

Mono County Local Transportation Commission

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AMENDED MEETING AGENDA

February 23, 2023- 9am

~~Mono Lake Room and Zoom
1290 Tavern Rd Mammoth Lakes CA
93546~~

In consultation with the Chair and due to potential inclement weather and building repairs, the LTC meeting has been moved to a remote meeting only.

This meeting will be ~~held in person and~~ via teleconferencing, and members of the Commission may attend from separate, remote locations. As authorized by AB 361, dated September 16, 2021, a local agency may use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency and local officials have recommended or imposed measures to promote social distancing.

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/84357506710>

Or visit <https://www.zoom.us/> and click on "Join A Meeting." **Use Zoom Meeting ID:** 843 5750 6710
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:** 843 5750 6710

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=728393fb-7626-491f-9a40-4defb406aa86

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 December 13, 2021. (pg. 1)
4. **ADMINISTRATION**
 - a) Receive and accept LTC Financial Statement with Independent Auditor's Report ending June 30, 2022 (*Deanna Tuetken*) (pg. 3)
 - b) Adopt Resolution of LTF allocation for microtransit study in the Town (*Haislip Hayes/Phil Moores*) (pg. 42)
5. **LOCAL TRANSPORTATION**
 - a) June Lake Active Transportation Plan: Approve for integration into the Regional Transportation Plan (*CivicWell/KTUA*) (pg. 47)
 - b) Draft 23/24 Overall Work Program (OWP) Review (*Haislip Hayes*) (pg. 53)
6. **CALTRANS**
 - a) Update on Caltrans activities in Mono County (*CT staff*)
7. **TRANSIT**
 - a) Review of Unmet Transit Needs/Transportation input schedule (*Wendy Sugimura*) (pg. 96)
 - b) ESTA Update (*Phil Moores*) (pg. 104)
 - c) YARTS Update (*Nav Bagri*)
8. **CORRESPONDENCE**
9. **COMMISSIONER REPORTS**
10. **INFORMATIONAL**
 - a) Co-Executive Director Report (pg. 108)
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
12. **ADJOURN TO March 14, 2022**

***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

January 09, 2023 – 9:00 A.M.

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE at 9:01 am and the Commissioners lead the 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.

No public comment

3. ADMINISTRATION

a) Nomination and Election of Chair and Vice Chair

Motion: Nominate Commissioner Duggan as Chair.

Peters motioned; Kreitz seconded.

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

Motion: Nominate Commissioner Sauser as Vice Chair.

Wentworth motioned; Kreitz seconded.

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

b) Discussion of Open Meeting laws

- Presentation regarding California's open meeting law (the Ralph M. Brown Act) and teleconference rules upon termination of California's proclaimed COVID-19 State of Emergency (*County Counsel*)

Beck gave a presentation and answered questions from the commission.

- Meeting location (*Wendy Sugimura*)

Sugimura led the discussion regarding the location of future meetings. It was determined that the Commission preferred to meet in the Dana Room for future meetings.

c) Update on Memorandum of Understanding projects (*Wendy Sugimura, Haislip Hayes*)

Sugimura and Hayes updated the Commission on the MOU project.

4. CONSENT AGENDA ITEMS

a) Approval of minutes from December 12, 2022

Motion: adopt minutes as presented.

Wentworth motioned; Kreitz seconded.

COMMISSIONERS

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

Roll Call- Ayes: Chang, Kreitz, Duggan, Holler, Wentworth. Motion carries 4-0 and one abstention.

5. LOCAL TRANSPORTATION

- a) June Lake Active Transportation Plan: Provide input and direction, or approve for integration into the Regional Transportation Plan (*CivicWell/KTUA*)
Jacob, Joe, and Michelle gave a presentation and answered questions from the Commission.

6. CALTRANS

- a) Caltrans Road Charge Program presentation (*Lauren Prehoda*)
Prehoda gave an overview of the Caltrans Road Charge Program and answered questions from the commission.

- b) Update on Caltrans activities in Mono County (*CT staff*)
Downard and Peacock gave a Caltrans update and answered questions from the Commission.

7. TRANSIT

- a) ESTA Update (*Phil Moores*)
Moores gave an update on ESTA.

8. CORRESPONDENCE

No item.

9. REPORTS

- a) Co-Executive Directors
Report provided in the packet.
b) Commissioners

10. INFORMATIONAL

11. UPCOMING AGENDA ITEMS

- a) Special meeting to adopt Resolution for remote meetings
b) Draft Overall Work Program for 23/24
c) Unmet needs

12. ADJOURN TO: February 13, 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.

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Staff Report

February 9, 2023

TO: Mono County Local Transportation Commission

FROM: Deanna Tuetken, Admin Services Specialist

SUBJECT: Mono County Local Transportation Commission Audit Report 2021-22

RECOMMENDATION

Receive and accept the Mono County LTC Annual Financial Report with Independent Auditor's Report dated June 30, 2022.

DISCUSSION

Receive the Mono County LTC Annual Financial Report with Independent Auditor's Report dated June 30, 2022.

FISCAL IMPLICATIONS

N/A

ATTACHMENTS

Financial Statement with Independent Auditor's Report ending June 30, 2022

**MONO COUNTY
LOCAL TRANSPORTATION
COMMISSION**

**Annual Financial Report
With Independent Auditor's Report Thereon**

June 30, 2022

REVISED - January 5, 2023

**MONO COUNTY
LOCAL TRANSPORTATION COMMISSION
Annual Financial Report**

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INDEPENDENT AUDITOR'S REPORT

Mono County Local Transportation Commission
 Mammoth Lakes, California

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Mono County Local Transportation Commission (Commission) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Commission as of June 30, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Commission, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Mono County Local Transportation Commission
Mammoth Lakes, California

Auditor’s Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission’s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission’s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis and budgetary comparison information on pages 4–8 and 21–22 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our

Mono County Local Transportation Commission
Mammoth Lakes, California

audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Mono County Local Transportation Commission's basic financial statements. The individual fund financial statements and schedules listed in the table of contents as supplementary information are presented for purposes of additional analysis and are not a required part of the basic financial statements. These statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, these statements and schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Report

In accordance with Government Auditing Standards, we have also issued our report dated December 19, 2022, on our consideration of the Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit, in accordance with Government Auditing Standards, in considering the Commission's internal control over financial reporting and compliance.

Fechter & Company
Certified Public Accountants



Sacramento, California
December 19, 2022

MONO COUNTY
LOCAL TRANSPORTATION COMMISSION
 Management's Discussion and Analysis
 For the Year Ended June 30, 2022

As management of the Mono County Local Transportation Commission (Commission), we offer readers of our financial statements this narrative overview and analysis of the financial activities for the fiscal year ended June 30, 2022. We encourage readers to consider the information that we have furnished in the Commission's financial statements, which immediately follows this section.

This narrative overview and analysis uses the following acronyms:

RPA: Regional Planning Assistance
 PPM: Planning, Programming & Monitoring
 RSTP: Regional Surface Transportation Program
 RTIP: Regional Transportation Improvement Program
 ESTA: Eastern Sierra Transit Agency
 OWP: Overall Work Program

Financial Highlights

- The assets of the Commission exceeded its liabilities at the close of the year by \$563,715 (*net position*). All of this balance is unrestricted and is available to meet ongoing obligations to citizens and creditors.
- As of June 30, 2022, the Commission reported an ending fund balance of \$563,715 for its governmental fund. This is an increase of \$247,572 in comparison with the prior year. The ending balance is derived from grants and other restricted sources and spending limited to transportation planning activities.
- The Commission's activities are guided by the OWP used to apply for RPA and other available financial resources, all directed toward the continuous update and improvement of Regional Transportation Plans in the County. In fiscal year 2021-22, the Commission incurred program expenditures of \$472,293, an increase of \$192,549, or 68.8%, from last year's programmed expenditures. Program activities were funded solely with grant revenues recognized this fiscal year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Commission's basic financial statements. The Commission's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains required and other supplementary information in addition to the basic financial statements themselves.

The *government-wide financial statements* are designed to provide readers with a broad overview of the Commission's finances, in a manner similar to a private sector business. These statements provide both long-term and short-term information about the Commission's overall financial status.

The *statement of net position* presents information on the Commission's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator whether the financial position of the Commission is improving or deteriorating.

MONO COUNTY
LOCAL TRANSPORTATION COMMISSION
Management's Discussion and Analysis
For the Year Ended June 30, 2022

The *statement of activities* presents information showing how the Commission's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in the statement for some items that will only result in cash flows in future fiscal periods.

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Commission, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Commission can be divided into two categories: governmental funds and fiduciary funds.

Governmental funds are used to account for essentially the same function(s) reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on (1) how cash and other financial assets can readily be converted to available resources, and (2) the balances left at year-end that are available for spending. Such information may be useful in determining what financial resources are available in the near future to finance the Commission's program activities.

Governmental fund financial statements report essentially the same functions as those reported in the government-wide financial statements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Commission maintains one individual governmental fund, the Planning Fund.

Fiduciary funds are used to account for resources held for the benefit of parties outside the Commission. Fiduciary funds are not reflected in the government-wide statements because the resources of those funds are not available indiscriminately to support the Commission's own programs. The Commission's fiduciary funds consist solely of private purpose trust funds which are used to account for the Local Transportation Fund, the State Transit Assistance Fund, and the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA).

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information that includes a budgetary comparison schedule. The Commission adopts an annual appropriated budget for its planning fund. A budgetary comparison schedule has been provided to demonstrate compliance with the budget. Immediately following the required supplementary information is certain supplementary information included to satisfy certain compliance requirements.

MONO COUNTY
LOCAL TRANSPORTATION COMMISSION
Management's Discussion and Analysis
For the Year Ended June 30, 2022

Government-wide Financial Analysis

The following table compares the Statement of Net Position at June 30, 2022 and 2021:

	Governmental Activities		
	2022	2021	Change
Assets			
Cash and investments	\$ 302,913	\$ 145,058	\$ 157,855
Due from other governments	357,736	232,012	125,724
Total assets	<u>660,649</u>	<u>377,070</u>	<u>283,579</u>
Liabilities			
Accounts payable	96,934	60,927	36,007
Total liabilities	<u>96,934</u>	<u>60,927</u>	<u>36,007</u>
Net position			
Unrestricted	<u>\$ 563,715</u>	<u>\$ 316,143</u>	<u>\$ 247,572</u>

As noted earlier, net position may serve over time as a useful indicator of whether the Commission's financial position is improving or deteriorating. Other factors, such as market conditions, should be considered in measuring the Commission's overall financial position.

