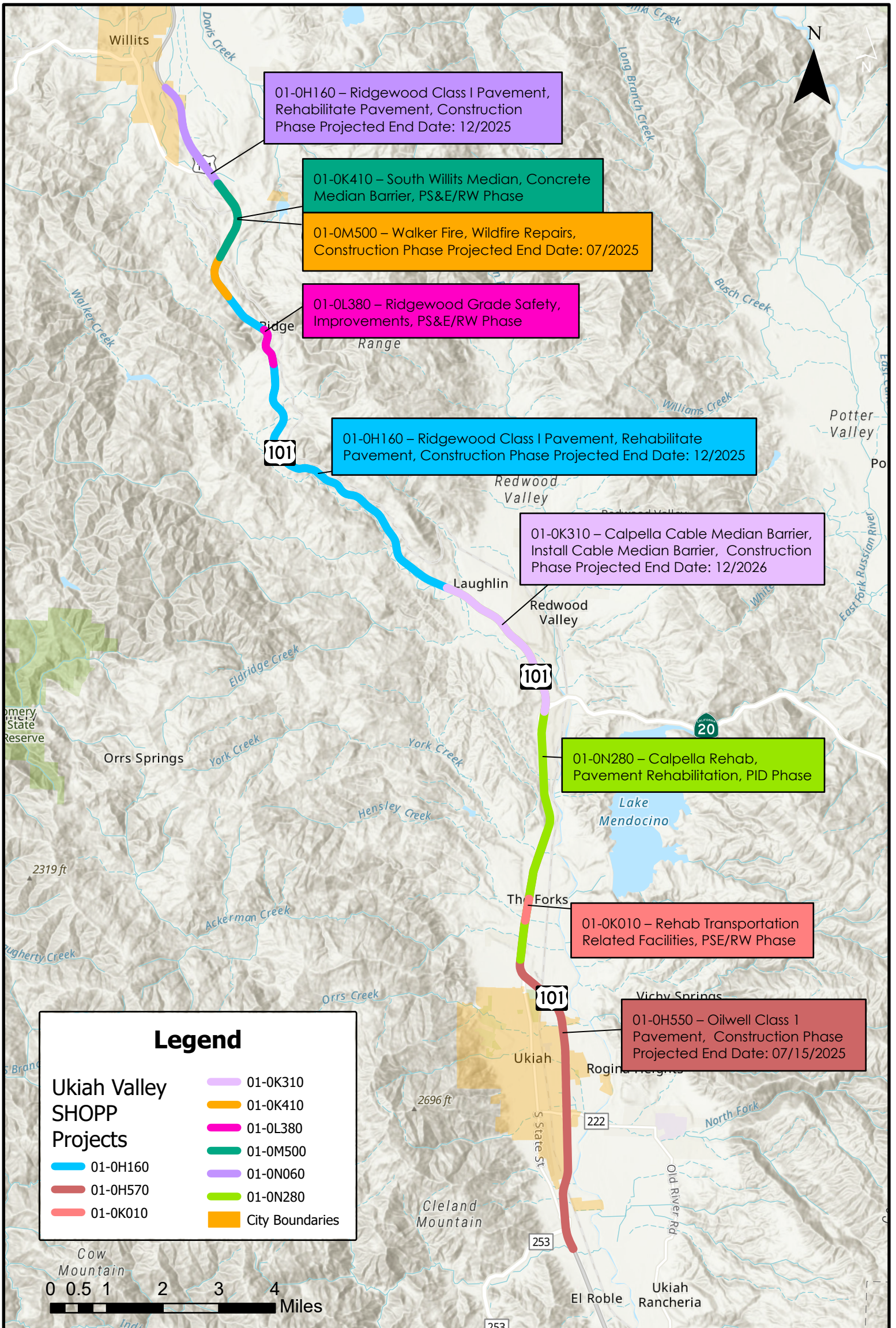
ADOPTION OF THIS RESOLUTION was moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and approved on this 7th day of October, 2024, by the following roll call vote:

AYES:  
NOES:  
ABSTAINING:  
ABSENT:

