

# Mono County Local Transportation Commission

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Mammoth Lakes, CA 93546  
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[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

## DRAFT MINUTES

September 14, 2020

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**COUNTY COMMISSIONERS:** John Peters, Fred Stump. Absent: Jennifer Kreitz

**TOWN COMMISSIONERS:** Sandy Hogan, John Wentworth, Dan Holler (as alternate for absent Lynda Salcido)

**COUNTY STAFF:** Gerry LeFrancois, Megan Mahaffey, Michael Draper, April Sall, Tony Dublino, Chad Senior, Melissa Bell

**TOWN STAFF:** Hayes Haislip

**CALTRANS:** Dennee Alcala, Austin West, Mark Heckman

**ESTA:** Phil Moores

**YARTS:** Christine Chavez

**M.L. RECREATION:** Matt Paruolo

**PUBLIC:** Rhonda Duggan, John Pickney, David Rosky, Garrett Higerd, Kathy Higerd, 7609382369

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1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Commissioner Wentworth called the meeting to order at 9:04am and the Pledge of Allegiance was recited.

2. **PUBLIC COMMENT:** No public comment

3. **MINUTES:**

A. Approval of minutes from August 10, 2020.

**Motion:** Approve amended minutes from August 10, 2020.

*Hogan/Stump. Ayes: Hogan, Peters, Stump, Wentworth. Absent: Holler.*

*\* Commissioner Dan Holler joined at 9:09 a.m. as an alternate Commissioner for absent Chair Lynda Salcido.*

4. **LOCAL TRANSPORTATION**

A. The Great American Outdoor Act (GAOA) and the potential to collaborate on transportation related projects that might be proposed by Federal Agencies in the region.

- Commissioner Wentworth presented, and Matt Paruolo answered questions from the Commission. Discussion followed. Commissioner Hogan provided further background information.

B. Discussion on development of a coordinated data collection program (transit, road counts, trail counts) to ensure consistency between agencies.

- Matt Paruolo presented and answered questions from the Commission.

C. Preliminary Review State Active Transportation Program (ATP) and provide direction to staff.

- Dennee Alcala and Austin West presented, and Austin answered questions from the Commission. Discussion followed. Direction provided to staff on follow up letter. Mark Heckman answered further questions from the Commission

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### COMMISSIONERS

Jennifer Kreitz Sandy Hogan John Peters Lynda Salcido Fred Stump John Wentworth

5. **CALTRANS:** Activities in Mono County & pertinent statewide information
  - Dennee Alcala provided updates on Caltrans projects and future plans. Mark Heckman provided updates on origination & desination study and summer study, then answered questions from the Commission.

**\*Break – 10:37am-10:45am**
6. **TRANSIT**
  - A. Adopt a Resolution R20-10 approving the State of Good Repair program Project List submitted by Eastern Sierra Transit Authority for FY 2020-21.
    - Phil Moores presented. No public comment.

***Motion:*** Adopt Resolution R20-10, authorization for the execution of the regional entities approving project list for the California State of Good Repair program.  
*Peters/Hogan. Ayes: Hogan, Holler, Peters, Stump, Wentworth.*
  - B. Eastern Sierra Transit Authority (ESTA) updates.
    - Phil Moores provided ESTA updates to the Commission.
  - C. Regional winter recreation program update.
    - Commissioner Holler provided updates on planning for winter operations.
  - D. Yosemite Area Regional Transportation System (YARTS) updates.
    - Christine Chavez presented updates and ridership numbers to the Commission.
7. **ADMINISTRATION**
  - A. Resolution of Appreciation for Garrett Higerd.
    - Gerry LeFrancois presented introduction. Commissioners provided additional compliments to Garrett. Garrett provided parting words. Commissioner Wentworth presented Resolution of Appreciation of Garret Higerd.
  - B. Response from County Counsel regarding Brown Act and Board of Supervisor also being Commissioners on the LTC.
    - Gerry LeFrancois presented.
8. **CORRESPONDENCE:** None
9. **COMMISSIONER REPORTS**
  - Commissioners provided updates on current & upcoming projects, local fires, US Forest Service closures, Covid-19, and compliments on recent Caltrans projects.
10. **INFORMATION**
  - No additional follow up or presentation.