At June 30, 2022, assets exceeded liabilities by \$563,715, an increase of \$247,572 or 78.3%. The Commission's net position is the accumulation of unspent grants where project expenditures over time have been less than the available funding sources. The increase in fund balance results primarily from RPA and other transportation grant funding received during the fiscal year but not spent. These funds will carry-over for spending to the next fiscal year. The comparative financial statement above was restated to account for this adjustment.

MONO COUNTY
LOCAL TRANSPORTATION COMMISSION
Management's Discussion and Analysis
For the Year Ended June 30, 2022

The following table shows the changes in net position for governmental activities:

	Governmental Activities		
	2022	2021	Change
Program revenues			
Regional planning assistance	\$ 229,822	\$ 215,165	\$ 14,657
Planning, Programming & Monitoring	135,000	135,000	-
Regional Surface Transportation Program	92,034	92,171	(137)
LTC Transportation Grants	168,440	-	168,440
Total program revenues	625,296	442,336	182,960
General revenues - interest	3,535	1,878	1,657
Total revenues	628,831	444,214	184,617
Program expenses - transportation planning	472,293	279,744	192,549
Change in net position	156,538	164,470	(7,932)
Net position, beginning of the year	316,143	151,673	164,470
Prior period adjustment	91,034	-	91,034
Net position, beginning of the year, restated	407,177	151,673	255,504
Net position, end of the year	\$ 563,715	\$ 316,143	\$ 247,572

The Commission's total program and general revenues were \$628,831, while the total cost of all programs was \$472,293. Grants funded all of the Commission's programs. LTC Transportation Grant revenues were \$168,440 higher than the prior year due to new grants received for Short Range Transit Plan and Coordinated Human Service Plan (SRTP) and June Lake Loop Active Transportation Plan in the 2021-2022 funding year.

Governmental Funds

As noted earlier, the Commission uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the Commission's governmental fund is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Commission's financing requirements.

For the year-ended June 30, 2022, the Commission reported an ending fund balance of \$563,715, an increase of \$247,572 from the prior year. This increase represents the carry-over of unspent grant funds to be incorporated into the next fiscal year's budget.

Total revenues were \$628,831, which represents an increase of \$184,617 from the prior year. RPA grants were a bit higher and there were additional transportation grant revenues for \$168,440 in the current year. The availability of the Commission's primary funding sources varies from year to year, often dictated by the need for specific transportation planning tasks designed to achieve the organization's goals and objectives.

MONO COUNTY
LOCAL TRANSPORTATION COMMISSION
Management's Discussion and Analysis
For the Year Ended June 30, 2022

Total expenditures were the result of programmed activities, which vary from year to year. This year's budgeted program activities compared to last year's budgeted program activities are as follows:

Work Element	FY 2022	FY 2021	Change
100 Administration	\$50,741	\$51,000	\$ (259)
200 Regional Transportation	40,812	87,000	(46,188)
300 Vehicle Miles Traveled & Implementation	14,086	20,000	(5,914)
400 Grants	25,927	20,000	5,927
700 RTIP & Project Development	63,005	105,000	(41,995)
800 Regional Transportation Planning	10,146	11,000	(854)
900 Asset Management & Traffic Issues	167,783	163,000	4,783
	<u>\$372,500</u>	<u>\$ 457,000</u>	<u>\$ (84,500)</u>

Budgetary Highlights

On June 14, 2021, the Commission adopted the fiscal year 2021-22 OWP. The OWP covers activities funded with RPA and PPM sources and totaled \$406,034.

Actual revenues were \$628,831. PPM and RSTP revenues were not fully spent. A percentage of unspent funds are to be re-programmed into the following fiscal year's OWP.

Actual expenditures for the OWP were under budget by \$158,668, or 25.1% of budget due primarily to the LTC Transportation Grant expenditures being over-budgeted.

Capital Assets and Debt Administration

Capital Assets

The Commission has adopted a capitalization threshold of \$5,000 per asset. This is the same threshold used by the County of Mono. The Commission did not have any capital assets at June 30, 2022 that exceeded this threshold.

Debt Administration

The Commission did not have any long-term obligations as of June 30, 2022.

Requests for Information

This financial report is designed to provide a general overview of the Commission's finances for all those interested. Questions concerning, any of the information provided in this report or requests for additional financial information should be addressed to Mono County Local Transportation Commission, P.O. Box 347, Mammoth Lakes, CA 93546.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

MONO COUNTY LOCAL TRANSPORTATION COMMISSION

Statement of Net Position
June 30, 2022

	<u>Governmental Activities</u>
ASSETS	
Cash and investments	\$ 302,913
Due from other governments	<u>357,736</u>
Total Assets	<u>660,649</u>
LIABILITIES	
Accounts payable	<u>96,934</u>
NET POSITION	
Unrestricted	<u><u>\$ 563,715</u></u>

MONO COUNTY LOCAL TRANSPORTATION COMMISSION

Statement of Activities
For the Year Ended June 30, 2022

	<u>Governmental Activities</u>
PROGRAM REVENUES	
Operating grants	
Regional planning assistance	\$ 229,822
Planning, Programming & Monitoring	135,000
Regional Surface Transportation Program	92,034
LTC Transportation Grants	<u>168,440</u>
Total Program Revenues	625,296
PROGRAM EXPENSES	
Transportation planning and administration	<u>472,293</u>
Net (Expenses) Program Revenues	<u>153,003</u>
GENERAL REVENUES	
Interest earned	<u>3,535</u>
Change in Net position	156,538
Net Position, Beginning of the Year	316,143
Prior period adjustment	<u>91,034</u>
Net Position, Beginning of the Year, restated	<u>407,177</u>
NET POSITION, END OF THE YEAR	<u><u>\$ 563,715</u></u>

FUND FINANCIAL STATEMENTS

MONO COUNTY LOCAL TRANSPORTATION COMMISSION

Balance Sheet - Governmental Fund
June 30, 2022

	<u>Planning Fund</u>
ASSETS	
Cash and investments	\$ 302,913
Due from other governments	<u>357,736</u>
Total Assets	<u><u>\$ 660,649</u></u>
LIABILITIES	
Accounts payable	<u>\$ 96,934</u>
Total Liabilities	96,934
FUND BALANCES	
Unassigned	<u>563,715</u>
Total Liabilities and Fund Balances	<u><u>\$ 660,649</u></u>

MONO COUNTY LOCAL TRANSPORTATION COMMISSION

Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Fund
For the Year Ended June 30, 2022

	Planning Fund
REVENUES	
Rural Planning Assistance (RPA)	\$ 229,822
Planning, Programming & Monitoring (PPM)	135,000
Regional Surface Transportation Program (RSTP)	92,034
LTC Transportation Grants	168,440
Interest	3,535
	<hr/>
Total Revenues	628,831
	<hr/>
EXPENDITURES	
Planning and Administration - RPA	228,117
Planning - PPM	51,690
Low Carbon Transit Operation & Transit Planning	192,486
	<hr/>
Total Expenditures	472,293
	<hr/>
CHANGE IN FUND BALANCE	156,538
Fund Balance, Beginning of the Year	316,143
Prior period adjustment	91,034
Fund Balance, Beginning of the Year, restated	407,177
	<hr/>
FUND BALANCE, END OF THE YEAR	<u>\$ 563,715</u>

MONO COUNTY LOCAL TRANSPORTATION COMMISSION

Statement of Fiduciary Net Position
June 30, 2022

	<u>Private Purpose Trust Funds</u>
ASSETS	
Cash and investments	\$ 1,408,475
Taxes receivable	230,775
Due from other governments	<u>92,406</u>
Total Assets	<u><u>\$ 1,731,656</u></u>
LIABILITIES	
Allocations payable	<u>\$ 102,467</u>
NET POSITION	
Held in trust for other governments	<u>1,629,189</u>
Total Liabilities and Net Position	<u><u>\$ 1,731,656</u></u>

MONO COUNTY LOCAL TRANSPORTATION COMMISSION

Statement of Changes in Fiduciary Net Position
For the Year Ended June 30, 2022

	<u>Private Purpose Trust Funds</u>
ADDITIONS	
Sales and use tax	\$ 1,146,159
Intergovernmental revenues	345,113
Interest	<u>16,324</u>
 Total Additions	 <u>1,507,596</u>
DEDUCTIONS	
Allocations to Claimants	
Eastern Sierra Transit Authority	1,180,941
Yosemite Area Regional Transit System	40,000
Mono County Senior Services	30,000
Administration	<u>5,330</u>
 Total Deductions	 <u>1,256,271</u>
 CHANGE IN FIDUCIARY NET POSITION	 251,325
 Net Position, Beginning of Year	 <u>1,377,864</u>
 Net Position, End of Year	 <u><u>\$ 1,629,189</u></u>

MONO COUNTY
LOCAL TRANSPORTATION COMMISSION
Notes to Financial Statements
For the Year Ended June 30, 2022

Note 1: Summary of Significant Accounting Policies

The financial statements of the Mono County Local Transportation Commission (Commission) are prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Commission's reporting entity applies all relevant Governmental Accounting Standards Board (GASB) pronouncements.

A. Reporting Entity

The Mono County Local Transportation Commission is the designated Regional Transportation Planning Agency for Mono County. The Commission's members include the County of Mono and the Town of Mammoth Lakes. Its governing board includes two members appointed by the Mammoth Lakes Town Council, one member of the public appointed by the Mammoth Lakes Town Council, and three members appointed by the Mono County Board of Supervisors. The Commission's primary role is to administer the transportation planning process and provide ongoing administration of the Transportation Development Act (TDA) funds.

The Commission receives monies from the State of California and allocates those monies for the planning, management, and operation of public transportation systems within the County of Mono. The Commission also has the authority to allocate monies for other transportation related activities including streets and road projects.

B. Basis of Presentation

Government-wide Statements: The statement of net position and the statement of changes in net position report information on all of the governmental activities of the Commission. These statements include the financial activities of the overall government except for fiduciary activities. Eliminations have been made to minimize the double counting of internal activities. These statements distinguish between governmental and business-type activities of the Commission. Governmental activities, which are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to an extent on charges and fees from the public for support. The Commission had no business-type activities to report for the year ended June 30, 2022.

The statement of activities demonstrates the degree to which the program expenses of a given governmental function are offset by program revenues. Program expenses include direct expenses which are clearly identifiable with a specific function and allocated indirect expenses. Program revenues include charges paid by recipients of goods or service offered by the programs and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Taxes and other items, which are properly not included among program revenues, are reported instead as general revenues.

