

Mono County Local Transportation Commission

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AMENDED MEETING AGENDA

April 10, 2023 – 9:00 A.M.

**Dana Room and Zoom
1290 Tavern Road, 2nd Floor,
Mammoth Lakes CA 93546**

Authorization for teleconference participation in today's meeting by members of the Mono County Local Transportation Commission is under the modified Brown Act procedures of AB 361, based on Governor Newsom's March 1, 2023, Proclamation of Emergency resulting from severe storms and a finding that in-person participation would result in an imminent risk to the health and safety of meeting attendees. This authorization may last through April 19, 2023, provided the above conditions remain in effect.

Pursuant to subdivision (1)(B)(2) of Government Code 54953, find that: (1) on March 1, 2023, Governor Newsom proclaimed a state of emergency in Mono and twelve other California Counties due to the effects of severe winter storms; and (2) as a result of the conditions underlying the emergency declaration, the holding of an in-person meeting of the Mono County Local Transportation Commission presents an imminent risk to the health and safety of attendees who would need to drive on icy and/or unplowed roads in poor driving conditions with low visibility to reach the in-person location.

Members of the public may participate in person and via the Zoom Webinar, including listening to the meeting and providing comment, by following the instructions below.

TELECONFERENCE INFORMATION

1. Joining via Zoom

There is no physical location of the meeting open to the public. You may participate in the Zoom Webinar, including listening to the meeting and providing public comment, by following the instructions below.

To join the meeting by computer

Visit: <https://monocounty.zoom.us/j/82351277147>

Or visit <https://www.zoom.us/> and click on "Join A Meeting." **Use Zoom Meeting ID:** 823 5127 7147

To provide public comment (at appropriate times) during the meeting, press the "Raise Hand" hand button on your screen and wait to be acknowledged by the Chair or staff.

To join the meeting by telephone

Dial (669) 900-6833, then enter **Webinar ID:** 823 5127 7147

To provide public comment (at appropriate times) during the meeting, press *9 to raise your hand and wait to be acknowledged by the Chair or staff.

2. Viewing the Live Stream

You may also view the live stream of the meeting without the ability to comment **by visiting:**

https://monocounty.granicus.com/MediaPlayer.php?publish_id=26335785-aa4d-4914-bb11-de96581f7f31

COMMISSIONERS

Jennifer Kreitz John Peters Rhonda Duggan John Wentworth Bill Sauser Paul Chang

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE**
2. **PUBLIC COMMENT:** Opportunity to address the LTC on items not on the agenda. Please refer to the Teleconference information section to determine how to make public comment for this meeting.
3. **CONSENT AGENDA ITEMS**
 - a) Approval of minutes from February 23, 2023 (pg. 1)
 - b) Approval of minutes from February 23, 2023, AB361 meeting (pg. 3)
 - c) Approval of minutes from March 13, 2023 (pg. 4)
 - d) **Review and receive Triennial Transit Audits for 2016-2018 and 2019-2021 (Deanna Tuetken) (pg. 7)**
4. **ADMINISTRATION**
 - a) Review 23/24 Overall Work Program revisions in response to Caltrans, provide further input and direction (*Haislip Hayes*) (pg. 102)
5. **LOCAL TRANSPORTATION**
6. **CALTRANS**
 - a) Update on Caltrans activities in Mono County (*Ben Downard*)
7. **TRANSIT**
 - a) ESTA Update (*Phil Moores*)
 - b) YARTS Update (*Nav Bagri*)
8. **CORRESPONDENCE**
9. **REPORTS**
 - a) Commissioners
 - b) Director (pg 153)
10. **INFORMATIONAL**
 - a) No items
11. **UPCOMING AGENDA ITEMS**
 - a) Adoption of the 23/24 OWP
 - b) SSTAC/unmet needs & transportation public hearing
 - c) Main Street Rehabilitation Project workshop
 - d) Workshop on MOU priorities
 - e) Request a follow-up regarding lessons learned from this winter's storms
12. **ADJOURN TO DATE May 8, 2023**

***NOTE:** Although the LTC generally strives to follow the agenda sequence, it reserves the right to take any agenda item – other than a noticed public hearing – in any order, and at any time after its meeting starts. The Local Transportation Commission encourages public attendance and participation.

In compliance with the Americans with Disabilities Act, anyone who needs special assistance to attend this meeting can contact the commission secretary at 760-924-1804 within 48 hours prior to the meeting in order to ensure accessibility (see 42 USCS 12132, 28CFR 35.130).

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Draft Minutes

February 23, 2023- 9:00 am

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE at 9:08 am**

2. **PUBLIC COMMENT:** Opportunity to address the LTC on items not on the agenda. Please refer to the Teleconference information section to determine how to make public comment for this meeting.
 - No public comment.

3. **CONSENT AGENDA ITEMS**
 - a) Approval of minutes from December 13, 2021.
Motion: Adopt minutes as presented.
Wentworth motioned; Kreitz seconded.
Roll Call- Ayes: Holler, Kreitz, Wentworth, Duggan. Abstain Peters. Motion carries 4-0 and one abstention.

4. **ADMINISTRATION**
 - a) Receive and accept LTC Financial Statement with Independent Auditor's Report ending June 30, 2022 (*Deanna Tuetken*)
Tuetken gave a brief overview and answered questions from the Commission.
Motion: Receive and accept the LTC financial statement as presented.
Holler motioned; Kreitz seconded.
Roll Call- Ayes: Holler, Kreitz, Peters, Wentworth, Duggan. Motion carries 5-0.

 - b) Adopt Resolution of LTF allocation for microtransit study in the Town (*Haislip Hayes/Phil Moores*)
Moores gave a brief presentation and answered questions from the Commission.
Motion: Adopt resolution of LTF allocation for microtransit.
Kreitz motioned; Holler seconded.
Roll Call- Ayes: Holler, Kreitz, Peters, Wentworth, Duggan. Motion carries 5-0.

5. **LOCAL TRANSPORTATION**
 - a) June Lake Active Transportation Plan: Approve for integration into the Regional Transportation Plan (*CivicWell/KTUA*)
Jacob with KTUA gave a presentation and answered questions.
Discussion: Marcella Rose (Mono County Public Works) will review draft and provide input at a later date, which can be incorporated when the plan is adopted as part of the Regional Transportation Plan (RTP).
Motion: Adopt the resolution approving the June Lake Active Transportation Plan and directing

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the plan be integrated into the next adoption of the Mono County RTP.

Holler motioned; Wentworth seconded.

Roll Call- Ayes: Holler, Kreitz, Peters, Wentworth, Duggan. Motion carries 5-0.

b) Draft 23/24 Overall Work Program (OWP) Review (*Haislip Hayes*)

Hayes gave a brief presentation to the Commission and answered questions. Draft is due to Caltrans by March 1. A blackline version will be sent to the Commissioners, and further input can be received at a future meeting.

6. CALTRANS

a) Update on Caltrans activities in Mono County (*CT staff*)

Downard gave a presentation and answered questions from the Commission.

7. TRANSIT

a) Review of Unmet Transit Needs/Transportation input schedule (*Wendy Sugimura*)

Sugimura gave an overview of the Unmet needs process and schedule, and answered questions from the Commission.

b) ESTA Update (*Phil Moores*)

Moores gave an ESTA update and answered questions from the Commission.

c) YARTS Update (*Nav Bagri*)

Perez gave an update on YARTS and answered questions from the Commission.

8. CORRESPONDENCE

9. COMMISSIONER REPORTS

10. INFORMATIONAL

a) Co-Executive Director Report

Sugimura gave a report.

11. UPCOMING AGENDA ITEMS

a) Unmet Needs public hearing

b) Workshop on MOU priorities

c) Quarterly Reports

d) Review membership and appointment to Social Services Transportation Advisory Committee

e) Request a follow-up regarding lessons learned from this winter storms

f) Update of opportunities from CalTrans

12. ADJOURN at 10:47am TO March 13, 2023

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Draft Minutes

February 23, 2023- 9am

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE**
2. **PUBLIC COMMENT:** Opportunity to address the LTC on items not on the agenda. Please refer to the Teleconference information section to determine how to make public comment for this meeting.
3. **ADMINISTRATION**
 - a) Adopt Resolution R23-01 to continue Brown Act remote meeting rules under AB 361
Motion: Adopt Resolution 23-01 to continue meeting under AB361.
Holler motioned; Peters seconded.
Roll Call- Ayes: Holler, Kreitz, Peters, Wentworth, Duggan. Motion carries 5-0.

Adjourn to the February 23, 2023, meeting at 9:00 AM

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Draft Minutes

March 13, 2023 – 9:00 A.M.

COUNTY COMMISSIONERS: Jennifer Kreitz, Rhonda Duggan

TOWN COMMISSIONERS: Paul Chang, John Wentworth

COUNTY STAFF: Haislip Hayes, Heidi Willson, Wendy Sugimura, Deanna Tuetken, Chad Senior

CALTRANS: Neil Peacock

ESTA: Phil Moores

1. Meeting call to order at 9:32 am & the Commission lead the pledge of allegiance.
2. **Adopt Resolution R23-04 to continue Brown Act remote meetings rules under AB361.**

Motion: Adopt Resolution 23-04 to continue meeting under AB361.
Krietz motioned; Wentworth seconded.
Roll Call- Ayes: Kreitz, Chang, Wentworth, Duggan. Absent: Peters, Chang. Motion carries 4-0 with 2 absences.
3. **PUBLIC COMMENT:** Opportunity to address the LTC on items not on the agenda. Please refer to the Teleconference information section to determine how to make public comment for this meeting.

No public comment
- 8.c. **Social Services Transportation Advisory Council (SSTAC) appointments (*Wendy Sugimura*)**
 - Chair pulled item 8c out of order to accommodate the Commissioners schedules.
 - Sugimura gave a presentation and answered questions from the Commission.

Motion: Appoint or Re-Appoint the members listed in the staff report to the Social Services Transportation advisory Council and for the existing seat for the Inyo/Mono Advocates for Community Action appoint a designee from that organization or the new executive director.
Krietz motioned; Wentworth seconded.
Roll Call- Ayes: Kreitz, Chang, Wentworth, Duggan. Absent: Peters, Chang. Motion carries 4-0 with 2 absences.

Commissioner Wentworth left the meeting at 9:42 am and the remainder of the meeting was held without a quorum.

4. ADMINISTRATION

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- a) Receive update on Local Transportation Fund (LTF) for 23/24 fiscal year revenues (*Deanna Tuetken*)

Tuetken gave a brief update on 23/24 fiscal years revenue.

5. **CONSENT AGENDA ITEMS**

- a) Approval of minutes from February 23, 2023.
b) Approval of minutes from February 23, 2023, AB361 meeting

Consent agenda items carried to April 10, 2023.

6. **LOCAL TRANSPORTATION**

- a) Quarterly Report – Mono County
- No report was given. Staff was available to answer any questions.
- b) Quarterly Report – Town of Mammoth Lakes
- No report was given. Staff was available to answer any questions.

7. **CALTRANS**

- a) Quarterly Report –
<https://caltrans.maps.arcgis.com/apps/dashboards/67670a6e24ee42628f5a852c61b57abf>
- Due to resources deployed to various states of emergency, further reporting and discussion of SR 203/US 395 traffic management during closures/weather incidents will be delayed to April.

8. **TRANSIT**

- a) Quarterly Report – ESTA (*Phil Moores*)
- No report was given. Staff was available to answer any questions.
- b) Quarterly Report- YARTS
- No report was given.

9. **CORRESPONDENCE**

- None received.

10. **REPORTS**

- a) Commissioners
- No Commissioner reports.
- b) Director
- Written director report provided in packet.

11. **INFORMATIONAL**

No items

12. **UPCOMING AGENDA ITEMS**

- a) Unmet needs – joint public hearing with SSTAC

13. **ADJOURN TO DATE April 10, 2023**

*NOTE: Although the LTC generally strives to follow the agenda sequence, it reserves the right to take any agenda item – other

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than a noticed public hearing – in any order, and at any time after its meeting starts. The Local Transportation Commission encourages public attendance and participation.

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COUNTY OF MONO

P.O. BOX 347, MAMMOTH LAKES, CALIFORNIA 93546

April 10, 2023

To: Mono County Local Transportation Commission

From: Deanna Tuetken, Administrative Services Specialist

RE: Mono County Local Transportation Commission Triennial Performance Audits

RECOMMENDED ACTION

Accept two Mono County Local Transportation Commission Triennial Performance Audits: July 1, 2015, through June 30, 2018 and July 1, 2018 through June 30, 2021.

DISCUSSION

The Mono County Local Transportation Commission has received two triennial audits for July 1, 2015 through June 30, 2018 and July 1, 2018 through June 30, 2021. The audits were performed by Michael Baker International, conducted under the rules and guidelines provided by the September 2008 edition of the California Department of Transportation's *Performance Audit Guidebook*. The audits reviewed each one of the following functional areas: Administration, Management, and Coordination, Transportation Planning and Programming, Claimant Relationships and Oversight, Marketing and Transportation Alternatives, and Grant Applications and Management. Both audits concluded that the Commission is in compliance with TDA rules.

ATTACHMENTS

- FY 2016-2018 Audit Results Summary
- FY 2019-2021 Audit Results Summary

FY 2016-2018

Compliance Requirements

Fourteen key compliance requirements are suggested in the *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities* to assess the MCLTC's conformance with the TDA. Our findings concerning the Commission's compliance with state legislative requirements are summarized in Table II-1.

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
All transportation operators and city or county governments which have responsibility for serving a given area, in total, claim no more than those Local Transportation Fund (LTF) monies apportioned to that area.	Public Utilities Code, Section 99231	<p>The MCLTC accounts for its claimants' areas of apportionment and has not allowed those claimants to claim more than what is apportioned for their area. Apportionments are made by the MCLTC for the incorporated area of Mammoth Lakes and for the county's unincorporated area. ESTA makes claims for regional and intercity transit services on behalf of the Town of Mammoth Lakes and the County. Mono County Dept. of Social Services and Yosemite Area Regional Transportation System (YARTS) also claim a flat rate of LTF funding annually. Remaining available LTF moneys are split 58 percent for the Town of Mammoth Lakes and 42 percent for Mono County. From a review of LTF claims and adopting resolutions during this triennial period, the claimants to do not claim more than their apportionments. Revised claims are submitted based on updated estimates from the MCLTC. The Commission makes this finding in each adopted resolution approving each LTF claim.</p> <p>Conclusion: Complied.</p>

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
The RTPA has adopted rules and regulations delineating procedures for the submission of claims for facilities provided for the exclusive use of pedestrians and bicycles.	Public Utilities Code, Sections 99233.3 and 99234	<p>Based on prior actions of the MCLTC and in accordance with Section 92233.3 of the TDA statute, 2 percent of LTF off the top is set aside for bike path construction. The apportionment and allocation are based on a three-year cycle that alternates between the Town of Mammoth Lakes and the County.</p> <p>The <i>LTC Handbook</i> (August 2012) includes a section on non-motorized review. Project managers for Town, County, and state projects shall regularly consult with local citizens, commissions/committees and mobility user groups such as the cycling community, Regional Planning Advisory Committees, and other groups during project design and implementation. Similarly, these user groups and commissions/committees shall be consulted in the update of transportation plans, policies, and standards. Staff shall conduct a review of non-motorized features for all projects before the Commission including:</p> <ul style="list-style-type: none"> • projects included in quarterly reviews; • project initiation documents, including project study reports; and • projects programmed in the RTIP. <p>LTF funds designated for pedestrian and bicycle projects are held in a trust for usage.</p> <p>Conclusion: Complied.</p>

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
<p>The RTPA has established a social services transportation advisory council. The RTPA must ensure that there is a citizen participation process which includes at least an annual public hearing.</p>	<p>Public Utilities Code, Sections 99238 and 99238.5</p>	<p>The MCLTC appoints the Social Services Transportation Advisory Council (SSTAC) to advise the Commission on transit needs, major transit issues, and coordination of specialized transportation services, particularly during the unmet needs hearing process. Members of the SSTAC are appointed by the LTC in compliance with the membership composition requirements of the TDA (Section 99238) to ensure a broad representation of social service and transit providers representing the elderly, the disabled, and persons of limited means. Consistent with the state legislature's intent to avoid duplicative transit advisory councils, the Mono County SSTAC serves as the sole advisory council for regional transit matters within Mono County.</p> <p>Conclusion: Complied.</p>
<p>The RTPA has annually identified, analyzed, and recommended potential productivity improvements which could lower the operating costs of those operators which operate at least 50 percent of their vehicle service miles within the RTPA's jurisdiction. Recommendations include, but are not limited to, those made in the performance audit.</p> <ul style="list-style-type: none"> • A committee for the purpose providing advice on productivity 	<p>Public Utilities Code, Section 99244</p>	<p>Absent a separate productivity improvement committee, potential productivity improvements in current transit service are reviewed on an annual basis through the unmet transit needs hearing process and during informal discussions between ESTA and the MCLTC. Route statistics are also presented to the MCLTC Board by ESTA with discussions to identify and recommend areas of improvement. A standing agenda item for ESTA is available at MCLTC board meetings.</p> <p>In addition to the above actions, the MCLTC conducts the state mandated TDA triennial performance audit as well as</p>

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
<p>improvements may be formed.</p> <ul style="list-style-type: none"> The operator has made a reasonable effort to implement improvements recommended by the RTPA, as determined by the RTPA, or else the operator has not received an allocation which exceeds its prior year allocation. 		<p>assisting in the funding of ESTA's Short Range Transit Plan, which provides productivity improvements. The MCLTC requests that ESTA respond to the recommendations made in the previous performance audits.</p> <p>In the TDA claims, MCLTC staff check whether the claimant made a reasonable effort to implement recommendations by the MCLTC. This check is an annual assessment of the actions taken by the claimants to improve productivity and is used by the Commission as a condition of approving the claim.</p> <p>Conclusion: Complied.</p>
<p>The RTPA has ensured that all claimants to whom it allocates Transportation Development Act (TDA) funds submits to it and to the state controller an annual certified fiscal and compliance audit within 180 days after the end of the fiscal year (December 27). The RTPA may grant an extension of up to 90 days as it deems necessary (March 26).</p>	<p>Public Utilities Code, Section 99245</p>	<p>Submittal dates for the ESTA annual financial audit:</p> <p>FY 2016: December 22, 2016 FY 2017: January 8, 2018 FY 2018: March 19, 2019</p> <p>Submittal dates for YARTS annual financial audit:</p> <p>FY 2016: December 16, 2016 FY 2017: January 12, 2018 FY 2018: February 11, 2019</p> <p>Conclusion: Complied.</p>
<p>The RTPA has designated an independent entity to conduct a performance audit of operators and itself (for the current and previous triennium). For operators, the audit was made and calculated the required performance indicators, and</p>	<p>Public Utilities Code, Sections 99246 and 99248</p>	<p>For the three-year period that ended June 30, 2018, the MCLTC retained Michael Baker International to conduct the performance audit of the Commission. Fechter & Company was retained to conduct the previous performance audit of</p>

TABLE II-1		
MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
the audit report was transmitted to the entity that allocates the operator's TDA monies and to the RTPA within 12 months after the end of the triennium. If an operator's audit was not transmitted by the start of the second fiscal year following the last fiscal year of the triennium, TDA funds were not allocated to that operator for that or subsequent fiscal years until the audit was transmitted.		<p>MCLTC for the three fiscal years that ended June 30, 2015.</p> <p>Michael Baker International was also retained to conduct the performance audit of ESTA for the three-year period that ended June 30, 2019.</p> <p>The TDA performance audits of ESTA and YARTS were completed by independent firms and included required performance indicators.</p> <p>Conclusion: Complied.</p>
The RTPA has submitted a copy of its performance audit to the Director of the California Department of Transportation. In addition, the RTPA has certified in writing to the Director, that the performance audits of the operators located in the area under its jurisdiction have been completed.	Public Utilities Code, Section 99246(c)	<p>Submission of the performance audit ending FY 2015 was verified by the MCLTC providing screenshots of the uploaded documentation to Caltrans.</p> <p>Conclusion: Complied.</p>
The performance audit of the operator providing public transportation service shall include a verification of the operator's operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee, as defined in Section 99247. The performance audit shall include, but not be limited to, consideration of the needs and types of passengers being served and the employment of part-time	Public Utilities Code, Section 99246(d)	<p>The performance audits of the operators, ESTA and YARTS, included all required performance elements.</p> <p>Conclusion: Complied.</p>

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours, as defined in subdivision (a) of Section 99260.2		
The RTPA has established rules and regulations regarding revenue ratios for transportation operators providing services in urbanized and new urbanized areas.	Public Utilities Code, Section 99270.1 and 99270.2	This compliance requirement is not applicable, as neither the MCLTC nor its claimants serve an urbanized area. Conclusion: Not Applicable.
The RTPA has adopted criteria, rules, and regulations for the evaluation of claims under Article 4.5 of the TDA and the determination of the cost-effectiveness of the proposed community transit services.	Public Utilities Code, Section 99275.5	Article 4.5 funds are allocated during the TDA claims process. In its adopting resolution, the MCLTC allocates less than 5 percent LTF for administration to ESTA serving as the Mono County Consolidated Transportation Service Agency. Conclusion: Complied.
State transit assistance funds received by the RTPA are allocated only for transportation planning and mass transportation purposes. (Note: Since the June 9, 1990, passage of Proposition 116, state transit assistance funds may no longer be used for street and road purposes, as had been permitted in certain cases under PUC Section 99313.3.)	Public Utilities Code, Sections 99310.5 and 99313.3 and Proposition 116	The MCLTC allocates State Transit Assistance (STA) funds to ESTA for transit operations and/or capital expenditure assistance. Conclusion: Complied.
The amount received pursuant to Public Utilities	Public Utilities Code, Section 99314.3	The MCLTC allocates operator revenue-based STA funds to ESTA in

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
Code, Section 99314.3; by each RTPA for state transit assistance is allocated to the operators in the area of its jurisdiction as allocated by the State Controller's Office.		accordance with the amounts published by the State Controller's Office. Conclusion: Complied.
<p>If TDA funds are allocated to purposes not directly related to public or specialized transportation services, or facilities for exclusive use of pedestrians and bicycles, the transit planning agency has annually:</p> <ul style="list-style-type: none"> • Consulted with the Social Services Transportation Advisory Council (SSTAC) established pursuant to Public Utilities Code, Section 99238; • Identified transit needs, including: <ul style="list-style-type: none"> ○ Groups that are transit-dependent or transit disadvantaged, ○ Adequacy of existing transit services to meet the needs of groups identified, and ○ Analysis of potential alternatives to provide transportation services; • Adopted or re-affirmed definitions of "unmet transit needs" and "reasonable to meet;" • Identified the unmet transit needs and those needs that are reasonable to meet; 	Public Utilities Code, Section 99401.5	The MCLTC conducts an annual unmet transit needs process to solicit comment and feedback on potential transit needs. Although no TDA funds are allocated to streets and roads, the MCLTC continues to conduct a formal unmet needs process as a venue to work with the community and identify transit needs. The Commission works through the SSTAC and cooperatively with ESTA, YARTS, and the Regional Planning Advisory Committees for this process. The <i>LTC Handbook</i> (updated August 2012) details the unmet needs process and consultation with the SSTAC. A minimum of one meeting with the SSTAC is held each February or March to identify and discuss unmet transit needs. The Commission follows the steps outlined in the TDA statute, including the compilation of transit needs, proper notification, and the conduct of public hearings. The findings are presented during the regularly scheduled MCLTC meetings. The MCLTC adopts resolutions of the findings of unmet needs based on the findings made by staff. Following adoption, the unmet needs documentation is submitted to Caltrans for concurrence and compliance with the law. Caltrans's response has stated the MCLTC's documentation

TABLE II-1		
MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
<ul style="list-style-type: none"> Adopted a finding that there are no unmet transit needs that are reasonable to meet; or that there are unmet transit needs including needs that are reasonable to meet. <p>If a finding is adopted that there are unmet transit needs, these needs must have been funded before an allocation was made for streets and roads.</p>		<p>to be complete and in full compliance.</p> <p>Conclusion: Complied.</p>
<p>The RTPA has caused an audit of its accounts and records to be performed for each fiscal year by the county auditor, or a certified public accountant. The RTPA must transmit the resulting audit report to the State Controller within 12 months of the end of each fiscal year and must be performed in accordance with the Basic Audit Program and Report Guidelines for California Special Districts prescribed by the State Controller. The audit shall include a determination of compliance with the transportation development act and accompanying rules and regulations. Financial statements may not commingle the state transit assistance fund, the local transportation fund, or other revenues or funds of any city, county or other agency. The RTPA must maintain fiscal and accounting records and</p>	<p>California Administrative Code, Section 6662</p>	<p>The accounting firm of Fechter & Company conducted the financial audit of the MCLTC for FYs 2016, 2017, and 2018. The Audited Financial Statements and Compliance Reports were submitted to the State Controller within 12 months of the end of each fiscal year. The annual audits were completed by March of the following year.</p> <p>The completion dates were:</p> <p>FY 2016: March 6, 2017 FY 2017: December 29, 2017 FY 2018: November 30, 2018</p> <p>The MCLTC also maintains fiscal and accounting records and supporting papers for at least four years following the fiscal year close.</p> <p>Conclusion: Complied.</p>

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
supporting papers for at least four years following the fiscal year close.		

Findings from MCLTC Compliance Requirements Matrix

The MCLTC satisfactorily complied with all applicable state legislative mandates for RTPAs. One requirement was not applicable to MCLTC operations (determination of farebox recovery ratios for urbanized areas). However, a cover letter typically accompanies the submission of the transportation planning agency's TDA triennial performance audits to Caltrans. The letter drafted by the agency indicates the completion of all required performance audits, including for both the MCLTC and the transit operator(s) that receive TDA from MCLTC. Although the MCLTC was able to verify submission of the last performance audit to Caltrans by providing screenshots of the uploaded documentation, the MCLTC should maintain on file the letter and/or email message accompanying the audits. The same filing maintenance applies to the annual TDA financial compliance audits of MCLTC, and the operators submitted to the State Controller's Office; the email submission of the reports and/or response from the State Controller should be copied and filed.

In relation to other compliance requirements, to its credit, the MCLTC conducts the annual unmet transit needs process to solicit comment and feedback on potential transit needs. The TDA only requires an unmet transit needs process when TDA funds could be used for roadway projects. Although TDA funds have not been allocated to streets and roads, but only to non-motorized transportation projects and public transportation service, the MCLTC continues to conduct a formal unmet needs process as a venue to work with the community and identify transit needs. The Commission works through the SSTAC, and cooperatively with ESTA, during this process. The definitions of an "unmet transit need" and "reasonable to meet," adopted in June 1998, are reaffirmed in the resolution that finds whether any unmet need identified through the public meetings meets the definitions.

LTF is allocated for bike/pedestrian facility improvements in Mono County and has been included in the RTP. RTP policies call for the provision of bike lanes as a component of rehabilitation projects on streets and highways. The Town of Mammoth Lakes adopted policies in the 2007 General Plan to reduce vehicle trips and promote healthy communities by promoting feet first, transit second, and the automobile last. This policy is being implemented through project development review and Town-sponsored projects. In addition, the Town's zoning updates included development standards promoting pedestrian, biking, and alternative modes of transportation.

FY 2019-2021

Compliance Requirements

Fourteen key compliance requirements are suggested in the *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities* to assess the MCLTC's conformance with the TDA. Our findings concerning the Commission's compliance with state legislative requirements are summarized in Table II-1.

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
All transportation operators and city or county governments which have responsibility for serving a given area, in total, claim no more than those Local Transportation Fund (LTF) monies apportioned to that area.	Public Utilities Code, Section 99231	The MCLTC accounts for its claimants' areas of apportionment and has not allowed those claimants to claim more than what is apportioned for their area. Apportionments are made by the MCLTC for the incorporated area of Mammoth Lakes and for the county's unincorporated area. ESTA makes claims for regional and intercity transit services on behalf of the Town of Mammoth Lakes and the County. Mono County Dept. of Social Services and Yosemite Area Regional Transportation System (YARTS) also claim a flat rate of LTF funding annually. Remaining available LTF moneys are split: 58 percent for the Town of Mammoth Lakes and 42 percent for Mono County. From a review of LTF claims and adopting resolutions during this triennial period, the claimants do not claim more than their apportionments. Revised claims are submitted based on updated estimates from the MCLTC. The Commission makes this finding in each adopted resolution approving each LTF claim.