11. **UPCOMING AGENDA ITEMS**
  - Resolution of Appreciation for Fred Stump
  - California State's active transportation plan
  - Quarterly reports
  - Yosemite NPS coordination for Tioga Road opening
  - Reds Meadow Road update
  
12. **ADJOURN** at 12:44pm to October 12, 2020 meeting.

*Prepared by Melissa Bell, LTC clerk*

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## Staff Report

October 19, 2020

**TO:** Mono County Local Transportation Commission

**FROM:** Gerry LeFrancois, Co-Executive Director  
Haislip Hayes, Engineer Town of Mammoth Lakes

**SUBJECT:** Letter to Caltrans regarding concerns about the State Active Transportation Program

**RECOMMENDATION:** Authorize Chair's signature on letter to Caltrans about methodology in preparation of Statewide Active Transportation Plan.

**FISCAL IMPLICATIONS:** Unknown, but potentially puts rural counties with high visitation (tourism) at a disadvantage for ATP funding.

**ENVIRONMENTAL COMPLIANCE:** N/A

**DISCUSSION:** The State of California is preparing Active Transportation Plans for all 12 Caltrans Districts. Commission direction from September 14, requested staff draft a letter to Caltrans on this topic.

**ATTACHMENTS:** Draft letter of concern about State's Active Transportation Plan.

# Mono County

## Local Transportation Commission

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October 19, 2020

Department of Transportation  
C/O- Marlon Flournoy  
P.O. Box 942873  
Sacramento, CA 94273-0001

Via email: [Marlon.Flournoy@dot.ca.gov](mailto:Marlon.Flournoy@dot.ca.gov)

RE: Caltrans Active Transportation (CAT) District 9

Mr. Flournoy

The Mono County Local Transportation Commission (MCLTC) would like to thank you for the opportunity to review the Caltrans District 9 Active Transportation Planning effort. Representatives from the LTC, Town of Mammoth Lakes and Mono County were invited to review the project overview and scope, existing conditions, and opportunities for participation in a webinar format held on August 27, 2020. The involved agencies are excited about the State's promotion of alternative modality on the State Highway system. Alternatives to vehicle-based transportation are incredibly important to the region, and the agencies penning this letter to you have taken considerable measures to promote and support active transportation. However, we were quite disappointed in the presentation's failure to recognize the significant impact of tourism on the active transportation network. The tourist-based economies of northerly District 9 host over 5 million visitors annually. These visitors travel to prominent and nationally significant destinations within Mono County and Mammoth Lakes which include Yosemite National Park, Devils Postpile National Monument, Mono Basin National Scenic Area, Bodie State Park and many others. On their way to this region they pass through our regional partners to south which support similarly important destinations such as Death Valley National Park and Mt. Whitney. The communities impacted by tourism are fairly small in census population but have developed and are designed to manage significantly large visitor populations. Communities along Hwy 395 have invested significant resources into planning and managing these large visitor populations. These local and regional plans prioritize investment in systems that support local and transient users. We strongly encourage that Caltrans use similar methodologies to develop their Active Transportation Plan. Failure to recognize high visitation impacts will disconnect Caltrans funding for our adopted active transportation planning efforts and implementation. This disconnect from regional planning efforts will diminish the validity and credibility of the Caltrans Active Transportation Plan. Additionally, misalignment with regional efforts will weaken support for the District or inadvertently marginalize the efforts of the region. It is the perspective of this Commission that State and regional planning efforts be consistently developed and in general alignment with those of the region.

There are many competing interests related to active transportation investment. This Commission strongly recommends that District 9 re-evaluate the methodologies used to determine existing conditions and make adjustments to balance priorities that reflect the authentic needs of the communities studied. The communities involved would appreciate a stronger role and an opportunity to provide additional input. The Staff and representatives of the MCLTC are available to meet and provide more data and recommendations to assist Caltrans in better reflecting the existing conditions and needs of the communities in the region. We appreciate and look forward to these conversations.