Fund Financial Statements: The fund financial statements provide information about the Commission's funds. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. Any remaining governmental funds are aggregated and reported as nonmajor funds.

MONO COUNTY
LOCAL TRANSPORTATION COMMISSION
 Notes to Financial Statements
 For the Year Ended June 30, 2022

Note 1: Summary of Significant Accounting Policies – Continued

B. Basis of Presentation – Continued

The Commission reports the following major governmental fund:

- *Planning Fund* – The planning fund acts as the general fund for the Commission and all planning and administrative activities are accounted for in this fund. Separate sets of accounts are maintained to account for specific sources of grant revenues and the associated expenditures; but for reporting purposes, all of these accounts are combined into one fund.

The Commission did not have any non-major governmental funds as of June 30, 2022.

The Commission reports the following private purpose trust funds:

- *Local Transportation Fund* – This fund accounts for revenues received and allocations made for certain transit, pedestrian & bicycle, and streets & roads projects within Mono County. Revenues are generated from a ¼ percent sales tax imposed by the State of California Pursuant to the Transportation Development Act (TDA). Sales tax revenues are collected by businesses within Mono County and are remitted to the State Board of Equalization (Board). The Board, after deducting an administrative fee, remits the revenues to the County on a monthly basis. Expenditures of these monies must be made in accordance with TDA regulations.
- *State Transit Assistance Fund* – Revenues for this fund are earned based on a portion of the State gasoline tax. The tax is allocated to Mono County by the State Controller’s office.
- *Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) Fund* – Revenues for this fund are received from the California Department of Transportation and are eligible for distribution to transit operators for transportation infrastructure, including grants for transit system safety, security, and disaster response projects.

C. Basis of Accounting

The government-wide and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. Grants are recognized as revenue as soon as all eligibility requirements imposed by the grant have been met. Revenues from sales taxes are recognized when the underlying transactions take place.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Commission utilizes a one-year availability period for revenue recognition for governmental fund revenues.

MONO COUNTY
LOCAL TRANSPORTATION COMMISSION
Notes to Financial Statements
For the Year Ended June 30, 2022

Note 1: Summary of Significant Accounting Policies – Continued

C. Basis of Accounting – Continued

Those revenues susceptible to accrual are sales taxes, intergovernmental revenues (grants), and interest revenues. Non-exchange transactions, in which the Commission gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants, entitlements and donations. On the modified accrual basis, revenues from grants, entitlements and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

A fund reports deferred revenue on its balance sheet. Deferred revenues arise when potential revenue does not meet the “measurable” and “available” criteria for recognition in the current period. Deferred revenues also arise when resources are received by the fund before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the fund has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

D. Cash in County Treasury

Cash is deposited with the County in an investment pool in order to facilitate the management of cash. Each fund’s portion of this pool is displayed on the balance sheet as “cash and investments.” On a quarterly basis, the County Treasurer allocates interest to the various funds based upon the average monthly cash balances. Information regarding categorization of investments, risk and fair value reporting can be found in the County’s financial statements. The Mono County Treasury Oversight Committee oversees the Treasurer’s investment policies and practices.

The Commission adheres to the County’s deposit and investment policy that address specific types of risk. Required risk disclosures for the Fund’s investment in the Mono County Investment Pool at June 30, 2022, were as follows:

Credit risk	Not rated
Custodial risk	Not applicable
Concentration of credit risk	Not applicable
Interest rate risk	Not available

Investments held in the County’s investment pool are available on demand and are stated at amortized cost, which approximates fair value. The County of Mono Investment Pool operates and reports to participant on an amortized cost basis. The income, gains and losses, net of administration fees, are allocated based upon the participant’s average daily balance. All participants share proportionally in any realized gains or losses on investments. The fair value of the investment pool is approximately equal to the value of the pool shares.

MONO COUNTY
LOCAL TRANSPORTATION COMMISSION
 Notes to Financial Statements
 For the Year Ended June 30, 2022

Note 1: Summary of Significant Accounting Policies – Continued

E. Receivables

The Commission's receivables include mostly amounts due from other governmental agencies and consists of specific planning grants. Management has determined that the Commission's receivables are fully collectible. Accordingly, no allowance for doubtful accounts has been made.

F. Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. As of June 30, 2022, the Commission had no deferred outflows of resources.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. As of June 30, 2022, the Commission had no deferred inflows of resources.

G. Net Position

Sometimes the Commission will fund outlays for a particular purpose from both restricted and unrestricted resources. To determine the amounts to report as restricted net position and unrestricted net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. The Commission considers restricted net position to have been depleted before unrestricted net position is applied.

H. Fund Balance Policies

In governmental funds, the following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- *Non-spendable Fund Balance* – amounts that cannot be spent because they are either not spendable in form or legally or contractually required to remain intact.
- *Restricted Fund Balance* – amounts with constraints placed on their use by those external to the Commission, including creditors, grantors, contributors, or laws and regulations of other governments. It also includes constraints imposed by law through constitutional provisions or enabling legislation.
- *Committed Fund Balance* – amounts that can only be used for specific purposes determined by formal action of the Commission's highest level of decision-making authority (the Commission's Board) and that remain binding unless removed in the same manner. The underlying action that imposed the limitation needs to occur no later than the close of the reporting period.

MONO COUNTY
LOCAL TRANSPORTATION COMMISSION
 Notes to Financial Statements
 For the Year Ended June 30, 2022

Note 1: Summary of Significant Accounting Policies – Continued

H. Fund Balance Polices - Continued

- *Assigned Fund Balance* –amounts that are constrained by the Commission’s intent to be used for specific purposes. The intent can be established at either the highest level of decision making or by a body or an official designated for that purpose.
- *Unassigned Fund Balance* –the residual classification that includes amounts not contained in the other classifications.

The Commission’s board establishes, modifies, or rescinds fund balance commitments and assignments by passage of a resolution. When restricted and unrestricted resources are available for use, it is the Commission’s policy to use restricted resources first, followed by unrestricted committed, assigned and unassigned resources as they are needed.

I. Insurance and Risk of Loss

The Commission participates in the County of Mono’s risk pool and excess insurance. Under this program, self-insurance coverage is provided up to a maximum of \$300,000 for each worker’s compensation claim and \$250,000 for each general liability claim. The County is a member of the PRISM JPA for excess insurance, a public entity risk pool currently operating as a common risk management and insurance program for counties. PRISM covers county workers’ compensation claims to statutory limits and for general liability claims up to \$25M.

J. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and revenues and expenses during the reporting period. Actual results could differ from these estimates.

K. Related Party Transactions

The Commission has an agreement with the County and the Town to manage its operations. The County and the Town also provide engineering and construction services to the Commission when needed.

MONO COUNTY
LOCAL TRANSPORTATION COMMISSION
 Notes to Financial Statements
 For the Year Ended June 30, 2022

Note 2: Contingencies

The Commission may be involved in various other claims and litigation arising in the ordinary course of business. Commission management, based upon the opinion of legal counsel, is of the opinion that the ultimate resolution of such matters should not have a materially adverse effect on the Commission's financial position or results of operations.

The Commission also receives a number of grants and sales tax revenues from the State of California. Each of these grants is subject to audit by the grantor agency. Such audit could result in funds being returned to the state.

Note 3: PTMISEA & Transit Security

In November 2006, California voters passed a bond measure enacting the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. Of the \$19.925 billion of state general obligation bonds authorized, \$4 billion was set aside by the State as instructed by statute as the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). As per Government Code Section 8879.58, Transit System Safety, Security and Disaster Response Account revenues are reflected below.

The PTMISEA funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements, or for rolling stock procurement, rehabilitation, or replacement. The Transit Security funds are to be used for capital projects that provide increased protection against a security and safety threat, and for capital expenditures to increase the capacity of transit operators, including waterborne transit operators, to develop disaster response transportation systems that can move people, goods, and emergency personnel and equipment in the aftermath of a disaster impairing the mobility of goods, people, and equipment.

During the fiscal year ended June 30, 2022, the Commission did not receive any proceeds from the State's PTMISEA and Transit Security account. As of June 30, 2022, PTMISEA and Transit Security funds received and expended were verified in the course of our audit. The only thing remaining in the fund is interest of \$869.

Note 4: Prior Period Adjustment

A prior period adjustment of \$91,034 was recorded to reflect an understatement of prior year RSTP revenue and an offsetting amount in due from other governments. This resulted in an increase in the beginning fund balance in the General Fund and the beginning net position of the governmental activities.

Note 5: Subsequent Events

Management has evaluated events subsequent to June 30, 2022 through December 19, 2022 the date on which the financial statements were available for issuance. Management has determined no subsequent events requiring disclosure have occurred.

REQUIRED SUPPLEMENTARY INFORMATION

MONO COUNTY LOCAL TRANSPORTATION COMMISSION

Budgetary Comparison Schedule
 Planning Fund
 For the Year Ended June 30, 2022

	Budgeted Amounts		Actual	Variance
	Original	Final		Over/(Under) Budget
Revenues				
OWP Revenues:				
Rural Planning Assistance (RPA)	\$ 230,000	\$ 287,500	\$ 229,822	\$ (57,678)
Planning, Programming & Monitoring (PPM)	85,000	85,000	135,000	50,000
Regional Surface Transportation Program (RSTP)	91,034	92,034	92,034	-
Non OWP Revenues:				
LTC Transportation Grants	258,461	258,461	168,440	(90,021)
Interest	-	3,535	3,535	-
Total revenues	<u>664,495</u>	<u>726,530</u>	<u>628,831</u>	<u>(97,699)</u>
Expenditures				
Overall Work Program:				
100 Administration	19,000	50,741	39,559	(11,182)
200 Regional Transportation	80,500	40,812	38,074	(2,738)
300 Vehicle Miles Traveled & Implementation	25,000	14,086	3,118	(10,968)
400 Grants	20,000	25,927	7,741	(18,186)
700 RTIP & Project Development	63,000	63,005	38,590	(24,415)
800 Regional Transportation Planning	8,000	10,146	4,889	(5,257)
900 Asset Management & Traffic Issues	99,500	167,783	148,985	(18,798)
Non OWP Expenditures:				
LTC Transportation Grants	-	258,461	168,440	(90,021)
Other miscellaneous expenditures	-	-	22,897	22,897
Total expenditures	<u>315,000</u>	<u>630,961</u>	<u>472,293</u>	<u>(158,668)</u>
Change in Fund Balance	<u>\$ 349,495</u>	<u>\$ 95,569</u>	156,538	<u>\$ 60,969</u>
Fund balance, beginning of year, restated			<u>407,177</u>	
Fund balance, end of year			<u><u>\$ 563,715</u></u>	

MONO COUNTY
LOCAL TRANSPORTATION COMMISSION
Notes to Required Supplementary Information
For the Year Ended June 30, 2022

Note 1: **Budgetary Accounting**

The Commission annually adopts a budget through the preparation of an overall work program. This work program describes the projects, or work elements, that are to be funded, and the type of funds that will pay for the expenditures, such as Rural Planning Assistance, Local Transportation, Federal Transportation Administration (FTA) or State Transportation Improvement Program (PPM). The work program, in draft form, is prepared by Commission staff, submitted and approved by the Commission, and submitted to the State of California, Department of Transportation (CALTRANS) before June 30 of each year. CALTRANS, as the grantor of Rural Planning Assistance, State Subvention and FTA funds, approves the work program, which then becomes the budget for the operating fund of the Commission.