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
		Conclusion: Complied.
The RTPA has adopted rules and regulations delineating procedures for the submission of claims for facilities provided for the exclusive use of pedestrians and bicycles.	Public Utilities Code, Sections 99233.3 and 99234	<p>Based on prior actions of the MCLTC and in accordance with Section 92233.3 of the TDA statute, 2 percent of LTF off the top is set aside for bike path construction. The apportionment and allocation are based on a three-year cycle that alternates between the Town of Mammoth Lakes and the County.</p> <p>The latest version of the LTC handbook from 2022 also includes a section on non-motorized review. Project managers for Town, County, and state projects shall regularly consult with local citizens, commissions/committees and mobility user groups such as the cycling community, Regional Planning Advisory Committees, and other groups during project design and implementation. Similarly, these user groups and commissions/committees shall be consulted in the update of transportation plans, policies, and standards. Staff shall conduct a review of non-motorized features for all projects before the Commission including:</p> <ul style="list-style-type: none"> •projects included in quarterly reviews; •project initiation documents, including project study reports; and •projects programmed in the RTIP. <p>LTF funds designated for pedestrian and bicycle projects are held in a trust for usage.</p>

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
		Conclusion: Complied.
The RTPA has established a social services transportation advisory council. The RTPA must ensure that there is a citizen participation process which includes at least an annual public hearing.	Public Utilities Code, Sections 99238 and 99238.5	The MCLTC appoints the Mono County SSTAC to advise the Commission on transit needs, major transit issues, and coordination of specialized transportation services, particularly during the unmet needs hearing process. Members of the SSTAC are appointed by the Commission in compliance with the membership composition requirements of the TDA (Section 99238). Consistent with the state legislature's intent to avoid duplicative transit advisory councils, the Mono County SSTAC serves as the sole advisory council for regional transit matters within Mono County. Conclusion: Complied.
The RTPA has annually identified, analyzed, and recommended potential productivity improvements which could lower the operating costs of those operators which operate at least 50 percent of their vehicle service miles within the RTPA's jurisdiction. Recommendations include, but are not limited to, those made in the performance audit. <ul style="list-style-type: none"> A committee for the purpose providing advice on productivity improvements may be formed. 	Public Utilities Code, Section 99244	Absent a separate productivity improvement committee, potential productivity improvements in current transit service are reviewed on an annual basis through the unmet transit needs hearing process and during informal discussions between ESTA and the MCLTC. Route statistics are also presented to the MCLTC Board by ESTA with discussions to identify and recommend areas of improvement. A standing agenda item for ESTA is available at MCLTC board meetings. In addition to the above actions, the MCLTC conducts the state-mandated TDA triennial performance audit as well as

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
<ul style="list-style-type: none"> The operator has made a reasonable effort to implement improvements recommended by the RTPA, as determined by the RTPA, or else the operator has not received an allocation which exceeds its prior year allocation. 		<p>assisting in the funding of ESTA’s Short Range Transit Plan, which provides productivity improvements. The MCLTC requests that ESTA respond to the recommendations made in the previous performance audits.</p> <p>In the TDA claims, MCLTC staff check whether the claimant made a reasonable effort to implement recommendations by the MCLTC. This check is an annual assessment of the actions taken by the claimants to improve productivity and is used by the Commission as a condition of approving the claim.</p> <p>Conclusion: Complied.</p>
<p>The RTPA has ensured that all claimants to whom it allocates Transportation Development Act (TDA) funds submits to it and to the state controller an annual certified fiscal and compliance audit within 180 days after the end of the fiscal year (December 27). The RTPA may grant an extension of up to 90 days as it deems necessary (March 26).</p>	<p>Public Utilities Code, Section 99245</p>	<p>Submittal dates for the ESTA annual financial audit:</p> <p>FY 2019: January 27, 2020 FY 2020: January 7, 2021 FY 2021: January 26, 2022</p> <p>Submittal dates for the YARTS annual financial audit:</p> <p>FY 2019: February 14, 2020 FY 2020: March 24, 2021 FY 2021: March 21, 2022</p> <p>Conclusion: Complied.</p>
<p>The RTPA has designated an independent entity to conduct a performance audit of operators and itself (for the current and previous triennium). For operators, the audit was made and calculated the required</p>	<p>Public Utilities Code, Sections 99246 and 99248</p>	<p>For the current three-year period that ended June 30, 2021, the MCLTC has retained Michael Baker International to conduct the performance audit of the Commission. The firm was also retained to conduct the previous audit of the MCLTC for the three</p>

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
performance indicators, and the audit report was transmitted to the entity that allocates the operator's TDA monies and to the RTPA within 12 months after the end of the triennium. If an operator's audit was not transmitted by the start of the second fiscal year following the last fiscal year of the triennium, TDA funds were not allocated to that operator for that or subsequent fiscal years until the audit was transmitted.		fiscal years that ended June 30, 2018, which is being conducted concurrently with this audit. The TDA performance audits of ESTA and YARTS were completed by independent firms and included required performance indicators. Conclusion: Complied.
The RTPA has submitted a copy of its performance audit to the Director of the California Department of Transportation. In addition, the RTPA has certified in writing to the Director, that the performance audits of the operators located in the area under its jurisdiction have been completed.	Public Utilities Code, Section 99246(c)	Submission of the last performance audit ending FY 2015 was verified by MCLTC providing screenshots of the uploaded documentation to Caltrans. Conclusion: Complied.
The performance audit of the operator providing public transportation service shall include a verification of the operator's operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee, as defined in Section 99247. The performance audit shall include, but not be limited to, consideration of the needs and types of passengers being served and the	Public Utilities Code, Section 99246(d)	The performance audit of the operators, ESTA and YARTS, includes all required performance elements. Conclusion: Complied.

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
employment of part-time drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours, as defined in subdivision (a) of Section 99260.2		
The RTPA has established rules and regulations regarding revenue ratios for transportation operators providing services in urbanized and new urbanized areas.	Public Utilities Code, Section 99270.1 and 99270.2	This compliance requirement is not applicable, as neither the MCLTC nor its claimants serve an urbanized area. Conclusion: Not Applicable.
The RTPA has adopted criteria, rules, and regulations for the evaluation of claims under Article 4.5 of the TDA and the determination of the cost-effectiveness of the proposed community transit services.	Public Utilities Code, Section 99275.5	Article 4.5 funds are allocated during the TDA claims process. In its adopting resolution, MCLTC allocates less than 5 percent LTF for administration to ESTA serving as the Mono County Consolidated Transportation Service Agency Conclusion: Complied.
State transit assistance funds received by the RTPA are allocated only for transportation planning and mass transportation purposes. (Note: Since the June 9, 1990, passage of Proposition 116, state transit assistance funds may no longer be used for street and road purposes, as had been permitted in certain cases under PUC Section 99313.3.)	Public Utilities Code, Sections 99310.5 and 99313.3 and Proposition 116	The MCLTC allocates State Transit Assistance (STA) funds to ESTA for transit operations and/or capital expenditure assistance. Conclusion: Complied.

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
The amount received pursuant to Public Utilities Code, Section 99314.3; by each RTPA for state transit assistance is allocated to the operators in the area of its jurisdiction as allocated by the State Controller’s Office.	Public Utilities Code, Section 99314.3	The MCLTC allocates operator revenue-based STA funds to ESTA in accordance with the amounts published by the State Controller’s Office. Conclusion: Complied.
<p>If TDA funds are allocated to purposes not directly related to public or specialized transportation services, or facilities for exclusive use of pedestrians and bicycles, the transit planning agency has annually:</p> <ul style="list-style-type: none"> • Consulted with the Social Services Transportation Advisory Council (SSTAC) established pursuant to Public Utilities Code, Section 99238; • Identified transit needs, including: <ul style="list-style-type: none"> ○ Groups that are transit-dependent or transit disadvantaged, ○ Adequacy of existing transit services to meet the needs of groups identified, and ○ Analysis of potential alternatives to provide transportation services; • Adopted or re-affirmed definitions of “unmet transit needs” and “reasonable to meet”; 	Public Utilities Code, Section 99401.5	The MCLTC conducts an annual unmet transit needs process to solicit comment and feedback on potential transit needs. Although no TDA funds are allocated to streets and roads, the MCLTC continues to conduct a formal unmet needs process as a venue to work with the community and identify transit needs. The Commission works through the SSTAC, and cooperatively with ESTA, for this process. Meetings with the SSTAC are held annually in the spring to identify and discuss unmet transit needs. The Commission follows the steps outlined in the TDA statute, including the compilation of transit needs, proper notification, and the conduct of public hearings. The findings are presented at public hearings. The MCLTC adopts resolutions of the findings of unmet needs based on the findings made by staff. Following adoption, the unmet needs documentation is submitted to Caltrans for concurrence and compliance with the law. Caltrans’s response has stated the MCLTC’s documentation to be complete and in full compliance.

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
<ul style="list-style-type: none"> Identified the unmet transit needs and those needs that are reasonable to meet; Adopted a finding that there are no unmet transit needs that are reasonable to meet; or that there are unmet transit needs including needs that are reasonable to meet. <p>If a finding is adopted that there are unmet transit needs, these needs must have been funded before an allocation was made for streets and roads.</p>		<p>Conclusion: Complied.</p>
<p>The RTPA has caused an audit of its accounts and records to be performed for each fiscal year by the county auditor, or a certified public accountant. The RTPA must transmit the resulting audit report to the State Controller within 12 months of the end of each fiscal year and must be performed in accordance with the Basic Audit Program and Report Guidelines for California Special Districts prescribed by the State Controller. The audit shall include a determination of compliance with the transportation development act and accompanying rules and regulations. Financial statements may not commingle the state transit assistance fund, the local transportation fund, or other revenues or funds of any city,</p>	<p>California Administrative Code, Section 6662</p>	<p>The accounting firm of Fechter & Company conducted the financial audit of the MCLTC for FYs 2018, 2019, and 2020. The Audited Financial Statements and Compliance Reports were submitted to the State Controller within 12 months of the end of each fiscal year. The annual audits were completed by March of the following year.</p> <p>Conclusion: Complied.</p>

TABLE II-1		
MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
county or other agency. The RTPA must maintain fiscal and accounting records and supporting papers for at least four years following the fiscal year close.		

Findings from MCLTC Compliance Requirements Matrix

The MCLTC satisfactorily complied with applicable state legislative mandates for RTPAs. One requirement was not applicable to MCLTC operations (determination of farebox recovery ratios for urbanized areas). However, a cover letter typically accompanies the submission of the transportation planning agency's TDA fiscal and triennial performance audits to Caltrans. The letter drafted by the agency indicates the completion of all required fiscal and performance audits, including for both the MCLTC and the transit operator(s). Although the MCLTC was able to verify submission of the last performance audit with Caltrans for compliance by providing screenshots of the uploaded documentation, the MCLTC should maintain on file the letter and/or email message accompanying the audits.

In relation to other compliance requirements, to its credit, the MCLTC conducts the annual unmet transit needs process to solicit comment and feedback on potential transit needs. The TDA only requires an unmet transit needs process when TDA funds could be used for roadway projects. Although TDA funds have not been allocated to streets and roads, but only to non-motorized transportation projects and public transportation service, the MCLTC continues to conduct a formal unmet needs process as a venue to work with the community and identify transit needs. The Commission works through the SSTAC, and cooperatively with ESTA, during this process. The definitions of an "unmet transit need" and "reasonable to meet," adopted in June 1998, are reaffirmed in the resolution that finds whether any unmet need identified through the public meetings meets the definitions.

LTF is allocated for bike/pedestrian facility improvements in Mono County and have been included in the RTP. RTP policies call for the provision of bike lanes as a component of rehabilitation projects on streets and highways. The Town of Mammoth Lakes adopted policies in the 2007 General Plan to reduce vehicle trips and promote healthy communities by promoting feet first, transit second, and automobile last. This policy is being implemented through project development review and Town-sponsored projects. In addition, the Town's recent zoning update included development standards promoting pedestrian, biking, and alternative modes of transportation.

Submitted to:

COUNTY OF
MONO

**FY 2016-2018
Triennial Performance Audit
Mono County Local Transportation
Commission**



Final

April 2023

Submitted By:

Michael Baker
INTERNATIONAL



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Executive Summary

The Mono County Local Transportation Commission (Mono LTC, MCLTC, Commission) retained Michael Baker International to conduct its Transportation Development Act (TDA) performance audit for fiscal years (FY) 2015–16 through 2017–18. As a Local Transportation Commission created to fulfill the responsibilities as a Regional Transportation Planning Agency (RTPA), the Mono LTC is required by Public Utilities Code Section 99246 to prepare and submit an audit of its performance on a triennial basis to the California Department of Transportation (Caltrans). TDA funds are used for Mono LTC administration and planning and are distributed for public transit services and non-motorized projects.

This performance audit is intended to describe how well the Mono LTC is meeting its administrative and planning obligations under the TDA, as well as its organizational management and efficiency. The *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities* (September 2008), published by Caltrans, was used to guide the development and conduct of the audit. To gather information for the TDA performance audit, Michael Baker conducted interviews with agency staff, reviewed various documents, and evaluated the Mono LTC's responsibilities, functions, and performance of the TDA guidelines and regulations.

The audit comprises several sections, including compliance with TDA requirements, status of implementing prior audit recommendations, and review of functional areas. Findings from each section are summarized below, followed by recommendations based on our audit procedures.

Compliance with TDA Requirements

The Commission satisfactorily complied with applicable state legislative mandates for RTPAs. One requirement was not applicable to Mono LTC operations (determination of farebox recovery ratios for urbanized areas). In relation to other compliance requirements, to its credit, the Mono LTC conducts the annual unmet transit needs process to solicit comment and feedback on potential transit needs.

Status of the Prior Audit Recommendation

The MCLTC has fully implemented the prior audit recommendation, which pertained to verifying the accuracy of its books on a quarterly basis to facilitate the timely completion of the financial statement and compliance audits. The fiscal audits completed for the audit period have been timely, which reflects the correction in the accounting procedures.

Functional Review

1. MCLTC policies and procedures are well documented in the Mono County *LTC Handbook & Bylaws*. The handbook was updated in August 2012. The handbook provides a detailed overview of the MCLTC background and purpose, organization structure, and administrative structure and duties, as well as its procedures for TDA funding allocation and development of Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP), and Overall Work Program (OWP). The document also contains supporting appendices, such as the staffing memorandum of understanding (MOU) and TDA reporting dates.
2. MCLTC develops an OWP annually, which includes a budget and tasks outlining the transportation planning activities for the coming year. The OWP is prepared in accordance with annual guidance provided by Caltrans and serves several functions, including as a comprehensive listing of transportation planning activities in Mono County; a convenient regional transportation planning reference document for MCLTC partners and members of the public; the MCLTC's proposal to program and use Rural Planning Assistance (RPA) funds; and the basis of a contract with the state for use and disbursement of RPA funds.
3. The Commission adopted the 2015 Mono County RTP in FY 2016. This is a collaborative effort between the Mono County LTC, Mono County Community Development Department, Mono County Public Works Department, Town of Mammoth Lakes Community Development Department, and Town of Mammoth Lakes Public Works Department. Each jurisdiction is responsible for delivering their circulation elements contained in their General Plans, which are rolled up into the RTP. The time horizon for the RTP is a 20-year period and the plan is updated every four years. The plan is intended to achieve a coordinated and balanced regional transportation system of all travel modes.
4. Mono County and the Town of Mammoth Lakes have provided staff services of the MCLTC via an MOU. The MOU provides for planning services, staff, and administrative support for the MCLTC to fulfill the requirements of the California TDA, to accomplish the mandated functions of the MCLTC, and to carry out the annual OWP.
5. On an annual basis, the MCLTC was responsible for managing the apportionment of between \$604,000 and \$623,000 in Local Transportation Fund (LTF) revenues and between \$150,000 and \$179,000 in State Transit Assistance (STA) funds. The MCLTC claims a fixed amount of \$30,000 annually for TDA administration and planning and generally sets aside 15 percent of total LTF funding annually as reserve revenue.

Recommendations

One recommendation is provided to improve the MCLTC’s administration and management of the TDA and its organization. The recommendation is described in detail below.

Performance Audit Recommendation	Background
1. Update the <i>LTC Handbook</i> .	The last revision for the <i>LTC Handbook</i> was in August 2012. Since then, a few changes have occurred in relation to the TDA and transit operations in Mono County. Namely, legislation (Senate Bill 508) was passed in October 2015 that significantly modifies several provisions of the TDA. The legislation achieves several objectives, including simplifying fare recovery requirements; authorizing funding of bicycle and pedestrian safety education programs; and modifying STA qualifying criteria for operations. The TDA section of the <i>LTC Handbook</i> should be updated to reflect these changes. The MCLTC should also communicate these changes to the transit systems and determine what implication, if any, the changes might have on their respective transit operations.

Section I

Introduction – Initial Review of MCLTC Functions

The Mono County Local Transportation Commission (MCLTC, Mono LTC, Commission) retained Michael Baker International to conduct its Transportation Development Act (TDA) performance audit for fiscal years (FY) 2015–16 through 2017–18. As a Local Transportation Commission created to fulfill the responsibilities as a Regional Transportation Planning Agency (RTPA), the MCLTC is required by Public Utilities Code Section 99246 to prepare and submit an audit of its performance on a triennial basis to the California Department of Transportation (Caltrans).

This performance audit, as required by the TDA, is intended to describe how well the MCLTC is meeting its administrative and planning obligations under the TDA.

Overview of the MCLTC

The MCLTC was established pursuant to California Government Code Section 29535 in August 1984, by joint resolutions of the Mono County Board of Supervisors and the Mammoth Lakes Town Council. This entity was then designated as the transportation planning agency for Mono County by the State Secretary of the Business, Transportation and Housing Agency (now the California State Transportation Agency) on October 1, 1984. The MCLTC replaced the Mono County Transportation Commission, which served as the transportation planning agency for Mono County from April 1, 1972, through December 1984.

The MCLTC is authorized to act as the lead transportation planning and administrative agency for transportation projects and programs in Mono County. As the county's RTPA, the MCLTC is responsible for transportation planning, programming, and fund allocation, as required by the state statutes. This includes the annual allocation of TDA funds, as well as federal and local funds for highway, transit, rail, bicycle, and other transportation projects. The primary duties of the MCLTC consist of the following:

1. Administration of TDA funds.
2. Development and implementation of the Mono County Regional Transportation Plan (RTP).
3. Preparation and implementation of the annual Overall Work Program (OWP).
4. Review of and comment on the Interregional Improvement Plan contained in the State Transportation Improvement Program (STIP).

5. Preparation of the Regional Transportation Improvement Program (RTIP), in collaboration with Caltrans, and submitted for adoption by the California Transportation Commission.
6. Review of and prioritization of grant applications for various funding programs.
7. Facilitation of public education, awareness, and involvement in regional transportation planning and programming.

Mono County is located in the central eastern part of the state and is situated east of the Sierra Nevada mountain range between Yosemite National Park and Nevada. Mono County is bounded by Tuolumne County to the west, Fresno and Madera Counties to the southwest, Alpine County to the northwest, Inyo County to the south, and the state of Nevada to the north and east. The county was formed in 1861 from parts of Calaveras, Fresno, and Mariposa Counties. A portion of northern Mono County was ceded to Alpine County in 1864 and a southern portion was ceded to Inyo County in 1866.

Mono County has a land area of 3,049 square miles. About 94 percent of Mono County is public land administered by the US Forest Service, the Bureau of Land Management, the State of California, and the Los Angeles Department of Water and Power. Approximately 80 percent of all employment is directly, or indirectly, associated with these public agencies. Annually, more than 6 million visitor-days of use occur on public lands in Mono County. The majority of these visitors travel to and through the county on the state highway system. Major attractions include Mammoth and June Mountain ski areas, Yosemite National Park, Mono Lake, Devils Postpile National Monument, Bodie State Historic Park, and the many lakes, streams, and backcountry attractions accessed through Mono County communities.

A demographic snapshot of the county during the audit period is presented in Table I-1.

**Table I-1
Mono County Demographics**

City/Jurisdiction	2010 US Census Population	Change from 2000 US Census %	Population 65 Years & Older % (2010 ACS 5-Yr Estimates)	2018 DOF Population Estimates	Land Area (in square miles)
Total Mono County	14,202	+10.5%	8.15%	13,822	3,049.00
Town of Mammoth Lakes	8,234	+16.1%	7.20%	8,316	24.87
Unincorporated Area	5,968	+3.6%	9.45%	5,506	3,024.13

Source: 2010 US Census; 2010 American Community Survey, 5-Year Estimates; California Department of Finance, 2018 Population Estimates

The community of Bridgeport is the county seat, and the Town of Mammoth Lakes is the county's only incorporated municipality. The county's population increased by more than 10 percent between the 2000 and 2010 US Censuses. Based on the 2010 American

Community Survey 5-year Estimates, seniors comprised about 8 percent of the county's population. The 2018 population for Mono County was estimated to be 13,822 as reported by the California Department of Finance, a 2.8 percent decline from the 2010 Census figure. Other communities and census-designated places include Aspen Springs, Benton, Chalfant, Coleville, Crowley Lake, June Lake, Lee Vining, McGee Creek, Mono City, Paradise, Sunny Slopes, Swall Meadows, Topaz, Twin Lakes, Virginia Lakes, and Walker.

Major highways include US Highways 395 and 6 as well as State Routes (SR) 89, 108, 120, 158, 167, 168, 182, 203, 266 and 270. US 395 is the main north–south arterial, connecting Mono County to Inyo County and Reno, Nevada. SR 120 at the junction with US 395 in Lee Vining connects Mono County with Yosemite National Park via the Tioga Pass. The community of June Lake is located along SR 158. The Town of Mammoth Lakes is located on SR 203 and serves as the town's main street. The communities of Chalfant, Hammil Valley, and Benton are located on US Highway 6. The community of Oasis is located on SR 266/168 in the southeastern portion of the county. The communities are generally small, rural in character, and oriented primarily to serving recreational and tourist traffic. Walker, Topaz, Coleville, Bridgeport, and Lee Vining share US 395 as their main street for commerce and community activities. SR 158 serves as the main street for June Lake. US Highway 6 serves as a main street for Benton and Chalfant.

Organizational Structure

Consistent with state law, the MCLTC consists of six commissioners—three commissioners appointed by the Town of Mammoth Lakes Town Council and three commissioners appointed by the Mono County Board of Supervisors. Each appointing authority may also select up to three alternative members to serve in the absence of their respective regular members. In most instances, the appointing authorities select commissioners that also serve as members of the Mammoth Lakes Town Council and Mono County Board of Supervisors. The MCLTC historically has included the Caltrans District 9 director as a non-voting ex officio member. The ex officio membership allows for participation by the District 9 director or staff designee in Commission discussions before and after public testimony, but without the ability to vote on Commission matters.

The MCLTC appoints the Mono County Social Services Transportation Advisory Council (SSTAC) to advise the Commission on transit needs, major transit issues, and coordination of specialized transportation services, particularly during the unmet needs hearing process. Members of the SSTAC are appointed by the Commission in compliance with the membership composition requirements of the TDA (Section 99238). Consistent with the California legislature's intent to avoid duplicative transit advisory councils, the Mono County SSTAC serves as the sole advisory council for regional transit matters within Mono County.

To better integrate regional transportation planning efforts with local and county planning systems, the MCLTC utilizes the existing committee structure of the area's two

general purpose governments: the Town of Mammoth Lakes and Mono County. These include the Town of Mammoth Lakes Planning Commission, Mono County Planning Commission, the Mono County Airport Land Use Commission, Mammoth Lakes Airport Commission, the Town of Mammoth Lakes Mobility Commission and the Regional Planning Advisory Committees, which are planning advisory committees serving unincorporated communities. A staff-level Transportation Technical Advisory Committee, consisting of representatives from Mono County, Town of Mammoth Lakes, the local transit provider (presently Eastern Sierra Transit Authority [ESTA]) and Caltrans, meets monthly to coordinate agenda items, commission follow-ups and related planning matters. The advisory committee, which generally meets after regular MCLTC meetings or as needed, provides technical staff support and recommendations to the MCLTC on state, regional, county, and town transportation matters.

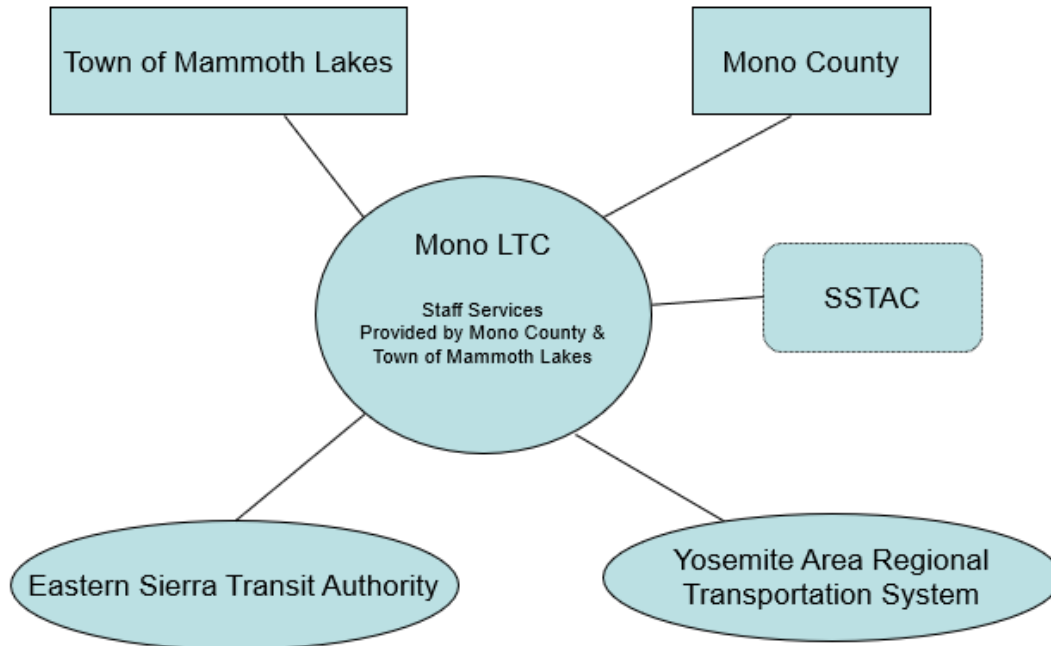
In recent years, Mono County and the Town of Mammoth Lakes have provided staff services of the MCLTC via a memorandum of understanding (MOU). The MOU provides for planning services, staff, and administrative support for the MCLTC in order to fulfill TDA requirements, to accomplish the mandated functions of the MCLTC, and to carry out the annual OWP. The MOU notes that it is in the best interest of the County, Town, and MCLTC to continue to implement the most efficient and professionally economical method of providing the aforementioned services, and that a close working relationship on a daily basis among the staffs of the three entities has been beneficial to all parties.

The division of responsibilities for staff and administrative services is established annually based upon the OWP. Major administrative matters and projects directly affecting the incorporated area are the responsibilities of the Town Public Works and Planning Departments, whereas major administrative matters and projects directly affecting the unincorporated area are the responsibilities of the County Public Works and Planning Departments.

County staff handles routine administrative and secretarial matters, and County staff has filled the positions of executive director, Commission secretary, and Commission counsel. The MCLTC secretary is appointed by the executive director to maintain records, including meeting minutes and project files, and to assist staff in preparation and dissemination of public notices, agendas, agenda packets, and other official business. Technical (engineering, legal, and planning) staffing services for the MCLTC are provided by the County and Town staff as needed. Figure I-1 shows the MCLTC organizational chart.

**Figure I-1
Organizational Chart**

**Mono County Local Transportation Commission
2015-2021**



Source: Mono LTC

Audit Methodology

To gather information for this performance audit, Michael Baker conducted the following activities:

- **Document Review:** Conducted an extensive review of documents including various MCLTC files and internal reports, committee agendas, and public documents.
- **Interviews:** Conducted virtual interviews with MCLTC co-directors, transportation planning staff, and administrative personnel.
- **Analysis:** Evaluated the responses from the interviews as well as the documents reviewed about the MCLTC's responsibilities, functions, and performance to TDA guidelines and regulations.

All of the activities described above were intended to provide the information necessary to assess the MCLTC's efficiency and effectiveness in two key areas:

- Compliance with state TDA requirements
- Organizational management and efficiency

The remainder of this report is divided into four sections. In Section II, Michael Baker reviews the compliance requirements of the TDA administrative process. Section III describes the MCLTC's responses to the recommendations in the previous performance audit. In Section IV, Michael Baker provides a detailed review of the MCLTC's functions, while Section V summarizes our findings and recommendations.

