



# MENDOCINO COUNCIL OF GOVERNMENTS

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## AGENDA

**Monday, May 4, 2020 at 1:30 p.m.**

### Teleconference Only

*Zoom videoconference link provided to Council members and 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: 894 0094 0664#

### **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:** During the declared local, state and national emergency, all meetings of the Mendocino Council of Governments will be conducted by teleconference (audio and/or video) and not available for in-person public participation, pursuant to the Governor's Executive Order N-29-20. In order to minimize the risk of exposure to COVID-19, the public may participate in lieu of personal attendance in several ways. Since opportunities during the meeting are limited, we encourage submitting comments in advance.

- In advance of the meeting: email comments to [info@mendocinocog.org](mailto:info@mendocinocog.org) or send comments using the form at <https://www.mendocinocog.org/contact-us>, to be read aloud into the public record.
- During the meeting: email comments to [info@mendocinocog.org](mailto:info@mendocinocog.org) or send comments using the form at <https://www.mendocinocog.org/contact-us>, to be made available as soon as possible to the Board of Directors, staff, and the general public as they are received and processed by staff.
- During the meeting: make oral comments on the conference call by phone or video when public comment is invited by the Chair.

Thanks to all for your interest and cooperation.

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

1. Call to Order and Roll Call
2. Convene as RTPA
3. Recess as RTPA – Reconvene as Policy Advisory Committee

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

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

### **REGULAR CALENDAR**

5. Presentation and Acceptance of MCOG Triennial Performance Audit – *Michael Baker International*
6. Fiscal Year 2020/21 RTPA Budget Presentation & Workshop

- a. Report of Revenues Fiscal Year to Date 2019/20
- b. Executive Committee Recommendations of February 24, 2020 – Revenues & Allocations
- c. Technical Advisory Committee Recommendation of February 19, 2020 – Draft Planning Overall Work Program
- d. Transit Productivity Committee Recommendations of April 13, 2020
- e. Report of Senior Centers Transportation Program Workshops of September 17, 2019 and March 17, 2020

### 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.

7. Approval of April 6, 2020 Minutes
8. Approval of April 13, 2020 Transit Productivity Committee Minutes

### RATIFY ACTION

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

### REPORTS

10. Reports – Information - *No Action*
  - a. Caltrans District 1 – Projects Update and Information
  - b. Mendocino Transit Authority
  - c. North Coast Railroad Authority
  - d. MCOG Staff - Summary of Meetings
  - e. MCOG Administration Staff
    - i. Miscellaneous
    - ii. Next Meeting Date – Monday, June 1, 2020
  - f. MCOG Planning Staff
    - i. SB 743 Vehicle Miles Traveled (VMT) Regional Baseline Study
    - ii. Fire Vulnerability Assessment & Emergency Evacuation Preparedness Plan
    - iii. Miscellaneous
  - g. MCOG Directors
  - h. California Association of Councils of Governments (CALCOG) Delegates

### ADJOURNMENT

11. Adjourn

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

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

**Las personas que requieren alojamiento especial de acuerdo con el Americans with Disabilities Act, o personas que requieren servicios de interpretación (libre de cargo) deben comunicarse con MCOG (707) 463-1859 al menos cinco días antes de la reunión.**

### **ADDITIONS TO AGENDA**

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

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

### **CLOSED SESSION**

If 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 4/27/2020**

Next Resolution Number: M2020-04



## MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 5  
Regular Calendar  
MCOG Meeting  
5/4/2020

### STAFF REPORT

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**TITLE:** Presentation and Acceptance of MCOG Triennial Performance Audit

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

**DATE:** 4.27.2020

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#### **BACKGROUND:**

According to the Transportation Development Act (TDA), MCOG is required to "*designate an independent entity to make a performance audit*" of MCOG every three years (Section 99246). The contractor, Michael Baker International, has released the draft report of its performance audit of MCOG for the period ended June 30, 2018. It covers Fiscal Years 2015/16, 2016/17, and 2017/18. Our consultant, Mr. Derek Wong, AICP, will provide a presentation at our meeting.

We are pleased to receive another favorable report of performance: "*MCOG has satisfactorily complied with applicable State legislative mandates for Regional Transportation Planning Agencies.*" Fourteen key compliance requirements are listed and described in the report.

– *Executive Summary and Section II, Page 13*

Prior performance audit recommendations. Of the three recommendations, MCOG implemented two, and another is in process. The first, to update our TDA manual for inclusion of new state legislation, was completed. The second, to consider an alternate funding formula for senior center TDA funds, is continuing. The third, to strengthen existing role and explore additional functions of the Social Services Transportation Advisory Council (SSTAC), was completed. – *Section III, Pages 14-15*

Current recommendations. One is carried forward from the previous audit, suggesting that MCOG or MTA consider an alternate funding formula for senior center TDA funds; this effort is currently in progress, with a status report provided under this meeting's Agenda #6e. The second is new: "*Confirm alignment of MCOG personnel roles and responsibilities with RTPA functions.*" Noting the staffing contract changes that started in 2014, the report suggests "*...an opportunity to consider and conduct an organization study is valid in light of the growing responsibilities placed on RTPAs and COGs from changes in state and federal statutes.*" – *Section V, Pages 28-29*

The full report will be provided under separate cover, as it is being finalized in response to staff review and comments. It serves as a useful overview of the Council's operations and a valuable resource going forward, in addition to the necessary review of past performance. Staff welcomes questions or discussion of any aspect the board members wish to review.

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#### **ACTION REQUIRED:**

Accept the final audit report as prepared by Derek Wong, AICP, of Michael Baker International.

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#### **ALTERNATIVES:**

The Council may delay or decline acceptance. Regardless of MCOG's actions, the report was must be submitted to Caltrans as required by TDA, by June 30, 2020.

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#### **RECOMMENDATION:**

Accept the presentation and triennial performance audit of MCOG as prepared by the independent auditor consultant, Michael Baker International. Consider keeping the audit report with your board materials for future reference.



# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

Agenda # 6  
Regular Calendar  
MCOG Meeting  
5/4/2020

TITLE: Fiscal Year 2020/21 RTPA Budget Presentation & Workshop

SUBMITTED BY: Janet Orth, Deputy Director / CFO

DATE PREPARED: 4/27/2020

### BACKGROUND:

Customarily MCOG’s standing committees meet and report during the spring budget season, so that the May MCOG Board meeting is an opportunity to become familiar with any budget-related issues before it is time to make allocation decisions. The June meeting materials will include a complete budget package for adoption. At our May Board meeting, we plan to review the budget information available to date, along with a few visual slides to refresh the Council members on MCOG’s funding sources and procedures for allocation. My usual summaries are attached.

As everyone is well aware, in just two months the nation’s economy has been hit hard by the pandemic. The positive news I reported to the Council in March, that this year’s estimate of local sales tax revenue (Local Transportation Fund – LTF) reached \$4 million for the first time, outpacing the rate of inflation (3.0% CA-CPI), has suddenly been reversed. Although we do not have local projections yet, the momentum of growth over the past few years has likely reached its peak and may take years more to recover. The revenues from Senate Bill 1 (Road Repair & Accountability Act of 2017) and State Transit Assistance, which come largely from gas taxes, also can be expected to drop due to curtailed travel.

Total available revenues from all sources are estimated at **\$12 million**, augmented by CARES Act federal funds for public transit at \$1.2 million. Also \$2.67 million will be available from the ATP grant for Covelo trail construction. Local revenues can be expected to decline from the Auditor’s estimate, as can state revenues. The proposed budget, although conservative, assumes that amendments will be likely. For the coming fiscal year, MCOG will be able to fund programs of the Regional Transportation Planning Agency and Mendocino Transit Authority with careful stewardship of the funds.

#### a. Report of Revenues Fiscal Year to Date (FYTD) 2019/20

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

| Auditor’s FY Estimate | LTF Budget FYTD | Budget May (Mar.) through Aug.(June) | LTF Receipts FYTD | Excess FYTD       |
|-----------------------|-----------------|--------------------------------------|-------------------|-------------------|
| \$ 3,852,643          | \$ 2,568,429    | \$ 1,284,214                         | \$ 2,811,776      | \$ 243,347 (6.3%) |

Note that receipts typically come in two months after taxes are collected. Monthly deposits have come in at a low of \$279,830 (Jan./Mar.) to a high of \$436,455 (Aug./Oct.). (Some of these variances can be explained by the State’s system of advances and later reconciliation payments.) In January when the County Auditor made the estimate, he had projected an excess of \$200,426. Under the current conditions this appears unlikely, but if there were any excess revenue, by MCOG policy it would be deposited to the LTF Reserve account for later allocation.

#### b. Executive Committee Recommendations of February 24, 2020

The Executive Committee meets annually to review staff's first draft of the budget for the upcoming fiscal year and any related issues as part of the budget process, and then reports to MCOG with recommendations. (Our report was presented to the Council on March 2.) At their meeting of February 24, the Executive Committee unanimously recommended a draft budget that allocates LTF funds for MCOG Administration (\$485,808), 2% Bicycle & Pedestrian (73,771), Planning (159,501), and the remainder available for Transit, consistent with established priorities for Local Transportation Funds. In addition to new estimated revenue, the Executive Committee recommended:

- Allocating an LTF Reserve balance of \$209,000, at five percent according to policy, releasing \$203,075 of prior-year audited funds to this year’s budget;
- Continuing to reserve the remaining balance of LTF prior-year unallocated revenues of \$29,135, from the original amount of \$596,200 (two months of revenue).

Also, funds are available from State Transit Assistance (STA) and MCOG's Capital Reserve fund balance for transit purposes. – *refer to #6d*

c. TAC Recommendation of February 19, 2020 – Draft Planning Overall Work Program

The Technical Advisory Committee (TAC) has reviewed and recommended the Draft Planning Overall Work Program; this document was forwarded to Caltrans for comment, as required by March 1. Alexis Pedrotti has provided details in her staff report, attached. A total of **\$677,383** is proposed from all funding sources for the Planning program. This amount is expected to change as carryover amounts are identified (typically a program amendment is needed early in the new fiscal year). The final document will be presented for approval on June 1 along with the budget. It should be noted that a portion of the LTF funds included in the OWP are set aside in a project reserve, allowing them to be removed if necessary or released if possible.

d. Transit Productivity Committee (TPC) Recommendations of April 13, 2020 – Mendocino Transit Authority's Annual Transit Claim and Unmet Needs

Typically, this committee meets in April or May to review and make recommendations on the transit claim, Unmet Transit Needs, transit performance compared to MCOG's standards, and related matters. The full membership was in attendance along with staff and senior center executives.

A summary of the annual transit claim was received from MTA on April 9 (attached--some required documentation pending). Consistent with our advice, LTF funds were claimed at last year's levels (after final allocation). Staff made an initial analysis for TPC review and recommendation.

Two weeks earlier, staff had met with the County Auditor and decided to reserve some of the projected revenue increase of \$321,735. Not yet aware of the new federal relief funding until after the TPC packet went out, we also proposed not allocating the optional 2% LTF Bicycle & Pedestrian funds, saving \$73,771 (the Council may wish to reconsider this). We then reserved \$183,521 of the aforementioned increase from Balance Available for Transit, to meet the amount claimed by MTA.

After MCOG's Administration and Planning programs, LTF funds available for Mendocino Transit Authority's claim for transit purposes come to \$3,548,623 as adjusted, the same as the FY 2019/20 LTF transit allocation. The additions of \$1,203,081 of STA funds, \$685,021 of Capital Reserve, and \$133,525 of State of Good Repair funds bring the total available funding for MTA to **\$5,570,250**, a decrease of 7.5% (\$452,538), before federal relief.

Congress has supplemented transit revenues under the recent CARES Act, to flow through the Federal Transit Administration's (FTA) Section 5311 program. Approximately one-third of these funds are being released in FY 2019/20, with a formula allocation to Mendocino County of \$557,349. The remaining funds anticipated for FY 2020/21 are estimated at \$1,206,413. This should offset losses of local sales tax revenue and state transit assistance. The information was released by Caltrans one business day before the TPC meeting, so no recommendation was made for 5311 funds. With the addition of these federal dollars, total available funding for Transit comes to **\$6,776,663**.

Mainly due to constraints in the coming year, the TPC recommended a finding that "there are no unmet transit needs that are reasonable to meet" for FY 2020/21. – *refer to minutes on Consent*

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**ACTION REQUIRED:**

As an advisory item for now, receive a presentation from staff. Discuss and consider the staff and committee recommendations made to date in preparing for budget allocations in June for the fiscal year beginning July 1, 2020. Staff is available to answer any questions.

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**ALTERNATIVES:**

Technically the budget could be adopted at the May 4 meeting, however there are many unknowns and required findings by resolution are not yet prepared. Staff's intent is to provide ample time for the Council to review and digest the material, so customarily the decision is made in June. If the decision were to be delayed beyond the June meeting, staff would offer options to mitigate any hardship for affected agencies.

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**RECOMMENDATION:** No action; for information only.