From the effective date of the budget, which is adopted and controlled at the departmental level, the expenditures as proposed became appropriations. The legal level of control is the fund level. The Commission may amend the budget by resolution during the fiscal year. Appropriations lapse at the end of the fiscal year. The amounts reported on the budgetary basis are generally on a basis consistent with accounting principles generally accepted in the United State of America (GAAP).

SUPPLEMENTARY INFORMATION

MONO COUNTY LOCAL TRANSPORTATION COMMISSION

Combining Statement of Fiduciary Net Position
All Private Purpose Trust Funds
June 30, 2022
(With Comparative Totals as of June 30, 2021)

	Local	State	State	PTMISEA	Totals	
	Transportation Fund	Transit Assistance	of Good Repair	Transit Security	2022	2021
ASSETS						
Cash and investments	\$ 1,065,527	\$ 329,287	\$ 12,792	\$ 869	\$ 1,408,475	\$ 1,245,529
Sales tax receivable	230,775	-	-	-	230,775	90,308
Due from other governments	-	84,238	8,168	-	92,406	66,598
Prepaid expenses	-	-	-	-	-	40,000
Total Assets	\$ 1,296,302	\$ 413,525	\$ 20,960	\$ 869	\$ 1,731,656	\$ 1,442,435
LIABILITIES AND NET POSITION						
Liabilities						
Allocations payable	\$ -	\$ 84,238	\$ 18,229	\$ -	\$ 102,467	\$ 64,571
Total Liabilities	-	84,238	18,229	-	102,467	64,571
Net Position						
Held in trust for pedestrian & bicycle projects	46,288	-	-	-	46,288	45,752
Held in trust for other purposes	1,250,014	329,287	2,731	869	1,582,901	1,332,112
Total Net Position	1,296,302	329,287	2,731	869	1,629,189	1,377,864
Total Liabilities and Net Position	\$ 1,296,302	\$ 413,525	\$ 20,960	\$ 869	\$ 1,731,656	\$ 1,442,435

MONO COUNTY LOCAL TRANSPORTATION COMMISSION

Combining Statement of Changes in Fiduciary Net Position
 All Private Purpose Trust Funds
 For the Year Ended June 30, 2022
 (With Comparative Totals For the Fiscal Year Ended June 30, 2021)

	Local	State	State	PTMISEA &	Totals	
	Transportation Fund	Transit Assistance	of Good Repair	Transit Security	2022	2021
ADDITIONS						
Sales and use taxes	\$ 1,146,159	\$ -	\$ -	\$ -	\$ 1,146,159	\$ 796,128
Intergovernmental revenue	-	296,538	48,575	-	345,113	274,818
Interest	12,088	4,126	100	10	16,324	15,756
Total Additions	1,158,247	300,664	48,675	10	1,507,596	1,086,702
DEDUCTIONS						
Allocations to claimants						
Eastern Sierra Transit Authority	838,019	296,538	46,384	-	1,180,941	771,357
Yosemite Area Regional Transit System	40,000	-	-	-	40,000	40,000
Mono County Senior Services	30,000	-	-	-	30,000	30,000
Administration	5,330	-	-	-	5,330	5,330
Total Deductions	913,349	296,538	46,384	-	1,256,271	846,687
CHANGE IN FIDUCIARY NET POSITION	244,898	4,126	2,291	10	251,325	240,015
Net Position, beginning of year	1,051,404	325,161	440	859	1,377,864	1,137,849
Net Position, end of year	<u>\$ 1,296,302</u>	<u>\$ 329,287</u>	<u>\$ 2,731</u>	<u>\$ 869</u>	<u>\$ 1,629,189</u>	<u>\$ 1,377,864</u>

MONO COUNTY LOCAL TRANSPORTATION COMMISSION

Statement of Fiduciary Net Position
By Area of Apportionment
Local Transportation Fund
June 30, 2022
(With Comparative Totals as of June 30, 2021)

	Local Transportation Fund - Transit	Pedestrian/ Bicycle	Totals	
			2022	2021
ASSETS				
Cash and investments	\$ 1,019,239	\$ 46,288	\$ 1,065,527	\$ 921,096
Sales tax receivable	230,775	-	230,775	90,308
Prepaid expenses	-	-	-	40,000
Total Assets	<u>\$ 1,250,014</u>	<u>\$ 46,288</u>	<u>\$ 1,296,302</u>	<u>\$ 1,051,404</u>
LIABILITIES AND NET POSITION				
Liabilities:				
Allocations payable	\$ -	\$ -	\$ -	\$ -
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Position:				
Held in trust for Pedestrian & Bicycle projects	-	46,288	46,288	45,752
Held in trust for other purposes				
Apportioned and allocated		-	-	-
Unapportioned	1,250,014	-	1,250,014	1,005,652
Total Net Position	<u>1,250,014</u>	<u>46,288</u>	<u>1,296,302</u>	<u>1,051,404</u>
Total Liabilities and Net Position	<u>\$ 1,250,014</u>	<u>\$ 46,288</u>	<u>\$ 1,296,302</u>	<u>\$ 1,051,404</u>

MONO COUNTY LOCAL TRANSPORTATION COMMISSION

Statement of Changes in Fiduciary Net Position
By Area of Apportionment
Local Transportation Fund
For the Year Ended June 30, 2022
(With Comparative Totals For the Fiscal Year Ended June 30, 2021)

	Local		Totals	
	Transportation Fund - Transit	Pedestrian/ Bicycle	2022	2021
ADDITIONS				
Sales and use taxes	\$ 1,146,159	\$ -	\$ 1,146,159	\$ 796,128
Interest	11,552	536	12,088	11,271
Total Additions	1,157,711	536	1,158,247	807,399
DEDUCTIONS				
Allocations to Claimants				
Eastern Sierra Transit Authority	819,711	-	819,711	498,566
Yosemite Area Regional Transit System	40,000	-	40,000	40,000
Mono County Senior Services	30,000	-	30,000	30,000
Administration and planning	23,638	-	23,638	5,330
Total Deductions	913,349	-	913,349	573,896
CHANGE IN FIDUCIARY NET POSITION	244,362	536	244,898	233,503
Net Position, Beginning of Year	1,005,652	45,752	1,051,404	817,901
Net Position, End of Year	<u>\$ 1,250,014</u>	<u>\$ 46,288</u>	<u>\$ 1,296,302</u>	<u>\$ 1,051,404</u>

MONO COUNTY LOCAL TRANSPORTATION COMMISSION

Schedule of Allocations and Expenditures
Local Transportation Fund
For the Year Ended June 30, 2022

Allocations	PUC	Allocated	Expended	Allocations Outstanding June 30, 2022
LTC administration	99233.1	\$ 10,000	\$ -	\$ 10,000
LTC audit costs	99233.1	10,000	5,793	4,207
LTC planning and programming	99233.2	10,000	17,845	(7,845)
Eastern Sierra Transit Authority for CTSA administration	99233.7	19,762	19,762	-
Eastern Sierra Transit Authority for 395 Routes	99262	70,731	70,731	-
Mono County Senior Program	99262	30,000	30,000	-
Yosemite Regional Transit System	99262	40,000	40,000	-
Eastern Sierra Transit Authority for systems operations	99400(c)	494,781	494,781	-
Eastern Sierra Transit Authority for FY 20-21 revenue above projection distribution		-	234,437	(234,437)
		<u>\$ 685,274</u>	<u>\$ 913,349</u>	<u>\$ 6,362</u>

MONO COUNTY LOCAL TRANSPORTATION COMMISSION

Schedule of Allocations and Expenditures
State Transit Assistance Fund
For the Year Ended June 30, 2022

<u>Allocations</u>	<u>PUC</u>	<u>Allocations Outstanding June 30, 2021</u>	<u>Allocated</u>	<u>Expended</u>	<u>Allocations Outstanding June 30, 2022</u>
Eastern Sierra Transit Authority	6731(b)	\$ -	\$ 296,538	\$ 296,538	\$ -
Total Allocations		<u>\$ -</u>	<u>\$ 296,538</u>	<u>\$ 296,538</u>	<u>\$ -</u>

MONO COUNTY LOCAL TRANSPORTATION COMMISSION

Statement of Revenues, Expenditures and Changes in Fund Balance
Overall Work Program
Budget and Actual - by Funding Source
For the Year Ended June 30, 2022

	Actual					Total	Variance Positive (Negative)
	Budget	Regional Planning Assistance	PPM	RSTP	Grants		
Revenues							
OWP Revenues:							
Rural Planning Assistance	\$ 287,500	\$ 229,822	\$ -	\$ -	\$ -	\$ 229,822	\$ (57,678)
PPM	85,000	-	135,000	-	-	135,000	50,000
RSTP	92,034	-	-	92,034	-	92,034	-
Non OWP Revenues:							
LTC Transportation Grants	258,461				168,440	168,440	(90,021)
Interest	3,535	(306)	2,161	1,997	(317)	3,535	-
Total Revenues	<u>726,530</u>	<u>229,516</u>	<u>137,161</u>	<u>94,031</u>	<u>168,123</u>	<u>628,831</u>	<u>(97,699)</u>
Expenditures:							
Overall Work Program:							
100 Administration	50,741	39,559	-	-	-	39,559	(11,182)
200 Regional Transportation	40,812	38,074	-	-	-	38,074	(2,738)
300 Vehicle Miles Traveled & Implementation	14,086	3,118	-	-	-	3,118	(10,968)
400 Grants	25,927	7,741	-	-	-	7,741	(18,186)
700 RTIP & Project Development	63,005	3,004	35,586	-	-	38,590	(24,415)
800 Regional Transportation Planning	10,146	4,889	-	-	-	4,889	(5,257)
900 Asset Management & Traffic Issues	167,783	133,436	15,549	-	-	148,985	(18,798)
Non OWP Expenditures:							
LTC Transportation Grants	258,461	-	-	-	168,440	168,440	(90,021)
Non-reimbursable expenditures					24,046	24,046	24,046
Other miscellaneous (credits)/expenditures	-	(1,704)	555	-	-	(1,149)	(1,149)
Total Expenditures	<u>630,961</u>	<u>228,117</u>	<u>51,690</u>	<u>-</u>	<u>192,486</u>	<u>472,293</u>	<u>(158,668)</u>
Change in Fund Balance	<u>\$ 95,569</u>	<u>\$ 1,399</u>	<u>\$ 85,471</u>	<u>\$ 94,031</u>	<u>\$ (24,363)</u>	<u>156,538</u>	<u>\$ 60,969</u>
Fund balance, beginning of year, restated						407,177	
Fund balance, end of year						<u>\$ 563,715</u>	