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

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

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



# Ukiah Valley Caltrans SHOPP Projects

Agenda # 14a  
Reports MCOG Meeting  
10/07/2024









# MENDOCINO COUNCIL OF GOVERNMENTS

**Agenda # 14d**  
Reports  
MCOG Meeting  
10/07/2024

## STAFF REPORT

TITLE: Summary of Meetings

DATE PREPARED: 9/27/2024

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
Aug 9	Covelo Project Development Team Meeting	Barrett, Sookne & Villa
Aug 13	Vehicle Miles Traveled (VMT) Mitigation Meeting w/ County Planning & Others	Barrett & Ellard
Aug 15-16	CTC Meeting via Zoom – San Diego Region	Barrett & Orth
Aug 15	Strategic Highway Safety Plan (SHSP) Meeting	Barrett
Aug 15	RuralREN-North Governing Partners Meeting	Barrett, Davey-Bates & Orth
Aug 15	Meeting w/MCDOT & Caltrans Regarding Gualala	Barrett
Aug 19	Bus to Rail Study Meeting	Barrett
Aug 19	Ukiah Non-Award Grant Debrief w/ Caltrans & Ukiah	Ellard
Aug 20	SHOPP Guidelines Workshop	Barrett
Aug 21	MCOG TAC Meeting	Barrett, Davey-Bates, Ellard, Villa, Pedrotti, Sookne & Rodriguez
Aug 21	RREN-North Programs Meeting	Barrett, Davey-Bates & Orth
Aug 22	Redwood Region RISE	Barrett
Aug 22	ChargePoint webinar "Attract and serve drivers of any EV make, model and connector type"	Orth
Aug 26	FHWA Meeting Regarding Covelo	Barrett
Aug 26	Meeting w/Social Pinpoint Rep-2026 RTP/ATP	Barrett, Ellard, Davey-Bates & Villa
Aug 28	North State ZEV Working Group	Orth
Aug 28	MTA Board Meeting	Ellard
Aug 29	Rural Communities Housing Devt. Corp. (RCHDC) Meeting	Barrett
Aug 29	Mendocino Status Meeting	Sookne & Villa
Aug 29	RRISE Meeting	Barrett
Aug 29	RuralREN-North Governing Partners Meeting	Barrett, Davey-Bates & Orth
Sep 3	Noyo Harbor Project Team Monthly Meeting	Barrett & Ellard
Sep 3	Finance Meeting w/MTA	Barrett & Orth
Sep 4	RuralREN-North Programs Meeting	Barrett, Davey-Bates & Orth
Sep 5	Covelo Trail Project Development Team Meeting	Barrett
Sep 10	Finance Meeting w/MTA and Consultants	Barrett & Orth
Sep 11	RuralREN-North Governing Partners Meeting	Barrett, Davey-Bates & Orth
Sep 12	Meeting w/County Regarding Transportation Sales Tax Polling	Barrett
Sep 12	Covelo Project Development Team Meeting	Barrett
Sep 13	Community Engagement Meeting w/GreenDot-2026 RTP/ATP	Barrett, Davey-Bates & Ellard
Sep 13	Community Engagement Tool Meeting w/Wikimaps-2026 RTP/ATP	Barrett, Davey-Bates & Ellard

Sep 17	Climate Action Plan for Transportation Infrastructure (CAPTI) Workshop	Ellard
Sep 18	MCOG TAC Meeting	Barrett, Ellard, Sookne, Rodriguez, Villa & Pedrotti
Sep 18	RuralREN-North Meeting in person Lake County	Barrett, Davey-Bates, Orth & Parker
Sep 18	SB 1121 Needs Assessment Workshop	Ellard
Sep 19	Strategic Highway Safety Plan (SHSP) Steering Committee Meeting	Barrett
Sep 19	Great Redwood Trail Agency (GRTA) Meeting	Ellard
Sep 19	Grass Roots Institute bi-monthly Meeting Coastal Projects	Ellard
Sep 20	Covelo Project Development Team Meeting	Barrett
Sep 20	Rural Counties Task Force (RCTF) Meeting	Ellard
Sep 24	Mapping Tool Meeting w/GreenDot-2026 RTP/ATP	Barrett, Sookne, Villa & Ellard
Sep 25	MTA Board Meeting	Sookne
Sep 26	CA Public Utilities Commission Meeting – Rural REN Decision (live webcast)	Orth
Oct 1	Noyo Harbor Project Team Monthly Meeting	Barrett & Ellard
Oct 2	RuralREN-North Governing Partners Meeting	Barrett, Davey-Bates & Orth
Oct 3	Brown Act Webinar	Orth, Parker & Lowblad

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

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ACTION REQUIRED: None.