Enclosures:

2020/21 Draft Regional Transportation Planning Agency (RTPA) Budget summary spreadsheet

2020/21 Draft RTPA Budget Summary – Supplemental Format (additional detail)

MTA's 2020/21 Claim for Funds

2020/21 Explanatory Notes on Funding Sources

## Mendocino Council of Governments

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

Administration, Bicycle & Pedestrian, Planning, and Transit Allocations - Staff and Committee Recommendations for Board Workshop 5/4/2020

| REVENUES  | LOCAL            |  |                | STATE          |                |                  | FEDERAL          |                  | Local Match | TOTALS            |        |
|---|------------------|--|----------------|----------------|----------------|------------------|------------------|------------------|-------------|-------------------|--------|
|   | LTF              | STA  | CRF            | PPM            | RPA            | Grants           | RSTP             | 5311             |             |                   |        |
| 2020/21 LTF Official County Auditor's Estimate  | 4,174,378        |  |                |                |                |                  |                  |                  |             | 4,174,378         |        |
| 2019/20 Auditor's Anticipated Unrestricted Balance  | 200,426          |  |                |                |                |                  |                  |                  |             | 200,426           |        |
| <b>Total Local Transportation Fund (LTF) Estimate</b>   | <b>4,374,804</b> |  |                |                |                |                  |                  |                  |             | <b>4,374,804</b>  |        |
| 2019/20 Auditor's Anticipat'd Unrestricted Balance - Reversal   | -200,426         |  |                |                |                |                  |                  |                  |             | -200,426          |        |
| Reserved LTF prior-year unallocated revenues  | 29,135           |  |                |                |                |                  |                  |                  |             | 29,135            |        |
| Carryover - Planning Overall Work Program and RSTP Local Assistance                                   | 52,318           |  |                |                |                |                  | 222,728          |                  |             | 275,046           |        |
| 2020/21 State Transit Assistance - SCO's Preliminary Estimate   |                  | 834,637  |                |                |                |                  |                  |                  |             | 834,637           |        |
| 2020/21 State of Good Repair - SCO's Preliminary Estimate   |                  |  |                |                |                | 133,525          |                  |                  |             | 133,525           |        |
| STA and SGR - Fund Balance Available for Allocation   |                  | 368,444  |                |                |                | 0                |                  |                  |             | 368,444           |        |
| MCOG's Capital Reserve Fund - Balance Available for Transit   |                  |  | 685,021        |                |                |                  |                  |                  |             | 685,021           |        |
| Federal Transit Administration (FTA) Section 5311 Program - CARES Act                                 |                  |  |                |                |                |                  |                  | 1,206,413        |             | 1,206,413         |        |
| 2020/21 STIP Planning, Programming & Monitoring (PPM)   |                  |  |                | 106,000        |                |                  |                  |                  |             | 106,000           |        |
| 2020/21 Rural Planning Assistance   |                  |  |                |                | 294,000        |                  |                  |                  |             | 294,000           |        |
| 2020/21 State Active Transportation Program (ATP) - grants & carryover                                |                  |  |                |                |                | 2,862,000        |                  | pending          |             | 2,862,000         |        |
| 2019/20 Transportation Planning Program carryover   |                  |  |                | 65,564         | pending        | pending          |                  |                  |             | 65,564            |        |
| Regional Surface Transportation Program - State Exchange Estimate-last yr's revised, pending new est. |                  |  |                |                |                |                  | 796,494          |                  |             | 796,494           |        |
| <b>LTF Reserve:</b>   |                  |  |                |                |                |                  |                  |                  |             |                   |        |
| 2018/19 LTF Unrestricted Balance - audited  | 215,766          |  |                |                |                |                  |                  |                  |             |                   |        |
| LTF Reserve Balance as of 6/30/2019 - audited   | 571,943          |  |                |                |                |                  |                  |                  |             |                   |        |
| Less LTF Reserve Allocated for FY 2019/20   | 375,634          |  |                |                |                |                  |                  |                  |             |                   |        |
| Subtotal  | 412,075          |  |                |                |                |                  |                  |                  |             |                   |        |
| Less LTF Reserve Minimum Balance per Policy adopted 4/2/2001  | 209,000          | (Per policy, Reserve shall be 5% of County Auditor's estimate of new revenue, to nearest 1,000.) |                |                |                |                  |                  |                  |             |                   |        |
| Amount Available for Allocation in FY2020/21  | 203,075          |  |                |                |                |                  |                  |                  |             | 203,075           |        |
| <b>TOTAL REVENUES</b>   | <b>4,458,906</b> | <b>1,203,081</b>   | <b>685,021</b> | <b>171,564</b> | <b>294,000</b> | <b>2,995,525</b> | <b>1,019,222</b> | <b>1,206,413</b> | <b>0</b>    | <b>12,033,732</b> |        |
| <b>ALLOCATIONS</b>  |                  |  |                |                |                |                  |                  |                  |             |                   |        |
| Reserved LTF prior-year unallocated revenues  | 29,135           | Consider releasing for allocation as needed  |                |                |                |                  |                  |                  |             |                   | 29,135 |
| 2020/21 Administration  | 485,808          |  |                |                |                |                  | 90,000           |                  |             | 575,808           |        |
| 2% Bicycle & Pedestrian - 2020/21 LTF Estimate less Admin. x .02                                      | 0                | Proposal to not allocate optional 2%   |                |                |                |                  |                  |                  |             |                   | 0      |
| 2020/21 Planning Overall Work Program (OWP) - New Funds   | 159,501          |  |                | 106,000        | 294,000        |                  |                  |                  | 0           |                   |        |
| Carryover Funds - See OWP Summary   | 52,318           |  |                | 65,564         | pending        | pending          |                  |                  | Total OWP:  | 677,383           |        |
| <b>Total Administration, Bike &amp; Ped., and Planning</b>  | <b>726,762</b>   | <b>0</b>   | <b>0</b>       | <b>171,564</b> | <b>294,000</b> | <b>0</b>         | <b>90,000</b>    | <b>0</b>         | <b>0</b>    | <b>1,253,191</b>  |        |
| <b>BALANCE AVAILABLE FOR TRANSIT</b>  | <b>3,732,144</b> | <b>1,203,081</b>   | <b>685,021</b> | <b>0</b>       | <b>0</b>       | <b>133,525</b>   | <b>0</b>         | <b>1,206,413</b> | <b>0</b>    | <b>6,776,663</b>  |        |
| NEW: Proposed partial reserve of Auditor's \$321,735 projected 2020/21 increase                       | 183,521          |  |                |                |                |                  |                  |                  |             |                   |        |
| <b>2020/21 Mendocino Transit Authority Claim:</b>   |                  |  |                |                |                |                  |                  |                  |             |                   |        |
| MTA Operations  | 2,993,124        | 834,637  |                |                |                |                  |                  | pending          |             | 3,827,761         |        |
| Unmet Transit Needs   | 0                |  |                |                |                |                  |                  |                  |             | 0                 |        |
| Senior Centers Operations   | 555,499          |  |                |                |                |                  |                  |                  |             | 555,499           |        |
| Capital Reserve Fund Contribution   |                  |  |                |                |                |                  |                  |                  |             | 0                 |        |
| Capital Program, MTA & Seniors Current Year   |                  |  |                |                |                |                  |                  |                  |             | 0                 |        |
| Capital Program, Senior Centers Current Year  |                  |  |                |                |                |                  |                  |                  |             | 0                 |        |
| Capital Program, Long Term (Five Year Plan)   |                  |  | 685,021        |                |                |                  |                  |                  |             | 685,021           |        |
| <b>Total Transit Allocations</b>  | <b>3,548,623</b> | <b>834,637</b>   | <b>685,021</b> |                |                |                  |                  |                  |             | <b>5,068,281</b>  |        |
| <b>Other Allocations</b> - RSTP for MCOG Partnership Fund   |                  |  |                |                |                |                  | 100,000          |                  |             | 100,000           |        |
| <b>Other Allocations</b> - RSTP for County & Cities Projects by Formula                               |                  |  |                |                |                |                  | 606,493          |                  |             | 606,493           |        |
| <b>Other Allocations</b> - ATP Infrastructure Grants - SR162 Corridor Multi-Purpose Trail             |                  |  |                |                |                | 2,862,000        |                  |                  |             |                   |        |
| <b>TOTAL ALLOCATIONS</b>  | <b>4,458,906</b> | <b>834,637</b>   | <b>685,021</b> | <b>171,564</b> | <b>294,000</b> | <b>2,862,000</b> | <b>796,493</b>   | <b>0</b>         | <b>0</b>    | <b>10,102,621</b> |        |
| <b>Balance Remaining for Later Allocation</b>   | <b>0</b>         | <b>368,444</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>133,525</b>   | <b>222,729</b>   | <b>1,206,413</b> | <b>0</b>    | <b>1,931,111</b>  |        |





# MENDOCINO COUNCIL OF GOVERNMENTS

## FY 2020/21 BUDGET SUMMARY

For Board of Directors Workshop May 4, 2020

### Supplemental Format

| REVENUES   | FY 2019/20 Budget<br>as Amended | FY 2020/21 Budget<br>Proposed | \$ Change    | % Change | NOTES   |
|--|---------------------------------|-------------------------------|--------------|----------|---|
| <b>LOCAL/REGIONAL:</b>   | Oct. 7, 2019                    |                               |              |          |   |
| <b>Local Transportation Funds (LTF)</b>                            |                                 |                               |              |          | Transportation Development Act (TDA) Funds  |
| LTF Official County Auditor's Estimate                             | \$ 3,852,643                    | \$ <b>4,174,378</b>           | \$ 321,735   | 8.4%     | 3-year av. 3.6%. Recommend no alloc'n of increase due to COVID-19 impact            |
| Auditor's Anticipated Unrestricted Balance - Current Year          | \$ 163,519                      | \$ 200,426                    | \$ 36,907    | 22.6%    | Monitoring this due to changes in forecast - refer to staff report                  |
| Total Local Transportation Fund (LTF) Estimate                     | \$ 4,016,162                    | \$ 4,374,804                  | \$ 358,642   | 8.9%     |   |
| Auditor's Anticipat'd Unrestricted Balance - Reversa               | \$ (163,519)                    | \$ (200,426)                  |              |          | Per policy, any excess flows through LTF Reserve                                    |
| LTF Unallocated - Accounting transition to County's accrual methoc | \$ 29,135                       | \$ 29,135                     | \$ -         | 0.0%     | One-time funds, represents 2 months of sales tax revenue                            |
| Prior Year Balance Remaining for Later Allocation                  | \$ -                            | \$ -                          |              |          |   |
| MTA Fiscal Audit - Amount returned to MCOG, if any                 | \$ -                            | \$ -                          |              |          | FY 2018/19 verification of full eligibility for funds received pending fiscal audit |
| Planning Overall Work Program (OWP) - Carryover from Previous FY   | \$ 53,281                       | \$ 52,318                     | \$ (963)     | -1.8%    | FY 2019/20 OWP as amended Oct. 7, 2019; 2020/21 carryover as of Feb. 2'             |
| Total Local Transportation Funds:                                  | \$ 3,935,059                    | \$ 4,255,831                  | \$ 320,772   | 8.2%     | OWP carryover is offset by equivalent allocation                                    |
| <b>LTF Reserve Funds</b>   |                                 |                               |              |          |   |
| LTF "Unrestricted Balance" of Unallocated Revenue                  | \$ 378,614                      | \$ 215,766                    | \$ (162,848) | -43.0%   | Last audited year, actual LTF revenue excess/shortfall per Auditor's Estimate       |
| LTF Reserve Fund Balance   | \$ 250,018                      | \$ 571,943                    | \$ 321,925   | 128.8%   | Reserve used to cover transit allocation shortfalls and claims per policy           |
| Less/Plus Current Year Reserve Allocation                          | \$ (59,998)                     | \$ 375,634                    | \$ 435,632   | -726.1%  | Prior year unrestricted "excess revenue" above fund balance                         |
| Subtotal   | \$ 568,634                      | \$ 412,075                    | \$ (156,559) | -27.5%   |   |
| Less LTF Reserve Minimum Balance per Policy adopted 4/2/2001       | \$ (193,000)                    | \$ (209,000)                  | \$ (16,000)  | 8.3%     | Per policy, Reserve is 5% of County Auditor's est. of new revenue, nearest 1,000.   |
| LTF Reserve Available for Allocation:                              | \$ 375,634                      | \$ <b>203,075</b>             | \$ (172,559) | -45.9%   | From increase in prior-year LTF sales tax revenues                                  |
| TOTAL LTF REVENUES   | \$ 4,310,693                    | \$ <b>4,458,906</b>           | \$ 148,213   | 3.4%     |   |
| <b>Capital Reserve Funds</b>                                       |                                 |                               |              |          |   |
| Total Capital Reserve Fund   | \$ 674,846                      | \$ <b>685,021</b>             | \$ 10,175    | 1.5%     | Fund balance available for transit claim based on 5-Year Capital Program            |
| <b>Local Agency Contributions</b>                                  |                                 |                               |              |          |   |
| Total Local/Regional Revenues:                                     | \$ 4,985,539                    | \$ <b>5,143,927</b>           | \$ 158,388   | 3.2%     | In-kind match for any planning grants   |
| <b>STATE:</b>  |                                 |                               |              |          |   |
| <b>Planning Programming &amp; Monitoring (PPM) Funds</b>           |                                 |                               |              |          |   |
| Planning Overall Work Program (OWP) - New Revenue                  | \$ 90,000                       | \$ 106,000                    | \$ 16,000    | 17.8%    |   |
| Planning Overall Work Program (OWP) - Carryover from Previous FY   | \$ 152,445                      | \$ 65,564                     | \$ (86,881)  | -56.9%   | FY 2019/20 OWP as amended Oct. 7, 2019; 2020/21 carryover as of Feb. 2'             |
| Total PPM Funds:   | \$ 242,445                      | \$ <b>171,564</b>             | \$ (70,881)  | -29.2%   |   |
| <b>State Transit Assistance (STA) Funds</b>                        |                                 |                               |              |          |   |
| State Controller's Estimate  | \$ 946,179                      | \$ 834,637                    | \$ (111,542) | -11.8%   | TDA Funds   |
| Estimated Fund Balance Available for Allocation                    | \$ 463,957                      | \$ 368,444                    | \$ (95,513)  | -20.6%   | Revised 2019/20 SCO est. \$839,780, Preliminary 2020/21 likely to change            |
| Total State Transit Assistance Funds:                              | \$ 1,410,136                    | \$ <b>1,203,081</b>           | \$ (207,055) | -14.7%   | Based on cash in account and revised estimate of 2019/20 activity                   |
| <b>State of Good Repair (SGR) Funds</b>                            |                                 |                               |              |          |   |
| State Controller's Estimate  | \$ 131,002                      | \$ 133,525                    | \$ 2,523     | 1.9%     | Transit funding program in Senate Bill 1  |
| Estimated Fund Balance Available for Allocation                    | \$ 258,181                      | \$ -                          | \$ (258,181) | -100.0%  | First 3 years were allocated by MCOG, saving for MTA project                        |
| Total State of Good Repair Funds:                                  | \$ 389,183                      | \$ <b>133,525</b>             | \$ (255,658) | -65.7%   | Includes actual revenues 2017/18 and 2018/19  |
| <b>Rural Planning Assistance Funds (RPA)</b>                       |                                 |                               |              |          |   |
| Planning Overall Work Program (OWP) - New Revenue                  | \$ 294,000                      | \$ 294,000                    | \$ -         | 0.0%     |   |
| Planning Overall Work Program - Carryover                          | \$ 28,314                       | pending                       |              |          |   |
| Total RPA Funds:   | \$ 322,314                      | \$ <b>294,000</b>             | \$ (28,314)  | -8.8%    |   |