OTHER REPORT



Craig R. Fechter, CPA, MST
(1976 – 2022)

**REPORT ON COMPLIANCE OVER FINANCIAL REPORTING BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH THE STATUTES,
RULES, AND REGULATIONS OF THE CALIFORNIA TRANSPORTATION
DEVELOPMENT ACT AND THE ALLOCATION INSTRUCTIONS AND RESOLUTIONS
OF THE TRANSPORTATION COMMISSION**

Mono County Local Transportation Commission
Mammoth Lakes, California

We have audited the financial statements of the Mono County Local Transportation Commission as of and for the year ended June 30, 2022 and have issued our report thereon dated December 19, 2022. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

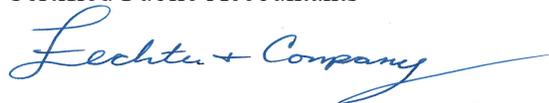
As part of obtaining reasonable assurance about whether the Mono County Local Transportation Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. Additionally, we performed tests to determine that allocations made and expenditures paid by the Mono County Local Transportation Commission were made in accordance with the allocation instructions and resolutions of the Commission and in conformance with the California Transportation Development Act. Specifically, we performed each of the specific tasks identified in the California Code of Regulations Sections 6666 and 6667 that are applicable to the Mono County Local Transportation Commission.

In connection with our audit, nothing came to our attention that caused us to believe the Mono County Local Transportation Commission failed to comply with the Statutes, Rules, and Regulations of the California Transportation Development Act and the allocation instructions and resolutions of the Local Transportation Commission. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion.

Mono County Local Transportation Commission
Mammoth Lakes, California

This report is intended solely for the information and use of the County of Mono, the Mono County Local Transportation Commission, management, the California Department of Transportation, and the State Controller's Office and is not intended to be and should not be used by anyone other than these specified parties.

Fechter & Company
Certified Public Accountants

A handwritten signature in blue ink that reads "Fechter & Company" with a long, sweeping underline.

Sacramento, California
December 19, 2022

Mono County Local Transportation Commission

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760.924.1800 phone, 924.1801 fax
commdev@mono.ca.gov

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Bridgeport, CA 93517
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www.monocounty.ca.gov

February 23, 2023

TO: Mono County Local Transportation Commission

FROM: Haislip Hayes, Co-Executive Director
Phil Moores, Executive Director ESTA
Gerry LeFrancois, LTC staff

RE: Local Transportation Fund (LTF) Reserve Allocation to Eastern Sierra Transit Authority (ESTA)

RECOMMENDATION

Approve Resolution R23-01 approving an allocation of \$28,022 from LTF reserves to ESTA.

FINANCIAL IMPLICATIONS

The LTF reserve funding is \$1,019,238. Allocation of these funds is guided by the Transportation Development Act and the Commission annual allocation during the unmet needs process.

DISCUSSION

The Mono County Local Transportation Commission (LTC) is the Regional Transportation Planning Agency (RTPA) responsible for apportioning and administering the Local Transportation Fund (LTF) in accordance with the Transportation Development Act.

On a yearly basis, the Commission apportions 15% of LTF funds into reserves. These funds provide a backup or reserve for yearly operating expenses for economic downturns. The excess reserve funds can be used for future transit needs subject to the Transportation Development Act. These funds are an allowable use for an analysis of a microtransit service within the Town of Mammoth Lakes under PUC 99262 Public Transportation System Claims.

A proposal for conducting a microtransit analysis in the Town of Mammoth Lakes is provided as Attachment 1. A 10% contingency has been added to the proposed budget for any unforeseen circumstances.

For questions regarding this item, please contact Gerry LeFrancois at 760.965.6254 or glefrancois@mono.ca.gov.

ATTACHMENTS

1. Mammoth Lakes Microtransit Strategy Analysis proposal
2. Resolution R23-01



LSC Transportation Consultants, Inc.

2690 Lake Forest Road, Suite C

P.O. Box 5875

Tahoe City, CA 96145

530-583-4053 • FAX: 530-583-5966

info@lsctahoe.com • www.lsctrans.com

December 22, 2022

Phil Moores, Executive Director
 Eastern Sierra Transit Authority
 703B Airport Road
 Bishop, CA 93514

RE: Mammoth Lake Microtransit Strategy Analysis

Dear Mr. Moores:

With this letter and attached proposal, LSC Transportation Consultants, Inc. of Tahoe City, California would like to present our proposal to conduct an evaluation of potential microtransit strategies for the Mammoth Lakes area. As you are aware, many communities (including many mountain resort communities) are implementing microtransit programs. These take advantage of app-based ride dispatching to provide real-time door-to-door rides within a service area (including connections to fixed route services).

This scope is intended to provide a “White Paper” discussion of the potential for microtransit services in the Mammoth Lakes area (essentially the town limits). Given the high passenger levels on most of the local existing routes (such as the Red Route) in the peak seasons, it is clear that it would be infeasible for microtransit to completely replace all of the local fixed routes. This work will instead focus on other options, including “layering on” microtransit service over the existing fixed route network, use of microtransit in lower demand periods (such as evenings and off-seasons), and service in limited ridership areas (such as southern Old Mammoth Road or portion of the Purple Route) with microtransit.

We propose for our work to consist of the following:

- A virtual kickoff meeting with you, your staff and other potential stakeholders (at the Town or ski area) that may be interested in providing input to the study. The goal of this meeting would be to discuss the potential options to be considered and gain an understanding of potential new funding levels.
- A review of recent ridership data, including ridership by route by month, ridership by hour by season, and ridership by stop. Using data provided by ESTA, we will update

the data summarized in the Short Range Transit Plan and explored additional detailed analysis as the available data allows. A specific review of paratransit driver logs will also be conducted to assess the capacity of this existing service to accommodate microtransit trips.

- A peer review of microtransit services operated in similar mountain resort communities (Tahoe, Park City, Jackson, Aspen), with a focus on how the transit needs and conditions in Mammoth Lakes differ from these other areas and how the performance seen in other areas would apply in Mammoth Lakes.
- An analysis of a range of potential microtransit scenarios. These scenarios may vary by area served, season of operations, span of service, response time, and level of existing fixed route service removed. We will also assess the potential to combine microtransit service with existing paratransit service. For each scenario, we will define the following:
 - Vehicle-hours of service
 - Required peak vehicles in operation
 - Estimated ridership impact
 - Impact on operating cost, assuming ESTA operation of the service.
 - Overall advantages and disadvantages.
- Preparation of a draft White Paper. We will then attend up to 3 virtual meetings to review and discuss our findings and gain input.
- Preparation of a final White Paper.

LSC has very good qualifications to conduct this work. We have extensive knowledge of Mammoth Lakes mobility needs and transit services gained through preparation of the Short Range Transit Plans as well as work on the Town's Mobility Element and various transportation studies. We also have strong experience in microtransit analysis for mountain resort areas, having conducted previous studies for Truckee, Olympic Valley, Jackson Wyoming, Park City Utah, and Aspen Colorado. We would be happy to provide additional qualifications materials on request.

STUDY COST AND SCHEDULE

As shown in the attached table, we estimate that the study will require a total of 163 staff hours to conduct. At our 2022 standard rates, this requires \$25,475 in staff costs. As we expect to not have any other expenses (such as travel), the study can be conducted on a not-to-exceed basis with a contract maximum of \$25,475. This proposal is valid for 90 days.

Mr. Phil Moores, ESTA

Page 3

December 22, 2022

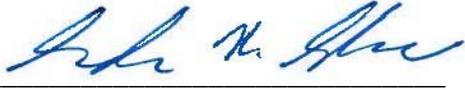
We estimate that a draft White Paper can be prepared within 2 months of authorization. Completion of the final White Paper will depend on the review and discussion process but will be conducted in a timely manner.



We look forward to assisting the ESTA and the Mammoth Lakes community in this interesting opportunity, and to again work with you. Thank you for the opportunity to present our proposal.

Respectfully Submitted,

LSC Transportation Consultants, Inc.

by 

Gordon Shaw, PE, AICP, Principal

Mammoth Lakes Microtransit Strategy Analysis					
	Project Manager	Planner	Support Staff	Total	
	\$230	\$110	\$85	Hours	Budget
Kick Off Meeting	4	2	1	7	\$1,225
Data Review	8	32	0	40	\$5,360
Peer Analysis	4	8	0	12	\$1,800
Alternatives Analysis	24	24	8	56	\$8,840
Draft White Paper	18	12	4	34	\$5,800
Final White Paper	8	4	2	14	\$2,450
<i>Total Staff</i>	66	82	15	163	\$25,475
Travel Costs					\$0
				Total	\$25,475

RESOLUTION R23-01
A RESOLUTION OF THE MONO COUNTY LOCALTRANSPORTATION COMMISSION
ALLOCATING LOCAL TRANSPORTATION FUNDS

WHEREAS, the Mono County Local Transportation Commission (MCLTC) is the designated transportation planning agency pursuant to Government Code Section 29535 and by action of the Secretary of Business, Transportation and Housing, and, as such, has the responsibility to apportion and allocate Local Transportation Funds (LTF); and

WHEREAS, the County auditor has confirmed that **\$1,019,238** of LTF moneys are available in the reserve and available for apportionment; and

WHEREAS, pursuant to the Transportation Development Act, LTF reserve funds are allocated under PUC 99262 Public Transportation System Claims in the amount of \$28,022, which includes a 10 percent contingency, to Eastern Sierra Transit Authority (ESTA) to conduct a Mircotransit analysis in the Town of Mammoth Lakes;

NOW, THEREFORE, BE IT RESOLVED that the Mono County Local Transportation Commission hereby allocates \$28,022 in LTF reserve moneys to ESTA.