Section II

Compliance Requirements

Fourteen key compliance requirements are suggested in the *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities* to assess the MCLTC’s conformance with the TDA. Our findings concerning the Commission’s compliance with state legislative requirements are summarized in Table II-1.

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
All transportation operators and city or county governments which have responsibility for serving a given area, in total, claim no more than those Local Transportation Fund (LTF) monies apportioned to that area.	Public Utilities Code, Section 99231	<p>The MCLTC accounts for its claimants’ areas of apportionment and has not allowed those claimants to claim more than what is apportioned for their area. Apportionments are made by the MCLTC for the incorporated area of Mammoth Lakes and for the county’s unincorporated area. ESTA makes claims for regional and intercity transit services on behalf of the Town of Mammoth Lakes and the County. Mono County Dept. of Social Services and Yosemite Area Regional Transportation System (YARTS) also claim a flat rate of LTF funding annually. Remaining available LTF moneys are split 58 percent for the Town of Mammoth Lakes and 42 percent for Mono County. From a review of LTF claims and adopting resolutions during this triennial period, the claimants to do not claim more than their apportionments. Revised claims are submitted based on updated estimates from the MCLTC. The Commission makes this finding in each adopted resolution approving each LTF claim.</p> <p>Conclusion: Complied.</p>

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
The RTPA has adopted rules and regulations delineating procedures for the submission of claims for facilities provided for the exclusive use of pedestrians and bicycles.	Public Utilities Code, Sections 99233.3 and 99234	<p>Based on prior actions of the MCLTC and in accordance with Section 92233.3 of the TDA statute, 2 percent of LTF off the top is set aside for bike path construction. The apportionment and allocation are based on a three-year cycle that alternates between the Town of Mammoth Lakes and the County.</p> <p>The <i>LTC Handbook</i> (August 2012) includes a section on non-motorized review. Project managers for Town, County, and state projects shall regularly consult with local citizens, commissions/committees and mobility user groups such as the cycling community, Regional Planning Advisory Committees, and other groups during project design and implementation. Similarly, these user groups and commissions/committees shall be consulted in the update of transportation plans, policies, and standards. Staff shall conduct a review of non-motorized features for all projects before the Commission including:</p> <ul style="list-style-type: none"> • projects included in quarterly reviews; • project initiation documents, including project study reports; and • projects programmed in the RTIP. <p>LTF funds designated for pedestrian and bicycle projects are held in a trust for usage.</p> <p>Conclusion: Complied.</p>

TABLE II-1		
MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
<p>The RTPA has established a social services transportation advisory council. The RTPA must ensure that there is a citizen participation process which includes at least an annual public hearing.</p>	<p>Public Utilities Code, Sections 99238 and 99238.5</p>	<p>The MCLTC appoints the Social Services Transportation Advisory Council (SSTAC) to advise the Commission on transit needs, major transit issues, and coordination of specialized transportation services, particularly during the unmet needs hearing process. Members of the SSTAC are appointed by the LTC in compliance with the membership composition requirements of the TDA (Section 99238) to ensure a broad representation of social service and transit providers representing the elderly, the disabled, and persons of limited means. Consistent with the state legislature's intent to avoid duplicative transit advisory councils, the Mono County SSTAC serves as the sole advisory council for regional transit matters within Mono County.</p> <p>Conclusion: Complied.</p>
<p>The RTPA has annually identified, analyzed, and recommended potential productivity improvements which could lower the operating costs of those operators which operate at least 50 percent of their vehicle service miles within the RTPA's jurisdiction. Recommendations include, but are not limited to, those made in the performance audit.</p> <ul style="list-style-type: none"> • A committee for the purpose providing advice on productivity 	<p>Public Utilities Code, Section 99244</p>	<p>Absent a separate productivity improvement committee, potential productivity improvements in current transit service are reviewed on an annual basis through the unmet transit needs hearing process and during informal discussions between ESTA and the MCLTC. Route statistics are also presented to the MCLTC Board by ESTA with discussions to identify and recommend areas of improvement. A standing agenda item for ESTA is available at MCLTC board meetings.</p> <p>In addition to the above actions, the MCLTC conducts the state mandated TDA triennial performance audit as well as</p>

TABLE II-1		
MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
<p>improvements may be formed.</p> <ul style="list-style-type: none"> The operator has made a reasonable effort to implement improvements recommended by the RTPA, as determined by the RTPA, or else the operator has not received an allocation which exceeds its prior year allocation. 		<p>assisting in the funding of ESTA's Short Range Transit Plan, which provides productivity improvements. The MCLTC requests that ESTA respond to the recommendations made in the previous performance audits.</p> <p>In the TDA claims, MCLTC staff check whether the claimant made a reasonable effort to implement recommendations by the MCLTC. This check is an annual assessment of the actions taken by the claimants to improve productivity and is used by the Commission as a condition of approving the claim.</p> <p>Conclusion: Complied.</p>
<p>The RTPA has ensured that all claimants to whom it allocates Transportation Development Act (TDA) funds submits to it and to the state controller an annual certified fiscal and compliance audit within 180 days after the end of the fiscal year (December 27). The RTPA may grant an extension of up to 90 days as it deems necessary (March 26).</p>	<p>Public Utilities Code, Section 99245</p>	<p>Submittal dates for the ESTA annual financial audit:</p> <p>FY 2016: December 22, 2016 FY 2017: January 8, 2018 FY 2018: March 19, 2019</p> <p>Submittal dates for YARTS annual financial audit:</p> <p>FY 2016: December 16, 2016 FY 2017: January 12, 2018 FY 2018: February 11, 2019</p> <p>Conclusion: Complied.</p>
<p>The RTPA has designated an independent entity to conduct a performance audit of operators and itself (for the current and previous triennium). For operators, the audit was made and calculated the required performance indicators, and</p>	<p>Public Utilities Code, Sections 99246 and 99248</p>	<p>For the three-year period that ended June 30, 2018, the MCLTC retained Michael Baker International to conduct the performance audit of the Commission. Fechter & Company was retained to conduct the previous performance audit of</p>

TABLE II-1		
MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
the audit report was transmitted to the entity that allocates the operator's TDA monies and to the RTPA within 12 months after the end of the triennium. If an operator's audit was not transmitted by the start of the second fiscal year following the last fiscal year of the triennium, TDA funds were not allocated to that operator for that or subsequent fiscal years until the audit was transmitted.		<p>MCLTC for the three fiscal years that ended June 30, 2015.</p> <p>Michael Baker International was also retained to conduct the performance audit of ESTA for the three-year period that ended June 30, 2019.</p> <p>The TDA performance audits of ESTA and YARTS were completed by independent firms and included required performance indicators.</p> <p>Conclusion: Complied.</p>
The RTPA has submitted a copy of its performance audit to the Director of the California Department of Transportation. In addition, the RTPA has certified in writing to the Director, that the performance audits of the operators located in the area under its jurisdiction have been completed.	Public Utilities Code, Section 99246(c)	<p>Submission of the performance audit ending FY 2015 was verified by the MCLTC providing screenshots of the uploaded documentation to Caltrans.</p> <p>Conclusion: Complied.</p>
The performance audit of the operator providing public transportation service shall include a verification of the operator's operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee, as defined in Section 99247. The performance audit shall include, but not be limited to, consideration of the needs and types of passengers being served and the employment of part-time	Public Utilities Code, Section 99246(d)	<p>The performance audits of the operators, ESTA and YARTS, included all required performance elements.</p> <p>Conclusion: Complied.</p>

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours, as defined in subdivision (a) of Section 99260.2		
The RTPA has established rules and regulations regarding revenue ratios for transportation operators providing services in urbanized and new urbanized areas.	Public Utilities Code, Section 99270.1 and 99270.2	This compliance requirement is not applicable, as neither the MCLTC nor its claimants serve an urbanized area. Conclusion: Not Applicable.
The RTPA has adopted criteria, rules, and regulations for the evaluation of claims under Article 4.5 of the TDA and the determination of the cost-effectiveness of the proposed community transit services.	Public Utilities Code, Section 99275.5	Article 4.5 funds are allocated during the TDA claims process. In its adopting resolution, the MCLTC allocates less than 5 percent LTF for administration to ESTA serving as the Mono County Consolidated Transportation Service Agency. Conclusion: Complied.
State transit assistance funds received by the RTPA are allocated only for transportation planning and mass transportation purposes. (Note: Since the June 9, 1990, passage of Proposition 116, state transit assistance funds may no longer be used for street and road purposes, as had been permitted in certain cases under PUC Section 99313.3.)	Public Utilities Code, Sections 99310.5 and 99313.3 and Proposition 116	The MCLTC allocates State Transit Assistance (STA) funds to ESTA for transit operations and/or capital expenditure assistance. Conclusion: Complied.
The amount received pursuant to Public Utilities	Public Utilities Code, Section 99314.3	The MCLTC allocates operator revenue-based STA funds to ESTA in

TABLE II-1		
MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
Code, Section 99314.3; by each RTPA for state transit assistance is allocated to the operators in the area of its jurisdiction as allocated by the State Controller's Office.		accordance with the amounts published by the State Controller's Office. Conclusion: Complied.
<p>If TDA funds are allocated to purposes not directly related to public or specialized transportation services, or facilities for exclusive use of pedestrians and bicycles, the transit planning agency has annually:</p> <ul style="list-style-type: none"> • Consulted with the Social Services Transportation Advisory Council (SSTAC) established pursuant to Public Utilities Code, Section 99238; • Identified transit needs, including: <ul style="list-style-type: none"> ○ Groups that are transit-dependent or transit disadvantaged, ○ Adequacy of existing transit services to meet the needs of groups identified, and ○ Analysis of potential alternatives to provide transportation services; • Adopted or re-affirmed definitions of "unmet transit needs" and "reasonable to meet;" • Identified the unmet transit needs and those needs that are reasonable to meet; 	Public Utilities Code, Section 99401.5	The MCLTC conducts an annual unmet transit needs process to solicit comment and feedback on potential transit needs. Although no TDA funds are allocated to streets and roads, the MCLTC continues to conduct a formal unmet needs process as a venue to work with the community and identify transit needs. The Commission works through the SSTAC and cooperatively with ESTA, YARTS, and the Regional Planning Advisory Committees for this process. The <i>LTC Handbook</i> (updated August 2012) details the unmet needs process and consultation with the SSTAC. A minimum of one meeting with the SSTAC is held each February or March to identify and discuss unmet transit needs. The Commission follows the steps outlined in the TDA statute, including the compilation of transit needs, proper notification, and the conduct of public hearings. The findings are presented during the regularly scheduled MCLTC meetings. The MCLTC adopts resolutions of the findings of unmet needs based on the findings made by staff. Following adoption, the unmet needs documentation is submitted to Caltrans for concurrence and compliance with the law. Caltrans's response has stated the MCLTC's documentation

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
<ul style="list-style-type: none"> Adopted a finding that there are no unmet transit needs that are reasonable to meet; or that there are unmet transit needs including needs that are reasonable to meet. <p>If a finding is adopted that there are unmet transit needs, these needs must have been funded before an allocation was made for streets and roads.</p>		<p>to be complete and in full compliance.</p> <p>Conclusion: Complied.</p>
<p>The RTPA has caused an audit of its accounts and records to be performed for each fiscal year by the county auditor, or a certified public accountant. The RTPA must transmit the resulting audit report to the State Controller within 12 months of the end of each fiscal year and must be performed in accordance with the Basic Audit Program and Report Guidelines for California Special Districts prescribed by the State Controller. The audit shall include a determination of compliance with the transportation development act and accompanying rules and regulations. Financial statements may not commingle the state transit assistance fund, the local transportation fund, or other revenues or funds of any city, county or other agency. The RTPA must maintain fiscal and accounting records and</p>	<p>California Administrative Code, Section 6662</p>	<p>The accounting firm of Fechter & Company conducted the financial audit of the MCLTC for FYs 2016, 2017, and 2018. The Audited Financial Statements and Compliance Reports were submitted to the State Controller within 12 months of the end of each fiscal year. The annual audits were completed by March of the following year.</p> <p>The completion dates were:</p> <p>FY 2016: March 6, 2017 FY 2017: December 29, 2017 FY 2018: November 30, 2018</p> <p>The MCLTC also maintains fiscal and accounting records and supporting papers for at least four years following the fiscal year close.</p> <p>Conclusion: Complied.</p>

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
supporting papers for at least four years following the fiscal year close.		

Findings from MCLTC Compliance Requirements Matrix

The MCLTC satisfactorily complied with all applicable state legislative mandates for RTPAs. One requirement was not applicable to MCLTC operations (determination of farebox recovery ratios for urbanized areas). However, a cover letter typically accompanies the submission of the transportation planning agency’s TDA triennial performance audits to Caltrans. The letter drafted by the agency indicates the completion of all required performance audits, including for both the MCLTC and the transit operator(s) that receive TDA from MCLTC. Although the MCLTC was able to verify submission of the last performance audit to Caltrans by providing screenshots of the uploaded documentation, the MCLTC should maintain on file the letter and/or email message accompanying the audits. The same filing maintenance applies to the annual TDA financial compliance audits of MCLTC, and the operators submitted to the State Controller’s Office; the email submission of the reports and/or response from the State Controller should be copied and filed.

In relation to other compliance requirements, to its credit, the MCLTC conducts the annual unmet transit needs process to solicit comment and feedback on potential transit needs. The TDA only requires an unmet transit needs process when TDA funds could be used for roadway projects. Although TDA funds have not been allocated to streets and roads, but only to non-motorized transportation projects and public transportation service, the MCLTC continues to conduct a formal unmet needs process as a venue to work with the community and identify transit needs. The Commission works through the SSTAC, and cooperatively with ESTA, during this process. The definitions of an “unmet transit need” and “reasonable to meet,” adopted in June 1998, are reaffirmed in the resolution that finds whether any unmet need identified through the public meetings meets the definitions.

LTF is allocated for bike/pedestrian facility improvements in Mono County and has been included in the RTP. RTP policies call for the provision of bike lanes as a component of rehabilitation projects on streets and highways. The Town of Mammoth Lakes adopted policies in the 2007 General Plan to reduce vehicle trips and promote healthy communities by promoting feet first, transit second, and the automobile last. This policy is being implemented through project development review and Town-sponsored projects. In addition, the Town’s zoning updates included development standards promoting pedestrian, biking, and alternative modes of transportation.

Section III

Prior Triennial Performance Audit Recommendations

This section describes the MCLTC's response to the recommendation included in the prior triennial performance audit. The prior recommendation is described, followed by a discussion of the agency's efforts to implement the recommendation. Conclusions concerning the extent to which the recommendation has been adopted by the agency are then presented.

Prior Recommendation 1

Administration and Management: That the Commission verify the accuracy of its books on a quarterly basis to facilitate the timely completion of the financial statement and compliance audits.

Background

During the preceding five years, the financial statement audits have revealed some deficiencies in regard to the accounting, which have caused delays in releasing the audits. The main problem has to do with matching the revenues earned by the Commission (the Rural Planning Assistance and State Transportation Improvement Planning monies) to the expenses incurred. The accounting books and records should always have the revenues recorded as they are earned and the corresponding expenses on the books so when it comes time for the financial statement audit, the fiscal auditor is able to ascertain easily what expenses on the books correspond to what revenues. Verifying this prior to the financial statement audit will assist in easily producing the reports needed to complete the audit in a timely fashion.

Actions taken by the MCLTC

The fiscal audits completed for the audit period have been timely, which reflects the correction in the accounting procedures. The FY 2015-16 Annual Financial Statement was completed on March 6, 2017; the FY 2016-17 Annual Financial Statement was completed on December 29, 2017; and the FY 2017-18 Annual Financial Statement was completed on November 30, 2018.

Conclusion

This recommendation has been implemented.

Section IV

Detailed Review of LTC Functions

In this section, a detailed assessment is provided of the MCLTC's functions and performance as a local transportation commission during this audit period. As adapted from Caltrans's *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities*, the MCLTC's activities can be divided into the following activities:

- Administration, Management, and Coordination
- Transportation Planning and Programming
- TDA Claimant Relationships and Oversight
- Marketing and Transportation Alternatives
- Grant Applications and Management

Administration, Management, and Coordination

The MCLTC is administered and managed by County of Mono and Town of Mammoth Lakes employees tasked with specific duties and responsibilities. These duties and responsibilities are provided via an MOU. The MOU provides for planning services, staff and administrative support for the MCLTC in order to fulfill TDA requirements, to accomplish the mandated functions of the MCLTC, and to carry out the annual OWP.

The MOU notes that it is in the best interest of the County, Town, and MCLTC to continue to implement the most efficient and professionally economical method of providing the aforementioned services, and that a close working relationship on a daily basis among the staffs of the three entities has been beneficial to all parties. Mono County provides staffing for the LTC, including secretary, legal counsel, and other planning related services. The division of responsibilities for staff and administrative services is established annually based upon the OWP and other Commission priorities.

MCLTC policies and procedures are well documented in the Mono County *LTC Handbook & Bylaws*. The handbook had previously been updated in August 2012. The handbook provides a detailed overview of the MCLTC background and purpose, organization structure, and administrative structure and duties, as well as its procedures for TDA funding allocation and development of the RTP, RTIP, and OWP. The document also contains supporting appendices such as the staffing MOU and TDA reporting dates.

The Commission appoints the Town of Mammoth Lakes public works director or their designee and the Mono County Community Development director or their designee as co-executive directors, who are responsible for the day-to-day operation and administration of the MCLTC. Major projects and administrative matters affecting the Town of Mammoth Lakes are the responsibilities of the Town Public Works and Planning Departments. Major administrative matters and projects directly affecting the unincorporated area are the responsibilities of the County Public Works and Community Development Departments.

MCLTC work activities are prioritized in the annual OWP. The OWP and budget describe the transportation planning projects and required mandates that are to be undertaken and funded for the upcoming fiscal year. The OWP serves as an agreement between the MCLTC and Caltrans for the work that will be conducted by the Commission and for the transfer of planning funds to the agency by Caltrans. A primary objective of the OWP is to implement the goals and objectives set forth in the RTP and to establish the direction and framework necessary for the continued operation of the MCLTC. The Commission works jointly with its planning partners responsible for certain work elements in the OWP. The nine work elements contained in the annual OWPs during the audit period included the following:

- 100 – Administration and Management
- 200 – Regional Transportation
- 300 – Transit
- 500 – Mammoth Yosemite Airport
- 600 – Community Oriented
- 700 – STIP Series Work Elements
- 800 – Interregional
- 900 – Policy and Maintenance
- 1000 – Transportation-Related Training

A draft of the OWP is generally submitted to Caltrans for its review and comment in March of each year, with final OWP adoption by the MCLTC the following June. A detailed summary table containing estimated cost and funding sources for all work elements is contained in the OWP. Some elements are subject to change once complete details of tasks, future projects, and funding requests are identified.

Amendments to the OWP are made as changes occur during the year to the projects and/or funding with concurrence from Caltrans. Amendments were approved for the OWP to ensure that the allotted Rural Planning Assistance (RPA) funds to the LTC match

expenditures and are completely spent. For reimbursement by Caltrans, the MCLTC provides estimated staffing cost by personnel.

Transportation Planning and Programming

The Commission adopted the 2015 Mono County RTP on December 14, 2015, along with the certified Environmental Impact Report. The RTP update cycle was changed from every five years to four years as a result of provisions in Senate Bill 375 and for better schedule consistency with updates to housing elements, which changed to every eight years. This is a collaborative effort between the Mono County LTC, Mono County Community Development Department, Mono County Public Works Department, Town of Mammoth Lakes Community Development Department, and Town of Mammoth Lakes Public Works Department. Each jurisdiction is responsible for delivering their circulation elements contained in their General Plans, which are rolled up into the RTP.

Per the 2015 Mono County RTP, the purpose of the RTP is as follows:

- Establish transportation goals, policies, and actions on a regional and local basis;
- Comply with the state RTP Guidelines, including Complete Streets Program, existing conditions assessment requirements, estimating future transportation needs, identifying needed transportation improvements, and establishing performance measures;
- Reflect Sustainable Communities directives to the extent possible, coordinating with the land use, housing, and other General Plan elements of the Town and County;
- Address active transportation needs and increase mobility as a part of the update;
- Address Americans with Disabilities Act needs and increase mobility and access throughout the region to public buildings and facilities as part of the update; and
- Comply with the California Environmental Quality Act, including greenhouse gas analysis requirements.

The RTP is composed of an executive summary, eight chapters, and eight appendices. The chapters include the planning process, needs assessment, regional policy element, community policy element, action element, financial element, glossary, and references. The action plans for transit focus on implementing policies in the ESTA Short-Range Transit Plan (S RTP) and the Town of Mammoth Lakes Transit Plan, both incorporated by reference in the RTP. Specific purposes of the ESTA S RTP are to analyze existing transit services and concisely summarize those services; evaluate the needs of county residents and visitors for transit services; estimate future demand for transit services; evaluate funding opportunities to sustain the long-term viability of the transit system; and delineate policies for the future development and operation of transit systems in the county. Since adoption of the Transit Plan, ESTA has expanded its routes in response to needs identified in the S RTP and at annual unmet transit needs hearings.

The RTP process also involves public participation. The Mono LTC has partnered with Caltrans District 9 to develop new methods of outreach for local residents. Caltrans has drafted a Public Participation Plan and similar policies were included in the RTP. Outreach efforts focus on providing local residents with easier access to information concerning transportation projects in the region in order to increase community participation in the planning process. These efforts have included websites established by both Caltrans and the Mono LTC, in addition to the public information meetings.

In addition, the following outreach meetings, which included presentation of the RTP, were held during the months of August through October 2015:

- Eight Regional Planning Advisory Committees: Antelope Valley, Bridgeport, Mono Basin, June Lake, Long Valley, Paradise, Benton/Hammil, and Chalfant;
- A special meeting in Mammoth Lakes for town residents;
- Mono County Planning Commission;
- Mono County Collaborative Planning Team; and
- Three separate Spanish outreach meetings: Bridgeport, Lee Vining, and Mammoth, with translation provided by Mono County Public Health Department staff.

Appendix D of the 2015 RTP was amended in December 2017 to incorporate the County's five-year Capital Improvement Program and the 2018 RTIP in order to prioritize funding of regional and local road improvement projects to implement the goals and policies of the RTP.

The MCLTC submits the RTIP list of projects during the State Transportation Improvement Program (STIP) cycle, which occurs every two years. The Commission submitted the 2016 RTIP in December 2015 with \$980,000 in new programming. Project development (planning, programming, and monitoring - PPM) accounted for \$360,000 in new funding, and replacement buses for ESTA accounted for the remaining \$620,000. All RTIP/STIP projects are required to be consistent with the RTP. The two new projects proposed in the 2016 RTIP were consistent with the 2015 RTP. The 2016 STIP funding was decreased by \$750 million. The California Transportation Commission adopted a five-year state transportation funding plan that cut \$754 million and delays another \$755 million in highway, rail, transit, bicycle and pedestrian project spending. These cuts are due in large part to the steady loss of gas tax revenue since 2014 because of the drop in gasoline prices.

The 2018 RTIP was submitted in December 2017. Staff used input from the Commission, Caltrans District 9, and Town/County agencies in developing the 2018 RTIP. The Commission's 2018 core priorities were:

- Continue to move forward with the MOU commitments on the US-395/SR-14 corridor;
- Fund Olancha Cartago through construction beyond Mono County's 10 percent MOU requirements;
- Fund Freeman Gulch segment 2 through design;
- Provide funds for local County and future Town of Mammoth Lakes projects before the next funding period (2020 RTIP);
- Fund a bus replacement program for ESTA; and
- No programming of negative share balances.

The partnership is used in part to leverage Interregional Transportation Improvement Program funds through a coordinated effort such as the development of MOUs and for which the MCLTC programs funds through its RTIP.

As described earlier, the MCLTC works with ESTA in the planning and implementation of transit services drawn from planning efforts including the ESTA SRTP. The ESTA SRTP was updated in April 2016 and guides transit service delivery and funding.

TDA Claimant Relationships and Oversight

This functional area addresses the MCLTC's interaction with TDA claimants and its administration of the provisions of the TDA. The subfunctions described include costs to administer the program, TDA claims processing, and transit performance monitoring. As all LTF revenues have been used for public transit purposes, state law does not require the MCLTC to undertake a formal unmet transit needs process. However, the Commission is commended for continuing this practice and working with ESTA to solicit unmet transit needs. Two public hearings are held by the Commission each year in compliance with the statute, which requires at least one public hearing in the citizen participation process.

MCLTC Administration and Planning

The uses of TDA revenues apportioned to Mono County flow through a priority process prescribed in state law. The MCLTC claims LTF revenues for TDA administration and

planning. During the audit years of 2016 through 2018, the Commission claimed the following total amounts relative to total apportionments:

Table IV-1
LTF Allocation for MCLTC
Administration and Planning

Fiscal Year	Total LTF	MCLTC Share	Percentage of Total LTF
2016	\$622,812	\$30,000	4.8%
2017	\$607,787	\$30,000	4.9%
2018	\$604,265	\$30,000	5.0%

Source: MCLTC LTF Resolutions

Based on the above table, in FY 2016, the amount claimed by the MCLTC for TDA administration and planning (including auditing) equaled approximately 4.8 percent of total LTF apportioned. The amount was 4.9 percent in FY 2017 and 5 percent in FY 2018. The total amounts used by the MCLTC are reasonable for administration of the fund, although the amounts shown are slight increases from prior years. Where PPM and RPA funds are not allowed by Caltrans for certain administrative expenses contained in the OWP, LTF has been applied for administration. The MCLTC also generally sets aside 15 percent of total LTF funding annually as reserve revenue. The MCLTC handbook provides more information on the deferred LTF revenue, stating that deferred LTF revenue should be managed to generally maintain no less than 5 percent or more than 15 percent of annual allocations unless funds are set aside for a specific purpose, such as a grant match or severe economic downturns.

The remaining LTF funds, following reserve set-aside and off-the-top allocations for the MCLTC, are allocated to eligible agencies and local jurisdictions. Two percent of TDA funds are set aside for qualifying bicycle and pedestrian projects using the criteria described in the TDA claims instructions.

TDA Claim Processing

The MCLTC has three claimants for TDA funding. ESTA makes claims on behalf of the Town of Mammoth Lakes and the County of Mono for transit services provided by ESTA in the Town and the county. These are claimed in compliance with TDA Article 4 to ensure consistency with ESTA claims with Inyo County and the City of Bishop. ESTA also includes in its budget a claim amount specifically for consolidated transportation services agency administration. Mono County Department of Social Services Senior Program claims a fixed amount of \$30,000 annually for medical escort service for seniors and other transit-dependent adults. YARTS also claims a fixed amount each year for operating costs related to services within the county, which amounted to \$35,000 for each year of the audit period. Qualifying bicycle and pedestrian project funds are utilized by the Town of

Mammoth Lakes, and the Town will submit invoices related to projects to be reimbursed from LTF.

After the LTF funding is dispersed to the reserves, MCLTC, and claimants, the remaining funds are split between Mono County and the Town of Mammoth Lakes. This allocation is split based on population percentages tied to Census results. For the audit period, this split is 58 percent to Town of Mammoth Lakes and 42 percent to Mono County.

On an annual basis during this audit period, the MCLTC was responsible for managing both the apportionment of LTF revenues and STA funds. Below is the total TDA funding received during the audit period:

**Table IV-2
LTF & STA Allocation**

Fiscal Year	Total LTF	Total STA
2016	\$622,812	\$178,860
2017	\$607,787	\$150,613
2018	\$604,265	\$152,445

Source: MCLTC LTF & STA Resolutions

STA revenues are allocated to ESTA annually. A small portion of these revenues are capital restricted with the majority being allocated for operating expenses.

The MCLTC's role in the process is to confirm that the claimant-provided information in the claim forms is correct. The MCLTC uses a locally derived claims checklist to ensure that proper information is submitted by the transit systems with their TDA claims. The checklist shows 14 different items that must be presented as a condition of the operator's eligibility for the funds, including current budgets, operations projections, and changes in capital or operating plans. The checklist provides uniformity to the claims process and ensures that adequate information is provided to substantiate the claim for TDA revenues.