| <b>California Active Transportation Program (ATP)</b>     |    |           |                      |              |         |
|---|----|-----------|----------------------|--------------|---------|
| ATP Infrastructure Projects - New Revenue                 | \$ | -         | \$ 2,672,000         |              |         |
| ATP Infrastructure Projects - Carryover                   | \$ | 200,000   | \$ 190,000           | \$ (10,000)  | -5.0%   |
| Total ATP Funds:  | \$ | 200,000   | \$ <b>2,862,000</b>  |              |         |
| <b>Caltrans Sustainable Communities Planning Grants</b>   |    |           |                      |              |         |
| FY 2019/20 Grant Application 1 - awarded                  | \$ | 119,516   | \$ -                 |              |         |
| FY 2019/20 Grant Application 2 - awarded                  | \$ | 247,884   | pending              |              |         |
| Total Planning Grants:                                    | \$ | 367,400   | \$ -                 | \$ (367,400) | -100.0% |
| <b>Total State Revenues:</b>                              | \$ | 2,931,478 | \$ <b>4,664,170</b>  | \$ 1,732,692 | 59.1%   |
| <b>FEDERAL:</b>   |    |           |                      |              |         |
| <b>Federal Grant Programs and Regional Apportionments</b> |    |           |                      |              |         |
| FTA Section 5311f Intercity Bus Program                   | \$ | 300,000   | pending              |              |         |
| FTA Section 5311 Program - Regional Apportionment         | \$ | 531,772   | pending              |              |         |
| FTA Section 5311 Program - CARES Act                      |    |           | \$ 1,206,413         |              |         |
| <b>Regional Surface Transportation Program (RSTP)</b>     | \$ | 796,494   | \$ <b>796,494</b>    | \$ -         | 0.0%    |
| RSTP Carryover/Balance Available for Later Allocation     | \$ | 141,977   | \$ 222,728           | \$ 80,751    | 56.9%   |
| <b>Total Federal Revenues:</b>                            | \$ | 1,770,243 | \$ <b>2,225,635</b>  | \$ 455,392   | 25.7%   |
| <b>TOTAL REVENUES</b>                                     | \$ | 9,687,260 | \$ <b>12,033,732</b> | \$ 2,346,472 | 24.2%   |

SR-162 Corridor Multi-Purpose Trail construction, to be allocated by CTC  
 Estimated funds to carry over to next FY of 3-yr trail project for right-of-way

SB 743 VMT Regional Baseline Study - WE 5 to be completed in FY 2019/20  
 Fire Vulnerability Assessment & Emergency Preparedness - WE 8 carryover

| <b>ALLOCATIONS</b>  | FY 2019/20 Budget<br>as Amended | FY 2020/21 Budget<br>Proposed | \$ Change   | % Change | <b>NOTES</b>   |
|---|---------------------------------|-------------------------------|-------------|----------|--|
| <b>LOCAL/REGIONAL:</b>  |                                 |                               |             |          |  |
| <b>Local Transportation Funds (LTF)</b>                                   |                                 |                               |             |          |  |
| Reserved LTF Prior-Year Unallocated Revenues of \$596,200 Administration: | \$ 29,135                       | \$ 29,135                     |             |          | Balance remaining after allocations from Prior-Year Unallocated Revenues<br><i>Consider releasing remaining reserve for allocation as needed</i> |
| Admin. & Fiscal Services Contract   | \$ 410,271                      | \$ 426,513                    | \$ 16,242   | 3.96%    | Includes COLA of 3.69% and 3.0% per CPI rates; contract allows up to 4%  |
| Other Direct Costs  | \$ 53,795                       | \$ 59,295                     | \$ 5,500    | 10.2%    |  |
| Total Administration Allocations:   | \$ 464,066                      | \$ <b>485,808</b>             | \$ 21,742   | 4.7%     | Admin. & Fiscal Services contract 2014/15 - 2018/19 plus two 1-yr extensions   |
| Two Percent LTF Bicycle & Pedestrian Program                              | \$ 67,772                       | \$ -                          | \$ (67,772) | -100.0%  | Opt. 2% of LTF Estimate (less Admin. allocation) = \$73,771; proposal \$0  |
| Planning Overall Work Program (OWP) - New Funds                           | \$ 147,816                      | \$ 159,501                    | \$ 11,685   | 7.9%     | OWP includes a Project Reserve   |
| OWP Carryover from Previous Fiscal Year                                   | \$ 53,281                       | \$ 52,318                     | \$ (963)    | -1.8%    | FY 2019/20 OWP as amended Oct. 7, 2019; 2020/21 carryover as of Feb. 2   |
| Total Admin., Bike & Ped., Planning, Reserves:                            | \$ 762,070                      | \$ <b>726,762</b>             | \$ (35,308) | -4.6%    |  |
| Balance Available For Transit   | \$ 3,548,623                    | \$ 3,732,144                  | \$ 183,521  | 5.2%     |  |
| Proposed partial reserve Auditor's \$321,735 projected 2020/21 increase   | NA                              | \$ 183,521                    |             |          | Remainder of projected FY increased LTF revenues = \$138,214   |
| BALANCE AVAILABLE FOR TRANSIT - adjusted                                  | NA                              | \$ <b>3,548,623</b>           |             |          |  |
| <b>Mendocino Transit Authority (MTA) Claim:</b>                           |                                 |                               |             |          |  |
| MTA Operations  | \$ 2,993,124                    | \$ 2,993,124                  | \$ -        | 0.0%     | <u>TDA Authority:</u><br>Public Utilities Code (PUC) Sec. 99260a   |
| Unmet Transit Needs   | \$ -                            | \$ -                          | \$ -        |          | PUC Section 99260a   |
| Senior Centers Operations   | \$ 555,499                      | \$ 555,499                    | \$ -        | 0.0%     | PUC Section 99400c   |
| MTA Capital Program - Current Year  | \$ -                            | \$ -                          | \$ -        |          |  |
| Capital Reserve Fund Contribution   | \$ -                            | \$ -                          | \$ -        |          | CA Code of Regulations (CCR) Sec. 6648   |
| Total LTF Transit Claim:  | \$ 3,548,623                    | \$ <b>3,548,623</b>           | \$ -        | 0.0%     |  |
| Total LTF Allocations:  | \$ 4,310,693                    | \$ <b>4,458,906</b>           | \$ 148,213  | 3.4%     |  |
| <b>Capital Reserve Funds</b>  |                                 |                               |             |          |  |
| <b>Mendocino Transit Authority (MTA) Claim:</b>                           |                                 |                               |             |          |  |
| Capital Program, MTA - Current Year                                       | \$ -                            | \$ -                          | \$ -        |          | CCR Section 6648   |
| Capital Program, Senior Centers - Current Year                            | \$ -                            | \$ -                          | \$ -        |          | CCR Section 6648   |
| Capital Program - Long Term   | \$ 674,846                      | \$ 685,021                    | \$ 10,175   | 1.5%     | CCR Section 6631   |

|   |              |               |              |         |  |
|---|--------------|---------------|--------------|---------|--|
| Total CRF Allocations:  | \$ 674,846   | \$ 685,021    | \$ 10,175    | 1.5%    |  |
| <b>Total Local/Regional Allocations:</b>                            | \$ 4,985,539 | \$ 5,143,927  | \$ 158,388   | 3.2%    |  |
| <b>STATE:</b>   |              |               |              |         |  |
| <b>Planning Programming &amp; Monitoring (PPM) Funds</b>            |              |               |              |         |  |
| Planning Overall Work Program (OWP) - New Revenue                   | \$ 90,000    | \$ 106,000    | \$ 16,000    | 17.8%   |  |
| Planning Overall Work Program (OWP) - Carryover from Previous FY    | \$ 152,445   | \$ 65,564     |              |         | FY 2019/20 OWP as amended Oct. 7, 2019; 2020/21 carryover as of Feb. 24          |
| Total PPM Allocations:  | \$ 242,445   | \$ 171,564    | \$ (70,881)  | -29.2%  |  |
| <b>State Transit Assistance (STA) Funds</b>                         |              |               |              |         |  |
| Mendocino Transit Authority (MTA) Claim:                            |              |               |              |         | <u>TDA Authority:</u>  |
| MTA Operations  | \$ 946,179   | \$ 834,637    | \$ (111,542) | -11.8%  | CCR Section 6730a  |
| Capital Program, MTA & Seniors - Current Year                       | \$ -         | \$ -          | \$ -         | #DIV/0! | CCR Section 6730b  |
| Capital Reserve Fund Contribution                                   | \$ -         | \$ -          |              |         | CCR Section 6631   |
| Total STA Allocations:  | \$ 946,179   | \$ 834,637    | \$ (111,542) | -11.8%  |  |
| <b>State of Good Repair (SGR) Funds</b>                             |              |               |              |         |  |
| <b>Rural Planning Assistance Funds (RPA)</b>                        |              |               |              |         |  |
| Planning Overall Work Program (OWP) - New Revenue                   | \$ 294,000   | \$ 294,000    | \$ -         | 0.0%    |  |
| Planning Overall Work Program (OWP) - Carryover from Previous FY    | \$ 28,314    | pending       |              |         | FY 2019/20 OWP as amended Oct. 7, 2019; 2020/21 carryover as of Feb. 24          |
| Total RPA Allocations:  | \$ 322,314   | \$ 294,000    | \$ (28,314)  | -8.8%   |  |
| <b>California Active Transportation Program (ATP)</b>               |              |               |              |         |  |
| ATP Infrastructure Projects - New Revenue                           | \$ -         | \$ 2,672,000  |              |         | SR-162 Corridor Multi-Purpose Trail construction, to be allocated by CTC         |
| ATP Infrastructure Projects - Carryover                             | \$ 200,000   | \$ 190,000    | \$ (10,000)  | -5.0%   | Estimated funds to carry over to next FY of 3-yr trail project for right-of-way  |
| Total ATP Allocations   | \$ 200,000   | \$ 2,862,000  | \$ 2,662,000 | 1331.0% |  |
| <b>Caltrans Sustainable Communities Planning Grant</b>              |              |               |              |         |  |
| FY 2019/20 Grant Application 1 - awarded                            | \$ 119,516   | \$ -          |              |         | SB 743 VMT Regional Baseline Study - WE 5 to be completed in FY 2019/20          |
| FY 2019/20 Grant Application 2 - awarded                            | \$ 247,884   | pending       |              |         | Fire Vulnerability Assessment & Emergency Preparedness - WE 8 carryover          |
| Total Planning Grants:  | \$ 367,400   | \$ -          | \$ (367,400) | -100.0% |  |
| <b>Total State Funds Allocations:</b>                               | \$ 2,466,935 | \$ 4,162,201  | \$ 1,695,266 | 68.7%   |  |
| <b>FEDERAL:</b>   |              |               |              |         |  |
| <b>Federal Grant Programs and Regional Apportionments</b>           |              |               |              |         |  |
| FTA Section 5311f Intercity Bus Program                             | \$ 300,000   | pending       |              |         | Application submitted, pending award, inc. \$150K + \$150K toll credits          |
| FTA Section 5311 Program - Regional Apportionment                   | \$ 531,772   | pending       |              |         | MTA is eligible, MCOG approves programming                                       |
| FTA Section 5311 Program - CARES Act                                | \$ -         | pending       |              |         | Available for eligible public transit operators pending applications to Caltrans |
| <b>Regional Surface Transportation Program (RSTP)</b>               |              |               |              |         |  |
| MCOG Partnership Funding Program                                    | \$ 100,000   | \$ 100,000    | \$ -         | 0.0%    | Regional capital project funds "off the top"                                     |
| Local Assistance - Project Delivery - Administration                | \$ 90,000    | \$ 90,000     | \$ -         | 0.0%    | Staff - Regional Project Manager under Admin. Contract and direct costs          |
| Formula Distribution to MCOG Member Agencies:                       |              |               |              |         |  |
| Mendocino County Dept. of Transportation                            | \$ 127,229   | \$ 130,566    | \$ 3,337     | 2.6%    | FY 2020/21 formula allocations are pending Fund Estimate                         |
| City of Ukiah   | \$ 171,222   | \$ 175,713    | \$ 4,491     | 2.6%    |  |
| City of Fort Bragg  | \$ 114,321   | \$ 117,320    | \$ 2,999     | 2.6%    |  |
| City of Willits   | \$ 107,301   | \$ 110,115    | \$ 2,814     | 2.6%    |  |
| City of Point Arena   | \$ 70,919    | \$ 72,779     | \$ 1,860     | 2.6%    |  |
| Total RSTP Formula Distribution                                     | \$ 590,992   | \$ 606,493    | \$ 15,501    | 2.6%    |  |
| Total RSTP Allocations:   | \$ 780,992   | \$ 796,493    | \$ 15,501    | 2.0%    | Formula allocation by policy, distribution pending State processing of funds     |
| <b>Total Federal Funds Allocations:</b>                             | \$ 1,312,764 | \$ 796,493    | \$ (516,271) | -39.3%  |  |
| <b>Total Transit Allocations</b>                                    | \$ 5,558,245 | \$ 5,068,281  | \$ (489,964) | -8.8%   |  |
| <b>Total Overall Work Program (OWP)</b>                             | \$ 1,133,256 | \$ 677,383    | \$ (455,873) | -40.2%  | FY 2019/20 OWP as amended Oct. 7, 2019; 2020/21 carryover as of Feb. 24          |
| <b>TOTAL ALLOCATIONS</b>  | \$ 8,765,238 | \$ 10,102,621 | \$ 1,337,383 | 15%     |  |
| <b>Balance Remaining for Later Allocation/Difference of Actuals</b> | \$ 922,022   | \$ 1,931,111  | \$ 1,009,089 | 109%    | Transit (STA, SGR), RSTP and CARES Act   |