PASSED AND ADOPTED this 23rd day of February 2023, by the following vote:

AYES:
 NOES:
 ABSTAIN:
 ABSENT:

 Chair
 Mono County Local Transportation Commission

Attest:

 Heidi Willson, Secretary

Approved as to form:

 Stacy Simon, County Counsel

Mono County Local Transportation Commission

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Mammoth Lakes, CA 93546
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www.monocounty.ca.gov

Staff Report

TO: Mono County Local Transportation Commission

DATE: February 23, 2023

FROM: Kelly Karl, Associate Planner

SUBJECT: Approval of the final draft of June Lake Loop Active Transportation Plan

RECOMMENDATIONS: Approve the final draft of the June Lake Loop Active Transportation Plan (Plan), with any desired modifications, and direct staff to include the Plan for adoption as an appendix to the Mono County Regional Transportation Plan with the next update.

FISCAL IMPLICATIONS: Funded via a Caltrans Sustainable Communities Transportation Planning Grant awarded in June 2020 for \$145,089 with the LTC providing an additional \$18,798 in local matching funds (funding ends February 2023).

ENVIRONMENTAL COMPLIANCE: The Plan is not a project and will not require CEQA or NEPA. The individual projects outlined in the Plan will require additional study and environmental compliance which will be determined during project development on a project-by-project basis.

RTP/RTIP CONSISTENCY: This project is programmed in previous and current Overall Work Program cycles (OWP Work Element 400.1).

The following goals, policies, and objectives from the Regional and June Lake Community Policies sections of the Regional Transportation Plan are being met by this project:

Regional Policies

- **Goal 2.** *Plan and implement a transportation and circulation system that is responsive to the County's economic needs and fiscal constraints and that maintains the economic integrity of the County's communities.*
 - *Policy 2.A.* *Continue to develop and implement public/private partnerships for the development, operation, and maintenance of transportation improvements in the county.*
 - *Policy 2.C.* *Enhancement of the county's tourism and outdoor recreation-based economy shall be a high priority in planning and developing transportation improvements for the county.*
- **GOAL 4.** *Improve connectivity and efficiency of resident and employee transportation within the county.*
 - *Policy 4.A.* *Provide for viable alternatives to travel in single-occupancy vehicles.*
- **GOAL 8.** *Plan and implement a transportation and circulation system that provides for livable communities, while maintaining efficient traffic flow, reducing vehicle miles traveled and alternative transportation modes to the automobile.*
 - *Policy 8.A.* *Design or modify roadways to keep speeds low within community areas in order to provide a safe and comfortable environment through communities for all users, including bicyclists and pedestrians.*

- **Policy 8.B.** Increase safety, mobility and access for pedestrians and bicyclists within community areas.
- **Policy 8.C.** Transform communities into more attractive, functional, safe and enjoyable spaces.
- **Policy 8.D.** Consider and develop context-sensitive design measures for communities. Additionally, work with Caltrans to consider and develop “context-sensitive design” standards for communities along state highways including the interregional routes.
- **GOAL 12.** Provide for the use of non-motorized means of transportation, which increases the proportion of trips accomplished by biking and walking, increases the safety and mobility of non-motorized users, enhances public health, and provides a broad spectrum of projects to benefit many types of active transportation users.
 - **Policy 12.A.** Develop and implement multi-modal transportation plans, programs and projects for all community areas to provide for the development of well-coordinated and designed non-motorized and motorized transportation facilities.
 - **Policy 12.C.** Leverage current funding sources to provide maximum funding opportunities for active transportation type projects.
 - **Objective 12.C.1.** Pursue ATP and other grant funding for non-motorized transportation projects.
 - **Objective 12.C.2.** Pursue opportunities for ATP funding and other grants for disadvantaged communities by qualifying criteria and, when possible, submitting data showing how local communities qualify as disadvantaged.
 - **Policy 12.D.** Plan for and provide a continuous and easily accessible trail system within the region, particularly in June Lake and other community areas (see the June Lake Loop Trails Plan). When possible, use existing roads and trails to develop a trail system. Connect the trail system to commercial and recreational areas, parking facilities, residential areas, and transit services. See the Mono County General Plan Conservation/Open Space Element for additional policies relating to trails.

June Lake Community Policies

- **GOAL 25.** Provide and maintain a multi-modal circulation system and related facilities that promote the orderly, safe, and efficient movement of people, goods, and services, and preserve the mountain village character of June Lake.
 - **Objective 25.A.** Promote the development of a multi-modal circulation system that reduces vehicular congestion and enhances safety and accessibility.
 - **Objective 25.B.** Encourage alternative roadway design, improvement and maintenance programs in existing subdivisions that conform to topographical, institutional and economic constraints.
 - **Objective 25.E.** Promote the development of a Down Canyon circulation system that improves internal circulation and winter access, while retaining the Down Canyon's rustic, residential character.
 - **Objective 25.F.** Promote the development of a multi-modal circulation system that adequately provides for the needs of residents and visitors, while maintaining and protecting the June Lake Loop's natural and scenic resources.

DISCUSSION:

Background

The Mono County Local Transportation Commission (LTC) received a presentation on the June Lake Active Transportation Plan at the January meeting, provided input, and directed staff to incorporate Caltrans comments and bring back the final draft. Comments have been

incorporated and a link to the final draft is provided below.

The Mono County LTC was awarded a Caltrans Sustainable Communities Transportation Planning grant in fall 2020 to develop an Active Transportation Plan in June Lake with the goal of improving facilities for pedestrians and bicyclists traveling along State Route 158. In partnership with the nonprofit CivicWell (formerly the Local Government Commission and partner on Bridgeport Main Street project), multi-day participatory planning design charrettes were conducted June 22 – 24, 2022, to engage community and agency members in this planning process. Transportation planning and engineering consultant, KTUA provide expertise on active transportation and multi-modal design.

The June Lake Active Transportation Plan (JLATP) establishes community consensus, identifies priority areas for pedestrian/bicycle improvements, recommends specific projects, identifies opportunities to connect with regional and local planning projects (e.g. Down Canyon Trail Project), and establishes priorities and cost estimates for future implementation projects. Emphasis was placed on connections to businesses and recreational areas to improve commuting and visitor services, especially for the disadvantaged population. The plan supports state and regional goals of reducing vehicle miles traveled and GHG emissions, maximizing mobility and accessibility, preserving, and ensuring a sustainable regional transportation system, and protecting the environment and health.

Public Outreach Event & Public Meetings

Below are the public meetings and events used during the development of the Plan:

- **December 7, 2022 @ 6 PM Daft Plan Community Workshop** - A community workshop at the June Lake Community Center (with a Zoom attendance option) to provide feedback on the draft June Lake Loop Active Transportation Plan's recommendations for pedestrian, bicycle and trail projects.
- **November 2, 2022 @ 6 PM** - June Lake CAC: Update on the June Lake Active Transportation Plan.
- **August 3, 2022 @ 6 PM** - Update on June Lake Transportation Plan after site visits, community input from June's charrettes and online survey results.
- **July 28, 2022** - Mono County Collaborative Planning Team Meeting project update presentation.
- **June 22 - 24, 2022** - Community Design Charrettes at the June Lake Community Center
 - **June 21, 2022** - Pop-up Table at June Lake Brewing Anniversary
 - **June 22, 2022** - Community Design Workshop
 - **June 23, 2022** - Village Walk Audit
 - **June 23, 2022** - Silver Lake Pop-up Table
 - **June 23, 2022** - Agency Stakeholder Meeting
 - **June 24, 2022** - Open House Pop-up
- **April 6, 2022 @ 6 PM** - June Lake CAC: Discuss existing conditions/issues and public engagement strategies.
- **March 2, 2022 @ 6 PM** - June Lake CAC: June Lake Active Transportation Plan Kick Off and Initial Steps.

LINKS

1. [June Lake Loop Active Transportation Plan Final Draft – Available for downloaded here](#)
2. [June Lake Loop Active Transportation Plan Project Webpage](#)

ATTACHMENT

1. Resolution 23-02 for LTC Approval and future Adoption of the Plan

RESOLUTION R23-02
A RESOLUTION OF THE MONO COUNTY LOCAL TRANSPORTATION COMMISSION
APPROVING THE JUNE LAKE ACTIVE TRANSPORTATION PLAN (PLAN) AND
DIRECTING THE PLAN BE INTEGRATED INTO THE NEXT ADOPTION OF THE MONO
COUNTY REGIONAL TRANSPORTATION PLAN (RTP)

WHEREAS, the California Department of Transportation's (Caltrans) Sustainable Transportation Planning Grant Program was created to support Caltrans' mission to "Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability"; and

WHEREAS, the intent of Sustainable Communities grant funding subcategory is to encourage local and regional planning that furthers state goals, including but not limited to, planning projects that directly benefit the multi-modal transportation system as well as projects that improve public health, social equity, environmental justice, the environment, and provide other important community benefits; and

WHEREAS, the 2019 Mono County Regional Transportation Plan identified the need to provide and maintain a multi-modal circulation system along the June Lake Loop that adequately provides for the needs of residents, visitors, and businesses while maintaining and protecting the Loop's natural and scenic resources; and

WHEREAS, the Mono County Local Transportation Commission (LTC) is an eligible applicant and may receive federal funding from the Sustainable Transportation Planning Grant Funds through the Caltrans; and

WHEREAS, the LTC developed a grant proposal to develop the June Lake Loop Active Transportation Plan (Plan) for State Route 158 (the Loop) to establish community consensus, identify priority areas for pedestrian/bicycle improvements, recommend specific projects, identify opportunities to connect with regional and local planning projects (e.g. Down Canyon Trail Project), and establish priorities and cost estimates for future implementation projects; and

WHEREAS, CivicWell (formerly the Local Government Commission) is an eligible sub-applicant and the LTC partnered with this nonprofit to conduct a multi-day participatory planning design charrette to engage community and agency members during the Plan development phase; and

WHEREAS, the LTC submitted an application in 2018 which was not awarded funding and resubmitted an application in 2019 for development of the Plan which was awarded \$145,089 in grant funds (with the LTC providing an additional 11.47% in local matching funds) on June 18, 2020; and

WHEREAS, the LTC and CivicWell (with subcontractor KTUA) engaged in extensive community outreach during the Plan development stage including, online surveys (map survey and transportation surveys), four presentations at the June Lake Citizens Advisory Committee meetings, multi-day charrettes held from June 21-24, 2022 (including pop-up tables, walking audits, a community design workshop, agency stakeholder meeting, and open house pop-up activities) as well as draft plan community workshop on December 7, 2022; and

WHEREAS, based on comments received on the draft plan during the community and stakeholder engagement phase, a final version of the Plan was prepared; and

WHEREAS, the Plan has been presented to the LTC during its regular meeting held on February 23, 2023; and

WHEREAS, the LTC's approval of the Plan and future adoption of the Plan as an appendix during the next update to the Regional Transportation Plan is now being requested.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Mono County Local Transportation Commission, that the LTC approves the final Plan and will adopt it as an appendix during the next update to the Regional Transportation Plan.