Unmet Transit Needs

The MCLTC appoints the Mono County SSTAC to advise the Commission on transit needs, major transit issues, and coordination of specialized transportation services, particularly during the unmet needs hearing process. Members of the SSTAC are appointed by the Commission in compliance with the membership composition requirements of the TDA (Section 99238). Consistent with the Legislature's intent to avoid duplicative transit advisory councils, the Mono County SSTAC serves as the sole advisory council for regional transit matters within Mono County.

The SSTAC appointees are recruited from a broad representation of social services and transit providers representing the elderly, disabled, and persons of limited means. In

appointing members, the Mono LTC strives to attain geographic and minority representation among council members. Some members include representation from such organizations as Disabled Sports Eastern Sierra, First 5, Inyo-Mono Association for the Handicapped, and Mono County Social Services. The membership term is three years and terms are staggered so that roughly one-third of the memberships are up for renewal or reappointment each year.

Unmet transit needs are addressed annually with meetings typically being held anywhere between March and June. An overview meeting is typically held in March/April, followed by an open public hearing with the SSTAC in April/May, followed by a resolution/adoption meeting in May/June. Additional meetings may be held to meet with the SSTAC to discuss roles and appointments as needed. The ESTA executive director is also involved in the unmet needs of Mono County and will attend meetings and provide feedback to help bridge the gap in determining if meeting certain unmet needs is feasible.

The unmet transit needs definitions adopted by the MCLTC pursuant to Resolution 98-01 adopted on June 1, 1998, reads as follows:

The Mono County Local Transportation Commission does hereby define “unmet transit needs” as a need of Mono County elderly, disabled, low income, youth, and other transit dependent groups for transit service that is currently not available and, if provided for, would enable the transit dependent person to obtain the basic necessities of life primarily within Mono County. “Necessities of life” are defined as trips necessary for medical and dental services, essential personal business, employment, social service appointment, shopping for food or clothing, and social and recreational purposes.

The reasonable to meet definition that is defined by the MCLTC reads as:

The Mono County Transportation Commission does hereby define “reasonable to meet” as transit needs for the necessities of life which pertain to all public and/or specialized transportation services that:

- a. Can be proven operationally feasible;*
- b. Can demonstrate community acceptance;*
- c. Would be available to the general public;*
- d. Can be proven to be economical; and*
- e. Can demonstrate cost effectiveness by meeting current fare box revenue requirements of the Mono LTC within two years.*

After these unmet needs are collected from the SSTAC and members of the public, a summary and analysis of the unmet needs is conducted. Each request is qualified as either “Qualifying Unmet Needs” or “Not Considered To Be An Unmet Need.” Each request includes a brief summary, an explanation of the unmet need it serves, an explanation on its reasonability to meet, and an explanation of costs/action/solutions associated with

addressing the unmet need. This analysis is presented to members of the Mono LTC, and a vote is held.

Marketing and Transportation Alternatives

Marketing of public transportation is largely the responsibility of the claimants, as the MCLTC's function is less tied to marketing than the individual operating claimants. The MCLTC does utilize public outreach, such as holding booths at community events; however, this is on an as-needed basis for feedback on specific projects rather than on a general basis. Marketing for the Town of Mammoth Lakes is largely tied to its tourism rather than the activities specific to the Mono LTC. Mono LTC projects may be highlighted by the Town of Mammoth's marketing efforts; however, direct marketing for the MCLTC is not a primary focus.

The Commission advertises public meetings to encourage citizen participation; however, because the county's population is widely dispersed, citizen participation is limited. The MCLTC relied on Mono County's Regional Planning Advisory Committees and other community planning groups, along with Planning Commission meetings, and the Town of Mammoth Lakes Planning and Economic Development Commission, for outreach to local residents on transportation system needs and issues. In addition to regularly scheduled citizen advisory committee meetings, the Mono LTC holds public information meetings and workshops to address specific transportation issues, projects, and planning processes. The Mono LTC has also partnered with Caltrans District 9 to develop methods of outreach for local residents. Caltrans drafted a Public Participation Plan and similar policies have been included in the most recent RTP. Outreach efforts focus on providing local residents with easier access to information concerning transportation projects in the region in order to increase community participation in the planning process. These efforts have included websites established by both Caltrans and the Mono LTC, in addition to the public information meetings.

With limited agency resources to conduct marketing and promotion, the primary portal to MCLTC activities and programs is its internet home page and associated links (<https://monocounty.ca.gov/ltc>). The website was updated and is filled with a plethora of information such as board agendas and minutes, planning documents, RTP, and resources for public transportation including links to the ESTA and YARTS websites, among other transportation providers in the region. Grant information is updated on the website to notify various agencies of opportunities. The OWP and *Organization and Procedure Manual* are also available on the website to show the Commission's activities, processes, and work plan for the year. Agendas are posted to the website and meeting minutes are archived.

As part of its external affairs outreach, the Commission has also been involved in the Rural Counties Task Force, which is a consortium of 26 rural RTPAs and local transportation commissions that work with together with the California Transportation Commission in

providing a direct opportunity for the small counties to remain informed, have a voice, and become involved with changing statewide transportation policies and programs. In its role as a facilitator to improve the transportation system in Mono County and coordinate transportation planning and funding, the MCLTC partakes in the Eastern California Transportation Planning Partnership, which is a collaboration of RTPAs that are impacted by transportation planning and programming for US 395 and related roadway improvements. The transportation planning agencies represented are from Mono, Inyo, Kern, and San Bernardino Counties and the Southern California Association of Governments. Caltrans district staff participate in the meetings, which are hosted as needed on a rotating basis.

Pursuant to the federal Civil Rights Act of 1964, a Title VI and Public Participation Plan has been developed and adopted by the Commission. Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color, or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The Title VI Plan was developed and adopted on June 8, 2015. Program compliance includes Title VI notices and complaint forms posted on the MCLTC and ESTA websites.

The following principles have been adopted to develop the Public Involvement Plan for transit projects and programs:

- When a project (e.g., construction activity) may affect a community, special community meetings will be scheduled early in the project planning process. Notices will be sent to organized community groups and any individual who has requested notification.
- All public hearing notices shall be written in clear, concise, and understandable language and incorporate graphics when it aids the message. The notices will clearly be identified as an ESTA notice.

Grant Applications and Management

The MCLTC serves as the clearinghouse for federal grant applications that are reviewed to determine whether there is any duplication of effort among agencies and that there is no conflict with local plans and policies. The Commission's role for Mono County is to review and be an integral part of state and federal funding assistance that promotes interjurisdictional coordination among its partner agencies such as Caltrans, ESTA, YARTS, and the local tribal entities. Although ESTA applies for rural federal funding for operations and capital, the funding application requires certification from the MCLTC as the transportation planning agency for the programming of funds for the project. A Certifications and Assurances form of the regional agency is executed and filed by the MCLTC.

The MCLTC generally distributes funds from the TDA, Regional Surface Transportation Program, the STIP, and Department of Motor Vehicle fees toward transportation projects. Since ESTA is a subrecipient of Federal Transit Administration grant funding through Caltrans for operations and capital, the MCLTC does not generally monitor such grant awards. ESTA has been effective in identifying grant opportunities and has worked more collaboratively with the MCLTC in reporting transit grants and milestones.

The MCLTC passed a resolution delegating authority to ESTA's executive director to execute required documents to receive Low Carbon Transportation Operations Program (LCTOP) funds while the MCLTC assists with grant reporting. The Commission was awarded \$17,597 in LCTOP funds for the expansion of the Mammoth Express Fixed Route service in June 2015. The Commission approved three projects to be funded by FY 2015-16 LCTOP: 1) continued expansion of the Mammoth Express fixed-route service; 2) fare reduction for multi-rides passes on the Mammoth Express route; and 3) expansion of the Lone Pine Express fixed-route service.

ESTA and Mono County submitted a successful LCTOP grant application for fare reduction on multi-ride 10-punch passes on the Mammoth Express routes. Resolution R16-01 allocated \$58,037 of FY 2015-16 LCTOP funds for the expansion of the Mammoth Express fixed-route service and pass fare reduction, and expansion of Lone Pine Express fixed-route service. Also, for the relatively new State Good of Repair program created through Senate Bill 1 (2017), the MCLTC approved the ESTA project list and provides certifications and assurances.

Section V

Findings and Recommendations

The following material summarizes the findings obtained from the triennial audit covering FYs 2016 through 2018. A set of recommendations is then provided.

Findings

1. The Commission satisfactorily complied with applicable state legislative mandates for RTPAs. One requirement was not applicable to Mono LTC operations (determination of farebox recovery ratios for urbanized areas). In relation to other compliance requirements, to its credit, the Mono LTC conducts the annual unmet transit needs process to solicit comment and feedback on potential transit needs.
2. The MCLTC has fully implemented the prior audit recommendation, which pertained to verifying the accuracy of its books on a quarterly basis to facilitate the timely completion of the financial statement and compliance audits. The fiscal audits completed for the audit period have been timely, which reflects the correction in the accounting procedures.
3. MCLTC policies and procedures are well documented in the Mono County *LTC Handbook & Bylaws*. The handbook was last updated in August 2012. The handbook provides a detailed overview of the MCLTC background and purpose, organization structure, and administrative structure and duties, as well as its procedures for TDA funding allocation and development of RTP, RTIP, and OWP. The document also contains supporting appendices, such as the staffing MOU and TDA reporting dates.
4. MCLTC develops an OWP annually, which includes a budget and tasks outlining the transportation planning activities for the coming year. The OWP is prepared in accordance with annual guidance provided by Caltrans and serves several functions, including as a comprehensive listing of transportation planning activities in Mono County; a convenient regional transportation planning reference document for MCLTC partners and members of the public; the MCLTC's proposal to program and use RPA funds; and the basis of a contract with the state for use and disbursement of RPA funds.
5. The Commission adopted the 2015 Mono County RTP in FY 2016. This is a collaborative effort between the Mono County LTC, Mono County Community Development Department, Mono County Public Works Department, Town of Mammoth Lakes Community Development Department, and Town of Mammoth Lakes Public Works Department. Each jurisdiction is responsible for delivering their

circulation elements contained in their General Plans, which are rolled up into the RTP. The time horizon for the RTP is a 20-year period and the plan is updated every four years. The plan is intended to achieve a coordinated and balanced regional transportation system of all travel modes.

6. Mono County and the Town of Mammoth Lakes have provided staff services of the MCLTC via an MOU. The MOU provides for planning services, staff, and administrative support for the MCLTC to fulfill the requirements of the California TDA, accomplish the mandated functions of the MCLTC, and carry out the annual OWP.
7. On an annual basis, the MCLTC was responsible for managing the apportionment of between \$604,000 and \$623,000 in LTF revenues and between \$150,000 and \$179,000 in STA funds. The MCLTC claims a fixed amount of \$30,000 annually for TDA administration and planning and generally sets aside 15 percent of total LTF funding annually as reserve revenue.

Triennial Audit Recommendations

1. Update the *LTC Handbook*.

The last revision for the *LTC Handbook* was in August 2012. Since then, a few changes have occurred in relation to the TDA and transit operations in Mono County. Namely, legislation (Senate Bill 508) was passed in October 2015 that significantly modifies several provisions of the TDA. The legislation achieves several objectives, including simplifying fare recovery requirements; authorizing funding of bicycle and pedestrian safety education programs; and modifying STA qualifying criteria for operations. The TDA section of the *LTC Handbook* should be updated to reflect these changes. The MCLTC should also communicate these changes to the transit systems and determine what implication, if any, the changes might have on their respective transit operations.

Submitted to:

COUNTY OF
MONO

**FY 2019-2021
Triennial Performance Audit
Mono County Local Transportation
Commission**



Final

April 2023

Submitted By:

Michael Baker
INTERNATIONAL



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Executive Summary

The Mono County Local Transportation Commission (Mono LTC, MCLTC, Commission) retained Michael Baker International to conduct its Transportation Development Act (TDA) performance audit for fiscal years (FY) 2018–19 through 2020–21. As a Local Transportation Commission created to fulfill the responsibilities as a Regional Transportation Planning Agency (RTPA), the Mono LTC is required by Public Utilities Code (PUC) Section 99246 to prepare and submit an audit of its performance on a triennial basis to the California Department of Transportation (Caltrans). TDA funds are used for Mono LTC administration and planning and are distributed for public transit services and non-motorized projects.

This performance audit is intended to describe how well the Mono LTC is meeting its administrative and planning obligations under the TDA, as well as its organizational management and efficiency. The *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities* (September 2008), published by Caltrans, was used to guide the development and conduct of the audit. To gather information for the TDA performance audit, Michael Baker conducted interviews with agency staff, reviewed various documents, and evaluated the Mono LTC’s responsibilities, functions, and performance of the TDA guidelines and regulations.

The audit comprises several sections, including compliance with TDA requirements, status of implementing prior audit recommendations, and review of functional areas. Findings from each section are summarized below, followed by recommendations based on our audit procedures.

Compliance with TDA Requirements

The Commission satisfactorily complied with applicable state legislative mandates for RTPAs. One requirement was not applicable to Mono LTC operations (determination of farebox recovery ratios for urbanized areas). In relation to other compliance requirements, to its credit, the Mono LTC conducts the annual unmet transit needs process to solicit comment and feedback on potential transit needs.

Status of Prior Audit Recommendations

The MCLTC is in the process of implementing the prior audit recommendation, which pertained to the update of the *LTC Handbook* in May 2022 (after the audit period). The updates involved changes to Commission meeting formats to accommodate videoconferencing platforms in the wake of the COVID-19 pandemic. Other changes

included clarification of staffing roles and responsibilities, advisory committees, and Local Transportation Fund (LTF) reserve policies.

Functional Review

1. MCLTC policies and procedures are well documented in the Mono County *LTC Handbook & Bylaws*. The handbook had previously been updated in 2012 before receiving an update following the audit period in May 2022. The handbook provides a detailed overview of the MCLTC background and purpose, organization structure, and administrative structure and duties, as well as its procedures for TDA funding allocation and development of the Regional Transportation Plan (RTP), Regional Transportation Improvement Program, and Overall Work Program (OWP). The document also contains supporting appendices such as the staffing Memorandum of Understanding (MOU) and TDA reporting dates.
2. The MCLTC develops an OWP annually, which includes a budget and tasks outlining the transportation planning activities for the coming year. The OWP is prepared in accordance with annual guidance provided by Caltrans and serves several functions including as a comprehensive listing of transportation planning activities in Mono County; a convenient regional transportation planning reference document for MCLTC partners and members of the public; the MCLTC's proposal to program and use Rural Planning Assistance (RPA) funds; and the basis of a contract with the State for use and disbursement of RPA funds.
3. The Commission adopted the update to the Mono County RTP in FY 2019. This is a collaborative effort between the Mono County LTC, Mono County Community Development Department, Mono County Public Works Department, Town of Mammoth Lakes Community Development Department, and Town of Mammoth Lakes Public Works Department. Each jurisdiction is responsible for delivering their plans which are rolled up into the RTP. The 2019 RTP replaces the 2015 RTP. The time horizon for the RTP is a 20-year period and the plan is updated every four years. The plan is intended to achieve a coordinated and balanced regional transportation system of all travel modes.
4. Mono County and the Town of Mammoth Lakes have provided staff services of the MCLTC via an MOU. The MOU provides for planning services, staff, and administrative support for the MCLTC to fulfill the requirements of the California TDA, to accomplish the mandated functions of the MCLTC, and to carry out the annual OWP.
5. On an annual basis, the MCLTC was responsible for managing the apportionment of between \$648,000 and \$745,000 in LTF revenues and between \$247,436 and \$328,970 in State Transit Assistance (STA) funds. The MCLTC claims a fixed amount of \$30,000 annually for TDA administration and planning and generally sets aside 15

percent of total LTF funding annually as reserve revenue. As of FY 2021, the LTF reserve balance was over \$1 million.

Recommendations

Four recommendations are provided to improve the MCLTC’s administration and management of the TDA and its organization.

Performance Audit Recommendation	Background
<p>1. Develop a centralized document archive for the Commission.</p>	<p>The MCLTC has relied on a hybrid document filing system based on a mix of hard copy paper and digital documents. Mono LTC staff reported that not all paper files have been scanned, while LTC digital files are contained in separate file structures. Given the changes and turnover of staff assigned to the MCLTC, a centralized file archive would provide the documentation for staff to draw upon to perform their roles and duties and maintain institutional knowledge. The Mono LTC’s webpage already has a number of supporting documents posted on the site accessible through a resource menu. A functional document archive could be modeled on that resource menu or based on the work elements contained in the annual OWP.</p>
<p>2. Expound upon the TDA reserve balance policy.</p>	<p>During the COVID-19 pandemic, MCLTC staff recommended, and the Commission approved, a 20 percent reserve in LTF set-aside fund. According to the <i>LTC Handbook & Bylaws</i>, “deferred LTF revenue should be managed to generally maintain no less than 5 percent or more than 15 percent of annual allocations unless funds are set aside for a specific purpose such as a grant match or severe economic downturns.” Unused reserve at the end of the year is generally added to the carryover balance.</p> <p>There are different reasons for TDA funds to be held in reserve, whether it is set aside by a claimant for a future project, to advance funding if a need is substantiated, or is at the discretion of the Board. To better memorialize the purpose and use of the reserve fund, the MCLTC should expand its discussion about the reserve in the Procedures chapter of the <i>LTC Handbook</i> under TDA guidelines. The discussion should include the purpose of the reserve, such as for holding future payment to a claimant and for maintaining a cushion for economic downturns, as well as differentiating between reserves for a particular purpose and reserves that are at the discretion of the Commission. The</p>

Performance Audit Recommendation	Background
	<p>amounts that are discretionary should include general guidelines for their use such as for distribution to transit operators when actual TDA revenue is below projected, or under specific circumstances for other uses such as for bicycle and pedestrian projects. The reserve target of 5 percent of annual LTF revenue should be maintained at a minimum unless fiscal conditions warrant a reduced level. Under these conditions, the reserve target could be waived. The reserve balance is subject to the apportionments among eligible jurisdictions and claims such as for public transportation and non-motorized projects and conforms to the terms and conditions laid out by MCLTC. As a general rule, a jurisdiction cannot claim more than its apportionment in its respective area.</p>
<p>3. Maintain on file evidence of submission of TDA fiscal and compliance audits, and TDA performance audits.</p>	<p>A cover letter typically accompanies the electronic submission of the transportation planning agency’s TDA triennial performance audit to Caltrans, while email submissions for claimant fiscal audits are made to the State Controller Office. Both types of audits are transmitted via email which provides evidence of date of submittal. These emails, including performance audit cover letter, should be filed in LTC archives. The letter certifies completion of performance audits for both the MCLTC and the transit operator(s). The MCLTC was able to verify its submission of the fiscal audits. Although the MCLTC was able to verify submission of the claimants’ fiscal audits by providing screenshots of the uploaded documentation, the MCLTC should maintain and file the sent email and subsequent communication with the State.</p>
<p>4. Provide estimation of MCLTC employee time allocation for Overall Work Program elements.</p>	<p>As the Overall Work Program (OWP) guides the MCLTC’s annual work elements and budget, it is important that the OWP continue to provide transparency and accountability in the agency’s activities. As expenditures for each OWP task element and project are currently segregated by percentage breakdowns in the OWP document, it is suggested that the MCLTC attach an equivalent allocation of staff time (such as in personnel hours/days/months, full-time equivalents, etc.) that expresses staff work efforts on each task. This recommended effort would project staffing times based on task budgeting. It was brought to the attention of this auditor by MCLTC staff that each department tracks this in their</p>

Performance Audit Recommendation	Background
	<p>own respective systems. When quarterly requests for reimbursement are submitted to Caltrans, the backup documentation that is included reflects work element staff time detail (personnel hours/days/months). While this is good practice, it is suggested that staff time be included under the "Estimated Benchmarks" section of each work element. This added feature to the OWP provides an indication of projected human resource commitment to each project and associated expense, and level of agency effort needed to complete the task.</p>

Section I

Introduction – Initial Review of MCLTC Functions

The Mono County Local Transportation Commission (MCLTC, Mono LTC, Commission) retained Michael Baker International to conduct its Transportation Development Act (TDA) performance audit covering the most recent triennial period, fiscal years (FY) 2018–19 through 2020–21. As a Local Transportation Commission created to fulfill the responsibilities as a Regional Transportation Planning Agency (RTPA), the MCLTC is required by Public Utilities Code (PUC) Section 99246 to prepare and submit an audit of its performance on a triennial basis to the California Department of Transportation (Caltrans).

This performance audit, as required by the TDA, is intended to describe how well the MCLTC is meeting its administrative and planning obligations under the TDA.

Overview of the MCLTC

The MCLTC was established pursuant to California Government Code Section 29535 in August 1984, by joint resolutions of the Mono County Board of Supervisors and the Mammoth Lakes Town Council. This entity was then designated as the transportation planning agency for Mono County by the State Secretary of the Business, Transportation and Housing Agency (now the California State Transportation Agency) on October 1, 1984. The MCLTC replaced the Mono County Transportation Commission, which served as the transportation planning agency for Mono County from April 1, 1972, through December 1984.

The MCLTC is authorized to act as the lead transportation planning and administrative agency for transportation projects and programs in Mono County. As the county’s RTPA, the MCLTC is responsible for transportation planning, programming, and fund allocation, as required by the state statutes. This includes the annual allocation of TDA funds, as well as federal and local funds for highway, transit, rail, bicycle, and other transportation projects. The primary duties of the MCLTC consist of the following:

1. Administration of TDA funds.
2. Development and implementation of the Mono County Regional Transportation Plan (RTP).
3. Preparation and implementation of the annual Overall Work Program (OWP).
4. Review of and comment on the Interregional Improvement Plan contained in the State Transportation Improvement Program (STIP).

5. Preparation of the Regional Transportation Improvement Program (RTIP), in collaboration with Caltrans, and submitted for adoption by the California Transportation Commission.
6. Review of and prioritization of grant applications for various funding programs.
7. Facilitation of public education, awareness, and involvement in regional transportation planning and programming.

Mono County is located in the central eastern part of the state and is situated east of the Sierra Nevada mountain range between Yosemite National Park and Nevada. Mono County is bounded by Tuolumne County to the west, Fresno and Madera Counties to the southwest, Alpine County to the northwest, Inyo County to the south, and the state of Nevada to the north and east. The county was formed in 1861 from parts of Calaveras, Fresno, and Mariposa Counties. A portion of northern Mono County was ceded to Alpine County in 1864 and a southern portion was ceded to Inyo County in 1866.

Mono County has a land area of 3,049 square miles. About 94 percent of Mono County is public land administered by the US Forest Service, the Bureau of Land Management, the State of California, and the Los Angeles Department of Water and Power. Approximately 80 percent of all employment is directly, or indirectly, associated with these public agencies. Annually, more than 6 million visitor-days of use occur on public lands in Mono County. The majority of these visitors travel to and through the county on the state highway system. Major attractions include Mammoth and June Mountain ski areas, Yosemite National Park, Mono Lake, Devils Postpile National Monument, Bodie State Historic Park, and the many lakes, streams, and backcountry attractions accessed through Mono County communities.

A demographic snapshot of the county is presented in Table I-1.

Table I-1
Mono County Demographics

City/Jurisdiction	2020 US Census Population	Change from 2010 US Census %	Population 65 Years & Older % (2020 ACS 5-Yr Estimates)	2022 DOF Population Estimates	Land Area (in square miles)
Total Mono County	13,195	-7.1%	15.09%	13,379	3,049.00
Town of Mammoth Lakes	7,191	-12.7%	8.80%	7,365	24.87
Unincorporated Area	6,004	+0.6%	22.62%	6,014	3,024.13

Source: 2020 US Census; 2020 American Community Survey, 5-Year Estimates; California Department of Finance, 2022 Population Estimates

The community of Bridgeport is the county seat, and the Town of Mammoth Lakes is the county's only incorporated municipality. The county's population decreased 7.1 percent between the 2010 and 2020 US Censuses. Based on the 2020 American Community

Survey 5-year Estimates, seniors comprised just over 15 percent of the county's population. The 2022 population for Mono County was estimated to be 13,379 as reported by the California Department of Finance, a 1.4 percent increase from the 2020 Census figure. Other communities and census-designated places include Aspen Springs, Benton, Chalfant, Coleville, Crowley Lake, June Lake, Lee Vining, McGee Creek, Mono City, Paradise, Sunny Slopes, Swall Meadows, Topaz, Twin Lakes, Virginia Lakes, and Walker.

Major highways include US Highways 395 and 6 as well as State Routes (SR) 89, 108, 120, 158, 167, 168, 182, 203, 266 and 270. US 395 is the main north–south arterial, connecting Mono County to Inyo County and Reno, Nevada. SR 120 at the junction with US 395 in Lee Vining connects Mono County with Yosemite National Park via the Tioga Pass. The community of June Lake is located along SR 158. The Town of Mammoth Lakes is located on SR 203 and serves as the town's main street. The communities of Chalfant, Hammil Valley, and Benton are located on US Highway 6. The community of Oasis is located on SR 266/168 in the southeastern portion of the county. The communities are generally small, rural in character, and oriented primarily to serving recreational and tourist traffic. Walker, Topaz, Coleville, Bridgeport, and Lee Vining share US 395 as their main street for commerce and community activities. SR 158 serves as the main street for June Lake. US 6 serves as a main street for Benton and Chalfant.

Organizational Structure

Consistent with state law, the MCLTC consists of six commissioners—three commissioners appointed by the Town of Mammoth Lakes Town Council and three commissioners appointed by the Mono County Board of Supervisors. Each appointing authority may also select up to three alternative members to serve in the absence of their respective regular members. In most instances, the appointing authorities select commissioners that also serve as members of the Mammoth Lakes Town Council and Mono County Board of Supervisors. The MCLTC historically has included the Caltrans District 9 director as a non-voting ex officio member. The ex officio membership allows for participation by the District 9 director or staff designee in Commission discussions before and after public testimony, but without the ability to vote on Commission matters.

The MCLTC appoints the Mono County Social Services Transportation Advisory Council (SSTAC) to advise the Commission on transit needs, major transit issues, and coordination of specialized transportation services, particularly during the unmet needs hearing process. Members of the SSTAC are appointed by the Commission in compliance with the membership composition requirements of the TDA (Section 99238). Consistent with the California legislature's intent to avoid duplicative transit advisory councils, the Mono County SSTAC serves as the sole advisory council for regional transit matters within Mono County.

To better integrate regional transportation planning efforts with local and county planning systems, the MCLTC utilizes the existing committee structure of the area's two

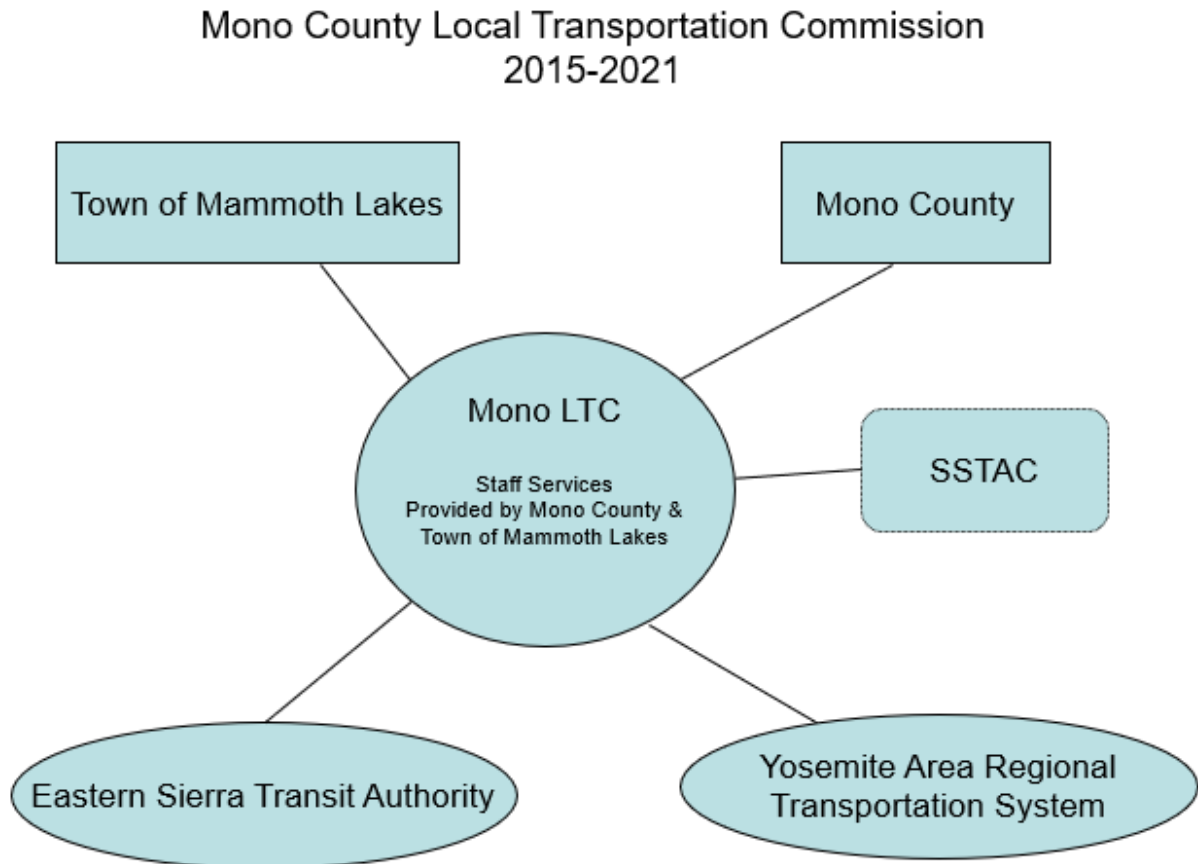
general purpose governments: the Town of Mammoth Lakes and Mono County. These include the Town of Mammoth Lakes Planning Commission, Mono County Planning Commission, the Mono County Airport Land Use Commission, Mammoth Lakes Airport Commission, the Town of Mammoth Lakes Mobility Commission and the Regional Planning Advisory Committees, which are planning advisory committees serving unincorporated communities. A staff-level Transportation Technical Advisory Committee, consisting of representatives from Mono County, Town of Mammoth Lakes, the local transit provider (presently Eastern Sierra Transit Authority [ESTA]) and Caltrans, meets monthly to coordinate agenda items, commission follow-ups and related planning matters. The advisory committee, which generally meets after regular MCLTC meetings or as needed, provides technical staff support and recommendations to the MCLTC on state, regional, county, and town transportation matters.