SERVING MENDOCINO COUNTY SINCE 1976

April 1, 2020

Ms. Nephele Barrett, Executive Director  
Mendocino Council of Governments  
267 North State Street, Suite 206  
Ukiah, CA 95482

Dear Nephele,

Attached is MTA's claim for funds for fiscal year 2020/2021. Due to the COVID19 Crisis, the MTA Board has not yet been able to review the proposed budget and we hope to discuss at the April, 2019 meeting. In summary, MTA is requesting:

\$ 3,548,623 from the Local Transportation Fund (LTF), and  
\$ 834,637 in State Transit Assistance funds

### **Local Transportation Fund**

The Claim includes the amount recommended by MCOG's Executive Committee as available for Transit. Of that amount, \$2,993,124 would be used to support MTA's General Public Operations and \$555,499 for Senior Center operations. No funds would be used for the Unmet Transit Needs List referred to MTA by your Board.

### **State Transit Assistance Fund**

The Claim includes a total of \$834,637 of MTA's share of the Governor's State budget for STA funds to be used for Operating assistance.

### **Capital Reserve**

The Capital Program for FY2020/21 balance will remain in the Long-Term Capital Reserve for future use.

## **MTA Operations**

The Auditor's Estimate of LTF Revenues FY19/20 will be utilized to augment MTA operating costs.

## **Senior Center Subsidy Program**

Senior Center operating budgets are not developed until later in the process. However, since 1996, MTA and Senior Centers have agreed to share equally in the percentage change in LTF funding available for transit operations.

## **MTA and Senior Center Capital Program**

The Capital Program for the budget year FY20/21 will reflect only projects which MTA will pay for from its own reserve account. However, should the VW Settlement funds become available during this fiscal year and should MTA be successful in obtaining said funds, MTA will submit a revised Capital Plan and request an amendment to the Capital Budget claim to purchase, hopefully, one (1) all-electric cutaway bus and a potential amendment should MTA be awarded 5339 grant funds through the California Consolidated Grant for one battery-electric 35-foot Gillig bus.

## **Uncertainty**

As always, the creation of a budget in March is highly uncertain. This year especially when we are in uncharted COVID19 impacts to our Federal and state funding, the long-term effects will not be known until well after our fiscal year begins. We are submitting the best information we have at this time, but respectfully request your understanding and support in the event that a revised claim is necessary.

Sincerely,

*Carla A. Meyer*

Carla Meyer  
General Manager

Cc: Budget File

# Mendocino Transit Authority

## Summary of 2020/2021 Claim for Funds

4/9/20

| Source                            | Authority          | Purpose                  | FY 2019/20<br>Amount | FY 2020/21<br>Amount |
|-----------------------------------|--------------------|--------------------------|----------------------|----------------------|
| <b>Local Transportation Fund:</b> |                    |                          |                      |                      |
|                                   | PUC, Sec. 99260(a) | MTA Operations           | \$2,661,288          | \$2,993,124          |
|                                   | PUC, Sec. 99260(a) | Unmet Transit Needs      |                      | \$0                  |
|                                   | PUC, Sec. 99400(c) | Senior Center Operations | \$493,777            | \$555,499            |
|                                   | PUC, Sec. 99260(a) | MTA & Senior Capital     | \$0                  | \$0                  |
|                                   | CCR, Sec. 6648     | Transit Capital Reserve  | \$0                  | \$0                  |
|                                   | PUC, Sec. 99260.6  | Rail Passenger Subsidy   | \$0                  | \$0                  |
| <b>Total</b>                      |                    |                          | <b>\$3,155,065</b>   | <b>\$3,548,623</b>   |

### State Transit Assistance Fund:

|              |                   |                          |                    |                    |
|--------------|-------------------|--------------------------|--------------------|--------------------|
|              | CCR, Sec. 6730(a) | MTA Operations           | \$946,179          | \$834,637          |
|              | CCR, Sec. 6731(b) | Senior Center Operations | \$0                | \$0                |
|              | CCR, Sec. 6730(b) | MTA & Senior Capital     |                    |                    |
|              | CCR, Sec. 6752    | Reclaim for MTA Capital  | \$674,846          | \$685,021          |
|              | CCR, Sec. 6648    | Transit Capital Reserve  |                    | \$0                |
| <b>Total</b> |                   |                          | <b>\$1,621,025</b> | <b>\$1,519,658</b> |

### Capital Reserve

|              |                |                   |                  |                  |
|--------------|----------------|-------------------|------------------|------------------|
|              | CCR, Sec. 6648 | MTA Capital       |                  | \$0              |
|              | CCR, Sec. 6648 | Senior Capital    | \$0              |                  |
|              | CCR, Sec. 6631 | Long-Term Capital | \$674,846        | \$685,021        |
| <b>Total</b> |                |                   | <b>\$674,846</b> | <b>\$685,021</b> |

|                    |  |  |                    |                    |
|--------------------|--|--|--------------------|--------------------|
| <b>Total Claim</b> |  |  | <b>\$5,450,936</b> | <b>\$5,753,302</b> |
|--------------------|--|--|--------------------|--------------------|

# MENDOCINO COUNCIL OF GOVERNMENTS

2020/21 Budget

## Explanatory Notes on Funding Sources

4/24/2020

### LTF - Local Transportation Fund

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

### LTF Reserve Fund

- Allowed under TDA, Section 6655, adopted by MCOG on June 7, 1999, revised April 2, 2001.
- Fund balance adjusted annually at five percent of County Auditor-Controller's LTF estimate.
- Surplus allocated through annual budget process.
- To be used *"for transit services provided by Mendocino Transit Authority (MTA) that have been funded by MCOG through the annual transit claim process, when 1) actual LTF revenues fall short of LTF budget allocations, or 2) extreme or unusual circumstances warrant an additional allocation."*
- The fund was depleted to cover the FY 2008/09 revenue shortfall and policy waived in 2010/11 and 2011/12. The policy was partially waived for the three following fiscal years. A claim was made to meet the FY 2015/16 shortfall of \$68,364.
- Since 2015/16, MCOG has fully restored the LTF Reserve policy, releasing two years of surplus for allocation between \$100,000 and \$200,000, then a shortfall of \$65,000, a surplus of \$71,000, and for 2019/20 (from 2017/18 revenue) a record surplus of \$375,634. Audited surplus from 2018/19 is 215,766, for allocation in 2020/21.

### STA - State Transit Assistance

- Generated from sales taxes on diesel and gasoline, until the Transportation Tax Swap of March 2010, when it was replaced by an increased excise tax on gasoline and increased sales tax on diesel. This expired with SB 1, the Road Repair & Accountability Act of 2017. The gas tax is now indexed to inflation.
- Governed by the Transportation Development Act (TDA).
- Eligibility is open only to transit operators - MTA in Mendocino County.
- May be used for either Operations, subject to an eligibility formula based on certain cost efficiency standards, or for Capital. MTA typically has used STA for Capital purposes, until the operations requirement was waived for FY 2009/10 – 2015/16 during the Recession.
- Senate Bill 508, effective July 1, 2016, provides more flexibility, so that *"rather than making an operator ineligible to receive State Transit Assistance program funds for operating purposes for an entire year for failing to meet the efficiency standards, would instead reduce the operator's operating allocation by a specified percentage, based on the percentage amount that the operator failed to meet the efficiency standards, as specified."* – from SB 508, Chapter 716, preamble
- State Controller provides fund estimate—"Preliminary" in January, "Revised" after State Budget adopted.
- Regional allocation policy: Respond to fluctuating revenues by releasing approved allocations to MTA when received in MCOG's fund account. At times there is an unallocated balance. Other times the fund is fully claimed and has only a small balance of interest earnings.
- STA has fluctuated widely, subject to political influences, while generally rising over time. 20 years ago, annual revenues were about \$150,000; now they are in the range of \$800-900,000 with support of SB 1.

### Capital Reserve Fund

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

### Surface Transportation Block Grant Program (STBGP), Section 182.6(d)(1)

- Under ISTEA legislation originally, subsequently under TEA21, SAFETEA-LU, MAP-21 and FAST Act. Formerly named Regional Surface Transportation Program (RSTP).

- Section d(1) is for regional discretionary transportation uses, in compliance with U.S. Code, Title 23 and California Constitution, Article 19.
- As allowed, MCOG exchanges for state funds by agreement with Caltrans, eliminating federal requirements.
- MCOG allocated the early fund cycles by regional competition; all of those projects were closed out.
- Subsequent MCOG policy allocated new RSTP d(1) apportionments by formula to County and Cities.
- In FY 2003/04, MCOG staff introduced new administrative procedures in order to comply with new clauses in Caltrans' fund transfer agreement. MCOG requires local claimants to provide a list of eligible projects for which they plan to spend the formula funds, and an authorized officer must sign a certification document (replaced in 2017/18 with a master Subrecipient Agreement). Also they must report prior-year expenditures when claiming new funds.
- For the FY 2005/06 funding cycle and going forward, MCOG approved recommendations of staff and the Technical Advisory Committee to revise MCOG's allocation formula such that a portion would be reserved for MCOG's use on regional projects, aka "Partnership Funding Program" (see allocating resolution). To date the Council has allocated \$813,485 of Partnership funds to eight projects.
- Starting FY 2011/12, MCOG approved \$90,000 annually from RSTP for a Regional Project Manager.
- In FY 2015/16 and 2016/17, funds not expended for the project manager position were approved for direct costs that are consistent with the intended scope of Local Assistance; \$20,000 has been allocated.
- Total unexpended Local Assistance funds have accumulated due to a temporary vacancy in the position and funding limits of the staffing contract, with a balance as of June 30, 2019 of \$222,728.

#### PPM - Planning, Programming & Monitoring / SB 45

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

#### RPA - Rural Planning Assistance

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

#### Caltrans Sustainable Transportation and Climate Adaptation Planning Grant Program

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

#### Active Transportation Program (ATP)

- Competitive State grant program combining state and federal funds for bicycle and pedestrian projects.
- Cycles 1 and 2 funded MCOG's Covelo SR 162 Corridor Multi-Purpose Trail, in progress.
- In 2018, MCOG completed Safe Routes to School Non-Infrastructure ATP grant projects in Covelo and countywide.

#### Local Agency Match

- Local matching funds are required for some state and federal grants.
- Mendocino Transit Authority has contributed the required local match for their projects.
- Gualala, Laytonville, and Westport have provided in-kind local match contributions.
- MCOG provides required cash match from local planning funds in Overall Work Program.





# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

Agenda # 6c  
Regular Calendar  
MCOG Meeting  
5/4/2020

**TITLE:** FY 2020/21 Draft Overall Work Program (OWP)

**DATE SUBMITTED:** 4/24/20

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

**MEETING DATE:** 5/4/20

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### **BACKGROUND:**

At their meeting of 2/19/20, the Technical Advisory Committee (TAC) recommended approval of the Draft FY 2020/21 Overall Work Program (OWP), totaling \$677,383. The Draft was due to Caltrans by 3/1/20 and was submitted on 2/26/20. Caltrans staff has reviewed the Draft and provided minor comments which will be incorporated as needed. The Final OWP will be prepared for TAC review and recommendation in May, and MCOG consideration in June.

As part of the May 4 budget workshop, we would like to give you an opportunity to review the proposed planning projects so any questions can be addressed before the Final OWP is presented for adoption in June.

Following is a brief summary of each proposed work element, budget, and responsible agency. *Some work element numbers have been left blank for addition of carryover projects in the Final OWP.*

W.E. 1 – Regional Government & Intergovernmental Coordination (MCOG) – This annual comprehensive work element covers regional transportation planning duties and ongoing coordination with state, regional and local agencies; as well as long range transportation planning duties including streets/roads/highways, air quality, aviation, and transit planning. This work element includes only tasks that are eligible for Rural Planning Assistance (RPA) funds.