PASSED AND ADOPTED this 23rd day of February 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chair
Mono County Local Transportation Commission

Attest:

Heidi Willson, Secretary

Approved as to form:

County Counsel

Mono County Local Transportation Commission

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Staff Report

February 23, 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 feedback for 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 every year. Staff reviews the OWP with the Commission for comments before submitting to District 9. Comments received from Caltrans are reviewed by staff prior to the adoption of the final OWP, which typically occurs at the May Commission meeting.

The 2023-2024 OWP removes several work elements that have been completed, most notably ESTA's Short Range Transit Plan & Coordinated Human Services Plan (grant program), the June Lake Active Transportation Plan (grant program), and the County's greenhouse gas emissions streamlining program. The majority of work elements are ongoing or continuing programs; next fiscal year the emphasis will likely shift to the Regional Transportation Plan (RTP) and RTIP given the upcoming two-year funding cycle due in December 2023. The budget is preliminary and will be refined by the May adoption, as well as throughout the year based on actual work and costs.

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

- Draft OWP 2023-24

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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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. 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

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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

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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

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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		\$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	\$TBD			

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

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.
- 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.
- Housing and General Plan amendments
- 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
- Incorporate any necessary County and TOML planning documents

Estimated Benchmarks: Ongoing for the complete fiscal year.

RTP policy updates for adoption in Dec. 2023 with RTIP funding cycle.

Estimated Completion Date: June 2024

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.

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 RTIP projects based on climate goals and plans); AB 2438 (changes to SB 1 funding formulas); SB 743 (VMT implementation); 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
- 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 use of BIL / IIJA funds

Estimated Benchmarks: 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 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
- 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

Overall Work Program FY 2023/24

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

Overall Work Program FY 2023/24

- 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.

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

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)

Overall Work Program FY 2023/24

- 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. This is in coordination with the June Lake Loop Active Transportation Plan / Sustainable Communities Planning Grant.
- 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:

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.

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.

Mono County Local Transportation Commission

PO Box 347
Mammoth Lakes, CA 93546
760-924-1800 phone, 924-1801 fax
commdev@mono.ca.gov

PO Box 8
Bridgeport, CA 93517
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www.monocounty.ca.gov

Staff Report

February 23, 2023

TO: Mono County Local Transportation Commission

FROM: Wendy Sugimura, Co-Executive Director
Gerry LeFrancois, LTC Staff
Michael Draper, Principal Planner

SUBJECT: Unmet Transit Needs Outreach Process

RECOMMENDATIONS

Receive staff report and provide any desired direction to staff.

FISCAL IMPLICATIONS

Unmet Transit Needs outreach and adoption are required annually by the state and budgeted by the LTC.

ENVIRONMENTAL COMPLIANCE

N/A

BACKGROUND

The Californian State Transportation Development Act (TDA) requires the Unmet Transit Needs Process be conducted annually by Regional Transportation Planning Agencies prior to making any allocation not directly related to public transportation services, specialized transportation services, or facilities provided for the exclusive use of pedestrians and bicycles, or any allocation for purposes subject to Section 99400, subdivision (f) of Public Utility Code ss 99400.

This Local Transportation Commission (LTC) is the Regional Transportation Planning Agency for the Mono County region. The Act requires that the LTC make a determination whether there are “unmet transit needs that reasonable to meet” in the jurisdictions through the County. The definition of these terms must be adopted by the LTC by resolution (completed by the LTC in 1998, see Attachment A).

Furthermore, the LTC must consult with the Social Service Transportation Advisory Council (SSTAC), pursuant to PCU section 99238. The SSTAC is required to annually participate in the identification of transit needs and unmet transit needs in the jurisdiction, and annually review and recommend action by the LTC.

The TDA requires the LTC to hold at least one public hearing for the purpose of soliciting comments on the unmet transit need, within the jurisdiction represented by the SSTAC. Hearings shall be scheduled to ensure broad community participation and notice of the hearing is required to be given at least 30 days in advance. Additional methods of obtaining public feedback are also welcomed.

DISCUSSION

The LTC’s Unmet Transit Needs process begins at the start of each year, with hearings conducted in the spring so that a determination may be made prior to the reporting deadline of August 15 of the fiscal year

of the allocation. Working within their role as the Consolidated Transportation Service Agency (CTSA) Eastern Sierra Transportation Authority (ESTA) staff and LTC staff work to create a schedule with Resolution adoption occurring typically in May/June because STA and LTF allocations occur prior to July.

Before drafting a Resolution, the combined staff conduct public outreach by attending each of the County's Regional Planning Advisory Committee (RPAC) and the June Lake Citizens Advisory Committee (CAC) meetings, in addition to conducting a workshop with the Town of Mammoth Lakes. All meetings are open to the public and follow Brown Act orders with notices and agenda publications made public one week prior to the meeting.

Staff also convenes with the SSTAC to discuss unmet transit needs identified by their agencies and constituents. A meeting with this group will take place March/April, in addition to the public hearing aligned with the LTC's meeting.

Transit needs expressed by the public in the previous year are retained for consideration in future RTP updates. See Attachment B.

The schedule below identifies the public outreach meetings LTC staff attends to solicit input, in addition to the LTC public meetings. The schedule is adjusted each year.

<u>Date, Time</u>	<u>Task</u>
February 23 @ 9 am	LTC meeting. SSTAC reappointments. Present "Unmet Needs Process."
March	RPAC meetings canceled – outreach will occur in April.
March 4 & 9	Publish April 10 public hearing notice
Week of March 14	SSTAC meeting
April 5, 6:00 pm	June Lake CAC
April 6, 6:30 pm	Antelope Valley RPAC
April 10 @ 9:00 am	Joint LTC/SSTAC public hearing on Unmet Needs
April 12, 6:30 pm	Mono Basin RPAC
April 13, 5:00 pm	Bridgeport RPAC
April 20, 6:30 pm	Long Valley RPAC
April 24	Submit Notice for adoption of Resolution to The Sheet (10 days)
May 9 @ 9:00 am	LTC meeting: Unmet Needs Resolution adoption or defer to June
June 13 @ 9:00 am	LTC meeting: backup adoption date
Before end of June.	File Unmet Needs documentation with state

ATTACHMENTS

- A. R98-01
- B. 2022-23 Unmet Needs Analysis

RESOLUTION 98-01

A RESOLUTION OF THE MONO COUNTY LOCAL TRANSPORTATION COMMISSION DEFINING "REASONABLE TO MEET" AND "UNMET TRANSIT NEEDS"

WHEREAS, the Mono County Local transportation Commission (MCLTC) is the designated transportation planning agency for the County of Mono pursuant to Government Code Section 29532 and action of the Secretary of Business, Transportation and Housing and, as such, has the responsibility under Public Utilities Code Section 99401.5 to determine definitions of "unmet transit needs" and "reasonable to meet"; and

NOW, THEREFORE, BE IT RESOLVED THAT 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.

BE IT FURTHER RESOLVED that 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

NOW, THEREFORE, BE IT RESOLVED that the herein contained definition and findings are consistent with the Mono County Regional Transportation Plan, 1998 Update.

PASSED, AND ADOPTED this 1st day of June, 1998 by the following Commission:

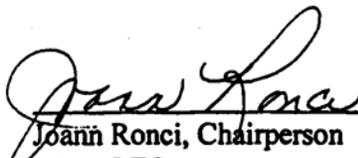
Ayes: Ronci, Hunt, Cage, Eastman, Inwood, Rowan.

Noes:

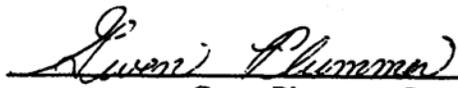
Absent:

Abstain:

Attest:



 Joann Ronci, Chairperson
 Mono LTC



 Gwen Plummer, Secretary
 Mono LTC

SUMMARY AND ANALYSIS OF PUBLIC TRANSIT REQUESTS FOR FISCAL YEAR 2022-23

QUALIFYING UNMET NEEDS

	Request	Unmet Need	Reasonable to Meet/Explanation	Costs/Actions/Solutions
1.	Continue to provide service to Aspen Village. (Two individuals made this request separately)	Yes, service is provided within ¼ mile of Aspen Village, but direct service is being considered.	Yes, once a proper turnaround for the bus is established. There is significant capital expense involved, but a solution by 2022 summers end is planned.	There is significant capital expense involved, but a solution by summers end is planned.