In recent years, Mono County and the Town of Mammoth Lakes have provided staff services of the MCLTC via a memorandum of understanding (MOU). The MOU provides for planning services, staff, and administrative support for the MCLTC in order to fulfill TDA requirements, to accomplish the mandated functions of the MCLTC, and to carry out the annual OWP. The MOU notes that it is in the best interest of the County, Town, and MCLTC to continue to implement the most efficient and professionally economical method of providing the aforementioned services, and that a close working relationship on a daily basis among the staffs of the three entities has been beneficial to all parties.

The division of responsibilities for staff and administrative services is established annually based upon the OWP. Major administrative matters and projects directly affecting the incorporated area are the responsibilities of the Town Public Works and Planning Departments, whereas major administrative matters and projects directly affecting the unincorporated area are the responsibilities of the County Public Works and Planning Departments.

County staff handles routine administrative and secretarial matters, and County staff has filled the positions of executive director, Commission secretary, and Commission counsel in recent years. The MCLTC secretary is appointed by the executive director to maintain records, including meeting minutes and project files, and to assist staff in preparation and dissemination of public notices, agendas, agenda packets, and other official business. Technical (engineering, legal, and planning) staffing services for the MCLTC are provided by the County and Town staff as needed. Figure I-1 shows the MCLTC organizational chart.

**Figure I-1
Organizational Chart**



Source: Mono LTC

Audit Methodology

To gather information for this performance audit, Michael Baker conducted the following activities:

- **Document Review:** Conducted an extensive review of documents including various MCLTC files and internal reports, committee agendas, and public documents.
- **Interviews:** Conducted virtual interviews with MCLTC co-directors, transportation planning staff, and administrative personnel.

- Analysis: Evaluated the responses from the interviews as well as the documents reviewed about the MCLTC's responsibilities, functions, and performance to TDA guidelines and regulations.

All of the activities described above were intended to provide the information necessary to assess the MCLTC's efficiency and effectiveness in two key areas:

- Compliance with state TDA requirements
- Organizational management and efficiency

The remainder of this report is divided into four sections. In Section II, Michael Baker reviews the compliance requirements of the TDA administrative process. Section III describes the MCLTC's responses to the recommendations in the previous performance audit. In Section IV, Michael Baker provides a detailed review of the MCLTC's functions, while Section V summarizes our findings and recommendations.

Section II

Compliance Requirements

Fourteen key compliance requirements are suggested in the *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities* to assess the MCLTC’s conformance with the TDA. Our findings concerning the Commission’s compliance with state legislative requirements are summarized in Table II-1.

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
All transportation operators and city or county governments which have responsibility for serving a given area, in total, claim no more than those Local Transportation Fund (LTF) monies apportioned to that area.	Public Utilities Code, Section 99231	The MCLTC accounts for its claimants’ areas of apportionment and has not allowed those claimants to claim more than what is apportioned for their area. Apportionments are made by the MCLTC for the incorporated area of Mammoth Lakes and for the county's unincorporated area. ESTA makes claims for regional and intercity transit services on behalf of the Town of Mammoth Lakes and the County. Mono County Dept. of Social Services and Yosemite Area Regional Transportation System (YARTS) also claim a flat rate of LTF funding annually. Remaining available LTF moneys are split: 58 percent for the Town of Mammoth Lakes and 42 percent for Mono County. From a review of LTF claims and adopting resolutions during this triennial period, the claimants do not claim more than their apportionments. Revised claims are submitted based on updated estimates from the MCLTC. The Commission makes this finding in each adopted resolution approving each LTF claim.

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
		Conclusion: Complied.
The RTPA has adopted rules and regulations delineating procedures for the submission of claims for facilities provided for the exclusive use of pedestrians and bicycles.	Public Utilities Code, Sections 99233.3 and 99234	<p>Based on prior actions of the MCLTC and in accordance with Section 92233.3 of the TDA statute, 2 percent of LTF off the top is set aside for bike path construction. The apportionment and allocation are based on a three-year cycle that alternates between the Town of Mammoth Lakes and the County.</p> <p>The latest version of the LTC handbook from 2022 also includes a section on non-motorized review. Project managers for Town, County, and state projects shall regularly consult with local citizens, commissions/committees and mobility user groups such as the cycling community, Regional Planning Advisory Committees, and other groups during project design and implementation. Similarly, these user groups and commissions/committees shall be consulted in the update of transportation plans, policies, and standards. Staff shall conduct a review of non-motorized features for all projects before the Commission including:</p> <ul style="list-style-type: none"> •projects included in quarterly reviews; •project initiation documents, including project study reports; and •projects programmed in the RTIP. <p>LTF funds designated for pedestrian and bicycle projects are held in a trust for usage.</p>

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
		Conclusion: Complied.
<p>The RTPA has established a social services transportation advisory council. The RTPA must ensure that there is a citizen participation process which includes at least an annual public hearing.</p>	<p>Public Utilities Code, Sections 99238 and 99238.5</p>	<p>The MCLTC appoints the Mono County SSTAC to advise the Commission on transit needs, major transit issues, and coordination of specialized transportation services, particularly during the unmet needs hearing process. Members of the SSTAC are appointed by the Commission in compliance with the membership composition requirements of the TDA (Section 99238). Consistent with the state legislature’s intent to avoid duplicative transit advisory councils, the Mono County SSTAC serves as the sole advisory council for regional transit matters within Mono County.</p> <p>Conclusion: Complied.</p>
<p>The RTPA has annually identified, analyzed, and recommended potential productivity improvements which could lower the operating costs of those operators which operate at least 50 percent of their vehicle service miles within the RTPA’s jurisdiction. Recommendations include, but are not limited to, those made in the performance audit.</p> <ul style="list-style-type: none"> • A committee for the purpose providing advice on productivity improvements may be formed. 	<p>Public Utilities Code, Section 99244</p>	<p>Absent a separate productivity improvement committee, potential productivity improvements in current transit service are reviewed on an annual basis through the unmet transit needs hearing process and during informal discussions between ESTA and the MCLTC. Route statistics are also presented to the MCLTC Board by ESTA with discussions to identify and recommend areas of improvement. A standing agenda item for ESTA is available at MCLTC board meetings.</p> <p>In addition to the above actions, the MCLTC conducts the state-mandated TDA triennial performance audit as well as</p>

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
<ul style="list-style-type: none"> The operator has made a reasonable effort to implement improvements recommended by the RTPA, as determined by the RTPA, or else the operator has not received an allocation which exceeds its prior year allocation. 		<p>assisting in the funding of ESTA's Short Range Transit Plan, which provides productivity improvements. The MCLTC requests that ESTA respond to the recommendations made in the previous performance audits.</p> <p>In the TDA claims, MCLTC staff check whether the claimant made a reasonable effort to implement recommendations by the MCLTC. This check is an annual assessment of the actions taken by the claimants to improve productivity and is used by the Commission as a condition of approving the claim.</p> <p>Conclusion: Complied.</p>
<p>The RTPA has ensured that all claimants to whom it allocates Transportation Development Act (TDA) funds submits to it and to the state controller an annual certified fiscal and compliance audit within 180 days after the end of the fiscal year (December 27). The RTPA may grant an extension of up to 90 days as it deems necessary (March 26).</p>	<p>Public Utilities Code, Section 99245</p>	<p>Submittal dates for the ESTA annual financial audit:</p> <p>FY 2019: January 27, 2020 FY 2020: January 7, 2021 FY 2021: January 26, 2022</p> <p>Submittal dates for the YARTS annual financial audit:</p> <p>FY 2019: February 14, 2020 FY 2020: March 24, 2021 FY 2021: March 21, 2022</p> <p>Conclusion: Complied.</p>
<p>The RTPA has designated an independent entity to conduct a performance audit of operators and itself (for the current and previous triennium). For operators, the audit was made and calculated the required</p>	<p>Public Utilities Code, Sections 99246 and 99248</p>	<p>For the current three-year period that ended June 30, 2021, the MCLTC has retained Michael Baker International to conduct the performance audit of the Commission. The firm was also retained to conduct the previous audit of the MCLTC for the three</p>

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
performance indicators, and the audit report was transmitted to the entity that allocates the operator's TDA monies and to the RTPA within 12 months after the end of the triennium. If an operator's audit was not transmitted by the start of the second fiscal year following the last fiscal year of the triennium, TDA funds were not allocated to that operator for that or subsequent fiscal years until the audit was transmitted.		fiscal years that ended June 30, 2018, which is being conducted concurrently with this audit. The TDA performance audits of ESTA and YARTS were completed by independent firms and included required performance indicators. Conclusion: Complied.
The RTPA has submitted a copy of its performance audit to the Director of the California Department of Transportation. In addition, the RTPA has certified in writing to the Director, that the performance audits of the operators located in the area under its jurisdiction have been completed.	Public Utilities Code, Section 99246(c)	Submission of the last performance audit ending FY 2015 was verified by MCLTC providing screenshots of the uploaded documentation to Caltrans. Conclusion: Complied.
The performance audit of the operator providing public transportation service shall include a verification of the operator's operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee, as defined in Section 99247. The performance audit shall include, but not be limited to, consideration of the needs and types of passengers being served and the	Public Utilities Code, Section 99246(d)	The performance audit of the operators, ESTA and YARTS, includes all required performance elements. Conclusion: Complied.

TABLE II-1		
MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
employment of part-time drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours, as defined in subdivision (a) of Section 99260.2		
The RTPA has established rules and regulations regarding revenue ratios for transportation operators providing services in urbanized and new urbanized areas.	Public Utilities Code, Section 99270.1 and 99270.2	This compliance requirement is not applicable, as neither the MCLTC nor its claimants serve an urbanized area. Conclusion: Not Applicable.
The RTPA has adopted criteria, rules, and regulations for the evaluation of claims under Article 4.5 of the TDA and the determination of the cost-effectiveness of the proposed community transit services.	Public Utilities Code, Section 99275.5	Article 4.5 funds are allocated during the TDA claims process. In its adopting resolution, MCLTC allocates less than 5 percent LTF for administration to ESTA serving as the Mono County Consolidated Transportation Service Agency Conclusion: Complied.
State transit assistance funds received by the RTPA are allocated only for transportation planning and mass transportation purposes. (Note: Since the June 9, 1990, passage of Proposition 116, state transit assistance funds may no longer be used for street and road purposes, as had been permitted in certain cases under PUC Section 99313.3.)	Public Utilities Code, Sections 99310.5 and 99313.3 and Proposition 116	The MCLTC allocates State Transit Assistance (STA) funds to ESTA for transit operations and/or capital expenditure assistance. Conclusion: Complied.

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
The amount received pursuant to Public Utilities Code, Section 99314.3; by each RTPA for state transit assistance is allocated to the operators in the area of its jurisdiction as allocated by the State Controller's Office.	Public Utilities Code, Section 99314.3	The MCLTC allocates operator revenue-based STA funds to ESTA in accordance with the amounts published by the State Controller's Office. Conclusion: Complied.
<p>If TDA funds are allocated to purposes not directly related to public or specialized transportation services, or facilities for exclusive use of pedestrians and bicycles, the transit planning agency has annually:</p> <ul style="list-style-type: none"> • Consulted with the Social Services Transportation Advisory Council (SSTAC) established pursuant to Public Utilities Code, Section 99238; • Identified transit needs, including: <ul style="list-style-type: none"> ○ Groups that are transit-dependent or transit disadvantaged, ○ Adequacy of existing transit services to meet the needs of groups identified, and ○ Analysis of potential alternatives to provide transportation services; • Adopted or re-affirmed definitions of "unmet transit needs" and "reasonable to meet"; 	Public Utilities Code, Section 99401.5	The MCLTC conducts an annual unmet transit needs process to solicit comment and feedback on potential transit needs. Although no TDA funds are allocated to streets and roads, the MCLTC continues to conduct a formal unmet needs process as a venue to work with the community and identify transit needs. The Commission works through the SSTAC, and cooperatively with ESTA, for this process. Meetings with the SSTAC are held annually in the spring to identify and discuss unmet transit needs. The Commission follows the steps outlined in the TDA statute, including the compilation of transit needs, proper notification, and the conduct of public hearings. The findings are presented at public hearings. The MCLTC adopts resolutions of the findings of unmet needs based on the findings made by staff. Following adoption, the unmet needs documentation is submitted to Caltrans for concurrence and compliance with the law. Caltrans's response has stated the MCLTC's documentation to be complete and in full compliance.

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
<ul style="list-style-type: none"> Identified the unmet transit needs and those needs that are reasonable to meet; Adopted a finding that there are no unmet transit needs that are reasonable to meet; or that there are unmet transit needs including needs that are reasonable to meet. <p>If a finding is adopted that there are unmet transit needs, these needs must have been funded before an allocation was made for streets and roads.</p>		<p>Conclusion: Complied.</p>
<p>The RTPA has caused an audit of its accounts and records to be performed for each fiscal year by the county auditor, or a certified public accountant. The RTPA must transmit the resulting audit report to the State Controller within 12 months of the end of each fiscal year and must be performed in accordance with the Basic Audit Program and Report Guidelines for California Special Districts prescribed by the State Controller. The audit shall include a determination of compliance with the transportation development act and accompanying rules and regulations. Financial statements may not commingle the state transit assistance fund, the local transportation fund, or other revenues or funds of any city,</p>	<p>California Administrative Code, Section 6662</p>	<p>The accounting firm of Fechter & Company conducted the financial audit of the MCLTC for FYs 2018, 2019, and 2020. The Audited Financial Statements and Compliance Reports were submitted to the State Controller within 12 months of the end of each fiscal year. The annual audits were completed by March of the following year.</p> <p>Conclusion: Complied.</p>

TABLE II-1 MCLTC Compliance Requirements Matrix		
Compliance Requirements	Reference	Compliance Efforts
county or other agency. The RTPA must maintain fiscal and accounting records and supporting papers for at least four years following the fiscal year close.		

Findings from MCLTC Compliance Requirements Matrix

The MCLTC satisfactorily complied with applicable state legislative mandates for RTPAs. One requirement was not applicable to MCLTC operations (determination of farebox recovery ratios for urbanized areas). However, a cover letter typically accompanies the submission of the transportation planning agency's TDA fiscal and triennial performance audits to Caltrans. The letter drafted by the agency indicates the completion of all required fiscal and performance audits, including for both the MCLTC and the transit operator(s). Although the MCLTC was able to verify submission of the last performance audit with Caltrans for compliance by providing screenshots of the uploaded documentation, the MCLTC should maintain on file the letter and/or email message accompanying the audits.

In relation to other compliance requirements, to its credit, the MCLTC conducts the annual unmet transit needs process to solicit comment and feedback on potential transit needs. The TDA only requires an unmet transit needs process when TDA funds could be used for roadway projects. Although TDA funds have not been allocated to streets and roads, but only to non-motorized transportation projects and public transportation service, the MCLTC continues to conduct a formal unmet needs process as a venue to work with the community and identify transit needs. The Commission works through the SSTAC, and cooperatively with ESTA, during this process. The definitions of an "unmet transit need" and "reasonable to meet," adopted in June 1998, are reaffirmed in the resolution that finds whether any unmet need identified through the public meetings meets the definitions.

LTF is allocated for bike/pedestrian facility improvements in Mono County and have been included in the RTP. RTP policies call for the provision of bike lanes as a component of rehabilitation projects on streets and highways. The Town of Mammoth Lakes adopted policies in the 2007 General Plan to reduce vehicle trips and promote healthy communities by promoting feet first, transit second, and automobile last. This policy is being implemented through project development review and Town-sponsored projects. In addition, the Town's recent zoning update included development standards promoting pedestrian, biking, and alternative modes of transportation.

Section III

Prior Triennial Performance Audit Recommendations

This chapter describes the MCLTC's response to the recommendations included in the prior triennial performance audit ending FY 2015. Each prior recommendation is described, followed by a discussion of the agency's efforts to implement the recommendation. Conclusions concerning the extent to which the recommendations have been adopted by the agency are then presented.

Prior Recommendation 1

Update the *LTC Handbook*.

Background

The last revision for the *LTC Handbook* took place in August 2012. Since then, a few changes have occurred in relation to the TDA and transit operations in Mono County. Namely, new legislation (SB 508) was passed in October 2015 that significantly modifies several provisions of the TDA. The legislation achieves several objectives, including simplifying fare recovery requirements; authorizing funding of bicycle and pedestrian safety education programs; and modifying STA qualifying criteria for operations. The TDA section of the *LTC Handbook* should be updated to reflect these changes. The MCLTC should also communicate these changes to the transit systems and determine what implication, if any, the changes might have on their respective transit operations.

Actions taken by the MCLTC

Following the current audit period, the MCLTC commenced an update of the handbook in May 2022. The updates included changes to Commission meeting formats to accommodate videoconferencing platforms in the wake of the COVID-19 pandemic. Other changes included clarification of staffing roles and responsibilities, advisory committees, and LTF reserve policies.

Conclusion

This recommendation is in the process of implementation.

Section IV

Detailed Review of LTC Functions

In this section, a detailed assessment is provided of the MCLTC's functions and performance as a local transportation commission during this audit period. As adapted from Caltrans's *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities*, the MCLTC's activities can be divided into the following activities:

- Administration, Management, and Coordination
- Transportation Planning and Programming
- TDA Claimant Relationships and Oversight
- Marketing and Transportation Alternatives
- Grant Applications and Management

Administration, Management, and Coordination

The MCLTC is administered and managed by County of Mono and Town of Mammoth Lakes employees tasked with specific duties and responsibilities. These duties and responsibilities are provided via a memorandum of understanding (MOU). The MOU provides for planning services, staff and administrative support for the MCLTC in order to fulfill TDA requirements, to accomplish the mandated functions of the MCLTC, and to carry out the annual OWP

The MOU notes that it is in the best interest of the County, Town, and MCLTC to continue to implement the most efficient and professionally economical method of providing the aforementioned services, and that a close working relationship on a daily basis among the staffs of the three entities has been beneficial to all parties. Mono County provides staffing for the LTC including secretary, legal counsel, and other planning related services. The division of responsibilities for staff and administrative services is established annually based upon the OWP and other Commission priorities.

MCLTC policies and procedures are well documented in the Mono County *LTC Handbook & Bylaws*. The handbook had previously been updated in 2012 before receiving an update following the audit period in May 2022. The handbook provides a detailed overview of the MCLTC background and purpose, organization structure, and administrative structure and duties, as well as its procedures for TDA funding allocation and development of the

RTP, RTIP, and OWP. The document also contains supporting appendices such as the staffing MOU and TDA reporting dates.

The Commission appoints the Town of Mammoth Lakes public works director or their designee and the Mono County Community Development director or their designee as co-executive directors, who are responsible for the day-to-day operation and administration of the MCLTC. Major projects and administrative matters affecting the Town of Mammoth Lakes are the responsibilities of the Town Public Works and Planning Departments. Major administrative matters and projects directly affecting the unincorporated area are the responsibilities of the County Public Works and Community Development Departments.

Transportation Planning and Programming

The Commission adopted the recent update to the Mono County RTP in FY 2019. This is a collaborative effort between the Mono County LTC, Mono County Community Development Department, Mono County Public Works Department, Town of Mammoth Lakes Community Development Department, and Town of Mammoth Lakes Public Works Department. Each jurisdiction is responsible for delivering their plans which are rolled up into the RTP. The 2019 Regional Transportation Plan replaces the 2015 RTP. The time horizon for the RTP is a 20-year period and the plan is updated every four years. The plan is intended to achieve a coordinated and balanced regional transportation system of all travel modes.

Per the 2019 Mono County RTP, the purpose of the RTP is as follows:

- Provide a clear vision of the regional transportation goals, policies, objectives, and strategies – this vision must be realistic and within fiscal constraints;
- Provide an assessment of the current modes of transportation and the potential of new travel options within the region;
- Project/estimate the future needs for travel and goods movement:
 - Identify and document specific actions necessary to address the region’s mobility and accessibility needs;
 - Identify guidance and document public policy decisions by local, regional, state, and federal officials regarding transportation expenditures and financing;
 - Identify needed transportation improvements, in sufficient detail, to serve as a foundation for the development of the Federal Transportation Improvement Program and the Interregional Transportation Improvement Program;
- Facilitate the National Environmental Protection Act/Section 404 Clean Water Act integration process decisions;
- Identify project purposes and need;

- Employ performance measures that demonstrate the effectiveness of the transportation improvement projects in meeting the intended goals of MAP-21 (Moving Ahead for Progress in the 21st Century Act);
- Promote consistency between the California Transportation Plan, the RTP, and other transportation plans developed by cities, counties, districts, private organizations, tribal governments, and state and federal agencies responding to statewide and interregional transportation issues and needs;
- Provide a forum: 1) for participation and cooperation; and 2) to facilitate partnerships that reconcile transportation issues that transcend regional boundaries;
- Involve the public, federal, state, and local agencies, as well as local elected officials, early in the transportation planning process so as to include them in discussions and decisions on the social, economic, air quality, and environmental issues related to transportation.

State planning law and MAP-21 require extensive coordination with applicable local, state, and federal plans and programs during the development of the RTP. Development of the 2019 Mono County RTP was coordinated with these governmental plans/programs.

The RTP process also involves public participation. The Mono LTC has partnered with Caltrans District 9 to develop new methods of outreach for local residents. Caltrans has drafted a Public Participation Plan and similar policies were included in the RTP. Outreach efforts focus on providing local residents with easier access to information concerning transportation projects in the region in order to increase community participation in the planning process. These efforts have included websites established by both Caltrans and the Mono LTC, in addition to the public information meetings.

Mono County serves a diverse population that the Mono LTC is legally and ethically bound to represent. Each population has different needs, priorities, and abilities to access and influence the transportation planning process. Input from persons with disabilities was provided through the unmet transit needs hearing process and through consultation with social services providers serving the disabled population in the county. In concert with the Inyo LTC, the MCLTC recently updated the Inyo-Mono Counties *Coordinated Public Transit-Human Services Transportation Plan* through ESTA. The Mono LTC also collaborates with the local tribal communities, with outreach conducted periodically with the Bridgeport Indian Colony and Benton Paiute Reservation.

The MCLTC submits the RTIP list of projects during the STIP cycle, which occurs every two years. The Commission submitted the 2020 RTIP in December 2019. This replaced the 2018 RTIP submitted in December 2017. Following the audit period, a 2022 RTIP was submitted in December 2021. The RTIP is developed in partnership with District 9, Inyo County, Town of Mammoth Lakes, and Mono County. The objective of the RTIP is to focus on the backlog of local projects and continue to move forward with regional MOU projects.

Staff used input from the Commission, Caltrans District 9, and Town/County agencies in developing the 2018 RTIP. The Commission's 2018 core priorities were as follows:

- Continue to move forward with their MOU commitments on the 395/14 corridor
- Fund Olancha Cartago through construction beyond the 10 percent MOU requirements
- Fund Freeman Gulch segment 2 through design
- Provide funds for local County and future Town of Mammoth Lakes projects before the next funding period
- Fund a bus replacement program for ESTA
- Do not program negative share balances

The MCLTC has historically placed an emphasis on completing four-lane projects on the SR 14 / US 395 through the region to increase safety and drivability between Southern California population centers and the Eastern Sierra. Since 1998, the Mono County LTC has entered into various MOU partnerships with Inyo County Local Transportation Commission, Kern Council of Governments, and San Bernardino Associated Governments to leverage Interregional Transportation Improvement Program funds. The MCLTC has partnered with Caltrans District 9 to accomplish this goal.

The MCLTC works very closely with District 9 staff on the programming of RTIP projects. Staff received a letter detailing Caltrans District 9's needs on state highways. LTC staff also discussed the upcoming STIP cycle at two meetings with the Eastern California Transportation Planning Partnership. This group includes staff from Mono County LTC, Kern Council of Governments, San Bernardino Association of Governments, Caltrans District 6, and Caltrans District 9. In the 2016 STIP, the Mono County LTC funded construction of the SR 14 Freeman Gulch project in Kern County. This project was funded entirely by Mono and Inyo Counties. Caltrans District 9 and Caltrans programming have expressed their intent to make their MOU contribution whole through the programming of the US 395 Olancha-Cartago four-lane project. That is, the programming of the MOU shares for the US 395 Olancha-Cartago project has been changed to consider the programming of the SR 14 Freeman Gulch Segment 1 project. The state will contribute in excess of its usual MOU share on US 395 Olancha-Cartago to consider the SR 14 Freeman Gulch Segment 1 project.

SB 1 funds are utilized for completing local projects. The County adopted a five-year Road Capital Improvement Program for SB 1 projects, and this program has been amended into the RTP.

The MCLTC also develops an OWP, which includes a budget and tasks outlining the transportation planning activities for the coming year. The OWP is prepared in accordance with annual guidance provided by Caltrans and serves several functions including as a

comprehensive listing of transportation planning activities in Mono County; a convenient regional transportation planning reference document for MCLTC partners and members of the public; the MCLTC’s proposal to program and use Rural Planning Assistance (RPA) funds; and the basis of a contract with the state for use and disbursement of RPA funds.

A draft of the OWP is generally submitted to Caltrans for its review and comment in March of each year, with final OWP adoption by the MCLTC the following June. The MCLTC’s planning activities are divided into 19 Work Elements and the OWPs contain a detailed description of each work element, including work tasks, work products, estimated benchmarks, and estimated costs. A detailed summary table containing estimated cost and funding sources for all work elements is contained in the OWP. Some elements are subject to change once complete details of tasks, future projects, and funding requests are identified.

TDA Claimant Relationships and Oversight

This functional area addresses the MCLTC’s interaction with TDA claimants and its administration of the provisions of the TDA. The subfunctions described include costs to administer the program, TDA claims processing, and transit performance monitoring. As all LTF revenues have been used for public transit purposes, state law does not require the MCLTC to undertake a formal unmet transit needs process. However, the Commission is commended for continuing this practice and working with ESTA to solicit unmet transit needs. Two public hearings are held by the Commission each year in compliance with the statute, which requires at least one public hearing in the citizen participation process.