Sincerely,

Lynda Salcido, Chair Mono County Local Transportation Commission

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## Staff Report

October 19, 2020

**TO:** Mono County Local Transportation Commission

**FROM:** Gerry LeFrancois, Co-Executive Director  
Haislip Hayes, Town of Mammoth Lakes Engineer

**SUBJECT:** Discuss development of a region wide GIS tool that could integrate recreation use data from trail counters, vehicles counts and other data sources

**RECOMMENDATION:** Receive information and provide any desired direction.

**FISCAL IMPLICATIONS:** N/A

**ENVIRONMENTAL COMPLIANCE:** N/A

**DISCUSSION:** This item is requested by Commissioner Wentworth and is a follow up item from the August 10, 2020, Commission meeting. If the Commission directs staff to consider this an important program, the Overall Work Program should be amended to include this item into a specific Work Element with funding.

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October 19, 2020

**TO:** Mono County Local Transportation Commission  
**FROM:** Caltrans Dist. 9 staff  
**SUBJECT:** Caltrans up items from the September 14 LTC meeting

**DISCUSSION:** District 9 provided the information below from the September Meeting:

- Rumble strip removal near Bridgeport (Evans Tract) began on 9/23. Please let us know if there are further comments on road noise.
- We did not observe an increase in traffic on SR 108 stemming from SR 120 closures and roadwork. Given the ongoing status of the State, there were probably other factors influencing trips and traffic volumes during this time.
- The newly constructed Mono Winter Pull-out will be plowed normally with other Caltrans facilities, depending on conditions. Our main purview is to keep priority routes open.
- Caltrans submitted an application for additional funding to include complete streets elements in the Lee Vining Pavement Rehabilitation project. We can update the LTC once we hear back on the status of that funding.
- It is possible to plow some State Routes for dispersed winter recreation in order to spread visitors out. However, we cannot commit to doing that at this time. This would be dependent upon storms, resources, crew availability, and prioritization of needs. Our main focus is keeping priority routes open.

Please feel free to share this with the commission as appropriate and do not hesitate to contact me with any further questions.

Thank you,

[Austin West](#)

Transportation Planning / Project Manager (Acting)  
Caltrans - District 9  
Office - (760) 872-0792

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## Staff Report

October 19, 2020

To: Mono County Local Transportation Commission  
From: Gerry LeFrancois, Co-Executive Director  
RE: Federal Transit Administration Title VI Compliance Plan

### **RECOMMENDED ACTION:**

Receive staff report and approve Resolution R20-11, adopting the Title VI compliance plan for Local Transportation Commission.

### **DISCUSSION:**

As a direct recipient of federal grant funds, the California Department of Transportation must comply with Federal Transit Administration Circular 4702.1B, which set new guidelines for compliance with Title VI of the Civil Rights Act of 1964. The FTA guidelines require Caltrans and all subrecipients of these federal funds to comply with these requirements. To remain in compliance, the Title VI plan must be updated every three years.

**FISCAL IMPLICATIONS:** N/A

**ENVIRONMENTAL COMPLIANCE:** N/A

### **ATTACHMENTS:**

- Title VI Plan
- Resolution R20-11



**DRAFT**

**RESOLUTION R20-11  
A RESOLUTION OF THE MONO COUNTY LOCAL TRANSPORTATION COMMISSION TO  
ADOPT THE FTA TITLE VI PLAN**

**WHEREAS** the Mono County Local Transportation Commission (MCLTC) is a Caltrans subrecipient of Federal Transit Administration (FTA) funds; and

**WHEREAS** all Caltrans subrecipients must submit their Title VI Plan to Caltrans and update Title VI plans every four years.