Total: \$114,500 (*\$112,500 MCOG + \$2,000 Rural Counties Task Force annual dues*)

Responsible Agency: MCOG

W.E. 2 – Planning Management & General Coordination – Non-RPA (MCOG) – This work element includes transportation planning tasks that may not be eligible for Rural Planning Assistance (RPA) funds, including development and management of the Overall Work Program, routine day-to-day transportation planning duties, and general coordination activities with state, regional, local, and community agencies. It covers current as well as long range duties for all transportation modes, including streets/roads/highways, non-motorized transportation, air quality, aviation, and transit planning. This work element was first included in FY 2017/18 to segregate non-RPA eligible activities.

Total: \$97,559 (*\$95,000 MCOG + \$2,559 Direct Costs*)

Responsible Agency: MCOG

W.E. 4 – Sustainable Transportation Planning (MCOG) – This work element is to support the goals of SB 375 and AB 32 to reduce greenhouse gas emissions and respond to goals of the Air Resources Board and Strategic Growth Council, and conduct sustainable transportation planning activities. This work element was first included in FY 2017/18.

Total: \$10,000 (*\$10,000 MCOG*)

Responsible Agency: MCOG

W.E. 6 - Combined Special Studies (County Dept. of Transportation) – This annual work element is a project to collect data and perform special studies for use by local agencies to improve the safety of the County Maintained Road System and Cities' Street Systems; to update the transportation database; and to aid in implementation of the Regional Transportation Plan.

Total: \$54,000 (*\$54,000 County Dept. of Transportation*)

Responsible Agency: County Dept. of Transportation

W.E. 7 - Planning, Programming & Monitoring (MCOG) – This annual work element is for activities associated with the State Transportation Improvement Program (STIP) and Regional Transportation Improvement Program (RTIP) processes. It also includes the annual user fees for local agencies’ use of the Metropolitan Transportation Commission’s “Streetsaver” program for the Pavement Management Program. Total: \$56,024 (*\$48,774 MCOG + \$7,250 Pavement Management Program (PMP) annual user fees*)  
Responsible Agency: MCOG

W.E. 8 – Mendocino County Fire Vulnerability Assessment & Emergency Preparedness (MCOG) - This will be a carryover project to finalize the Fire Vulnerability Assessment and Emergency Evacuation Preparedness Plan. This project was in collaboration with local and tribal governments, emergency responders, transportation agencies and other key stakeholders, to better prepare for wildfire emergencies. The effort identified areas and populations in the region that are most vulnerable to fire, assessed evacuation needs and planned for evacuation routes and assistance, identified necessary improvements to the transportation networks for emergency access, establish roles and responsibilities of responsible agencies, develop communication strategies, and engaged and educated the public. MCOG applied for this grant at the request of the County CEO’s office.  
Total: \$TBD (*\$TBD MCOG + \$TBD Consultant*)  
Responsible Agency: MCOG

W.E. 9 – Regional and Active Transportation Plans – 2022 Update (MCOG) – This project will update the 2017 RTP to comply with updated RTP Guidelines and will include an update of MCOG’s Active Transportation Plan, as a component of the RTP. The update is scheduled to extend through the 2021/2022 Overall Work Program.  
Total: \$65,500 (*\$65,500 MCOG*)  
Responsible Agencies: MCOG

W.E. 10 – Pavement Management Program Triennial Update (MCOG) – This project is to perform a triennial update of the County’s, City of Ukiah’s, City of Willits, and City of Fort Bragg’s Pavement Management Program (PMP) to provide a systematic method for determining roadway pavement maintenance, rehabilitation and reconstruction needs.  
Total: \$150,000 (*\$10,000 MCOG + \$140,000 Consultant*)  
Responsible Agencies: MCOG

W.E. 12 – Sidewalk Maintenance and ADA Curb Ramp Inventory (Ukiah) – This to prepare a plan which will prioritize and identify defective sidewalks and missing or non-compliant ADA ramps in the City of Ukiah. The plan will identify sidewalk defects such as: offset joints, tree root lifting, broken sidewalk, or missing sidewalk. The proposed project will help the MCOG and the City address the Non-Motorized Transportation goals and objectives of the Regional Transportation Plan (RTP).  
Total: \$45,000 (*\$45,500 Consultant*)  
Responsible Agencies: City of Ukiah

W.E. 14 - Training (MCOG) – This is an annual work element to provide funding for technical training in the transportation planning field for MCOG planning staff and local agency staff.  
Total: \$13,000 (*\$8,000 MCOG + \$5,000 Local Agencies*)  
Responsible Agencies: MCOG, County, Cities, MTA

W.E. 15 – Transportation Planning for Mill Site Reuse and Rezoning (City of Fort Bragg) – This carryover project includes the development of a Mill Site Reuse Plan and Local Coastal Program (LCP) Amendment for the 425-acre former Georgia-Pacific Mill Site (Mill Site) that comprises one-third of the City of Fort Bragg’s incorporated area and 65% of the Coastal Zone area within the City.  
Total: \$TBD (*\$TBD Consultant + \$TBD Local Agencies*)  
Responsible Agencies: City of Fort Bragg

W.E. 16 - Multi-Modal Transportation Planning (MCOG) – This is an annual work element to provide day-to-day multi-modal transportation planning duties, including bicycle, pedestrian, transit, rail, aeronautics, and goods movement planning activities.

Total: \$32,000 (*\$32,000 MCOG*)

Responsible Agency: MCOG

W.E. 18 - Geographic Information System (GIS) Activities (MCOG) – This is an annual work element to provide GIS support services related to the roadway transportation system and all transportation modes in Mendocino County.

Total: \$3,000 (*\$3,000 MCOG*)

Responsible Agency: MCOG

W.E. 20 - Grant Development & Assistance (MCOG) – This annual work element provides technical assistance, research, and support to local agencies, Mendocino Transit Authority, tribal governments, North Coast Railroad Authority, and others, on federal, state, and local grant opportunities.

Total: \$25,000 (*\$25,000 MCOG*)

Responsible Agency: MCOG

RESERVE – This OWP includes a “reserve” of \$11,800, which allows for a reserve of funds to perform larger projects that are restricted due to the lack of funding available in any “one” given fiscal year. The reserve account will allow the opportunity to accumulate funding to complete projects that have been needed for many years.

Total: \$11,800 (Reserve)

Responsible Agency: MCOG

The Draft FY 2020/21 Overall Work Program as submitted totals **\$677,383**. It is anticipated that a few carryover projects will be added to the Final Work Program when it is considered for adoption in June.

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**ACTION REQUIRED:**

No action is required at this time. The purpose of this agenda item is to respond to any questions or concerns you may have before the Final FY 2020/21 Overall Work Program is prepared for TAC recommendation in May, and MCOG consideration in June.

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**ALTERNATIVES:**

None identified.

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**RECOMMENDATION:**

This item is presented for information and discussion only, as part of MCOG’s overall budget workshop. The Final FY 2020/21 Overall Work Program will be scheduled for TAC review and recommendation in May, and MCOG adoption in June.



# MENDOCINO COUNCIL OF GOVERNMENTS

## STAFF REPORT

Agenda # 6e  
Regular Calendar  
MCOG Meeting  
5/4/2020

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**TITLE:** Status of Update to Senior Center Funding Formula &  
Report on Senior Center Transportation Workshops

**DATE PREPARED:** 04/24/20  
**MEETING DATE:** 05/04/20

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

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### BACKGROUND:

For several decades, MTA has provided funding to the Ukiah Senior Center, Willits Senior Center, Redwood Coast Senior Center (Fort Bragg), Coastal Seniors (South Coast), and Anderson Valley Senior Center for their transportation programs serving the elderly and disabled. Historically, MCOG has approved MTA's claim allocating 15% of the total available Local Transportation Funds to the senior centers. MCOG then authorizes payments to MTA specifically for the senior center service. The 15% has been apportioned among the senior centers based on a formula that was established in 1997. At the time the amounts were established for each center, there was no mechanism provided for adjustments over time as needs and services changed. As a result, the amounts received by each center no longer align with the levels of service being provided. For instance, while Coastal Seniors' riders make up nearly 15% of the senior center transportation service clients and they drive 20% of the total senior center miles, they only receive 5.27% of the senior center funding. The performance auditor for both MCOG and MTA has recommended that the formula for dividing the senior center portion of the LTF funding be revised in the last two audits.

The process of revising the senior center funding formula was initiated last year by the Transit Productivity Committee. At that time it was determined that efforts were needed to collect consistent senior center performance data prior to considering revisions to the formula. Since then, senior center representatives have been working with MCOG and MTA to improve data reporting consistent with TDA requirements.

As part of this process, two Senior Center Transportation Workshops have been held to discuss the matter—one in September of 2019 and the second in March of 2020. These workshops provided an opportunity for the senior center directors from around the county to collaborate on shared issues regarding transportation. The March workshop also provided a forum for the senior centers to nominate their representatives to serve on the TPC and to talk with those representatives prior to the TPC meeting.

Recent data from the senior center transportation services, reported using the new agreed upon TDA practices, was analyzed at the March workshop. The group agreed that Diana Clark of the Ukiah Senior Center and Richard Baker of the Willits Senior Center (TPC representative and alternate, respectively at the time) would utilize the data to develop proposals for modifying the senior center funding distribution to the TPC.

Two potential proposals were submitted to the TPC, each allocating 75% of the funding based on service data such as total passengers, total miles, service hours and costs. Potential factors for awarding the other 25% included MCOG's performance standards, availability of other funding, and variables such as fuel costs. MCOG staff also developed similar potential formulas for consideration by the TPC.

The issue and various factors to be considered in the funding formula were discussed by the TPC at their April 13 meeting. It was determined that a revised formula should not be implemented until the FY 21/22 budget year. This allows time for additional consideration of formula options and to develop a method for

gradual implementation as a new formula may result in reduced funding for some centers. After discussion, the TPC agreed that it would be best to continue this complicated matter to a later date when the group could meet in person. Although the process is not yet final, significant progress has been made toward a revised funding formula.

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**ACTION REQUIRED:** No action is required – discussion/information only.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** No action is required – discussion/information only at this time.

# MENDOCINO COUNCIL OF GOVERNMENTS

Agenda # 7  
Consent Calendar  
MCOG Meeting  
5/4/2020

## MINUTES

Monday, April 6, 2020

Audioconference Only

*In compliance with Governor's Executive Order N-29-20*

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

**1. Call to Order / Roll Call.** The meeting was called to order at 1:34 p.m. with Directors Rex Jackman (Caltrans/PAC), Jim Brown, Richey Wasserman, Larry Stranske, Tess Albin-Smith, John Haschak, Michael Carter and Dan Gjerde present by telephone; Chair Gjerde presiding.

Staff present on the call: Nephela Barrett, Executive Director; Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner; Lisa Davey-Bates, Transportation Planner; and Monica Galliani, Administrative Assistant.

**Note:** Public comment was invited via online comment form; staff monitored for incoming comments throughout the meeting, reporting periodically; no public comments were received.

**2. Convene as RTPA**

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

**4. Public Expression.** Diana Clarke, Executive Director of the Ukiah Senior Center, reported that the center is still providing services such as take-out meals and bus rides. The senior center provided 374 rides in the month of March, which included 165 door-through-door passengers. She expressed gratitude for being able to continue to serve seniors and disabled persons during the shelter-in-place.

**5. Regular Calendar.**

**5. Adoption of Resolution #M2020-14 Approving an Amendment to the Joint Powers Agreement to Add Housing Matters as a Specific Power – *subject to Joint Powers Agreement (JPA) procedures for authorization by the respective legislative bodies of all parties to the Agreement.*** Ms. Barrett described how the Regional Early Action Planning Program, created by Assembly Bill 101, is a program that provides funding directly to regional agencies and multi-county agencies for planning related to housing. MCOG needs to approve an amendment to the Joint Powers Agreement (JPA) in order to move forward with allocating funding under this program. The Executive Committee recommended moving forward with the amendment in February as did the MCOG Board in March. The JPA identifies the specific powers of MCOG, which includes transportation planning and economic development. An amendment would add power to undertake housing planning and related activities in the region. The proposed amendment text and sample template for member jurisdictions were provided in the agenda packet.

**Upon motion** by Haschak, second by Carter, and carried unanimously on roll call vote (8 Ayes – Brown, Stranske, Wasserman, Carter, Albin-Smith, Haschak, Jackman/PAC, and Gjerde; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the following resolution is adopted.

Resolution No. M2020-03

Approving an Amendment to the Joint Powers Agreement to  
Add Housing Matters as a Specific Power  
(Reso No. M2020-03 is incorporated herein by reference)

**6-7. Consent Calendar.** Ms. Orth and Ms. Barrett commended Diana Clark for her diligent work in the Senior Center as well as on the Transportation Productivity Committee and the Social Services Technical Advisory Committee. Upon motion by Albin-Smith, second by Haschak, and carried unanimously on roll call vote (8 Ayes – *Brown, Stranske, Wasserman, Carter, Albin-Smith, Haschak, Jackman/PAC, and Gjerde*; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that consent items are approved:

6. **Approval of March 2, 2020 Minutes – as written**
7. **Approval of February 24, 2020 Executive Committee Minutes – as written**
8. **Approval of City of Ukiah Request to Utilize Cost Savings from Awarded Local Transportation Fund Two Percent Bicycle & Pedestrian Program: ADA Ramp Project and Amend Scope of Work**
9. **Appointments to Transit Productivity Committee – Senior Center Representatives -**  
*Richard Baker, Executive Director of Willits Harrah Senior Center, as Representative;*  
*Jill Rexrode, Executive Director of Redwood Coast Seniors as Alternate*
10. **Recognition of Diana Clarke, Ukiah Senior Center Director for Service on MCOG’s Transit Productivity Committee and Social Services Transportation Advisory Council – Certificate of Appreciation**

Director Albin-Smith was excused for another meeting.