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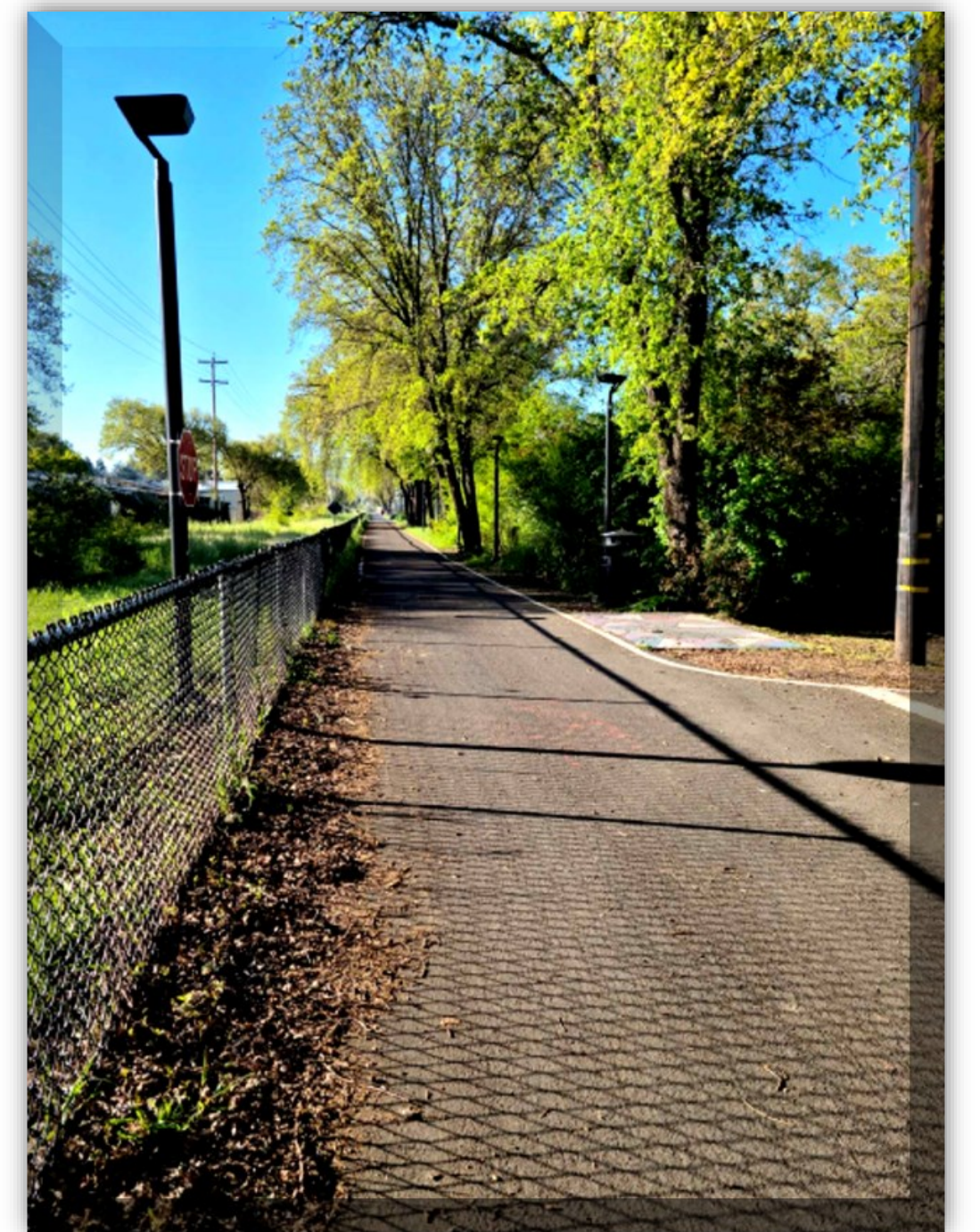
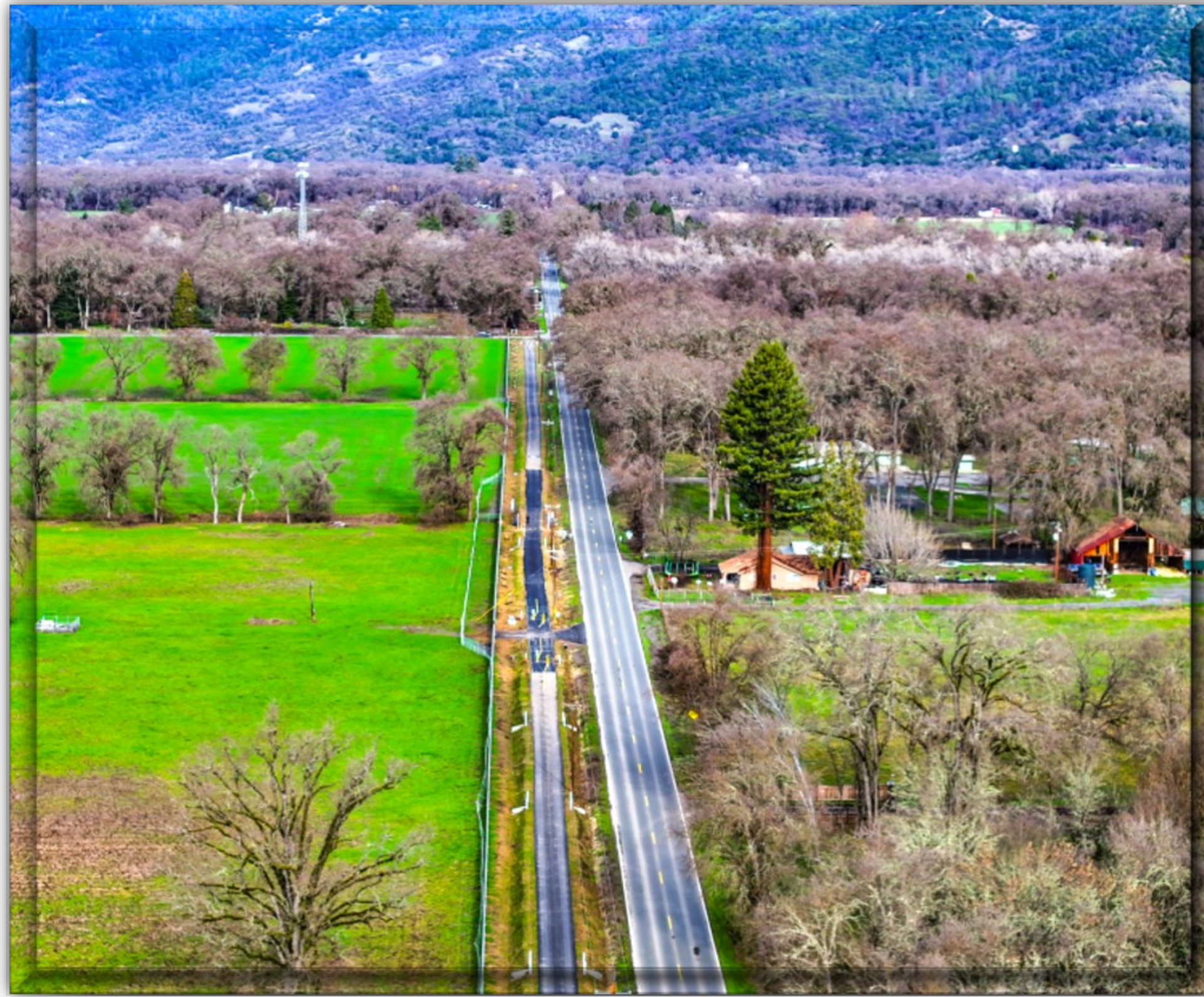
ALTERNATIVES: None identified.

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RECOMMENDATION: None. This is for information only.



# LET'S TALK TRANSPORTATION



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

## Regional Transportation and Active Transportation Plan

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

# WE WANT TO HEAR FROM YOU!

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

For more information, please visit:

[www.mendocinocog.org](http://www.mendocinocog.org) or scan the QR Code below!



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

**Your Input Matters!**