**NOW, THEREFORE, BE IT RESOLVED** the MCLTC adopts the 2020 Title VI Compliance Plan.

**PASSED AND ADOPTED** this 19<sup>th</sup> day of October 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

\_\_\_\_\_  
Jennifer Kreitz, Chair  
Mono County Local Transportation Commission

Approved as to form:

Attest:

\_\_\_\_\_  
Christian Milovich, Assistant County Counsel

\_\_\_\_\_  
Gerry LeFrancois, Acting Secretary and  
Co-Executive Director

# Title VI Compliance Plan

for

## Mono County Local Transportation Commission

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Adopted on October 19, 2020

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## INTRODUCTION

The Federal Transit Administration (FTA) is one of 10 operating administrations within the U.S. Department of Transportation (DOT). The federal government, through FTA, provides financial assistance to develop new transit systems and improve, maintain, and operate existing systems. Public transportation includes buses, subways, light rail, commuter rail, monorail, passenger ferry boats, trolleys, inclined railways, people movers, and vans. Public transportation can be either fixed-route or demand-response service. As a subrecipient of FTA funds, the Mono County Local Transportation Commission (LTC) must have a Title VI Plan to ensure compliance with federal statutory and administrative requirements.

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) have a longstanding policy of actively ensuring nondiscrimination under Title VI of the 1964 Civil Rights Act in federally funded activities. This document was prepared by the Mono County LTC to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients."

## TITLE VI POLICY

The Mono County LTC assures that no person on the grounds of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964 and Civil Rights Act of 1987(P.L.100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any agency-sponsored program or activity. All documents and communications can be translated into non-English language as per the Limited English Proficiency (LEP) Plan.

The Mono County LTC further assures that every effort will be made to ensure nondiscrimination in all programs and activities, both federal and non-federally funded.

In the event that the Mono County LTC distributes federal funds to another entity, Title VI language will be included in all written agreements. Title VI compliance is a condition of the receipt of federal funds. The Mono County LTC executive director is the Title VI Compliance Manager and is authorized to ensure compliance with provisions of the policy and with the law.

The Mono County LTC acknowledges its responsibility for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 20 Code of Federal Regulations 200 and by Title 49 CFR Part 21.

## ORGANIZATION

The Mono County LTC executive director is authorized to ensure compliance with the law and nondiscrimination by serving as the Title VI Compliance Manager. In support of Title VI compliance the executive director will:

- Monitor and discuss progress, implementation, and compliance issues;
- Review the Commission's Title VI program to assess if administrative procedures are effective and adequate resources are available to ensure compliance;
- Forward all Title VI Complaints received to the appropriate state and/or federal agency; and
- Assess communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups and address language needs as necessary

## TITLE VI STATEMENT

The Mono County LTC fully complies with Title VI of the Civil Rights Act of 1964. The website, [www.monocounty.ca.gov/ltc](http://www.monocounty.ca.gov/ltc), may be translated into multiple languages. Publications and other public documents may be made available in alternate languages and formats if requested. Mono County LTC meetings are always held in ADA-accessible facilities and in transit accessible locations when possible. Auxiliary services can be provided to individuals who submit a request at least seven days prior to a meeting. Requests made within seven days will be accommodated to the greatest extent possible. Any person who believes to have been aggrieved by an unlawful discriminatory practice under Title VI compliance manager and/or the appropriate state or federal agency within 180 days of the alleged discriminatory occurrence. For more information on the Title VI program, or to obtain a Title VI complaint form, please email [mmahaffey@mono.ca.gov](mailto:mmahaffey@mono.ca.gov)

## PROGRAM AREA RESPONSIBILITIES

The Mono County LTC is responsible for all transit and transportation programs in Mono County and the town of Mammoth Lakes. These Programs and responsibilities include:

Transportation Planning - Mono County LTC, Mono County & Town of Mammoth Lakes

Transportation Project Implementation - Mono County LTC, Mono County & Town of Mammoth Lakes

Transit Planning - Mono County LTC, Mono County, Town of Mammoth Lakes & Eastern Sierra Transit Authority (ESTA)

Transit Implementation: Mono County LTC, Mono County, Town of Mammoth Lakes & ESTA

## COMMUNICATIONS AND PUBLIC INVOLVEMENT PROGRAM

Transportation planning is the process of identifying transportation problems and looking for solutions to those problems. Transportation Programming is the commitment of transportation funds that are available over a period of several years to particular projects. It is the policy of the Mono County LTC to solicit public opinion and consider public comment for all Transportation Planning and Programming. This is done through regularly scheduled Mono LTC meetings. Educating the public on how transportation decisions are made at the regional level is a priority. To help the public understand transportation planning, the Mono County LTC presents materials in clear, understandable and accessible formats.