**11. Recess as Policy Advisory Committee – Reconvene as RTPA – Ratify Action of Policy Advisory Committee.** Upon motion by Carter, second by Haschak, and carried unanimously on roll call vote (6 Ayes – *Brown, Stranske, Wasserman, Carter, Haschak, and Gjerde*; 0 Noes; 0 Abstaining; 1 Absent - *Albin-Smith*): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

## **12. Reports - Information**

- a. Caltrans District 1 – Projects Update and Information. Director Jackman reported that he has listed updates from project managers for various projects and is working on getting more updates for projects scheduled to be doing construction work at this time. In response to a question from the Chair, Director Jackman gave an update on the Caltrans web portal and plans to give a presentation demonstrating how to use this tool at the next physical meeting.
- b. Mendocino Transit Authority. Chair Gjerde gave a brief overview of the last MTA meeting, held by teleconference. Overall ridership is down 80%. MTA has cut trips between Mendocino and Sonoma counties down by more than half. MTA is concerned over the movement of transients, who could unknowingly spread the virus. Intercity bus routes are to be suspended beginning April 7. Anyone left without transportation is to call MTA.
- c. North Coast Railroad Authority. Director Haschak gave an overview of last month’s meeting. The main discussion was between NCRA staff and the Judicial Council of California about unpaid bills, which came without a resolution. Meetings will be held in Ukiah from now on at the Supervisors Chamber. The NCRA will now be holding quarterly meetings rather than monthly meetings.
- d. MCOG Staff - Summary of Meetings. Ms. Barrett referred to her written report.
- e. MCOG Administration Staff
  - i. MCOG Response to COVID-19. Ms. Barrett referred to her written report.

ii. *Miscellaneous*. Ms. Orth pointed out that changes would need to be made to the first draft of the budget recommended by the Executive Committee, due to the new economic conditions. Staff will be bringing that to the Transit Productivity Committee meeting on Monday, April 13. Staff expects to see recommended amendments.

Ms. Barrett reported that staff is currently working with stakeholders on creating a new distribution formula for Senior Centers funding, also to be addressed by the committee.

iii. *Next Meeting Date*. Monday, May 4, 2020. This meeting was originally planned to include a project tour, but will instead be held as a regular teleconference due to COVID-19.

f. MCOG Planning Staff.

i. *SB 743 Vehicle Miles Traveled (VMT) Regional Baseline Study*.

ii. *Fire Vulnerability Assessment and Emergency Evacuation Preparedness Plan*. Ms. Ellard referred to her written staff reports for both the VMT study and the Fire Vulnerability Assessment and Emergency Evacuation Preparedness Plan, inviting questions. Director Haschak asked if the Fire Plan will be delayed because of the virus. Ms Barrett and Ms. Ellard replied that the public outreach forums are the most likely to be delayed. It is still likely that all other aspects will be on time.

iii. *Miscellaneous*. There were no further reports.

g. MCOG Directors. Director Haschak expressed appreciation toward MCOG staff for going to the Round Valley Municipal Advisory Council (MAC) and presenting about the Covelo SR 162 Corridor Multi-Purpose Trail. Also he met with Richard Baker, Executive Director of the Willits Senior Center and talked about transportation they still offer, such as door-through-door services. Mr. Baker expressed desire to have a truly collaborative relationship with MTA.

h. California Association of Councils of Governments (CALCOG) Delegates. Ms. Orth reported that the CALCOG conference that staff and delegate Albin-Smith had planned to attend this week in Riverside has been postponed to next year. Ms. Barrett reported that CALCOG has been a good resource for COG directors and helps them stay connected.

**15. Adjournment.** The meeting was adjourned at 2:18 p.m.

Submitted: NEPHELE BARRETT, EXECUTIVE DIRECTOR

By Monica Galliani, Administrative Assistant



# MENDOCINO COUNCIL OF GOVERNMENTS

## MINUTES

Transit Productivity Committee - TPC  
April 13, 2020

Teleconference Only - Remote Zoom Meeting

### PRESENT:

MCOG Board Members: Mike Carter, Jim O. Brown  
MTA Board Members: Jim Tarbell, Saprina Rodriguez  
Senior Centers Rep.: Diana Clarke, Ukiah Senior Center; Richard Baker, Willits Senior Center  
Jill Rexrode, Redwood Coast Seniors (Alt.)  
Staff & Others: Nephele Barrett, Janet Orth, and Monica Galliani, MCOG  
Carla Meyer, MTA  
Rachel McDavid, Ukiah Senior Center

### ABSENT:

None

**1. Call to Order.** Nephele called the meeting to order at 1:05 p.m. Self-introductions were made. Rachel is the new Executive Director of Ukiah Senior Center, with Diana assisting with the transition. Mike Carter arrived soon after. (Note: while Richard had been appointed the senior centers representative at MCOG's April 6 board meeting, by informal agreement Diana served for one more TPC meeting before retirement.)

**2. Public Expression.** None.

**3. Review and Recommendation on MCOG Transit Performance Standards.** Janet introduced the issue, with reference to her written staff report. The standards were most recently revised in 2014, when the Cost per Vehicle Service Hour was set to a "CPI Adjusted Rolling Average" that is updated annually, and in 2019, when the Farebox Ratio was reduced to ten percent consistent with the 2016 state law SB 508. The only remaining standard to be updated is Passengers per Hour. At last year's TPC meeting staff was asked to research options. Janet reported advice from the independent performance auditor and her research into past trends. While this metric is required by the Transportation Development Act (TDA), there is no prescribed standard. The auditor suggested applying the same method as for Cost/Hour with a three-year adjusted average. Discussion included:

- Are the senior centers' contracted services combined for this review? (Carla) Yes, consistent with past.
- Is Cost per Mile appropriate to consider, as it is used in the performance audits? Perhaps apply to performance review on a trial basis, as gasoline prices can vary. (Diana) This is a relevant metric to consider later; the landscape is changing now with too many variables. (Carla)
- There is interest in updating the Passengers/Hour standard, however it is a good idea to delay since conditions are unusual. Cost/Mile could be discussed under Agenda #5 with the funding formula, and also continue to gather data for future consideration. (Nephele, Diana)

With consensus to continue the matter to a future meeting, no action was taken.

**4. Annual Review of MTA Performance Reports Against MCOG Standards.** Janet reviewed her written staff report with initial review of performance using the adopted "CPI Adjusted Rolling Average" with both one-year and three-year results. Data was reported by fiscal quarters through December 31, 2019, eliminating seasonal quarters as staff and MTA agreed it no longer served any purpose. In summary, the three-year average compared with last year's review changed only slightly. Short Distance is the only service type not meeting Cost/Hour. DAR and Seniors services both increased in Farebox; all service types more than met the Farebox standard, even at the old rates of 12% and 15%.

| Service Type  | 2018   | 2019   | 3-Yr Average |
|---|--------|--------|--------------|
| Dial-A-Ride (DAR) met one more standard, Farebox                      | 1 of 4 | 2 of 4 | 2 of 4       |
| Short Distance Bus Routes met just Farebox (previously met Cost/Hour) | 1 of 4 | 1 of 4 | 1 of 4       |
| Long Distance Routes maintained 4 of 4 (Cost/Hour not met in 2019)    | 4 of 4 | 3 of 4 | 4 of 4       |
| Senior Centers met one more standard, Farebox                         | 4 of 4 | 2 of 4 | 4 of 4       |

Discussion included:

- When was the standard of 14.0 Passengers/Hour established for Short Distance Bus Routes? About 20 years ago. These routes used to serve many school students. The rate is comparable with more urbanized services. It would be a good idea to adjust the standard closer to current conditions. There is a nationwide trend of falling ridership, especially in rural areas. (Carla, Nephele, group)
- DAR shows a spike in Cost/Hour in both 2018 and 2019, reaching over \$100/hour in the second calendar quarter, then dropping sharply; there is a similar spike for Short Distance in 2019. Can this be explained? Certain costs come due all at once in a budget year; insurance rates have risen; also higher drivers' wages were negotiated with the union in 2019 and increased for recruitment. (Janet, Carla)
- Farebox is up across the board, particularly in 2019. For the senior centers, this may be attributed to the recent MCOG workshops when staff's research indicated that TDA allows other local support revenue to be included in this reporting category. The centers' reports separate grant revenue however, otherwise it can significantly skew the data when comparing performance among the centers. (Janet, Diana, Richard)

**Recommendation:**

Upon motion by Carter, seconded by Clarke, and carried unanimously by roll call vote (5 Ayes – Carter, Brown, Tarbell, Rodriguez, Clarke; 0 Noes; 0 Absent), the TPC recommended that MCOG re-evaluate the Passengers per Hour standard for Short Distance Bus Routes.

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

**5. Consideration of Updates to Transportation Development Act (TDA) Funding Formula for Senior Centers' Specialized Services – continued from May 21, 2019.** Nephele summarized the issue and work to date. Services have changed over since the formula was established in 1997. There has been a lack of consistency in how performance data is reported by senior centers, so the first step was to make sure all reported the same way according to TDA definitions, starting with FY 2019/20. Using that data, Diana and Richard put together a proposal. The performance audit consultant had recommended allocating partly by formula and partly discretionary; the proposal makes this 75% and 25%. Nephele reviewed four scenario tables prepared by MCOG staff and two draft funding formulas presented in the proposal.

Discussion included the following.

- The discretionary portion was proposed in response to auditor's recommendation. (Diana) Some drawbacks to discretionary approach were found, so staff did not recommend it. A hybrid solution would make the 75/25 split both calculated on a formula, but different ones; refer to Scenarios 1 and 2 by MCOG staff in agenda packet. Scenario 2 gives more weight to Total Passengers. (Nephele)
- Weight of passenger volume unduly impacts some services such as long coastal routes. The senior representatives' approach calculated the percentage of each category—Total Passengers, Total Miles, and Total Service Hours—as these differences characterize each center's service conditions. These categories are then averaged to learn the share of transportation funding provided. Total Operating Costs also was added to Formula #1 in the proposal, since disparities originate from variables such as fuel and cost of living, that are unique to each locale. (Diana)
- If senior centers are going to base a formula on different operating costs by region, could MTA do that also? (Carla) No, it's not the same thing, only a factor, not for a performance standard. (Nephele)
- Substantial progress has been made, however this is complex, with numerous moving parts. Suggestion of another meeting or workshop to consider in more detail. Is there any feedback or direction from members today to narrow options? (Diana)
- This is difficult to follow on a videoconference. A workshop in person would be helpful when possible. Recommendation to accept the report and continue the issue to another meeting. (Jim B.)
- Agreed, also willing to talk individually in more detail. (Nephele, Diana)

Jim made a motion and accepted a friendly amendment from staff as to timing of action on the item. Nephele noted good progress and thanked all involved for their work on this issue.

**Recommendation:**

Upon motion by Brown, seconded by Tarbell, and carried unanimously by roll call vote (5 Ayes – Carter, Brown, Tarbell, Rodriguez, Clarke; 0 Noes; 0 Absent), the TPC recommended that MCOG receive the report on “Consideration of Updates to TDA Funding Formula for Senior Centers’ Specialized Services” along with the senior centers representatives’ proposal and continue this item to a future in-person meeting, with agreement that any recommended change to the formula will not take effect until Fiscal Year 2021/22.

**6. Review and Recommendation on MTA’s Analysis and Prioritization of 2020/21 Unmet Transit Needs.**

Janet introduced the annual process, noting this year’s financial constraints. MTA’s analysis was provided in the agenda packet. Carla reported status of last year’s needs found reasonable to meet. The first two (bus stop on Gobbi Street and more service on Talmage Road, both in Ukiah) were implemented. The third (reconsider pulse system for buses at Navarro junction) was considered and determined by MTA that it would cause a “route degradation,” so no change would be made to the service there. Carla also noted the economy has compelled MTA to make layoffs and cuts to service due to COVID-19 pandemic restrictions on travel. Questions and discussion included:

- Can MTA take advantage of the new federal Paycheck Protection program as Ukiah Seniors did? No, it is open to nonprofits but MTA is not eligible. The CARES Act has new funding for transit operators through FTA Section 5311 program. (Diana, Carla)
- Discussion of new federal relief funding, how California will roll out these programs, and what expenses are eligible, such as COVID costs. Timelines are not yet known. (Group)
- It would be logical to find none of the needs reasonable to meet, however MTA and/or the senior centers could apply for available grant funds to implement needs on their own. (Nephele)

**Recommendation:**

Upon motion by Carter, seconded by Brown, and carried unanimously by roll call vote (5 Ayes – Carter, Brown, Tarbell, Rodriguez, Clarke; 0 Noes; 0 Absent), the TPC recommended a finding that based on the current fiscal situation “there are no unmet transit needs that are reasonable to meet” for Fiscal Year 2020/21.

**7. Review and Recommendation on Fiscal Year 2020/21 Transit Claim.** Janet briefly reviewed her written report, noting that the staff and Executive Committee recommendations as reported for the March 2 Council meeting, including the County Auditor’s local sales tax estimate of over \$4 million for the first time, are now thoroughly disrupted. The Auditor will be monitoring actual revenues for a report after the first fiscal quarter; until then he recommended a conservative budget with no increases over last year.

She and Nephele explained staff’s new proposal, which made two adjustments: 1) deletion of the optional 2% local bicycle and pedestrian funding of \$73,771 to be available for transit, and 2) partial reserve of the Auditor’s original \$321,735 projected increase in Local Transportation Fund (LTF) revenue, so that \$183,521 is subtracted from “Balance Available for Transit” to make available the amount of MTA’s claim for LTF. The claim requests last year’s allocation of LTF, this year’s State Controller’s estimate of State Transit Assistance (STA), and MCOG’s fund balance of Capital Reserve to remain for long-term projects.