MCLTC Administration and Planning

The uses of TDA revenues apportioned to Mono County flow through a priority process prescribed in state law. The MCLTC claims LTF revenues for TDA administration and planning. During the audit years of 2019 through 2021, the Commission claimed the following total amounts relative to total apportionments:

**Table IV-1
LTF Allocation for MCLTC
Administration and Planning**

Fiscal Year	Total LTF	MCLTC Share	Percentage of Total LTF
2019	\$705,707	\$30,000	4.3%
2020	\$744,661	\$30,000	4.0%
2021	\$648,322	\$30,000	4.6%

Source: MCLTC

The MCLTC claims a fixed amount of LTF funding for TDA administration, auditing, and planning/programming. A total of \$30,000 is claimed annually, at \$10,000 for each of

these. This ranged from 4.0 percent to 4.6 percent of total LTF funding during the audit period. The total amounts used by the MCLTC are reasonable for administration of the fund. The MCLTC also generally sets aside 15 percent of total LTF funding annually as reserve revenue. The MCLTC handbook provides more information on the deferred LTF revenue, stating that deferred LTF revenue should be managed to generally maintain no less than 5 percent or more than 15 percent of annual allocations unless funds are set aside for a specific purpose, such as a grant match or severe economic downturns. During the COVID-19 pandemic, staff recommended, and the Commission approved, a 20 percent reserve in LTF set-aside. The LTC has expressed a desire to spend down their reserve balance, which as of FY 2021 stands at over \$1 million. Some of the proposed ideas for this spending include a Transit Demand Study, planning technologies, infrastructure, rolling stock, funding unmet needs, and additional funding for pedestrian and bicycle facilities. The reserve balance is subject to the apportionments among eligible jurisdictions and claims such as for public transportation and non-motorized projects and conforms to the terms and conditions laid out by MCLTC. As a general rule, a jurisdiction cannot claim more than its apportionment in its respective area.

The remaining LTF funds following reserve set-aside and off the top allocations for MCLTC are allocated to eligible agencies and local jurisdictions. Two percent of TDA funds are set aside for qualifying bicycle and pedestrian projects using the criteria described in the TDA claims instructions.

TDA Claim Processing

The MCLTC has three claimants for TDA funding. ESTA makes claims on behalf of the Town of Mammoth Lakes and the County of Mono for transit services provided by ESTA in the Town and the county. These are claimed in compliance with TDA Article 4 to ensure consistency with ESTA claims with Inyo County and the City of Bishop. ESTA also includes in its budget a claim amount specifically for consolidated transportation services agency administration. Mono County Department of Social Services Senior Program claims a fixed amount of \$30,000 annually for medical escort service for seniors and other transit-dependent adults. YARTS also claims a fixed amount each year for operating costs related to services within the county. This was \$35,000 in both FY 2019 and FY 2020 and \$40,000 in FY 2021. Qualifying bicycle and pedestrian project funds are utilized by the Town of Mammoth Lakes, and the Town will submit invoices related to projects to be reimbursed from LTF.

After the LTF funding is dispersed to the reserves, MCLTC, and claimants, the remaining funds are split between Mono County and the Town of Mammoth Lakes. This allocation is split based on population percentages tied to Census results. For the audit period, this split is 58 percent to Town of Mammoth Lakes and 42 percent to Mono County.

On an annual basis during this audit period, the MCLTC was responsible for managing both the apportionment of LTF revenues and STA funds. Below is the total TDA funding received during the audit period:

**Table IV-2
LTF & STA Allocation**

Fiscal Year	Total LTF	Total STA
2019	\$705,707	\$247,436
2020	\$744,661	\$328,970
2021	\$648,322	\$300,816

Source: MCLTC LTA & STA Resolutions

STA revenues are allocated to ESTA annually. A small portion of these revenues are capital restricted with the majority being allocated for operating expenses.

The MCLTC's role in the process is to confirm that the claimant-provided information in the claim forms is correct. The MCLTC uses a locally derived claims checklist to ensure that proper information is submitted by the transit systems with their TDA claims. The checklist shows 14 different items that must be presented as a condition of the operator's eligibility for the funds, including current budgets, operations projections, and changes in capital or operating plans. The checklist provides uniformity to the claims process and ensures that adequate information is provided to substantiate the claim for TDA revenues.

Unmet Transit Needs

The MCLTC appoints the Mono County SSTAC to advise the Commission on transit needs, major transit issues, and coordination of specialized transportation services, particularly during the unmet needs hearing process. Members of the SSTAC are appointed by the Commission in compliance with the membership composition requirements of the TDA (Section 99238). Consistent with the Legislature's intent to avoid duplicative transit advisory councils, the Mono County SSTAC serves as the sole advisory council for regional transit matters within Mono County.

The SSTAC appointees are recruited from a broad representation of social services and transit providers representing the elderly, disabled, and persons of limited means. In appointing members, the Mono LTC strives to attain geographic and minority representation among council members. Some members include representation from such organizations as Disabled Sports Eastern Sierra, First 5, Inyo-Mono Association for the Handicapped, and Mono County Social Services. The membership term is three years and terms are staggered so that roughly one-third of the memberships are up for renewal or reappointment each year.

Unmet transit needs are addressed annually with meetings typically being held anywhere between March and June. An overview meeting is typically held in March/April, followed by an open public hearing with the SSTAC in April/May, followed by a resolution/adoption meeting in May/June. Additional meetings may be held to meet with the SSTAC to discuss roles and appointments as needed. The ESTA executive director is also involved in the unmet needs of Mono County and will attend meetings and provide feedback to help bridge the gap in determining if meeting certain unmet needs is feasible.

The unmet transit needs definition adopted by the MCLTC pursuant to Resolution 98-01 adopted on June 1, 1998, reads as follows:

The Mono County Local Transportation Commission does hereby define “unmet transit needs” as a need of Mono County elderly, disabled, low income, youth, and other transit dependent groups for transit service that is currently not available and, if provided for, would enable the transit dependent person to obtain the basic necessities of life primarily within Mono County. “Necessities of life” are defined as trips necessary for medical and dental services, essential personal business, employment, social service appointment, shopping for food or clothing, and social and recreational purposes.

The reasonable to meet definition that is defined by the MCLTC reads as:

The Mono County Transportation Commission does hereby define “reasonable to meet” as transit needs for the necessities of life which pertain to all public and/or specialized transportation services that:

- a. Can be proven operationally feasible;*
- b. Can demonstrate community acceptance;*
- c. Would be available to the general public;*
- d. Can be proven to be economical; and*
- e. Can demonstrate cost effectiveness by meeting current fare box revenue requirements of the Mono LTC within two years.*

After these unmet needs are collected from the SSTAC and members of the public, a summary and analysis of the unmet needs is conducted. Each request is qualified as either “Qualifying Unmet Needs” or “Not Considered To Be An Unmet Need.” Each request includes a brief summary, an explanation of the unmet need it serves, an explanation on its reasonability to meet, and an explanation of costs/action/solutions associated with addressing the unmet need. This analysis is presented to members of the Mono LTC, and a vote is held.

Historically, the MCLTC has utilized pilot programs to address unmet needs. The primary challenge of adding new services to address unmet needs is being held to achieve the minimum 10 percent farebox recovery. Pilot programs that prove to be sustainable are continued, such as demand response and lifeline services.

Marketing and Transportation Alternatives

Marketing of public transportation is largely the responsibility of the claimants, as the MCLTC's function is less tied to marketing than the individual operating claimants. The MCLTC does utilize public outreach, such as holding booths at community events; however, this is on an as-needed basis for feedback on specific projects rather than on a general basis. Marketing for the Town of Mammoth Lakes is largely tied to its tourism rather than the activities specific to the Mono LTC. Mono LTC projects may be highlighted by the Town of Mammoth's marketing efforts; however, direct marketing for the LTC is not a primary focus.

The Commission advertises public meetings to encourage citizen participation; however, because the county's population is widely dispersed, citizen participation is limited. MCLTC relied on Mono County's Regional Planning Advisory Committees and other community planning groups, along with Planning Commission meetings, and the Town of Mammoth Lakes Planning and Economic Development Commission, for outreach to local residents on transportation system needs and issues. In addition to regularly scheduled citizen advisory committee meetings, the Mono LTC holds public information meetings and workshops to address specific transportation issues, projects, and planning processes. The Mono LTC has also partnered with Caltrans District 9 to develop methods of outreach for local residents. Caltrans drafted a Public Participation Plan and similar policies have been included in the most recent RTP. Outreach efforts focus on providing local residents with easier access to information concerning transportation projects in the region in order to increase community participation in the planning process. These efforts have included websites established by both Caltrans and the Mono LTC, in addition to the public information meetings.

With limited agency resources to conduct marketing and promotion, the primary portal to MCLTC activities and programs is its internet home page and associated links (<https://monocounty.ca.gov/ltc>). The website features supporting documentation such as the *LTC Handbook*, RTIP, OWP, and RTP. The website also features links to ESTA and YARTS, as well as information on upcoming meetings and past meeting agendas/minutes. Contact information is available online and the website features an email subscription feature where the public can subscribe to LTC updates.

Pursuant to the federal Civil Rights Act of 1964, a Title VI and Public Participation Plan has been developed and adopted by the Commission. Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color, or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The current Title VI Compliance Plan was developed during the audit period and adopted on October 19, 2020. Program compliance includes Title VI notices and complaint forms published in English and Spanish. However, a query of the MCLTC website found that the Title VI and

Public Participation Plan has not been posted on the site. It is recommended as part of Title VI compliance and best practice that a link to the Title VI Plan be posted on the Commission's website.

Grant Applications and Management

The MCLTC serves as the clearinghouse for federal grant applications that are reviewed to determine whether there is any duplication of effort among agencies and that there is no conflict with local plans and policies. The Commission's role for Mono County is to review and be an integral part of state and federal funding assistance that promotes interjurisdictional coordination among its partner agencies such as Caltrans, ESTA, YARTS, and the local tribal entities. Although ESTA applies for rural federal funding for operations and capital, the funding application requires certification from the MCLTC as the transportation planning agency for the programming of funds for the project. A Certifications and Assurances form of the regional agency is executed and filed by the MCLTC.

The MCLTC generally distributes funds from the TDA, Regional Surface Transportation Program, the STIP, and Department of Motor Vehicle fees toward transportation projects. Since ESTA is a subrecipient of Federal Transit Administration grant funding through Caltrans for operations and capital, the MCLTC does not generally monitor such grant awards. ESTA has been effective in identifying grant opportunities and has worked more collaboratively with MCLTC in reporting transit grants and milestones.

ESTA and Mono County submitted a successful Low Carbon Transit Operations Program (LCTOP) grant application for fare reduction on multi-ride 10-Punch passes on the Mammoth Express routes. FY 2018–19 LCTOP funds from the Commission funded the continued expansion of the Mammoth Express fixed-route service, as well as reduction of the 10-punch pass prices on the Mammoth Express.

Grant administration was designated as an element in the FY 2020-21 OWP. Work Element 400 pertains to the Sustainable Communities Grants received in 2020 that have been applied to develop an Active Transportation Plan for the June Lake Loop, which will identify priority areas for pedestrians and cyclists to walk and bike along or across SR-158, as well as an update of the ESTA Short Range Transit Plan.

Section V

Findings and Recommendations

The following material summarizes the findings obtained from the triennial audit covering FYs 2018 through 2021. A set of recommendations is then provided.

Findings

1. The Commission satisfactorily complied with applicable state legislative mandates for RTPAs. One requirement was not applicable to Mono LTC operations (determination of farebox recovery ratios for urbanized areas). In relation to other compliance requirements, to its credit, the Mono LTC conducts the annual unmet transit needs process to solicit comment and feedback on potential transit needs.
2. The MCLTC is in the process of implementing the prior audit recommendation, which pertains to the update of the *LTC Handbook* in May 2022 (after the audit period). The updates involved changes to Commission meeting formats to accommodate videoconferencing platforms in the wake of the COVID-19 pandemic. Other changes included clarification of staffing roles and responsibilities, advisory committees and LTF reserve policies.
3. MCLTC policies and procedures are well documented in the Mono County *LTC Handbook & Bylaws*. The handbook had previously been updated in 2012 before receiving an update following the audit period in May 2022. The handbook provides a detailed overview of the MCLTC background and purpose, organization structure, and administrative structure and duties, as well as its procedures for TDA funding allocation and development of RTP, RTIP, and OWP. The document also contains supporting appendices such as the staffing MOU and TDA reporting dates.
4. MCLTC develops an OWP annually, which includes a budget and tasks outlining the transportation planning activities for the coming year. The OWP is prepared in accordance with annual guidance provided by Caltrans and serves several functions including providing a comprehensive listing of transportation planning activities in Mono County; a convenient regional transportation planning reference document for MCLTC partners and members of the public; the MCLTC's proposal to program and use Rural Planning Assistance (RPA) funds; and the basis of a contract with the state for use and disbursement of RPA funds.
5. The Commission adopted the recent update to the Mono County Regional Transportation Plan (RTP) in FY 2019. This is a collaborative effort between the Mono County LTC, Mono County Community Development Department, Mono County

Public Works Department, Town of Mammoth Lakes Community Development Department, and Town of Mammoth Lakes Public Works Department. Each jurisdiction is responsible for delivering their plans which are rolled up into the RTP. The 2019 Regional Transportation Plan replaces the 2015 RTP. The time horizon for the RTP is a 20-year period and the plan is updated every four years. The plan is intended to achieve a coordinated and balanced regional transportation system of all travel modes.

6. Mono County and the Town of Mammoth Lakes have provided staff services of the MCLTC via an MOU. The MOU provides for planning services, staff, and administrative support for the MCLTC to fulfill the requirements of the California TDA, to accomplish the mandated functions of the MCLTC, and to carry out the annual OWP.
7. On an annual basis, MCLTC was responsible for managing the apportionment of between \$648,000 and \$745,000 in LTF revenues and between \$247,436 and \$328,970 in STA funds. MCLTC claims a fixed amount of \$30,000 annually for TDA administration and planning and generally sets aside 15 percent of total LTF funding annually as reserve revenue. As of FY 2021, the LTF reserve balance was over \$1 million.

Triennial Audit Recommendations

1. Develop a centralized document archive for the Commission.

The MCLTC has relied on a hybrid document filing system based on a mix of hard copy paper and digital documents. Mono LTC staff reported that not all paper files have been scanned, while LTC digital files are contained in separate file structures. Given the changes and turnover of staff assigned to the MCLTC, a centralized file archive would provide the documentation for staff to draw upon to perform their roles and duties and maintain institutional knowledge. The Mono LTC's webpage already has a number of supporting documents posted on the site accessible through a resource menu. A functional document archive could be modeled on that resource menu or based on the work elements contained in the annual OWP.

2. Expound upon the TDA reserve balance policy.

During the COVID-19 pandemic, MCLTC staff recommended, and the Commission approved, a 20 percent reserve in LTF set-aside fund. According to the *LTC Handbook & Bylaws*, "deferred LTF revenue should be managed to generally maintain no less than 5 percent or more than 15 percent of annual allocations unless funds are set aside for a specific purpose such as agrant match or severe economic downturns." Unused reserve at the end of the year is generally added to the carryover balance.

There are different reasons for TDA funds to be held in reserve, whether it is set aside by a claimant for a future project, to advance funding if a need is substantiated, or is at the discretion of the Board. To better memorialize the purpose and use of the reserve fund, the MCLTC should expand its discussion about the reserve in the Procedures chapter of the *LTC Handbook* under TDA guidelines. The discussion should include the purpose of the reserve, such as for holding future payment to a claimant and for maintaining a cushion for economic downturns, as well as differentiating between reserves for a particular purpose and reserves that are at the discretion of the Commission. The amounts that are discretionary should include general guidelines for their use such as for distribution to transit operators when actual TDA revenue is below projected, or under specific circumstances for other uses such as for bicycle and pedestrian projects. The reserve target of 5 percent of annual LTF revenue should be maintained at a minimum unless fiscal conditions warrant a reduced level. Under these conditions, the reserve target could be waived. The reserve balance is subject to the apportionments among eligible jurisdictions and claims such as for public transportation and non-motorized projects and conforms to the terms and conditions laid out by MCLTC. As a general rule, a jurisdiction cannot claim more than its apportionment in its respective area.

3. Maintain on file evidence of submission of TDA fiscal and compliance audits, and TDA performance audits.

A cover letter typically accompanies the electronic submission of the transportation planning agency's TDA triennial performance audit to Caltrans, while email submissions for claimant fiscal audits are made to the State Controller Office. Both types of audits are transmitted via email which provides evidence of date of submittal. These emails, including performance audit cover letter, should be filed in LTC archives. The letter certifies completion of performance audits for both the MCLTC and the transit operator(s). The MCLTC was able to verify its submission of the fiscal audits. Although the MCLTC was able to verify submission of the claimants' fiscal audits by providing screenshots of the uploaded documentation, the MCLTC should maintain and file the sent email and subsequent communication with the State.

4. Provide estimation of MCLTC employee time allocation for Overall Work Program elements.

As the Overall Work Program (OWP) guides the MCLTC's annual work elements and budget, it is important that the OWP continue to provide transparency and accountability in the agency's activities. As expenditures for each OWP task element and project are currently segregated by percentage breakdowns in the OWP document, it is suggested that the MCLTC attach an equivalent allocation of staff time (such as in personnel hours/days/months, full-time equivalents, etc.) that expresses staff work efforts on each task. This recommended effort would project staffing times based on task budgeting. It was brought to the attention of this auditor by MCLTC staff that each department tracks this in their own respective systems. When quarterly requests for reimbursement are submitted to Caltrans, the backup documentation that is included reflects work element staff time detail (personnel hours/days/months). While this is good practice, it is suggested that staff time be included under the "Estimated Benchmarks" section of each work element. This added feature to the OWP provides an indication of projected human resource commitment to each project and associated expense, and level of agency effort needed to complete the task.

Mono County Local Transportation Commission

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www.monocounty.ca.gov

Staff Report

April 10, 2023

TO: Mono County Local Transportation Commission

FROM: Wendy Sugimura, Co-Executive Director
Haislip Hayes, Co-Executive Director
Gerry LeFrancois, LTC Staff

SUBJECT: Mono County draft Overall Work Program (OWP) 2023-24

RECOMMENDATIONS

Review and provide any additional feedback on the draft 2023-24 Overall Work Program (OWP).

FISCAL IMPLICATIONS

This is the annual state funding program for transportation planning activities of the Commission. The OWP has two main funding sources: Rural Planning Assistance (RPA) and Planning Programming and Monitoring (PPM). The Rural Planning Assistance (RPA) funding is \$230,000 annually dependent on approval of a state budget. The budgeting of PPM funds is limited and subject to the Regional Transportation Improvement Program (RTIP) every two years.

ENVIRONMENTAL COMPLIANCE

Analysis under the California Environmental Quality Act (CEQA) is required for future projects.

DISCUSSION

The draft 2023-24 OWP is required to be submitted to Caltrans for review by March 1 each year. Caltrans provided a comment letter dated March 20, 2023, (Attachment 1) on the draft OWP. Comments have been addressed in the redline FY 23-24 Draft OWP (Attachment 2) and additional responses are provided below:

- Regarding the suggested addition of “Public and Stakeholder Participation” and “Information” work elements: Much of this content is currently integrated throughout various work elements and stakeholder participation requirements are being met. While efforts could be enhanced and clarified through separate work elements, consolidation of existing content into new work elements would require significant reorganization of the OWP. Because Caltrans notes the format and content are likely to change for the FY 24-25 OWP, staff suggest adding these work elements along with any directed reorganization next year.
- Content of certain sections (WE 200.1, 200.2, 800.2, and 900.2) are the same as the previous FY: These work elements are ongoing activities that are repeated every year and therefore do not significantly change. Staff will discuss these sections with Caltrans and adjust to meet their expectations and needs.

Public and Commissioner comments from today’s meeting will be incorporated into the final OWP. Any additional comments from Commissioners may be submitted until April 21, 2023. The final OWP will be brought to the Commission for approval consideration at the May 8, 2023, meeting and is due to Caltrans with the required agreements by May 12.

Please contact Wendy Sugimura (760-924-1814, wsugimura@mono.ca.gov) or Haislip Hayes (760-965-3652, hhayes@townofmammothlakes.ca.gov) with any questions.

ATTACHMENTS

1. Caltrans correspondence dated March 20, 2023
2. Draft OWP 2023-24 redline

Hayes and Sugimura, Co-Executive Directors
 March 20th, 2023
 Page 1

CALIFORNIA STATE TRANSPORTATION AGENCY

GAVIN NEWSOM, GOVERNOR

California Department of Transportation

DISTRICT 9 OFFICE
 500 S. Main St., Bishop, CA 93514
 760-872-0601 TTY 711
www.dot.ca.gov



March 20th, 2023

Haislip Hayes and Wendy Sugimura
 Co-Executive Directors
 Mono County LTC
 1290 Tavern Rd, P.O. Box 347
 Mammoth Lakes, CA 93546

Dear Haislip and Wendy:

Thank you for the opportunity to review the Mono County LTC Draft Overall Work Program (OWP) for Fiscal Year (FY) 2023-24. The California Department of Transportation (Caltrans) has the following comments:

General Comments

Introduction

Figure 1.1 is missing.

Geographical Overview

“Highway 6” should be referred to a “U.S. Highway 6” or “US 6”.

Public Involvement

Please identify all Tribal Governments in the region that are consulted. This can be referenced in an attachment.

Comments from Caltrans HQ:

- Estimated RPA carryover can be identified in both the Work Element (WE) funding tables as well as the overall budget revenue summary. The amount can be revised once the Reconciliation Letter is finalized.
- This upcoming year Caltrans HQ will coordinate with Caltrans District staff and RTPAs to make significant improvements to the format and content of the FY 2024-25 OWP.

Hayes and Sugimura, Co-Executive Directors
 March 20th, 2023
 Page 2

Work Element Specific Comments

Consider adding a work element for “Public and Stakeholder Participation (23 CFR 450.316).

Consider adding a “Information” work element. This element would list the transportation planning activities being done by other transportation planning entities in the region.

Comments from Caltrans HQ:

The “Previous Work”, “Task Elements”, and “Expected Products” sections of the below listed Work Elements seem to be the same from the previous FY. How is progress measured in each WE? Please clearly show the accomplishments made by each WE over the FYs.

- Work Element 200.1 - Regional Transportation Plan
- Work Element 200.2 - Regional Transportation Plan Monitoring
- Work Element 800.2 - Regional Transit Planning and Coordination
- Work Element 900.2 – Regional Data Collection Equipment
 - Same “expected products” as last FY.
- Work Element 900.7 – Community Traffic Calming, Complete Streets and Design Standards
 - Missing “Estimated Benchmark” information.

Reminders

Final OWP package is due to Caltrans by May 12, 2023. The following items must be included in the final OWP package:

- Response letter acknowledging Caltrans comments on the draft OWP. The response needs to demonstrate where Caltrans comments were addressed within the Final OWP.
- Electronically signed Overall Work Program Agreement (OWPA)
- Budget Revenue Summary (BRS)
- Board Resolution approving the OWP
- Electronically signed Certifications and Assurances
- Final OWP and Appendices

Hayes and Sugimura, Co-Executive Directors
March 20th, 2023
Page 3

If you have questions, please contact Ben Downard (ben.downard@dot.ca.gov).

Sincerely,

Neil Peacock

Neil Peacock
Planning & Modal Programs Manager
Division of Planning & Environmental
Caltrans, District 9


OWP comment letter

Final Audit Report

2023-03-20

Created:	2023-03-20
By:	Ben Downard (S135942@dot.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAmnwgJrB_3z3PQoZCrRabOCICN580rpG5

"OWP comment letter" History

-  Document created by Ben Downard (S135942@dot.ca.gov)
2023-03-20 - 11:19:32 PM GMT
-  Document emailed to Neil Peacock (neil.peacock@dot.ca.gov) for signature
2023-03-20 - 11:20:14 PM GMT
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2023-03-20 - 11:21:45 PM GMT
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Overall Work Program Fiscal Year 2023/2024

July 1, 2023, to June 30, 2024

MONO COUNTY LOCAL TRANSPORTATION COMMISSION

Adopted: TBD, 2023

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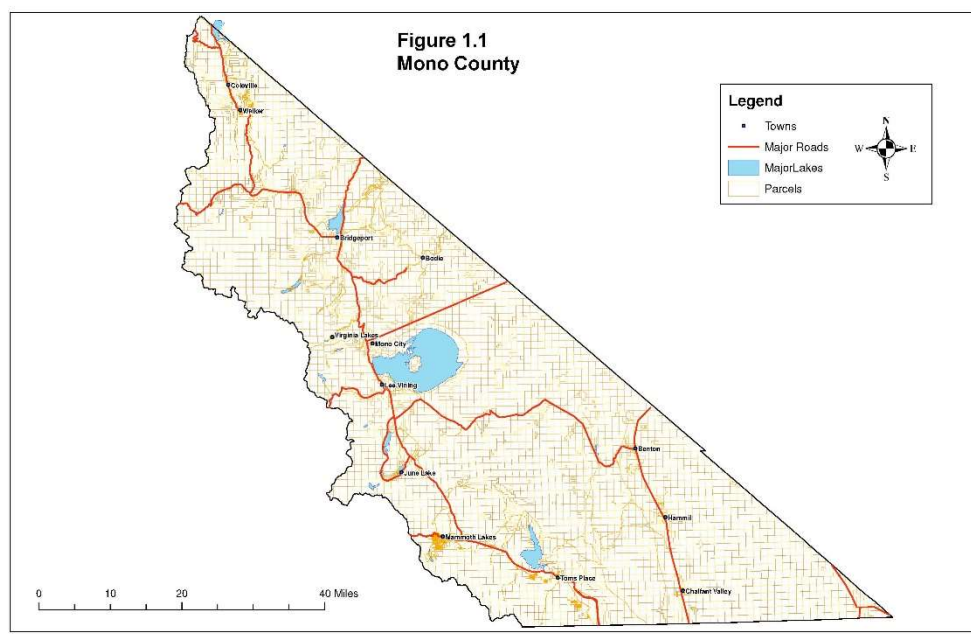
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Introduction

The Overall Work Program (OWP) defines the regional transportation planning process for the Mono County Local Transportation Commission (LTC). It establishes regional transportation planning objectives for Fiscal Years 2023/2024 covering the period of July 1, 2023, to June 30, 2024, and includes a corresponding budget to complete eligible activities as defined by the Regional Planning Handbook. This strategic management tool is organized by Work Elements that identify activities and products to be accomplished during the Fiscal Year. These activities include core regional transportation planning functions, mandated planning requirements, and other regional planning activities. Each activity listed in the OWP indicates who will do the work, the schedule for completing the work, the resulting product, the proposed funding, and a summary of total amounts and sources of State funding and matching funds. Funding for planning activities is made possible by the State of California Department of Transportation (Caltrans) and the Federal Highway Administration (FHWA). Most of the funding is typically spent by Mono County and the Town of Mammoth Lakes (TOML). Figure 1.1 depicts the Mono County LTC boundary.



Geographical Overview

Mono County is a rural county located on the eastern side of the Sierra Nevada mountains. The county has an area of 3,049 square miles and a total population of 13,195 (2020 US Census). The county's one incorporated area, the Town of Mammoth Lakes (TOML), contains approximately 55% of the county population.

Approximately 94% of Mono County is public land administered by the U.S. Forest Service (USFS), the Bureau of Land Management (BLM), the State of California, and the Los Angeles Department of Power and Water (LADWP). The scenic and recreational attributes of this public land help support tourism and recreation as the major industry in the county. Approximately 80% of all employment is directly, or indirectly, associated with this industry. Annually, more than 6 million visitor-days of use occur on public lands in Mono County. Most of these visitors travel to and through the county on the state highway system. Major attractions include Mammoth and June Mountain ski areas, Yosemite National Park, Mono Lake, Devils Postpile National Monument, Bodie State Historic Park, and the many lakes, streams, and backcountry attractions accessed through Mono County communities.

Communities in the unincorporated area of the county are dispersed throughout the region, primarily along US Highways 395 and 6. Communities along US 395 include Topaz, Coleville, Walker, Bridgeport, Mono City, Lee Vining, and the Crowley communities of Long Valley, McGee Creek, Crowley Lake, Aspen Springs, and Sunny Slopes. The community of June Lake is located along State Route (SR) 158. The Town of Mammoth Lakes is located on SR 203. The communities of Chalfant, Hammil Valley, and Benton are located on SR 6. The community of Oasis is located on SR 266/168 in the southeastern portion of the county. The communities are generally small, rural in character, and oriented primarily to serving recreational and tourist traffic. Walker, Topaz, Coleville, Bridgeport, and Lee Vining share US 395 as their main street for commerce and community activities. SR 158 serves as the main street for June Lake. SR 203 is the Town of Mammoth Lakes' main street. [US](#) Highway 6 serves as a main street for Benton and Chalfant.

Organizational Overview

Every county in California is served by a regional transportation planning agency (RTPA), created by state law. RTPAs are known as local transportation commissions, county transportation commissions, councils of government, and associations of government. Counties with urbanized areas over 50,000 people also have metropolitan planning organizations (MPO) to guide regional transportation planning. Both MPOs and RTPAs are required to develop an OWP and regional transportation plan (RTP). They also select projects identified in the Regional Transportation Improvement Programs (RTIP).