## LOCATIONS WHERE NOTICE IS POSTED:

The Mono County LTC website is located at: <http://www.monocounty.ca.gov/ltc> All contact information, location information, agendas and minutes can be found on the website.

The Eastern Sierra Transportation Association is the sub recipient for all Transit. The ESTA website has all station stops and details of all Transit vehicles and can be found at: <http://www.estransit.com/CMS/>

The following principles will be used 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 Eastern Sierra Transit notice.

## MAJOR PROGRAMS

Federal laws and regulations require the formation of a Regional Transportation Planning Agency for the Mono County region to facilitate a comprehensive, coordinated and continuing transportation planning program. The major programs that reflect the Title VI policy are as follows:

- Mono County Overall Work Program
- Regional Transportation Improvement Program
- Regional Transportation Planning
- Consultant contracts
- Contract procedures

## COMPLAINT PROCEDURE

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, relating to any program or activity administered by Mono County LTC or its subrecipients, consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law. These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant. Every effort will be made to obtain early resolution of complaints at the lowest level possible.

### PROCEDURES

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with the Mono County LTC's executive director. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements:

- a. Submit written complaint signed by the complainant(s).
  - b. Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).
  - c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complained-of incident.
  - d. Allegations received by fax or email will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. The complainant is required to mail a signed, original copy of the fax or email transmittal for Mono County LTC to be able to process it.
  - e. Allegations received by telephone will be reduced to writing and provided to complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign, and return to Mono County LTC for processing.
2. Upon receipt of the complaint, the executive director will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint.
  3. In order to be accepted, a complaint must meet the following criteria: The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.
    - a. The allegation(s) must involve a covered basis such as race, color, or national origin.
    - b. The allegation(s) must involve a program or activity of a federal-aid recipient, subrecipient, or contractor.
    - c. The complainant(s) must accept reasonable resolution based on Mono County LTC's administrative authority (reasonability to be determined by Mono County LTC).
  4. A complaint may be dismissed for the following reasons:
    - a. The complainant requests the withdrawal of the complaint.
    - b. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
    - c. The complainant cannot be located after reasonable attempts.
  5. Once Mono County LTC decides to accept the complaint for investigation, the complainant will be notified in writing of such determination within five calendar days. The complaint will receive a case number and will then be logged into Mono County LTC's records identifying its basis and alleged harm, and the race, color, and national origin of the complainant.
  6. In cases where Mono County LTC assumes the investigation of the complaint, Mono County LTC will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days from the date of Mono County LTC's written notification of acceptance of the complaint to furnish his/her response to the allegations.
  7. In cases where the Mono County LTC assumes the investigation of the complaint, within 40 calendar days of the acceptance of the complaint, Mono County LTC will prepare an investigative report for review by its commissioners and the executive director. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.
  8. The investigative report and its findings will be sent to Mono County LTC's counsel for review. After 10 days, counsel will render a recommendation.
  9. Any comments or recommendations from counsel will be reviewed by Mono County LTC's executive director. The executive director will discuss the report and recommendations with counsel within 10 calendar days. The report will be modified as needed and made final for its release.

10. Mono County LTC's final investigative report and a copy of the complaint will be forwarded to the Federal Transit Administration, Region IX, within 60 calendar days of the acceptance of the complaint.
11. Mono County LTC will notify the parties of its final decision.
12. If complainant is not satisfied with the results of the investigation of the alleged discrimination and practices the complainant will be advised of the right to appeal to the Federal Transit Administration, Office of Civil Rights Region IX, 201 Mission Street (Suite 1560) San Francisco, CA 94105. The complainant has 180 days after Mono County LTC's final resolution to appeal to FTA. Unless the facts not previously considered come to light, reconsideration of appeal to Mono County LTC will not be available.