Also, the federal 5311 program is added the budget summary; estimates were received April 10.

Janet’s written report also noted two minor revisions to MTA’s claim: 1) the claim included draft figures for last year, while the final allocations of LTF were equal to this year’s new claim, i.e. no increase, and 2) MCOG does not require re-claiming of unexpended past allocations of STA funds, so that line could be disregarded. Discussion included:

- Agreement to recommend this claim for now, with another look at the May budget workshop, until more firm numbers become available when COVID-19 impacts slow down. (Jim B.)
- MTA would like to issue contracts timely, see how funds come in, and apply the same increase or decrease to senior center contracts depending on actual LTF revenues, using the current formula. (Carla) Diana and Richard agreed in theory. Contracts could be written with default starting amount.
- Is it possible to consider performance of seniors services to take into consideration in event of a loss? (Rachel) No, performance factors have not been factored in before. (Diana) In the long run, it could be detrimental to seniors programs if performance were applied. (Carla)
- Further discussion of anticipated amendments and options for allocation instructions. No revisions were proposed at this stage, as there are too many fiscal unknowns. (Nephele, Janet, Carla, group)

**Recommendation:**

Upon motion by Brown, seconded by Clarke, and carried unanimously by roll call vote (5 Ayes – Carter, Brown, Tarbell, Rodriguez, Clarke; 0 Noes; 0 Absent), the TPC recommended that MCOG allocate full funding of MTA’s claim as presented, with the expectation that one or more revised claims will be necessary later in the year, as more information becomes available.

|  |           |                  |
|--|-----------|------------------|
| Local Transportation Fund (LTF)                        |           |                  |
| MTA Operations   | 2,993,124 |                  |
| Unmet Transit Needs                                    | 0         |                  |
| Senior Center Operations                               | 555,499   |                  |
| Transit Capital Reserve                                | 0         |                  |
| Total LTF  |           | 3,548,623        |
| State Transit Assistance Fund (STA)                    |           |                  |
| MTA Operations   | 834,637   |                  |
| MTA & Seniors Capital                                  | 0         |                  |
| Transit Capital Reserve                                | 0         |                  |
| Total STA  |           | 834,637          |
| Capital Reserve Fund (CRF)                             |           |                  |
| MTA Capital, Current Year                              | 0         |                  |
| Senior Capital, Current Year                           | 0         |                  |
| Long-Term Capital Reserve                              | 685,021   |                  |
| Total CRF  |           | 685,021          |
| <b>Total Recommended FY 2020/21 Transit Allocation</b> |           | <b>5,068,281</b> |

Jim Brown and Carla Meyer left the meeting at appx. 2:54 p.m.

**8. Miscellaneous / Members’ Concerns / Announcements.** Willits Senior Center’s See’s Candies fundraiser is ongoing as a drive-through event; while the See’s plant has suspended production during the pandemic, WCS has candy available.

**9. Adjournment.** The meeting was adjourned at 3:00 p.m.

Submitted by Janet Orth, Deputy Director / CFO

# Mendocino Council of Governments Annual Transit Performance Review

3 Years: March 1, 2017 - December 31, 2019

*Note: Starting with April 2020 review, seasonal quarters are discontinued, replaced with fiscal quarters.*

| MCOG Standards                        | Passengers<br>per Hour | Farebox<br>Ratio   | Operating Cost<br>per Vehicle<br>Service Hour | Cost per<br>Passenger | Cost/Hr<br>Annual<br>CPI adj.          |
|---------------------------------------|------------------------|--------------------|---|-----------------------|--|
| <i>When comparing to performance:</i> |                        |                    |   |                       |  |
|                                       | Higher # is better     | Higher # is better | Lower # is better                             | Lower # is better     |  |
| <b>Dial-A-Ride</b>                    |                        |                    |   |                       |  |
| Mar. 1, 2017 - Feb. 28, 2018          | 3.4                    | 13.5%              | \$83.89                                       | \$25.02               | \$85.78    2.26%                       |
| Jan. 1 - Dec. 31, 2018                | 3.0                    | 11.5%              | \$74.11                                       | \$25.12               | \$76.84    3.69%                       |
| Jan. 1 - Dec. 31, 2019                | 3.3                    | 23.8%              | \$76.96                                       | \$23.03               | \$79.27    3.00%                       |
| 3-Year Average                        | 3.2                    | 16.3%              | \$78.32                                       | \$24.39               | \$80.63    2.98%                       |
| Standard                              | <b>4.5</b>             | <b>10.0%</b>       | NA  | NA                    |  |
| CPI Adjusted Rolling Average          | NA                     | NA                 | <b>\$80.63</b>                                | <b>\$17.92</b>        | Cost/Hr divided by<br>Pass/Hr standard |
| Result                                | not met                | ✓                  | ✓   | not met               |  |
| <b>Short Distance Bus Routes</b>      |                        |                    |   |                       |  |
| Mar. 1, 2017 - Feb. 28, 2018          | 9.5                    | 12.3%              | \$84.01                                       | \$8.93                | \$85.91                                |
| Jan. 1 - Dec. 31, 2018                | 7.1                    | 25.5%              | \$88.96                                       | \$12.91               | \$92.24                                |
| Jan. 1 - Dec. 31, 2019                | 7.7                    | 35.5%              | \$101.38                                      | \$13.19               | \$104.42                               |
| 3-Year Average                        | 8.1                    | 24.4%              | \$91.45                                       | \$11.68               | \$85.91                                |
| Standard                              | <b>14.0</b>            | <b>10.0%</b>       | NA  | NA                    |  |
| CPI Adjusted Rolling Average          | NA                     | NA                 | <b>\$85.91</b>                                | <b>\$6.14</b>         |  |
| Result                                | not met                | ✓                  | not met                                       | not met               |  |
| <b>Long Distance Routes</b>           |                        |                    |   |                       |  |
| Mar. 1, 2017 - Feb. 28, 2018          | 3.1                    | 15.0%              | \$86.85                                       | \$28.93               | \$88.81                                |
| Jan. 1 - Dec. 31, 2018                | 3.8                    | 14.3%              | \$84.66                                       | \$25.05               | \$87.79                                |
| Jan. 1 - Dec. 31, 2019                | 4.7                    | 21.8%              | \$113.47                                      | \$25.08               | \$116.87                               |
| 3-Year Average                        | 3.8                    | 17.0%              | \$94.99                                       | \$26.35               | \$97.82                                |
| Standard                              | <b>3.2</b>             | <b>10.0%</b>       | NA  | NA                    |  |
| CPI Adjusted Rolling Average          | NA                     | NA                 | <b>\$97.82</b>                                | <b>\$30.57</b>        |  |
| Result                                | ✓                      | ✓                  | ✓   | ✓                     |  |
| <b>Senior Centers</b>                 |                        |                    |   |                       |  |
| Mar. 1, 2017 - Feb. 28, 2018          | 3.3                    | 7.1%               | \$49.23                                       | \$15.16               | \$50.34                                |
| Jan. 1 - Dec. 31, 2018                | 3.6                    | 29.4%              | \$62.89                                       | \$17.85               | \$65.21                                |
| Jan. 1 - Dec. 31, 2019                | 3.0                    | 30.3%              | \$67.94                                       | \$22.56               | \$69.98                                |
| 3-Year Average                        | 3.3                    | 22.3%              | \$60.02                                       | \$18.52               | \$61.84                                |
| Standard                              | <b>3.0</b>             | <b>10.0%</b>       | NA  | NA                    |  |
| CPI Adjusted Rolling Average          | NA                     | NA                 | <b>\$61.84</b>                                | <b>\$20.61</b>        |  |
| Result                                | ✓                      | ✓                  | ✓   | ✓                     |  |

**NOTES:**

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

Check-mark symbol indicates the standard was met.

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

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

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

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

# Mendocino Council of Governments

## Annual Transit Performance Review

January 1 - December 31, 2019

*Note: Starting with April 2020 review, seasonal quarters are discontinued, replaced with fiscal quarters.*

| <b>MCOG Standards</b>                 | <b>Passengers per Hour</b> | <b>Farebox Ratio</b> | <b>Operating Cost per Vehicle Service Hour</b> | <b>Cost per Passenger</b> |
|---------------------------------------|----------------------------|----------------------|--|---------------------------|
| <i>When comparing to performance:</i> | Higher # is better         | Higher # is better   | Lower # is better                              | Lower # is better         |
| <b>Dial-A-Ride</b>                    |                            |                      |  |                           |
| Jan, Feb, Mar 2019                    | 3.3                        | 14%                  | \$89.32  | \$27.07                   |
| Apr, May, June 2019                   | 3.7                        | 16%                  | \$107.63                                       | \$29.09                   |
| July, Aug, Sept 2019                  | 3.3                        | 22%                  | \$67.29  | \$20.39                   |
| Oct, Nov, Dec 2019                    | 2.8                        | 43%                  | \$43.59  | \$15.57                   |
| Annual Average                        | 3.3                        | 23.8%                | \$76.96  | \$23.03                   |
| Standard                              | <b>4.5</b>                 | <b>10.0%</b>         | NA   | NA                        |
| CPI Adjusted Rolling Average          | NA                         | NA                   | <b>\$80.63</b>                                 | <b>\$17.92</b>            |
| Result                                | not met                    | ✓                    | ✓  | not met                   |
| <b>Short Distance Bus Routes *</b>    |                            |                      |  |                           |
| Jan, Feb, Mar 2019                    | 7.5                        | 24%                  | \$120.87                                       | \$16.12                   |
| Apr, May, June 2019                   | 7.9                        | 15%                  | \$140.94                                       | \$17.84                   |
| July, Aug, Sept 2019                  | 7.8                        | 27%                  | \$88.05  | \$11.29                   |
| Oct, Nov, Dec 2019                    | 7.4                        | 76%                  | \$55.67  | \$7.52                    |
| Annual Average                        | 7.7                        | 35.5%                | \$101.38                                       | \$13.19                   |
| Standard                              | <b>14.0</b>                | <b>10.0%</b>         | NA   | NA                        |
| CPI Adjusted Rolling Average          | NA                         | NA                   | <b>\$85.91</b>                                 | <b>\$6.14</b>             |
| Result                                | not met                    | ✓                    | not met  | not met                   |
| <b>Long Distance Routes **</b>        |                            |                      |  |                           |
| Jan, Feb, Mar 2019                    | 4.1                        | 11%                  | \$127.45                                       | \$31.09                   |
| Apr, May, June 2019                   | 4.0                        | 7%                   | \$142.10                                       | \$35.53                   |
| July, Aug, Sept 2019                  | 5.3                        | 18%                  | \$112.55                                       | \$21.24                   |
| Oct, Nov, Dec 2019                    | 5.2                        | 51%                  | \$71.78  | \$13.80                   |
| Annual Average                        | 4.7                        | 21.8%                | \$113.47                                       | \$25.41                   |
| Standard                              | <b>3.2</b>                 | <b>10.0%</b>         | NA   | NA                        |
| CPI Adjusted Rolling Average          | NA                         | NA                   | <b>\$97.82</b>                                 | <b>\$30.57</b>            |
| Result                                | ✓                          | ✓                    | not met  | ✓                         |
| <b>Senior Centers</b>                 |                            |                      |  |                           |
| Jan, Feb, Mar 2019                    | 3.0                        | 30.8%                | \$62.73  | \$21.26                   |
| Apr, May, June 2019                   | 3.2                        | 31.5%                | \$78.08  | \$24.40                   |
| July, Aug, Sept 2019                  | 3.0                        | 29.5%                | \$65.70  | \$22.19                   |
| Oct, Nov, Dec 2019                    | 2.9                        | 29.2%                | \$65.25  | \$22.39                   |
| Annual Average                        | 3.0                        | 30.3%                | \$67.94  | \$22.56                   |
| Standard                              | <b>3.0</b>                 | <b>10.0%</b>         | NA   | NA                        |
| CPI Adjusted Rolling Average          | NA                         | NA                   | <b>\$61.84</b>                                 | <b>\$20.61</b>            |
| Result                                | ✓                          | ✓                    | not met  | not met                   |

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

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

### NOTES:

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Check-mark symbol indicates the standard was met.