RTPAs play an important role in Caltrans' overall planning efforts. In California, there are currently 44 RTPAs, 18 of which are MPOs or exist within MPO boundaries. They utilize federal and state funds to achieve regional transportation goals as outlined in their OWPs. Federal and state funding includes FHWA State Planning and Research (SPR) funds, FTA Section 304 Statewide Planning Funds, and Rural Planning Assistance (RPA) funds. RTPAs have significant involvement in both the planning and project investment processes.

Mono County LTC carries out transportation planning activities within the County. Mono County and TOML staff serve as support staff to the LTC. Town issues are typically handled by TOML staff and County issues are managed with County staff. There is an existing Memorandum of Understanding (MOU) between Mono County and TOML. The Executive Director position is shared by the TOML Public Works Director and County Community Development Director or designee. There is one transit system within the County that is administered by Eastern Sierra Transit Authority (ESTA), which is based out of Bishop in Inyo County. ESTA is a Joint Powers Authority between Mono and Inyo Counties, the Town of Mammoth Lakes, and the City of Bishop.

The Mono County LTC policy board is comprised of seven (7) members: three (3) Mono County Board of Supervisors members, three (3) TOML Council members, although the TOML has appointed one at-large member, and (1) representative from Caltrans who also serves as ex-officio, non-voting member.

Table 1.1 2023 Mono County LTC Policy Board

Commissioner	Governmental Body Represented
Ms. Rhonda Duggan (Chair)	Mono County
Mr. Dan Holler	TOML Alternate Member
Ms. Jennifer Kreitz	Mono County
Mr. John Peters	Mono County
Mr. Bill Sauser	TOML
Mr. John Wentworth	TOML
Mr. Paul Chang	TOML
Mr. Ryan Dermody*	Caltrans Dist. 9 Director or designee

*Non-Voting ex-officio member

Additionally, County and Town staff work closely with the Commission on development of the OWP and to carry out related tasks. All tasks identified in the OWP are undertaken by staff with periodic updates to the Mono County LTC board.

Table 1.2 Mono County LTC Staff

Staff Member	Title and Agency
Wendy Sugimura	LTC Co-Executive Director, Mono County
Haislip Hayes	LTC Co-Executive Director, TOML
Gerry LeFrancois, Kelly Karl, April Sall	Planners, Mono County
Michael Draper	Planning Analyst, Mono County
Deanna Tuetken	Fiscal Specialist, Mono County

Overall Work Program FY 2023/24

Heidi Willson	Commission Secretary, Mono County
Chad Senior	Engineer, Mono County
Paul Roten	Public Works Director, Mono County
Milan Salva	IT Director - Acting, Mono County
Phil Moores	Director, ESTA
Marcella Rose	Outdoor Recreation Coordinator, Mono County

Responsibilities and Priorities

Most of the state designated RTPAs are described under California Government Code Section 29532 et seq. An RTPA has the following core functions:

- Maintain a setting for regional decision-making.
- Implementation of the Transportation Development Act (TDA)
- Prepare and administer the Overall Work Program (OWP).
- Involve the public in transportation decision-making.
- Prepare and update a Regional Transportation Plan (RTP) every four years; and
- Development of a Regional Transportation Improvement Program (RTIP) and a list of federally funded or regionally significant projects for inclusion in the Federal Surface Transportation Improvement Program (FSTIP).

Organizational Procedures and Documents

The following list of documents includes organizational policies and procedures, programming documents, planning studies, and other required documents, which are available at:

<https://monocounty.ca.gov/ltc/page/resources>

- 2019 Regional Transportation Plan
- 2022 Regional Transportation Improvement Program (RTIP)
- Caltrans District 9 Wildlife Vehicle Collision Reduction Feasibility Study
- California Department of Fish and Wildlife (CDFW) Wildlife Crossing Study
- Past and Current MOU Projects
- US 395 Corridor Improvement Projects and Main Street mobility studies
- Electric Vehicle Policy
- Mono County Title VI
- Mono County LTC Handbook

Public Involvement

The LTC utilizes a comprehensive public participation process which is outlined in the 2019 Regional Transportation Plan (p. 5-6 & 11-15). The goals and objectives discussed in the RTP emphasize efforts to coordinate with and involve all stakeholders and members of the public in the transportation planning process, transportation needs, transit needs, to implement the Regional Transportation Plan.

Public participation during the transportation planning process is provided through committee meetings, public workshops, and outreach programs. The county Regional Planning Advisory Committees (RPACs)

serve as citizen advisory committees to the LTC to identify issues and opportunities related to transportation and circulation in their community areas and to develop policies based on the identified needs. There are planning advisory committees in Antelope Valley, Bridgeport Valley, Mono Basin, June Lake, Mammoth Lakes Vicinity/Upper Owens, Long Valley, and Tri-Valley. Some committees meet monthly, and others meet on an as-needed basis.

Native American participation includes notification to all tribes on the California Native American Heritage Commission (NAHC) list, and meetings or consultation with any interested tribe. Tribal governments are also invited to participate in the Mono County Collaborative Planning Team, which meets quarterly to collaborate on regional planning issues with state, federal and local agencies, such as Caltrans, BLM, USFS, the Town of Mammoth Lakes, and Mono County. Tribal representatives also occasionally participate at RPAC meetings. Staff continues to outreach on projects to both tribal governments on transportation issues and opportunities such as the Regional Transportation Plan and the Regional Transportation Improvement Program.

Summary of FY 2022/23 accomplishments

The following are primary tasks that were undertaken during FY 2022/23:

- Project Study Report review for potential 2024 Regional Transportation Improve Program (RTIP) future projects,
- TOML completed PSR for John Muir drainage infrastructure improvements
- Continued work on the region's outstanding MOU Projects with Inyo County LTC and Kern Council of Governments,
- Initiated conversation to finalize exchange of Highway Improvement Program (HIP) funds to Sacramento Area Council of Governments (SACOG) for State Transportation Improvement Program (STIP) funds,
- Continued participating in state and regional discussions and forums on transportation funding and new funding programs such as the Infrastructure Improvement and Jobs Act (IIJA),
- Continuation of Regional Asset Management Systems,
- Air Quality Monitoring in Town of Mammoth Lakes,
- Completed the June Lake Loop (SR 158) Active Transportation Plan,
- Completed ESTA Short Range Transit Plan and Coordinated Human Services Plan,
- Completed Mono County's vehicle miles traveled (VMT) standard and an update to countywide greenhouse gas emission inventory,
- Update of Mono County Public Works development standards which includes roads and other transportation infrastructure.

Planning Emphasis Areas

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) developed Planning Emphasis Areas (PEAs) to promote policy, procedural, and technical topics that are to be considered by MPOs and RTPAs in preparation of work plans.

Planning Emphasis Areas

- 1) Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans

and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Work Program work tasks could include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions.

2) Equity and Justice in Transportation Planning

FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans, and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development Executive Order 13985 (Advancing Racial Equity and Support for Underserved Communities) defines the term “equity” as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.” In addition, Executive Order 14008 and M-21-28 provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities. To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

3) Complete Streets

FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles. A complete street is safe, and feels safe, for

everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network. Per the National Highway Traffic Safety Administration’s 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles. To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.

4) Public Involvement

Early, effective, and continuous public involvement brings diverse viewpoints into the decision-making process. FHWA Division and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decision-making processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs.

5) Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD’s facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The 64,200-mile STRAHNET system consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of

other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) studies. These can be a useful resource in the State and MPO areas covered by these route analyses.

- 6) Federal Land Management Agency (FLMA) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMAs in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).
- 7) Planning and Environment Linkages (PEL)

FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources.
- 8) Data in Transportation Planning

To address the emerging topic areas of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient

use of resources and improved policy and decision making at the State, MPO, regional, and local levels for all parties.

9) Housing

Support housing programs and projects with well-developed and designed multi modal transportation networks. Providing alternatives to private vehicle use will reduce vehicle miles traveled. The Town is dedicated to providing lower cost transportation alternatives such as bike lanes, sidewalks, and easy access to transit.

Federal Planning Emphasis Areas supporting OWP Work Elements

Table 3.1 outlines FY 2023/24 OWP Work Elements that address and support each Planning Emphasis Area and FAST Act Planning Consideration. As illustrated below, the applicable PEAs are integrated into Mono County LTC’s FY 2023/24 work program.

3.1 FY 2023/24 OWP Work Elements and Planning Emphasis Areas/Planning Considerations

		Work Elements
PEAS	MAP-21/Fast Act Implementation	200.1, 700.1
	Models of Regional Planning Cooperation	100.1, 200.1, 200.2, 200.3, 800.1, 900.3, 900.5, 900.8
	Ladders of Opportunity	100.1, 100.3
PEAS	Economic Vitality	200.1, 200.2, 200.3, 900.3 & .4, 900.7
	Safety of Transportation Systems	200.2, 700.1, 700.2, 900.8
	Security of Transportation Systems	100.3, 200.1, 200.2, 200.3
	Accessibility and Mobility	200.1, 200.2, 200.3, 700.1, 800.2, 900.3 & .4, 900.6
	Environment, Conservation, and Quality of Life	200.2, 200.2, 700.1, 800.1, & 900.6
	Connectivity of Modes	200.1, 200.3, 700.1, 800.1 & .2, 900.6
	Efficient Management and Operations	100.3, 200.2, 700.1, 900.3 & .4
	Preservation of Systems	200.1, 700.1, 900.3, .4, & .8
	Reliability of Systems	200.1, 700.1, 700.2, 900.3, .4, & .8
	Enhance Travel and Tourism	200.1, 700.1, 700.2, 800.2, 900.6

FY 2023/24 OWP

LTC’s planning activities are divided into 18 Work Elements. Funding sources for LTC planning activities include a combination of RPA and PPM dollars. Table 4.1 lists the Work Elements and the total estimated cost for each. The following pages contain a detailed description of each of the work elements for the OWP, including work tasks, work products, estimated benchmarks, and estimated costs. A detailed summary table containing estimated costs and funding sources for all work elements is still in development. One Work

Overall Work Program FY 2023/24

Element, 900.8 is a multi-year work element. Staff will finalize the list of projects for the 2023/24 FY but will include other possible tasks in case funding is available to advance certain tasks before 2023/24 FY.

Table 4.1 DRAFT Budget by Work Element

Work Element	Description	RPA Amount	PPM Amount	LTF	Carryover RPA 22/23	Total
100.1	General Administration and Management	\$8,000		\$10,000	Pending 3rd qtr billing	\$18,000
100.2	Overall Work Program Development & Admin	\$16,000				\$16,000
100.3	Training and Professional Development	\$4,000				\$4,000
200.1	Regional Transportation Plan	\$7,000				\$7,000
200.2	Regional Transportation Plan Monitoring	\$5,000				\$5,000
200.3	Multi Modal Planning RPA	\$2,000				\$2,000
300	Reserved for future needs					\$-
400	Reserved for future needs					\$-
500	Reserved for future needs					\$-
600	Reserved for future needs					\$-
700.1	Regional Transportation Improvement Program	\$5,000				\$5,000
700.2	Project Development and Project Study Reports		\$40,000			\$40,000
800.1	Regional Transportation Planning	\$6,000				\$6,000
800.2	Regional Transit Planning and Coordination	\$5,000				\$5,000
900.1	Planning, Monitoring and Traffic Management	\$38,500				\$38,500
900.2	Regional Data Collection Equipment	\$40,000				\$40,000
900.3	Regional Asset Management - RPA	\$15,000				\$15,000
900.4	Regional Asset Management - PPM		\$20,000			\$20,000
900.5	Air Quality Monitoring	\$500				\$500
900.6	Trails Planning	\$40,000				\$40,000
900.7	Community Traffic Calming / Complete Streets / Design	\$5,000				\$5,000
900.8	Mono County Public Works Projects	\$33,000				\$33,000
Total						
Final Budget		\$230,000	\$60,000	\$10,000		\$300,000
Reserve RPA/PPM		\$TBD Final budget in process	\$TBD Final budget in process		Pending 3rd qtr billing	

Invoicing / Reimbursement

The OWP is a reimbursement-based program on eligible activities contained in the adopted program. The two main funding sources are Rural Planning Assistance (RPA) and Planning Programming and Monitoring (PPM) funds. Request for reimbursement is outlined below:

All costs and a description of work performed need to be submitted to LTC staff from Mono County by the 15th day following the quarter end or the next business day if the 15th falls on a weekend/holiday. Late submittals will not be included.

Q1 = July 1 – Sept 30

Q2 = October 1 – December 31

Q3 = January 1 -March 31

Q4 = April 1 – June 30

Full requirements for billing submittals are provided in appendix A.

Work Element 100—Agency Administration and Management

The tasks in this work element cover activities related to the overall administration of LTC’s transportation planning program. All tasks are annual or ongoing activities undertaken to maintain compliance with regulations, organize and manage activities, and staff training.

100.1 General Administration and Management

Purpose: This task includes general administrative functions related to transportation planning and implementation of the Regional Transportation Plan goals and policies. This may include preparation of Commission agendas, reports, public noticing, and other administrative functions of the Commission.

Previous Work: This work element provides ongoing transportation-focused administrative duties. Work includes agendas, reports, public notices, and general coordination for the transportation planning activities of staff and the commission.

Task Elements:

- Preparation of required reports and memoranda supporting the activities of the LTC.
- Management and administration of budgets and agreements.
- LTC support, such as providing staff reports, researching LTC/RTPA issues for Commissioners, preparation of board/public meeting materials, and attendance at LTC regular and special meetings.

Expected Products:

- Monthly agenda meeting materials for LTC Commission meetings and other public hearings, as needed.
- Miscellaneous reports, analyses, correspondence, task summaries and memoranda, and funding management and invoicing for LTC, as needed.

Estimated Benchmarks: Ongoing for the complete fiscal year.

Estimated Completion Date: June 2024

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$3,000	\$5,000	\$8,000
TDA – LTF		\$10,000	\$10,000
Total			\$18,000

Overall Work Program FY 2023/24

100.2 Overall Work Program Development and Administration

Purpose: This task includes administration of FY 2023/24 OWP and development of the FY 2024/25 OWP by County staff in cooperation with other local, state, or federal agencies. This task also includes OWP amendments, as needed.

Previous Work: This WE includes reporting on amendments to the current FY 2022/23 OWP, quarterly reporting and billing for the current OWP, and development of the 23/24 OWP.

Task Elements:

- Administration of the FY 2023/24 OWP.
- Quarterly reporting of current year OWP progress and billing.
- Implementation of the OWP including amendments.
- Development and preparation of the FY 2024/25 OWP.

Expected Products:

- FY 2023/24 OWP quarterly reports.
- Amendments to the OWP, as needed.
- An adopted FY 2023/24 OWP.
- Prior FY 2022/23 deliverables.
- Initial work on and potential adoption of FY 2024/25 OWP.

Estimated Benchmarks: Ongoing for the complete fiscal year.

Quarterly reporting due by July 31, 2023; October 31, 2023; January 31, 2024; and April 30, 2024.

The draft 2024/25 OWP is due March 1, 2024; adoption targeted for June 2024.

Estimated Completion Date: June 2024

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$8,500	\$7,500	\$16,000
Total			\$16,000

100.3 Training and Professional Development

Purpose: This task includes training and professional development opportunities related to transportation planning for staff. Staff must be up to date on current federal, state, and local regulations and policies that relate to and affect transportation. Training may include topics related to SB 1, SB 743, Transportation Development Act (TDA), Manual on Uniform Traffic Control Devices (MUCTD) requirements, Local Assistance, Federal Highway Administration (FHWA), Caltrans, complete streets design and best practices, and others.

Previous Work: Attendance in various webinars such as SB 1, management training, funding sources, and complete streets.

Task Elements:

- Attendance by staff for necessary workshops, conferences, webinars, and/or other transportation planning events.

Expected Products:

- Training documentation and attendance.

Estimated Benchmarks: Ongoing for the complete fiscal year.

Estimated Completion Date: June 2024

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$2,000	\$2,000	\$4,000
Total			\$4,000

Work Element 200—Regional Transportation Series

The tasks of this Work Element are to maintain, monitor, and amend as needed the Regional Transportation Plan (RTP). This task is performed cooperatively by Mono County and Town of Mammoth Lakes staff. The series includes RTP development, monitoring, and multi-modal planning efforts.

200.1 Regional Transportation Plan

Purpose: The objective of the RTP is to maintain an up-to-date transportation plan that furthers the goals, policies, actions, and assessment of current modes on a regional and local basis. This element also coordinates other agency documents that are transportation-related (such as the TOML and Mono County Housing Elements).

Previous Work: Discussions with Regional Planning Advisory Committees (RPACs) about transportation and mobility concerns in their communities, coordination with Caltrans when needed, and cataloging potential issues and studies to incorporate into a future RTP adoption or OWP work element. Work for the 2024 RTP update will begin in FY 23/24.

Task Elements:

- Evaluate, research, and revise transportation policies as needed. This includes identification of future transportation needs/improvements.
- Implement RTP policies and programs for Housing Element and General Plan consistency.
- Continue public engagement and outreach to community groups on transportation-related topics [through the Regional Planning Advisory Committees \(RPACs\)](#).
- [Outreach to Tribal Governments on transportation and transit issues.](#)
- Review state and federal agency planning documents for consistency with 2019 RTP.
- Review capital improvement programs from TOML and County for consistency with 2019 RTP.

Expected Products:

- Agendas and minutes from meetings with Regional Planning Advisory Committees (RPACs) and/or other stakeholders on transportation-related issues.
- RPAC/community review of RTP policies.
- [Review RTP for Housing and General Plan amendments element consistency](#)
- [Tribal Government outreach efforts and identification of transportation needs and/or concerns of tribal members](#)
- Identification of future community needs and opportunities for RTP implementation
- Determine RTP amendments as necessary to comply with Regional Transportation Guidelines
- Incorporate the 2024 RTIP [into the RTP](#).
- Incorporate any necessary County and TOML planning documents [by reference into the RTP](#)

Estimated Benchmarks: [This is an annual work element and work is ongoing for the complete fiscal year.](#)

- [Review any RTP policy updates for adoption in December 2023 with](#)
- [Incorporate the 2024 RTIP into the RTP – December 2023.](#)

[RTIP funding cycle.](#)

Estimated Completion Date: June 2024

Overall Work Program FY 2023/24

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$2,000	\$5,000	\$7,000
Total			\$7,000

200.2 Regional Transportation Plan Monitoring

Purpose: Regional transportation is a changing environment that must be monitored to remain up to date on legislation, funding opportunities, and current planning efforts. The purpose of this Work Element is for Mono County and TOML to stay current on legislation and statutory requirements to maintain an adequate RTP. [Many of these programs and funding opportunities are the result of staff participation with Rural Counties Task Force, RTPA group, and/or virtual attendance at California Transportation Commission meetings.](#)

Previous Work: This work element has been created to highlight legislation tracking and planning document review to ensure consistency in all planning efforts with the adopted Regional Transportation Plan. Past and current examples include Proposition 6 (effort to repeal SB 1); AB 2237 (requirement to rank and prioritize all RTP projects based on climate goals and plans); AB 2438 (changes to SB 1 funding formulas); SB 743 (VMT implementation); [Local Transportation Climate Adaption Program Guidelines](#) and Bipartisan Infrastructure Law / Infrastructure, Investment and Jobs Act (BIL/IIJA).

Task Elements:

- Track transportation state and federal legislation
- Bipartisan Infrastructure Bill & IIJA tracking and serving on working groups as needed
- Track and apply for new funding opportunities
- Review California Transportation Commission (CTC) and/or Caltrans plans and policy changes
- Provide RTP consistency with Regional Transportation Improvement Program

Expected Products:

- RTP amendments as necessary [\(such as the 2024 RTIP\)](#)
- Additional funding opportunities (may include grants like sustainable communities and or affordable housing grants)
- Correspondence to state and federal representatives on areas of concern (as determined by the Commission)
- Project identification for [potential](#) use of BIL / IIJA fundings

Estimated Benchmarks: [This is an annual work element and work is ongoing](#) for the complete fiscal year.

Estimated Completion Date: June 2024

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$1,000	\$4,000	\$5,000
Total			\$5,000

200.3 Multi Modal Planning (WE 900-12-0) RPA Funded

Purpose: Development of multi-modal transportation plans for the TOML and County. Examples include Mobility Element, Mobility Hub, Walk Bike Ride, and other programs. This would also include updates to the TOML transportation model. These plans and models would provide for coordinated development programs that include housing, transit, bike, and pedestrian transportation facilities.

Previous Work: This work element is a multi-year effort. The TOML continues to work on the update to its transportation model and multi modal planning efforts. The TOML previously used this element to complete updates to its Mobility Hub Study and studies needed to support transit and project development.

Task Elements:

- Development of multi modal plans
- RTP integration of transportation planning documents and modeling analysis
- Development of complete street networks

Expected Products:

- Updated RTP and policy changes as needed
- Identification of multi modal transportation needs of the Parcel
- Data and research deliverables that will be incorporated into multi modal and complete street plans

Estimated Benchmarks: Plans that result in the completion and integration of multi modal networks and complete streets at the Parcel.

Estimated Completion Date: Major components of this work element will be ongoing for the fiscal year.

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$2,000		\$2,000
Total			\$2,000

Work Element 300—Unused
(Previously Completed - Vehicle Miles Traveled and Implementation)

Work Element 400—Unused

(Previously Completed – Grants: June Lake Active Transportation Plan, ESTA Short Range Transit Plan & Coordinated Human Services Plan)

Work Element 700—Regional Transportation Improvement Program (RTIP) and Project Development Series

The RTIP and Project Development Series is the design and programming of various work elements for projects that are ready for construction funding. The funding may come from a variety of federal (FTIP, grants), State (STIP, grants) and local sources (SB 1, grants).

700.1 RTIP

Purpose: The RTIP is a two-year planning and programming document that is adopted in odd calendar years. The funds can be used for road, transit, bike, and pedestrian construction projects in the County and TOML. The funding comes from a variety of federal, state, and local sources. Regional and local projects cannot be programmed in the State Transportation Improvement Program or allocated by the California Transportation Commission (CTC) without an up-to-date RTIP.

Previous Work:

- Adoption of 2022 RTIP, consistency determination of the 2022 RTIP to the 2019 Regional Transportation Plan, and consistency of the 2022 RTIP with CTC guidelines.
- Adoption of 2021 Mid-Cycle STIP Cycle (CRRSAA – Coronavirus Response and Relief Supplemental Appropriations Act).
- Administrative support of the multi-agency collaborative working group on the Wildlife Crossing on US 395, which secured grant funding from the Wildlife Conservation Board to conduct California Environmental Quality Act (CEQA) analysis on all phases.

Task Elements:

- Coordinate with statewide, regional, and local planning agencies on future capital projects (such as: Freeman Gulch 2 & 3, North Conway Truck Climbing Lane, Wildlife Crossing on US 395)
- Develop programming needs and/or projects for and adopt the 2024 RTIP
- Monitor / amend the 2022 RTIP as necessary

Expected Products:

- This is an ongoing project and applies to development of any amendments needed for the 2022, 2024 RTIP or prior projects
- Adopt the 2024 RTIP

Estimated Benchmarks: Ongoing for the complete fiscal year.

Estimated Completion Date: December 2023

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$2,500	\$2,500	\$5,000
Total			\$5,000

700.2 Project Development Work / Project Study Reports

Purpose: This WE will develop Project Initiation Documents (PID) and Project Study Reports (PSR) for future construction programming. PIDs are planning documents used to determine the type and scope of a project. PSRs are a type of PID document that include engineering reports on the scope, schedule, and estimated cost of a project. A PSR is used to program the project for State Transportation Improvement Program (STIP) funding.

PID and PSR work under this element can also include development of bridge projects under the Highway Bridge Program (HBR), road safety projects under the Highway Safety Improvement Program (HSIP), trail projects with Active Transportation Program (ATP) or Recreational Trails Program (RTP) funding opportunities.

Previous Work: PSRs to support RTIP funding in 2020 and 2022. Examples include Long Valley Streets PSR, Airport Road PSR, TOML Local Roads PSR, TOML John Muir Road Drainage Improvements PSR, Benton Crossing Road Rehabilitation Project Phase 1 PSR and Eastside Lane Rehabilitation Project Phase 2 PSR.

Task Elements:

- Complete necessary engineering and technical studies to support the development of PSR's and PID's
- Completion of proposed project funding applications and other documents as required by the specific funding program
- Conduct public outreach and research to support the development of PSR's and PID's
- Maintain a list of fundable and construction ready projects
- Review emergency access routes for PSR development consistent with Local Hazard Mitigation Plan (LHMP)
- Update existing PSRs as needed for the 2024 RTIP cycle
- Meet any new documentation and/or funding requirements of BIL/IIJA

Expected Products:

- PIDs and PSRs development for 2021 Mid-Cycle and 2023 RTIP
- Other technical studies needed for project development
- BIL / IIJA project submittals

Estimated Benchmarks: Ongoing for the complete fiscal year.

Estimated Completion Date: June 2023

Funding:

	Mammoth Lakes	Mono County	Total Funding
PPM	\$20,000	\$20,000	\$40,000
Total			\$40,000

Work Element 800—Regional Transportation Planning Series

This Work Element is to improve multi-modal access between the Eastern Sierra and other regions, such as Nevada, Southern, and Central California. Interagency partners include National Park Service, US Forest Service, Kern Council of Governments (COG), San Bernardino County Transportation Agency (SBCTA), and Inyo County LTC.

800.1. Regional Transportation Planning

Purpose: This work element includes coordinating with other transportation agencies and forums, including Rural Counties Task Force (RCTF), Kern Council of Governments, San Bernardino County Transportation Agency, Yosemite National Park, and Inyo County Local Transportation Commission, on current issues, funding opportunities, and MOU projects. Kern COG, SBCTA, Inyo, and Mono LTCs make up the Eastern California Transportation Planning Partnership.

Previous work: Staff participation and attendance of Rural Counties Task Force meetings and discussions with Yosemite National Park on access planning.

Task Elements:

- Participate in collaborative transportation planning forums and meetings such as Eastern California Transportation Planning Partnership, Rural Counties Task Force (RCTF), the Mono County Collaborative Planning Team, and other regional efforts
- Work collaboratively with Inyo and Humboldt-Toiyabe National Forest, Bureau of Land Management, and National Park Service as needed
- Revitalization of MOU project discussions with Kern Council of Governments (COG) and Inyo County LTC to reconfirm commitment of partners to projects and identify funding solutions.
- Engage with transportation entities as needed on collaborative efforts to support Mono County LTC goals and policies.

Expected Products:

- Attendance at Collaborative Planning Team and other regional meetings
- Update MOUs and coordination of funding for each agency
- Attendance at Rural Counties Task Force meetings.
- Meet with any other entities to coordinate/collaborate on transportation projects and programs.

Estimated Benchmarks: Ongoing for the complete fiscal year.

Estimated Completion Date: This is an annual work element.

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$1,000	\$5,000	\$6,000
Total			\$6,000

800.2 Regional Transit Planning and Coordination

Purpose: Coordination on transit and transit related issues and/or policies with Eastern Sierra Transit Authority (ESTA) and Yosemite Area Regional Transit System (YARTS). This may include holding public transit workshops to identify transit issues, unmet needs, planning additional service routes, and coordination between transit operators and the Commission.

The largest portion of the ESTA fleet of vehicles is due to reach the end of useful life in 2024. The Commission is supportive of dedicated support for replacing ESTA's fleet, including support to purchase zero emissions buses, fueling infrastructure, buildings, and planning. The Commission is also supportive of ESTA's Transit Asset Management Plan, wherein vehicle useful life limits are defined with consideration of the harsh operating environment in Mammoth Lakes.

Previous work: Staff and Commission participation with YARTS on 2023 summer service (123 service days) and increase in its annual LTF funding (now \$40,000/yr.). In conjunction with ESTA, conducted unmet transit and transportation needs with RPACs.