**PRIOR COMPLAINTS:** None at this time

APPENDIX A: RESOLUTION



## APPENDIX B: COMPLAINT FORM

### TITLE VI COMPLAINT FORM

<b>Section I: <i>Please write legibly</i></b>		
1. Name:		
2. Address:		
3. Telephone:	3a. Secondary phone ( <i>Optional</i> ):	
4. Email Address:		
5. Accessible format requirements?	<input type="checkbox"/> Large print	<input type="checkbox"/> Audio tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
<b>Section II:</b>		
6. Are you filing this complaint on your own behalf?	YES*	NO
*If you answered "yes" to #6, go to Section III.		
7. If you answered "no" to #6, what is the name of the person for whom you are filing this complaint? Name:		
8. What is your relationship with this individual:		
9. Please explain why you have filed for another party:		
10. Please confirm that you have obtained permission of the aggrieved party to file on their behalf.	YES	NO
<b>Section III:</b>		
11. I believe the discrimination I experienced was based on ( <i>check all that apply</i> ):		
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin		
12. Date of alleged discrimination: ( <i>mm/dd/yyyy</i> )		
13. Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

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<b>Section IV:</b>		
14. Have you previously filed a Title VI complaint with Mono County Local Transportation Commission?	YES	NO
<b>Section V:</b>		
15. Have you filed this complaint with any other federal, state, or local agency, or with any federal or state court? [ ] YES*    [ ] NO If yes, check all that apply: [ ] Federal Agency _____ [ ] State Agency _____ [ ] Federal Court _____ [ ] Local Agency _____ [ ] State Court _____		
16. If you answered "yes" to #15, provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		Email:
<b>Section VI:</b>		
Name of Transit Agency complaint is against:		
Contact Person:		
Telephone:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date are required below to complete form:

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Submit form and any additional information to:**

Mono County Local Transportation Commission  
PO Box 347  
Mammoth Lakes, CA 93546  
Phone: 760.924.1800  
Fax: 760.924.1801

## APPENDIX C: LEP PLAN (Limited English Proficiency)

The Limited English Proficiency Plan has been prepared to address the Mono County LTC's responsibilities as a recipient of federal financial assistance as they relate to needs of individuals with limited English proficiency language skills. Executive Order 13166, "Improving Access to Services for Persons with limited English proficiency," indicates that differing treatment based upon a person's inability to speak, read, write or understand English is in fact discrimination. Title VI of the Civil Rights Act of 1964 directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that discrimination does not take place. This order applies to all state and local agencies that receive federal funds.

### FOUR-FACTOR ANALYSIS:

- i. *The number of proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient is 22.4% of the Mono County population.*

The U.S. Census Bureau's American Community survey data shows that among the area's adult population, 77.6% speak English only, 89.9% of Mono County residents speak English very well, and 10.10% speak English "less than very well" In Inyo County and, with whom we share a border 85.1% speak English only, 94.3% of Inyo County residents speak English very well, and 5.7% speak English "less than very well."

- ii. *The frequency with which LEP persons come into contact with the program.*

The Mono County LTC staff reviewed the frequency with which the commission and staff have, or could have, contact with LEP persons. This includes phone and in person. Since 2005, Mono County LTC has had minimal requests for translated program documents.

- iii. *The nature and importance of the program activity, or service provided by the program to people's lives.*

The Mono County LTC is a Regional Transportation Planning Agency whose Transit services are provided through the Eastern Sierra Transit Authority (ESTA) The RTPA is a vital part of creating policy. The majority of the population speaks English only. And 89.9% speak English very well. Consequently, there are very few organizations that focus on LEP public outreach.

- iv. *The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.*

The Mono County LTC provides language assistance services by including an option for machine translation into multiple languages. The LTC provides notice to an LEP person about the availability of language assistance by providing materials on the LTC website that includes options for interpretive services. If the target audience is expected to include LET individuals, the documents, meeting notices, fliers, and agendas will be printed in alternative languages based on the know LEP population. Interpreters will be available as needed. The agency monitors, evaluates and updates the language access plan annually to ensure that all needs are met. Additionally, the Mono County LTC trains employees to provide timely and reasonable language assistance to LEP population. The language access plan is reviewed annually and changes are made as needed. The Mono County LTC trains employees by informing them of fair practices in accordance with all labor laws and fair practices. The Mono County LTC provides language assistance services based on need in any desired language.