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# Mendocino Council of Governments

## Annual Transit Performance Review

January 1 - December 31, 2018

*Note: Starting with April 2020 review, seasonal quarters are discontinued, replaced with fiscal quarters.*

| <b>MCOG Standards</b>                 | <b>Passengers per Hour</b> | <b>Farebox Ratio</b> | <b>Operating Cost per Vehicle Service Hour</b> | <b>Cost per Passenger</b> |
|---------------------------------------|----------------------------|----------------------|--|---------------------------|
| <i>When comparing to performance:</i> | Higher # is better         | Higher # is better   | Lower # is better                              | Lower # is better         |
| <b>Dial-A-Ride</b>                    |                            |                      |  |                           |
| Jan, Feb, Mar 2018                    | 3.1                        | 5%                   | \$66.97  | \$21.60                   |
| Apr, May, June 2018                   | 2.8                        | 10%                  | \$100.98                                       | \$36.06                   |
| July, Aug, Sept 2018                  | 3.0                        | 16%                  | \$61.64  | \$20.55                   |
| Oct, Nov, Dec 2018                    | 3.0                        | 15%                  | \$66.85  | \$22.28                   |
| Annual Average                        | 3.0                        | 11.5%                | \$74.11  | \$25.12                   |
| Standard                              | <b>4.5</b>                 | <b>15.0%</b>         | NA   | NA                        |
| <b>CPI Adjusted Rolling Average</b>   | NA                         | NA                   | <b>\$80.63</b>                                 | <b>\$17.92</b>            |
| Result                                | not met                    | not met              | ✓  | not met                   |
| <b>Short Distance Bus Routes *</b>    |                            |                      |  |                           |
| Jan, Feb, Mar 2018                    | 7.6                        | 16%                  | \$95.13  | \$12.52                   |
| Apr, May, June 2018                   | 5.2                        | 29%                  | \$88.99  | \$17.11                   |
| July, Aug, Sept 2018                  | 7.8                        | 23%                  | \$81.38  | \$10.43                   |
| Oct, Nov, Dec 2018                    | 7.8                        | 34%                  | \$90.33  | \$11.58                   |
| Annual Average                        | 7.1                        | 25.5%                | \$88.96  | \$12.91                   |
| Standard                              | <b>14.0</b>                | <b>15%</b>           | NA   | NA                        |
| <b>CPI Adjusted Rolling Average</b>   | NA                         | NA                   | <b>\$85.91</b>                                 | <b>\$6.14</b>             |
| Result                                | not met                    | ✓                    | not met  | not met                   |
| <b>Long Distance Routes **</b>        |                            |                      |  |                           |
| Jan, Feb, Mar 2018                    | 3.6                        | 11%                  | \$78.99  | \$29.76                   |
| Apr, May, June 2018                   | 2.7                        | 20%                  | \$79.74  | \$29.53                   |
| July, Aug, Sept 2018                  | 4.4                        | 10%                  | \$85.43  | \$19.42                   |
| Oct, Nov, Dec 2018                    | 4.4                        | 16%                  | \$94.49  | \$21.48                   |
| Annual Average                        | 3.8                        | 14.3%                | \$84.66  | \$25.05                   |
| Standard                              | <b>3.2</b>                 | <b>15%</b>           | NA   | NA                        |
| <b>CPI Adjusted Rolling Average</b>   | NA                         | NA                   | <b>\$97.82</b>                                 | <b>\$30.57</b>            |
| Result                                | ✓                          | w-i margin of error  | ✓  | ✓                         |
| <b>Senior Centers</b>                 |                            |                      |  |                           |
| Jan, Feb, Mar 2018                    | 4.1                        | 26.8%                | \$54.55  | \$13.23                   |
| Apr, May, June 2018                   | 3.9                        | 31.2%                | \$64.59  | \$16.61                   |
| July, Aug, Sept 2018                  | 3.4                        | 29.7%                | \$62.69  | \$18.71                   |
| Oct, Nov, Dec 2018                    | 3.1                        | 30.1%                | \$69.73  | \$22.86                   |
| Annual Average                        | 3.6                        | 29.4%                | \$62.89  | \$17.85                   |
| Standard                              | <b>3.0</b>                 | <b>12.0%</b>         | NA   | NA                        |
| <b>CPI Adjusted Rolling Average</b>   | NA                         | NA                   | <b>\$61.84</b>                                 | <b>\$20.61</b>            |
| Result                                | ✓                          | ✓                    | w-i margin of error                            | ✓                         |

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

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

### NOTES:

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

Check-mark symbol indicates the standard was met.

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

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

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

Flex Routes were deleted from this table.



MENDOCINO COUNCIL OF GOVERNMENTS

STAFF REPORT

**TITLE:** Fire Vulnerability Assessment & Emergency Evacuation Preparedness Plan

**DATE PREPARED:** 04/23/20

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

**MEETING DATE:** 05/04/20

**BACKGR OUND:**

The purpose of this report is to give you an update on the Mendocino County Fire Vulnerability Assessment & Emergency Evacuation Preparedness Plan (*Work Element8, FY 2019/20 Overall Work Program*) project that is currently underway. This grant-funded project is being administered by MCOG, at the request of the County.

The Technical Advisory Group (TAG) met via teleconference on March 31 to receive a presentation from the consultant team (Category Five Professional Consultants, Inc.) on the draft deliverable products (Public Outreach Plan, Vulnerability Assessment, and Evacuation Plan). There were approximately 15 attendees participating on the call. MCOG administration and planning staff have spent a considerable amount of time reviewing and providing comments on the draft products. Caltrans District 1 staff has also reviewed and provided comments on the documents.

We held our usual monthly check-in status call with the consultant and Caltrans on April 17. The project continues to move forward, with the exception of the public outreach forums which had previously been planned for early May. Those workshops (*in Ukiah, Willits, Fort Bragg, and Gualala*) have been postponed due to COVID 19, and we will hold off on new selecting new dates and securing workshop locations until more information is available on the continued "Shelter in Place" public health order.

A consultant presentation of the final report is still tentatively scheduled to occur at the June MCOG meeting, however, that may be delayed. We anticipate the project will be carried over to FY 2020/21 for completion, which is allowed under the current two-year grant schedule.

**ACTION REQUIRED:** None, information only.

**ALTERNATIVES:** N/A

**RECOMMENDATION:** Information only.

/le





## MENDOCINO COUNCIL OF GOVERNMENTS

### STAFF REPORT

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**TITLE:** SB 743 Vehicle Miles Traveled (VMT) Regional Baseline Study - Report

**DATE PREPARED:** 04/24/20

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

**MEETING DATE:** 05/04/20

---

**BACKGR OUND:**

The purpose of this report is to give you an update on the SB 743 Vehicle Miles Traveled (VMT) Regional Baseline Study (*Work Element 5, FY 2019/20 Overall Work Program*) grant-funded project that is currently underway.

SB 743 required the State to change how transportation impacts on the environment are evaluated under CEQA. The intent of the legislation was to remove barriers to infill development, public transportation projects, and projects that increase walking and biking. This legislation is changing measurement of transportation impacts under CEQA from level of service to vehicle miles traveled, and will affect how new development projects and land use plans are analyzed. The new requirements go into effect **July 1, 2020**.

As previously reported, the public outreach portion of the project was completed with the public workshops held in February (in Ukiah and Fort Bragg).

The Technical Advisory Group recently met on April 15 (*remotely*) to receive an overview from the consultant (Rod Brown, Fehr & Peers) on several technical documents, including VMT analysis methodologies and thresholds, mitigation measures, and impact analysis; as well as a demonstration of the screening tool. The final report is expected to be completed in May, and local agency staff training will likely be held in May or June.

Staff expects that local governmental agencies may have COVID 19-related staffing or public hearing schedule challenges that could affect their ability to adopt local VMT thresholds before the July 1, 2020 implementation date. The statewide Rural Counties Task Force (RCTF) is aware of this issue, and efforts are being made to encourage the California Transportation Commission to work with state agencies and the Governor's Office of Planning and Research to extend the implementation deadline through legislation or emergency powers. Due to COVID-19 impacts to the economy, it is critical to keep land use and infrastructure projects moving forward.

We anticipate a presentation of the final report from the consultant at the June MCOG meeting. The project is on track to be completed by the end of this fiscal year, June 30, 2020.

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**ACTION REQUIRED:** None, information only.

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**ALTERNATIVES:** N/A

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**RECOMMENDATION:** Information only.

/le



MENDOCINO COUNCIL OF GOVERNMENTS  
STAFF REPORT

Agenda #12d  
Reports  
MCOG Meeting  
5/4/2020

TITLE: Summary of Meetings

DATE PREPARED: 4/20/20

SUBMITTED BY: Monica Galliani, Administrative Assistant

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

| Date       | Meeting/Event  | Location                 | Staff                          |
|------------|--|--------------------------|--------------------------------|
| 04/08/2020 | California Transportation Commission Timely Use of Funds Interim Policy Workshop             | Webinar                  | Ellard & Casey                 |
| 04/08/2020 | CALCOG AB 101 Housing Grant Meeting  | Teleconference           | Orth                           |
| 04/08/2020 | California Transportation Commission Competitive Program Schedule Revisions Lecture          | Webinar                  | Barrett & Casey                |
| 04/08/2020 | Senator McGuire's Town Hall  | Teleconference           | Casey                          |
| 04/09/2020 | SB 743 Vehicle Miles Traveled Grant Monthly Meeting  | Teleconference           | Barrett & Ellard               |
| 04/09/2020 | Local Streets and Roads Program Schedule Revision Workshop                                   | Webinar                  | Casey                          |
| 04/13/2020 | Transit Productivity Committee Meeting   | Teleconference           | Barrett, Orth & Galliani       |
| 04/14/2020 | District 1 Caltrans/Regional Transportation Planning Agencies Directors Meeting              | Teleconference           | Barrett                        |
| 04/14/2020 | California Electric Vehicle Infrastructure Project (CALeVIP) Workshop                        | Webinar                  | Orth                           |
| 04/15/2020 | SB 743 Vehicle Miles Traveled Grant Technical Advisory Group (TAG)                           | Teleconference / Webinar | Barrett & Ellard               |
| 04/16/2020 | SB 743 Implementation Webinar  | Webinar                  | Ellard                         |
| 04/16/2020 | CALCOG Facilitating Virtual Meetings   | Webinar                  | Davey-Bates, Ellard & Orth     |
| 04/17/2020 | Fire Vulnerability Assessment & Emergency Evacuation Preparedness Plan Grant Monthly Meeting | Teleconference           | Barrett & Ellard               |
| 04/21/2020 | FHWA Virtual Public Involvement Workshop   | Webinar                  | Barrett & Ellard               |
| 04/21/2020 | City of Ukiah Project Status Meeting – Various Projects                                      | Teleconference           | Barrett, Ellard, Casey, Sookne |
| 04/22/2020 | Integrated Climate Adaptation & Resiliency Program (ICARP) Technical Advisory Group          | Teleconference           | Ellard                         |
| 04/22/2020 | CARES Act Allocation Meeting   | Webinar                  | Davey-Bates                    |
| 04/23/2020 | SAFE Meeting w/ Verizon, CASE  | Teleconference           | Barrett & Pedrotti             |
| 04/23/2020 | Caltrans Annual Grant Program Webinar  | Webinar                  | Ellard & Casey                 |
| 04/23/2020 | Planning Transportation During COVID-19 - REMI   | Webinar                  | Davey-Bates, Casey             |
| 04/24/2020 | Integrated Climate Adaptation & Resiliency Program (ICARP) Technical Advisory Group          | Teleconference           | Ellard                         |
| 04/28/2020 | COG Directors Association (CDAC) Meeting   | Webinar                  | Barrett                        |
| 04/29/2020 | California Transportation Commission Meeting   | Webinar                  | Barrett                        |
| 04/29/2020 | AB 101 Grant NOFA Webinar  | Webinar                  | Ellard & Orth                  |
| 04/29/2020 | MTA Board Meeting  | Webinar                  | Ellard & Orth                  |
| 04/30/2020 | Gualala ATP Grant Meeting w/ Caltrans  | Teleconference           | Barrett, Ellard, Casey         |
| 04/30/2020 | CALSTART - Understanding California's Low Carbon Fuel Standard Market                        | Webinar                  | Orth                           |
| 4/30/2020  | Sonoma Clean Power CALeVIP Meeting   | Teleconference           | Orth                           |

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

**ACTION REQUIRED:** None.

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**ALTERNATIVES:** None identified.

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**RECOMMENDATION:** None. This is for information only.



MENDOCINO  
COUNCIL OF GOVERNMENTS

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NEPHELE BARRETT, EXECUTIVE DIRECTOR

Administration: Suite 206  
(707) 463-1859  
Transportation Planning: Suite 204  
(707) 234-3434

April 24, 2020

**To:** MCOG Board of Directors  
**From:** Janet Orth, Deputy Director / CFO  
**Subject:** Information Packet of May 4, 2020 Meeting - No Action Required

\* \* \* \* \*

The following items are attached.

1. Low Carbon Transit Operations Program (LCTOP) – MCOG's letter to Caltrans in support of Mendocino Transit Authority's allocation request for a capital grant in the amount of \$176,103, the total of eligible fiscal year allocations for Mendocino Council of Governments, for the acquisition of MTA's first battery-electric transit vehicle.



MENDOCINO  
COUNCIL OF GOVERNMENTS

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April 16, 2020

Information # 1  
MCOG Meeting  
5/4/2020

Amar Cid, Branch Chief  
Low Carbon Transit Operations Program  
Division of Rail and Mass Transportation  
California Department of Transportation  
1120 N Street  
Sacramento, CA 95814

Re: RTPA Letter of Support

Dear Ms. Cid:

We are writing as the Regional Transportation Planning Agency in support of the FY 2019/20 Low Carbon Transit Operations Program (LCTOP) allocation request by the Mendocino Transit Authority (MTA).

This request proposes a capital grant in the amount of \$176,103, the total of 99313 and 99314 eligible fiscal year allocations for Mendocino Council of Governments, for the acquisition of MTA's first battery-electric transit vehicle. The funds will be combined with the carryover from 2017/18 and 2018/19 that have been reserved for this purpose. The zero-emission vehicle will serve the public on the existing Ukiah evening service route.

This proposal is consistent with the Regional Transportation Plan, as well as past and ongoing local and inter-regional plans and initiatives to accelerate the implementation of clean technologies. We believe it is an excellent use of California Climate Investments that will contribute to Mendocino County's share of greenhouse gas emissions reduction.

MTA has invested in a solar-electric transit infrastructure strategy for many years, and now needs appropriate vehicles to take advantage of its renewable energy capacity. This plug-in electric vehicle will be fueled by recharging from MTA's solar photovoltaic canopy, which shelters the fleet. A state-of-the-art maintenance facility will service the vehicle.

We urge the favorable consideration of this worthy project. Thanks very much for the opportunity.

Sincerely,

Nephele Barrett  
Executive Director