Task Elements:

- Attend stakeholder meetings as appropriate
- Conduct community outreach on an annual basis
- Conduct seasonal transit workshop – these would be general transit needs meetings with TOML, RPAC groups, [Tribal Governments](#), -and other interested nonprofits
- Meet with Social Service Technical Advisory Committee (SSTAC) members as needed
- Collect Unmet Transit needs for community
- Incorporate Intelligent Transportation System (ITS) Plan policy into transit plans
- Participate in the YARTS Authority Advisory Committee (AAC)
- Staff involvement with YARTS strategic planning group
- Catalog needs for ESTA transitioning to a zero-emission fleet
- Provide support to ESTA in maintaining capital assets in good repair and supporting operations. This includes the planning for replacement, maintenance, and infrastructure needs for the fleet, and planning efforts that support recruitment
- Analysis of micro transit and other emerging transit opportunities

Expected Products:

- Identify unmet and regional transit needs for annual Local Transportation Fund allocation in June of each fiscal year. This may include community meeting agendas, comments, and outcomes for unmet transit needs
- Identification of any general or contractual transit needs or service issues within the region
- Participation with YARTS, including support to the AAC and Governing Board and consideration of annual operating schedules or funding. [This is a yearly effort dependent on the annual opening of Tioga Pass and number of contracted operating days to and from Yosemite National Park.](#)
- ~~YARTS strategy for fleet replacement and contract needs~~
- Annual allocation of STA and LTF funds
- Study on micro transit

Estimated Benchmarks: Unmet transit needs process January – June 2023, consultation with YARTS, annual STA/LTF allocations June 2023

Estimated Completion Date: June 2024

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$1,000	\$4,000	\$5,000
Total			\$5,000

900 Asset Management and Traffic Issues

Mono County and the Town of Mammoth Lakes base operational decisions and work priorities on data. For the past two decades, the organizations have incrementally developed a comprehensive enterprise-scale GIS asset management database to house the information necessary to make those decisions and continue to prioritize work efforts to keep the information up to date. Mono County is also utilizing drone surveys and AutoCAD to develop a database of all county-maintained roads, road horizontal alignments, vertical alignments, and roadside infrastructure.

This is fundamentally important to strive for data-driven decision making to manage transportation assets throughout the region. There is an ongoing commitment of staff resources and funding to ensure the appropriate data needed to drive and carry out projects and address relevant road safety issues.

At the core of this is a series of transportation and asset management datasets which contain information on a variety of elements which exist within the right of way and are managed as part of our overall transportation infrastructure. To adequately perform planning work for future efforts, we must continue to maintain this data to ensure that we have the right information to help with our decision making.

900.1 Planning, Monitoring, and Traffic Management Issues

Purpose: The purpose of this Work Element is to provide for the planning, review and monitoring of various transportation improvements and traffic management issues. These tasks support local and regional transportation planning including safety, multimodal infrastructure, vehicle use, vehicle miles traveled, bike and pedestrian counts, etc.

Previous work: TOML worked on one-time and recurring traffic reports and studies to support documents that include the Woodmen Traffic Study, and North Village Cut-Through Study.

County Traffic Data Collection and / or traffic studies were conducted in June Lake, on Crowley Lake Drive, Benton Crossing Road, Lower Rock Creek Road, Twin Lakes Road, Eastside Lane, and others.

Task Elements:

- Conduct applicable reviews, such as analysis of non-motorized features
- Conduct street parking management studies
- Perform studies such as: traffic volume, speed studies, turning movements, VMTs, and sight distance studies
- Conduct pedestrian / bike user counts
- Streetsaver data collection, road assessments, ADA assessments and project prioritization
- Complete necessary engineering and technical studies to support the development of PSR's and PID's
- Completion of proposed project funding applications and other documents as required by the specific funding program

Expected Products:

- Various TOML studies (road assessments, traffic volume, speed, turning movements, sight distance studies, VMT surveys and background data, and bike/ped counts)
- Updates to TOML VMT model as required by changes to the traffic network and as influenced by development

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- Completed studies for various County roads and/or US 395 main street corridors through towns.

Estimated Benchmarks: Ongoing for the complete fiscal year.

Estimated Completion Date: June 2024

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$18,000	\$20,500	\$38,500
Total			\$38,500

900.2 Regional Data Collection Equipment

Purpose: This Work Element will purchase equipment (hardware and software) for counting vehicles, cyclists, Off Highway Vehicles (OHV), and pedestrians; and maintaining a regional data collection program to support current monitoring and transportation planning activities.

Data collected through purchased equipment will be used to analyze the use (number, patterns, and trends) of various transportation facilities, including sidewalks, system trails, and roadways, and will be used to aid in planning future transportation policies, programs, and capital projects to improve safety and reduce vehicle use at the local level.

This WE also accounts for the deployment, management, and analysis of trail and vehicle counters including on-going data compilation and reports for multi-modal planning and transportation needs related to WE [900.6 - Regional Trails Planning](#).

[900.6—Regional Trails Planning.](#)

Previous Work: County has purchased and deployed counters for both traffic data collections and trail usage counts. It is evident that additional trail and or vehicle counters and routine system monitoring are required for useful data collection to inform transportation and other WE planning needs and tasks. The Town of Mammoth did not need to purchase any new equipment in 22/23.

Task Elements:

- Purchase additional Data Collection equipment and software if necessary
- Purchase required hardware for deployment and on-going monitoring
- Deployment, maintenance, and routine monitoring and analysis as necessary
- Purchase Streetsaver software annual subscription and updates

Expected Products:

- Purchase of equipment
- Purchase, outfit, and deployment of trail and or traffic counters
- Reports compiled and usage rates determined at various recreation hubs. This data will be used to implement and support WE 900.1, 900.3, 900.6, 900.7
- [Collection of trail and traffic counts for inclusion into Regional Asset Management System WE 900.3](#)
- [Summary of collected information and how information will be used to prioritize future projects and or funding opportunities.](#)

Estimated Benchmarks:

- Maintain, monitor, collect, and compile data to inform additional WE – Ongoing

Estimated Benchmarks: Ongoing for the complete fiscal year.

Estimated Completion Date: June 2024

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$20,000	\$20,000	\$40,000
Total			\$40,000

900.3 Regional Asset Management System - RPA

Purpose: This work element is done on a regional basis to provide a comprehensive and consistent program around asset management. Because the staff necessary to do the appropriate work are County employees, 100% of the budget is allocated to the County, even though some of the work being done is within and for the TOML.

This work element covers staff time necessary to continually develop and maintain an inventory of Right-of-Way, encroachments, culverts, signs, and other transportation issues or facilities to have the best possible data on current and or future projects. This quantitative baseline data helps staff analyze and prioritize potential projects.

Previous Work: On-going work to develop and maintain an Asset Management System to help inventory and track transportation infrastructure.

Task Elements:

- Catalog and report all transportation related infrastructure as a baseline quantitative data set. These may include ROWs, culverts, signs, traffic counts, alignment data, lane miles, etc.
- Coordinate / store regional agency data for traffic counts and traffic data collection
- Plan and identify locations for obtaining or improving road alignment data
- Integrate linear reference information and Autocad drone surveys into future projects
- Management and maintenance of joint TOML/County GIS database for web based public reporting of road safety hazards by location
- Import of reported traffic collision data and location into GIS
- Provide support to TOML and for County regarding transportation data base requests

Expected Products:

- Updated transportation and attribute data to ensure accuracy of GIS and Autocad database
- Processing of reports and input of data into spreadsheets to prioritize, and plan future projects related to asset management information (decision tool)
- Quantitative data from road traffic data collection to be used in road transport project PSRs and road safety assessments
- Notification by public of location of road safety hazards

Estimated Benchmarks: Ongoing for the complete fiscal year.

Estimated Completion Date: June 2024

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA		\$15,000	\$15,000
Total			\$15,000

900.4 Regional Asset Management System - PPM

Purpose: This work element is done on a regional basis to provide a comprehensive and consistent program around asset management. Because the staff necessary to do the appropriate work are County employees, 100% of the budget is allocated to the County, even though some of the work being done is within and for the TOML.

This work element covers staff time necessary to continually develop and maintain an inventory of road horizontal and vertical alignments, Right-of-Way, topography, encroachments, culverts, signs, and other transportation issues or facilities to have the best possible data on current and or future projects. This quantitative data is used for project development such as PIDs and PSRs.

Previous Work: On-going work to maintain an Asset Management System to help inventory and track transportation infrastructure. This data is used to inform and address safety needs, develop PIDs, PSRs, and capital projects. This work is ongoing and will most likely continue into 23/24.

Task Elements:

- Collection of all transportation related infrastructure including current pavement condition information and Pavement Management System (PMS) data
- Provide reports to plan future maintenance in a cost-effective manner
- Implementation of field drone surveying to improve road alignment, road elevation data, and roadside infrastructure in Autocad database
- Collection of GIS road data and inventories
- Provide support to County and TOML on transportation data requests

Expected Products:

- John Muir/Davidson roads storm drain PSR
- Asset management data used to develop PIDs and PSRs
- Findings integrated into existing plans such as the five-year Capital Improvement Plan and the Transportation Asset Management Plan
- Collection of necessary data to inform and determine presence of road safety issues
- Completed road surveys, including horizontal alignments, vertical alignments, planimetrics, and roadside infrastructure

Estimated Benchmarks: Ongoing for the complete fiscal year

Estimated Completion Date: June 2024

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA		\$20,000	\$20,000
Total			\$20,000

900.5 Air Quality Monitoring and Planning TOML

Purpose: The purpose of this work element is to offset a portion of the cost for the daily monitoring and collection of air pollution data in Mammoth Lakes associated with particulate matter created by vehicle use (cinders and tire wear) and other emissions in Mammoth Lakes. The data is utilized to monitor the effects of Vehicle Miles Traveled on air pollution and measure the effects of proposed or implemented transportation infrastructure improvements and maintenance policies. The work effort supports the policies and programs of the Great Basin Unified Air Pollution Control District, which coordinates regional air quality monitoring and improvement programs.

Task Elements & Products:

- Annual daily air pollution data and reporting

Estimated Benchmarks:

- FY 2023/24 daily air pollution data report

Estimated Completion Date: June 2024

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$500	\$	\$500
Total		\$	\$500

900.6 Regional Trails Planning

Purpose: This work element will develop community trail projects and revision/implementation of the Mono County Trails and Bicycle Transportation Plans. This component may also consider Off Highway Vehicle (OHV) and Over Snow Vehicle (OSV) connections within and adjoining communities with multiple public land management units (combined use roads, strategic staging-area, and transportation/trailhead related needs) to plan multi-modal trails and transportation elements that address existing user trends. Trail planning within the County will follow existing templates and standards where possible, consistent with those developed by the Town of Mammoth Lakes and federal/state land management units.

Previous work: Significant planning efforts and various design standards have been developed by the Town of Mammoth Lakes and Mammoth Lakes Trails and Public Access (MLTPA) in past-planning efforts – consistent with federal/state standards as required.

In the last two years, Mono County has contributed to this WE by meeting with federal/state land managers and participating in community planning meetings to identify trails and multi-modal transportation needs and trends. Examples include continued planning for Mountain Gate Park (various partners) and coordinated planning efforts with BLM and LADWP to improve safety and access to Wild Willies. *Note, only the planning efforts were billed to RPA funds, but these were significant projects with our federal partners.*

Mono County Planning and Public Works Divisions met with trail proponents in the Walker/Coleville Area to plan multi-modal trail connectivity in Walker Canyon (Mountain Gate Parkway) to reduce vehicle miles and provide safe bicycle/pedestrian corridors which address existing trends. (This task element is on-going and identified below.) The new Public Works Sustainable Recreation Coordinator under the Recreation Division also met with Board Supervisors, attended several RPACs, and U.S. Forest Service, BLM, CDFW, TOML, LADWP, MLTPA MLR, local tribes, SCE, and various other representatives to address a spectrum of trail-planning needs throughout the County including the development of wayfinding, vehicle/snow staging areas, and trailhead/transportation needs related to the County trails and bicycle plans. Staff has also reviewed future road rehabilitation projects for incorporation of bike lanes and other features where appropriate and met with federal land-management units to plan OHV/OSV connectivity adjoining local communities.

Task Elements:

- Meet with community stakeholders, federal/state land-managers, and pertinent regulatory agencies (BLM, USFS, LADWP, CDFW, CT, TOML, MLTPA, MLR, ESCOG, BOS Supervisors, ESSRP, YARTs, adjacent counties and others) to ensure cohesive trails planning and management
- Conduct collection of GIS data and mapping to plan for future trail alignments
- Continued data collection from trail and vehicle counters to inform future trails management and planning
- Continue agency collaboration for trails planning and multi-modal accessibility including possible OHV connections (Combined Use Roads)
- Investigate and identify funding sources for foundational division expenses, staffing and trail projects
- Develop mapping and baseline data from WE 900.2 and WE 900.3
- Develop and inventory wayfinding standards that inform WE 900.7 (Community Traffic Calming, Complete Streets and Design Standards)
- Develop a Regional Trails Plan for greater Long Valley area (CSA 1 trails and connectivity plan – Tom’s Place, Whitmore, to Sherwin Creek / Sawmill Cutoff Road)
- Continue work on North County Regional Trails Network – Bridgeport and Antelope Valleys (Combined Use Roads / OHV and the West Walker River/Mt Gate Planning effort)

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- Support the Eastern Sierra Sustainable Recreation Partnership (ESSRP) efforts such as Trails to Towns and the renewal of the ESSRP partnership
- Community outreach to coordinate OHV/OSV staging areas for summer/winter recreation needs and community access points in the region
- Future amendment(s) to adopted Bicycle Plan and or Trails Plan

Expected Products:

- Preliminary trail alignments for community “Towns to Trails” concepts and community/township connectivity (on-going; multi-year work effort in preliminary planning stages)
- Combined Use demonstration or conceptual plan that would make OHV/OSV connections with communities and adjoining public lands (on-going)
- Use data from trail and vehicle counter networks
- Purchase of equipment for establishment of recreation division
- Conceptual plan for the Walker Canyon (Mountain Gate Parkway) multi-modal (non-motorized) bicycle/pedestrian safe-access trail corridor
- Community/inter-agency outreach for summer/winter recreational access points
- Wayfinding standard inventory and development
- Partnership work with USFS on trail planning work for the Sherwins Area Trails and Trailhead Project
- Inyo National Forest Over-Snow Vehicle Use designation project planning collaboration.
- Work with BLM, USFS on conceptual plan of trails on Doe Ridge
- Work with USFS on conceptual plan for trail reroutes

Estimated Benchmarks: This is a multi-year work element.

Estimated Completion Date: Ongoing tasks

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$20,000	\$20,000	\$40,000
Total			\$40,000

900.7 Community Traffic Calming, Complete Streets and Design Standards

Purpose: Develop and maintain standards for complete streets and traffic calming measures for application in neighborhoods and community areas to increase safety and livability for Mono County communities. RTP policies require transportation improvements to consider complete streets and other traffic calming measures.

Previous Work: Completion of Mono County Road Standards update, development of traffic calming solutions in the June Lake Village area

Task Elements:

- Continue to conduct community outreach on complete street transportation planning efforts including, Main Street Projects (Bridgeport, Lee Vining, June Lake), Corridor Management Plan, etc.
- Public Works and CDD review of June Lake Village traffic patterns, conduct traffic counts, parking and snow storage constraints, and possible solutions to improve circulation in the Village.
- Assess neighborhood & community issues, opportunities & constraints in the unincorporated area, with a focus on June Lake and main streets
- Coordination of wayfinding for vehicle access points and consistency with Manual on Uniform Traffic Control Devices (MUTCD)
- Community outreach

Expected Products:

- Traffic count updates, snow storage constraints for June Lake Village and SR 158
- Wayfinding and MUTCD sign implementation

Estimated Benchmarks:

- Input on main street projects driven by Caltrans project schedules for Bridgeport, Lee Vining, and SR 203 projects.
- Review and analysis of traffic calming solution is ongoing during the entire fiscal year.

Estimated Completion Date: June 2024

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA		\$5,000	\$5,000
Total			\$5,000

900.8 Mono County Public Works Projects

Purpose: Completion of various projects administered by the Mono County Public Works department. Projects include planning and coordination for regional trails and emergency access routes, modeling through the use of drone surveys (Autocad) and GIS, gathering data for speed surveys and Average Daily Traffic (ADT) counts, updating the Streetsaver pavement management program, performing research and planning for the life cycle costs for pavement preservation treatments, tracking of yearly traffic accident data and collision rates for evaluation of roadway safety, and development of support software. With previous completion of Mono County's Local Road Safety Plan, required coordination with all stakeholders will be needed to reach road safety goals and lower fatal and severe injury collisions throughout Mono County.

Previous work:

- Emergency access routes for Swall Meadows and the Petersen Tract in June Lake have been proposed and partially analyzed, as identified in the Multi-Jurisdictional Hazard Mitigation Plan.
- Mono County Pavement Management System has been developed. Collection of road Streetsaver ratings
- Update of Mono County Road Standards completed.
- Life cycle analysis using equivalent annual cost method is being used to identify road maintenance treatments based on Streetsaver ratings
- Completion of Mono County Local Road Safety Plan (LRSP) in support of state goal of reducing rural fatal and severe injury collisions
 - Benton Crossing Road Safety Assessment at Wild Willy's Hot Springs completed
- Implementation of road safety projects are in progress.

Task Elements:

- Planning of emergency access routes at needed locations in Mono County communities
- Continuing work on the Pavement Management System and Streetsaver rating process
- Yearly assessment of reported collision data to inform effectiveness of implemented projects and provide data for future re-assessment of Local Road Safety Plan and Systemic Safety Analysis Report Program. Address and coordinate engineering, enforcement, education, and emergency services for implementation of Local Road Safety Plan goal to lower fatal and severe injury collisions on Mono County roads
- Perform research and planning on the life cycle cost for pavement preservation and development of life cycle software for implementation
- Use of drone surveys for asset management products to be incorporated into WE 900.3
- Required engineering coordination and management of relevant trails and recreation projects, reports, and documents

Expected Products:

- Draft design of emergency access routes
- Additional data added to GIS map, expansion of Autocad road database, including inventory and location of existing roadside infrastructure
- Updated Pavement Management System
- Completion of speed and traffic data surveys on relevant County maintained roads
- Identification of most cost-effective road maintenance treatments for incorporation into the 5-Year CIP
- Determination of current traffic collision frequencies, collision rates, and collision severity on relevant county roads

Estimated Benchmarks: GIS map and Autocad files ongoing, Pavement Management System data updates ongoing, speed/traffic surveys ongoing, tracking of traffic collision data ongoing.

Estimated Completion Date: Ongoing tasks

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA		\$33,000	\$33,000
Total			\$33,000

Appendix A OWP Billing Procedures

- 1) All costs need to be submitted by the 15th day of the month following the quarter end or the following business day if the 15th falls on a weekend/holiday. Late submittals will not be included. The deadlines are:

Quarter 1 = July 1 – Sept 30: Billing must be submitted by October 16

Quarter 2 = October 1 – December 31: Billing must be submitted by January 16

Quarter 3 = January 1 -March 31: Billings must be submitted by April 15

Quarter 4 = April 1 – June 30: Billings must be submitted by July 15

- 2) All expenditures must include the following:
 - A. OWP Work Element number and work element description that has a budget. If there is no approved budget the costs will be omitted.
 - B. Staff time must include hours worked per day with a rate.
 - C. If consultant costs are included, then detail of consultant costs must be included.
 - D. A brief narrative of quarterly work completed per Work Element and explanation of expenditures for the overall billing.
- 3) All OWP expenditures require a final closeout for the prior fiscal year to Caltrans District 9 by August 31. Please include all WE deliverables no later than July 31.

Appendix B Glossary of Terms and Acronyms

Active Transportation Program (ATP): Created in 2013 by the passage of SB 99 and AB 101, the Active Transportation Program consolidates existing federal and state transportation programs into a single program with a focus to make California a national leader in active transportation. The purpose of the Active Transportation Program is to encourage increased use of active modes of transportation by achieving the following goals:

- ◆ Increase the proportion of trips accomplished by biking and walking,
- ◆ Increase safety and mobility for non-motorized users,
- ◆ Advance the active transportation efforts of regional agencies to achieve Greenhouse Gas (GHG) reduction goals, pursuant to SB 375 (of 2008) and SB 341 (of 2009),
- ◆ Enhance public health and ensure that disadvantaged communities fully share in the benefits of the program, and
- ◆ Provide a broad spectrum of projects to benefit many types of active transportation users.

Airport Land Use Commission (ALUC): The fundamental purpose of ALUCs is to promote land use compatibility around airports. As expressed in state statutes, this purpose is "... to protect public health, safety, and welfare by ensuring the orderly expansion of airports and the adoption of land use measures that minimize the public's exposure to excessive noise and safety hazards within areas around public airports to the extent that these areas are not already devoted to incompatible uses." The statutes give ALUCs two principal powers by which to accomplish this objective:

1. ALUCs must prepare and adopt an airport land use plan; and
2. ALUCs must review the plans, regulations, and other actions of local agencies and airport operators for consistency with that plan.

California Environmental Quality Act (CEQA): A statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible.

Community Service Areas (CSA): A body that provides services to specific areas of the County. Typical services include may include services not provided by Special Districts or services not provided on a Countywide basis. Examples include, TV service, parks and recreational services, fire/police, mosquito abatement, and/or other community needs. CSA spending is dependent on Board of Supervisor approval.

Eastern California Transportation Planning Partnership (ECTPP): This group is made of Inyo County Local Transportation Commission (ICLTC), Kern Council of Governments (Kern COG), MCLTC, San Bernardino County Transportation Agency (SBCTA), and Caltrans District 9. Other Caltrans Districts also participate (District 6 in Fresno and District 8 in San Bernardino) depending on project location or District involvement.

Eastern Sierra Transit Authority (ESTA): The Eastern Sierra Transit Authority (ESTA) was established in November of 2006 as a Joint Powers Authority between the Counties of Inyo and Mono, the City of Bishop, and the Town of Mammoth Lakes. ESTA is the public transit agency created to provide for public transportation in and for the four member jurisdictions and throughout the entire Eastern Sierra region.

Overall Work Program FY 2023/24

Federal Highway Administration (FHWA): An agency within the U.S. Department of Transportation that supports state and local governments in the design, construction, and maintenance of the Nation's highway system (Federal Aid Highway Program) and various federally and tribal owned lands (Federal Lands).

Fixing America's Surface Transportation (FAST) Act: A federal law enacted in 2015 to provide long-term funding for surface transportation infrastructure planning and investment. The FAST Act authorizes \$305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs.

Interregional Transportation Improvement Program (ITIP): The ITIP is a five-year program of projects funded through the State Transportation Improvement Program (STIP) that obtains funding primarily through the per-gallon State tax on gasoline. The ITIP is prepared by the California Department of Transportation (Caltrans) and is submitted to the California Transportation Commission (CTC) for approval.

Local Transportation Fund (LTF): The LTF is derived from a 1/4-cent general sales tax collected statewide. The State Board of Equalization, based on the sales tax collected in each county, returns the sales tax revenues to each county's LTF. The LTF was created in 1971 when legislation was passed to provide funding to counties for transit and non-transit related purposes.

Memorandum of Understanding (MOU): An agreement between two (or more) parties. It expresses a convergence of will between the parties, indicating an intended common line of action. Many government agencies use MOUs to define a relationship between agencies.

Metropolitan Planning Organization (MPO): MPOs are the regional planning entities in urbanized areas, usually an area with a population of 50,000 or more. There are 18 MPOs in California, accounting for approximately 98% of the state's population.

Mono County Local Transportation Commission (MCLTC): MCLTC is the recognized RTPA for the Town of Mammoth Lakes and County.

Overall Work Program (OWP): MCLTC annually adopts a budget through the preparation of an Overall Work Program. This work program describes the planning projects and activities or work elements that are to be funded, and the type of funds that will pay for the expenditures.

Planning, Programming, and Monitoring (PPM): PPM is funding allocated by the California Transportation Commission (CTC) through the State Transportation Improvement Program (STIP). Designated uses of PPM include:

- ◆ Regional transportation planning – includes development and preparation of the regional transportation plan.
- ◆ Project planning – includes the development of project study reports or major investment studies conducted by regional agencies or by local agencies, in cooperation with regional agencies.
- ◆ Program development – includes the preparation of regional transportation improvement.
- ◆ Monitoring the implementation of STIP projects – includes project delivery, timely use of funds, and compliance with state law and CTC guidelines.

Project Initiation Document (PID): a report that documents the purpose, need, scope, cost, and schedule for a transportation project. The PID identifies and describes the viable alternatives to a transportation problem.

Project Study Report (PSR): A report of preliminary engineering efforts, including a detailed alternatives analysis, cost, schedule, and scope information for a transportation project. A PSR also includes estimated schedule and costs for environmental mitigation and permit compliance.

Regional Transportation Improvement Program (RTIP): MCLTC submits regional transportation projects to the California Transportation Commission (CTC) for funding in a list called the RTIP. The RTIP is a five-year program that is updated every two years. Projects in the RTIP are funded from the Regional Improvement Program (RIP).

Regional Transportation Plan (RTP): The Regional Transportation Plan has been developed to document transportation policy, actions, and funding recommendations that will meet the short- and long-term access and mobility needs of Mono County residents over the next 20 years. This document is designed to guide the systematic development of a comprehensive multi-modal transportation system for Mono County.

Regional Transportation Planning Agency (RTPA): County or multi-county entities charged by state law in meeting certain transportation planning requirements. As the RTPA for Mono County, MCLTC coordinates transportation planning for the Town of Mammoth Lakes and County.

Rural Counties Task Force (RCTF): There are 26 rural county Regional Transportation Planning Agencies (RTPAs), or Local Transportation Commissions represented on the Rural Counties Task Force (RCTF). The RCTF is an informal organization with no budget or staff that generally meets every other month. A member of the CTC usually acts as liaison to the RCTF, and CTC and Caltrans staff typically attend these meetings to explain and discuss changing statewide transportation issues that may be of concern to the rural counties.

Rural Planning Assistance (RPA): Annually the 26 rural RTPAs receive state transportation planning funding, known as RPA, on a reimbursement basis, after costs are incurred and paid for using local funds.

Social Services Transportation Advisory Council (SSTAC): Consists of representatives of potential transit users including the public, seniors and/or disabled; social service providers for seniors, disabled, and persons of limited means. The SSTAC meets at least once annually and has the following responsibilities:

- ◆ To maintain and improve transportation services to County residents, particularly the elderly and transit dependent
- ◆ Review and recommend action to the MCLTC relative to the identification of unmet transit needs and advise the Commission on transit issues, including coordination and consolidation of specialized transportation services.
- ◆ Provide a forum for members to share information and concerns about existing elderly and handicapped transportation resources.

State Transit Assistance (STA): These funds are provided by the State for the development and support of public transportation needs. They are allocated by the State Controller's Office to each county based on population and transit performance.

State Transportation Improvement Program (STIP): The STIP is a multi-year capital improvement program of transportation projects on and off the State Highway System, funded with revenues from the Transportation Investment Fund and other funding sources. STIP programming generally occurs every two years. The STIP has two funding programs, the Regional Improvement Program, and the Interregional Improvement Program.

Transportation Development Act (TDA): The Transportation Development Act was enacted in 1971 and provides two major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). The TDA funds a wide variety of transportation programs, including planning and programming activities, pedestrian and bicycle facilities, community transit services, and public transportation projects. One of MCLTC's major responsibilities is the administration of TDA funds.

Yosemite Area Regional Transportation System (YARTS): a joint powers agreement between Merced, Mariposa, and Mono Counties created in September 1999 to improve transportation to and from Yosemite National Park. YARTS provides seasonal transit service into the park from Mono County via SR 120.

**LTC Co-Executive Director Report
April 10, 2023**

Administration

- Completed triennial transit audit for FY 16-18 and 19-21.

Meetings

- 3/17/23: Rural Counties Task Force
 - Provided info on funding opportunities pertaining to hazard and climate event resiliency (the PROTECT program) and Emergency Relief program to Town and County.
- 3/22 & 3/23: California Transportation Commission
 - 2024 State Transportation Improvement Program (STIP) – CTC will have a draft STIP fund estimate for regions at the June 28 meeting. This will provide MCLTC with an estimate of STIP shares for Mono to program in our 2024 Regional Transportation Improvement Program (RTIP).

Programs

- Received comments from Caltrans on the 23/24 Overall Work Program. Revisions are underway.

Significant resources across all agencies continue to be diverted to management of various inclement weather incidents and states of emergency.

Please contact Haislip Hayes for questions about Town of Mammoth Lakes projects at 760-965-3652 or hhayes@townofmammothlakes.ca.gov.

For questions about Mono County projects and/or administration, please contact Wendy Sugimura at 760-924-1814 or wsugimura@mono.ca.gov to be directed to the appropriate staff.