### **Safe Harbor Provision**

The Mono County LTC has adopted the Department of Justice’s Safe Harbor Provision, which outlines the circumstances that can provide a “safe harbor” for recipients regarding translation of written materials for LEP populations. The Safe Harbor Provision states that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes 5% or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient’s written translation obligations. The intent is to provide meaningful access by LEP individuals to critical services and programs while not imposing undue burdens on recipients.

Subject	Mono County, California					
	Total		Percent of specified language speakers			
			Speak English "very well"		Speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	13,380	+/-37	89.90%	+/-2.0	10.10%	+/-2.0
Speak only English	77.60%	+/-3.2	(X)	(X)	(X)	(X)
Speak a language other than English	22.40%	+/-3.2	55.20%	+/-5.2	44.80%	+/-5.2
Spanish or Spanish Creole	19.80%	+/-2.9	52.20%	+/-5.4	47.80%	+/-5.4
Other Indo-European languages	1.70%	+/-1.3	73.50%	+/-24.5	26.50%	+/-24.5
Asian and Pacific Island languages	0.90%	+/-0.7	83.50%	+/-27.0	16.50%	+/-27.0
Other languages	0.00%	+/-0.1	100.00%	+/-100.0	0.00%	+/-100.0
<b>SPEAK A LANGUAGE OTHER THAN ENGLISH</b>						
Spanish or Spanish Creole	2,647	+/-384	52.20%	+/-5.4	47.80%	+/-5.4
5-17 years	853	+/-108	95.90%	+/-5.6	4.10%	+/-5.6
18-64 years	1,690	+/-305	30.50%	+/-8.1	69.50%	+/-8.1
65 years and over	104	+/-67	48.10%	+/-47.9	51.90%	+/-47.9
Other Indo-European languages	230	+/-173	73.50%	+/-24.5	26.50%	+/-24.5
5-17 years	0	+/-19	-	**	-	**
18-64 years	111	+/-131	66.70%	+/-37.6	33.30%	+/-37.6
65 years and over	119	+/-120	79.80%	+/-26.7	20.20%	+/-26.7
Asian and Pacific Island languages	121	+/-99	83.50%	+/-27.0	16.50%	+/-27.0
5-17 years	0	+/-19	-	**	-	**
18-64 years	121	+/-99	83.50%	+/-27.0	16.50%	+/-27.0
65 years and over	0	+/-19	-	**	-	**
Other languages	2	+/-4	100.00%	+/-100.0	0.00%	+/-100.0
5-17 years	0	+/-19	-	**	-	**
18-64 years	2	+/-4	100.00%	+/-100.0	0.00%	+/-100.0
65 years and over	0	+/-19	-	**	-	**

## Mono County Racial Breakdown

Geography	Total Population	White	Black or African American	American Indian and Alaska Native	Hispanic or Latino (of any race)	Mexican	Puerto Rican	Cuban	Other Hispanic or Latino
<b>Mono County</b>	<b>14,202</b>	<b>11,697</b>	<b>47</b>	<b>302</b>	<b>3,762</b>	<b>3,261</b>	<b>34</b>	<b>16</b>	<b>451</b>
Aspen Springs	65	62	0	0	1	1	0	0	0
Benton	280	199	1	59	38	36	0	0	2
Bridgeport	575	484	1	43	148	130	0	0	18
Chalfant	651	594	0	13	67	55	0	0	12
Coleville	495	386	6	10	110	78	11	0	21
Crowley Lake	875	769	4	6	128	104	4	1	19
June Lake	629	534	0	7	137	116	2	0	19
Lee Vining	222	126	0	25	96	93	0	0	3
McGee Creek	41	39	0	0	2	2	0	0	0
Mammoth Lakes	8,234	6,643	29	49	2,772	2,413	13	13	333
Mono City	172	156	0	1	37	31	1	1	4
Paradise	153	130	0	2	14	9	0	0	5
Sunny Slopes	182	159	0	2	3	0	0	0	3
Swall Meadows	220	201	0	3	6	5	0	0	1
Topaz	50	44	0	1	24	23	0	0	1
Walker	721	629	3	57	70	63	3	1	3

## APPENDIX D: PUBLIC PARTICIPATION PLAN

### LTC Citizen Advisory Committees

Public participation during the transportation planning process is provided through committee meetings, public workshops, and outreach programs. The County's Regional Planning Advisory Committees (RPACs) serve as citizens 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. The purpose of the citizen advisory committees is to ensure that Mono County develops a transportation plan responsive to the changing needs and desires of its citizens, as well as to the users of the system. Outreach was conducted during the summer and fall of 2005 to the June Lake CAC and RPACs. There are planning advisory committees in Antelope Valley, Bridgeport Valley, Mono Basin, June Lake, Long Valley, Swall Meadows, and Tri-Valley (Benton/Hammil and Chalfant).

In addition to regularly scheduled citizen advisory committee meetings, the LTC holds public information meetings and workshops to address specific transportation issues, projects, and planning processes. These meetings have addressed pedestrian safety on Highway 395 in Lee Vining and the Highway 395 widening process in the Mono Basin; livable communities in Crowley Lake, Mammoth Lakes, June Lake, Lee Vining, and Bridgeport; 4-laning of 395 in the Antelope Valley; and other transportation issues.

The LTC has also partnered with Caltrans District 9 in Bishop to develop new methods of outreach for local residents. Caltrans has drafted a Public Participation Plan and similar policies have been included in this 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 LTC, in addition to the public information meetings discussed above.

### Town of Mammoth Lakes Advisory Committees

#### *Planning Process*

The Town of Mammoth Lakes used a Transit Technical Advisory Committee to assist in developing the Town's Transit Plan. The committee included representatives from Town staff, the Local Transportation Commission, the U.S. Forest Service, Great Basin Unified Air Pollution Control District, and the Mammoth Lakes Lodging Association. The Town is also using an extensive public review process during the ongoing update of its General Plan, including the Circulation Element.

### Collaborative Planning Team

The Collaborative Planning Team is a multi-agency planning team that coordinates planning efforts in Mono County for a variety of needs (e.g. jobs, transit, recreation, wildlife mitigation and enhancement, etc.). It includes representatives from the following organizations:

- Benton Paiute Reservation
- Bridgeport Indian Colony
- Bureau of Land Management, Bishop field office
- California Department of Fish & Wildlife
- California Department of Transportation (Caltrans), District 9
- Lahontan Regional Water Quality Control Board
- Los Angeles Department of Water & Power
- Mammoth Lakes Town Council
- Mono County Board of Supervisors
- Mono County Community Development Department (Building, Planning, Code Compliance)
- National Park Service/Devils Postpile
- National Park Service/Yosemite
- U.S. Forest Service/Inyo National Forest

- U.S. Forest Service/Humboldt-Toiyabe National Forest
- U.S. Fish & Wildlife Service/Nevada office
- U.S. Marine Corps Mountain Warfare Training Center

The team meets quarterly to discuss a wide variety of ongoing and proposed projects.

### **Tribal Consultation**

Mono County has several Native American communities located in Antelope Valley, Bridgeport, Lee Vining, and Benton. The two federally recognized tribes, the Bridgeport Indian Colony and the Benton Paiute Reservation, have small tribal housing areas and residential roadways. Input concerning their transportation system needs was provided through use of the transportation plans prepared by the Bureau of Indian Affairs for the Bridgeport Indian Colony and the Benton Paiute Reservation. Outreach is conducted periodically to the Bridgeport Indian Colony and Benton Paiute Reservation. In addition, the Benton and Bridgeport communities are members of the Collaborative Planning Team (see above) and participate in planning discussions on an ongoing basis. Regional Planning Advisory Committees (see above) in the Antelope Valley and the Mono Basin provide a regular forum for input from Native American residents in those areas. Ongoing outreach programs to all of the county's Native American communities provide additional input concerning tribal concerns; e.g., the County is currently working with the Bridgeport Indian Colony to coordinate transportation issues for the tribe's expansion plans.

### **Disabled Population**

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 [e.g., the Inyo-Mono Area Agency on Aging (IMAAA) and Mono County Department of Social Services.



## APPENDIX E: LIST OF COMPLAINTS OR LAWSUITS

None at this time