QUALIFYING UNMET NEED NOT CONSIDERED TO BE REASONABLE TO MEET

	Request	Unmet Need	Reasonable to Meet/Explanation	Costs/Actions/Solutions
2.	Extend hours of the Mammoth Lakes' Purple line once a week	yes	No, not at this time. Expanded service is operationally infeasible due to driver shortages.	Address this next year if conditions improve.
3.	Provide weekend service between Bishop and Mammoth Lakes	yes	No, operationally infeasible due to driver shortages and unless additional funding is acquired; ESTA is applying for funding.	Complete next years' FTA 5311(f) grant application to include this service

NOT CONSIDERED TO BE AN UNMET NEED

	Request	Unmet Need	Reasonable to Meet/Explanation	Costs/Actions/Solutions
4.	Desire for bicycle trails, paths, or dedicated bicycle lane between Crowley Lake and Mammoth	No, not transit related. This is a general transportation request	No, not transit related	N/A
5.	Provide greater capacity on busses to carry bicycles.	No, capacity is provided.	No, maximum capacity is already achieved, and additional capacity is operationally infeasible.	N/A
6.	The June Lake Loop is underserved by transit services.	No, June Lake has once a week service. This service is mostly unused.	No, already provided	N/A
7.	Weekend visitation causes traffic congestion and parking issues – there is not enough parking to support the visitors.	No, Not transit related	No, not transit related	N/A

8.	Provide clarity on Mammoth Lakes trollies that wheelchair lifts are installed on trollies and assistance can be provided when needed.	ESTA website states, "all ESTA vehicles are accessible"	No, already provided	N/A
9.	Request to ensure service continues until end of scheduled service. States last bus does not always finish route.	No, this is an operational issue, not a lack of service issue.	N/A	N/A

February 10, 2023
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STAFF REPORT

Subject: Executive Director's Report
Presented by: Phil Moores, Executive Director

Service

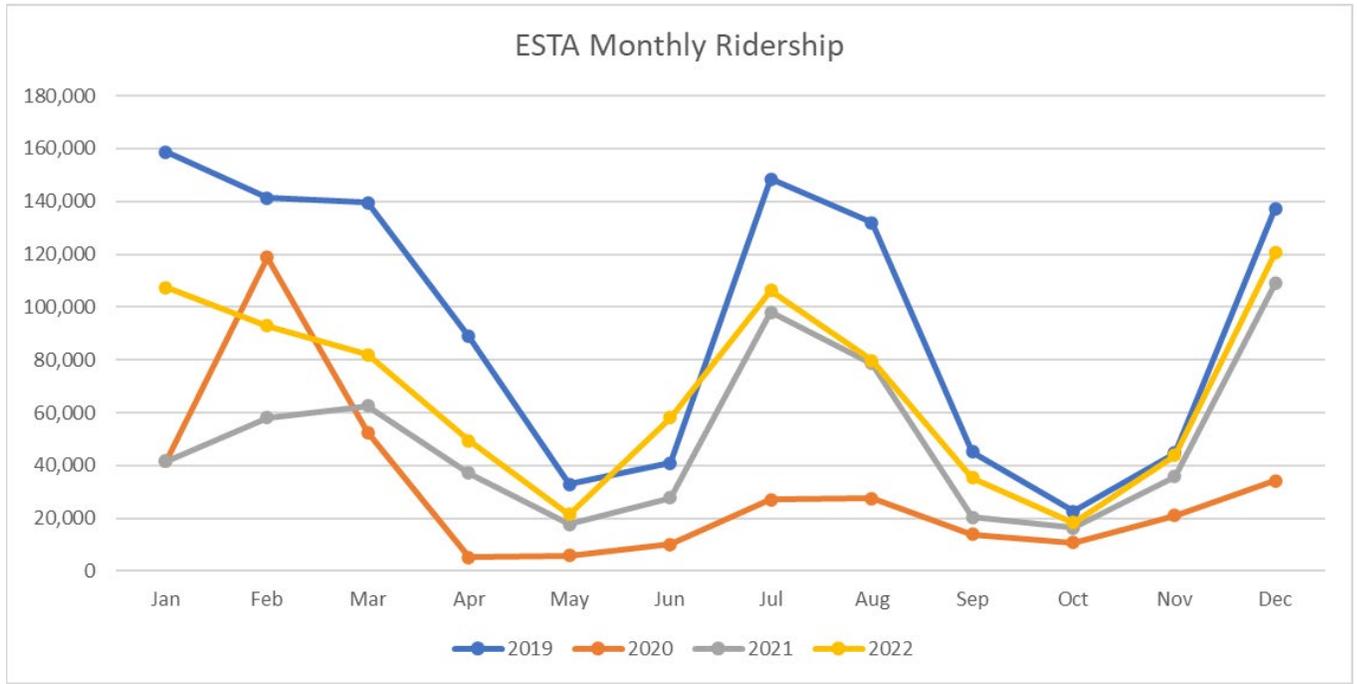
ESTA continues to deliver services despite driver shortages. This is due to the commitment of employees to make sure ESTA honors our promise to take people where they want and need to go. We have employees working long shifts and weekends in a typically selfless manner. Many thanks to all of them!

Ridership

Ridership is continuing to trend upwards with December 2022 approaching 2019 numbers. For the year, numbers are still a little down, but I am hopeful we will achieve the pre-Covid totals again in a couple years.

December Ridership Report						
Route	Pre-Covid 2019	2020	2021	2022	Change Current vs. Last year	% Change Current vs Pre-Covid
BEN	33.00	4.00	2.00	14.00	12	-58%
BISDAR	3,816.00	2,284.00	2,936.00	3,354.00	418	-12%
BPTCAR	24.00	5.00	12.00	28.00	16	17%
LANC	419.00	139.00	323.00	320.00	-3	-24%
LP/BIS	222.00	151.00	139.00	241.00	102	9%
LPDAR	417.00	415.00	390.00	381.00	-9	-9%
MAMFR	24,999.00	4,565.00	15,366.00	20,326.00	4,960	-19%
MDAR	183.00	88.00	148.00	233.00	85	27%
MMSA	105,606.00	26,001.00	88,698.00	92,360.00	3,662	-13%
MXP	630.00	178.00	369.00	502.00	133	-20%
NRIDER	404.00	78.00	192.00	308.00	116	-24%
OTR	1,806.00	0.00	1,597.00	1,890.00	293	5%
RENO	625.00	308.00	434.00	570.00	136	-9%
WLK	26.00	13.00	0.00	9.00	9	100%
Total	139,210	34,229	110,606	120,536	9,930	-13%

The chart below shows the ridership by month since pre-Covid. The blue line is 2019, and the yellow line is 2022. Things are looking up!



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Strategic Business Plan KPI's

The following tables report ESTA's key performance indicators for quarter's one and two of this fiscal year. In general, we are meeting or exceeding our goals, with challenges in the areas of maintenance and productivity.

FY22-23 Quarter 1

Category	Standard	Reporting Cycle	Target	Current	YTD	GOAL
SAFETY	Accidents	Quarterly	1.00 per 100k miles	0.4	0.4	
	Safety Hazards	Quarterly	Address All	yes	yes	
	Injuries	Quarterly	3-lost work, 3-med only	1,0	1,0	
	Customer Perception	Annual	90%	95.2%		
SERVICE QUALITY AND EFFICIENCY	Productivity	Quarterly	FR-17, IFR-2, DAR-3, LL-4	17,3.7,3.3,.3	17,3.7,3.3,.3	
	Service Delivery	Quarterly	99%	100%	99.00%	
	On Time Performance	Quarterly	DAR-90%, IFR-80%,FR-90%	under construction		
	New Service	Annual	Research New Ideas	yes	yes	
	Comments	Quarterly	0.075	0.027	0.027	
REVENUE AND RESOURCES	Constrained Budget	Monthly	At or Under Budget	yes	yes	
	Audit Findings	Annual	No Findings	0	0	
	Capital Purchase	Annual	Subjective	yes	yes	
HUMAN RESOURCES	Recruiting	Biannual	Subjective	yes	yes	
	Training	Annual	Annual Hours	yes	yes	
	Performance	Annual	Evaluations*	yes		
	Internal Policies	Annual	Address All	ongoing		
	Succession Plan	Annual	Address All	ongoing		
FLEET AND FACILITY	Vehicle Replacement	Annual	Active Fleet-75%	89%		
	Road Calls	Quarterly	3 per 100,000 miles	5.2	5.2	
	Attractiveness	Annual	90%	yes		
	Maintenance	Quarterly	various	96%	96%	
	Optimal Fleet Size	Annual	Dispose of Excess	yes		
INNOVATION AND DESIGN	IT Program	Annual	Subjective	yes	yes	
	Bishop Building	Quarterly	Facility Completed	Temporary facility completed		
	Zero Emissions	Quarterly	Plan Completion	under construction		
LEADERSHIP	Funding Partners	Annual	ED Evaluation	yes	yes	
	Stakeholders	Annual	ED Evaluation	yes	yes	
	SBP Communication	Annual	ED Evaluation	yes	yes	

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FY22-23 Quarter 2

Category	Standard	Reporting Cycle	Target	Current	YTD	GOAL
SAFETY	Accidents	Quarterly	1.00 per 100k miles	0.6	0.47	
	Safety Hazards	Quarterly	Address All	yes	yes	
	Injuries	Quarterly	3-lost work, 3-med only	1,0	0,2	
	Customer Perception	Annual	90%	95.2%		
SERVICE QUALITY AND EFFICIENCY	Productivity	Quarterly	FR- 17, IFR-2, DAR-3, LL-4	14,3,6,2.2,,3	15.5,3,7,2.8,,3	
	Service Delivery	Quarterly	99%	99%	99.00%	
	On Time Performance	Quarterly	DAR-90%, IFR-80%,FR-90%	under construction		
	New Service	Annual	Research New Ideas	yes	yes	
	Comments	Quarterly	0.075	0.142	0.070	
REVENUE AND RESOURCES	Constrained Budget	Monthly	At or Under Budget	yes	yes	
	Audit Findings	Annual	No Findings	0	0	
	Capital Purchase	Annual	Subjective	yes	yes	
HUMAN RESOURCES	Recruiting	Biannual	Subjective	yes	yes	
	Training	Annual	Annual Hours	yes	yes	
	Performance	Annual	Evaluations	yes		
	Internal Policies	Annual	Address All	ongoing		
	Succession Plan	Annual	Address All	ongoing		
FLEET AND FACILITY	Vehicle Replacement	Annual	Active Fleet-75%	89%		
	Road Calls	Quarterly	3 per 100,000 miles	8	6.5	
	Attractiveness	Annual	90%	yes		
	Maintenance	Quarterly	various	92%	94%	
	Optimal Fleet Size	Annual	Dispose of Excess	yes		
INNOVATION AND DESIGN	IT Program	Annual	Subjective	yes	yes	
	Bishop Building	Quarterly	Facility Completed	Temporary facility completed		
	Zero Emissions	Quarterly	Plan Completion	under construction		
LEADERSHIP	Funding Partners	Annual	ED Evaluation	yes	yes	
	Stakeholders	Annual	ED Evaluation	yes	yes	
	SBP Communication	Annual	ED Evaluation	yes	yes	

**LTC Co-Executive Director Report
February 23, 2023**

Administration

- Triennial transit audit underway.
- Clarification of LTF reserve policy underway, will be presented with 23/24 LTF allocation.

Meetings

- 1/18/23: Overview of new and existing funding opportunities by Caltrans' Division of Local Assistance
- 1/20/23: Rural Counties Task Force meeting
- Reviewed Jan 25-26 California Transportation Commission meeting, including information on the 2024 STIP and the proposed Governor's budget. Will have a better understanding of the 2024 STIP in June and the budget does not appear to significantly impact our transportation funding as of now.
- Reviewed RTP guidelines workshop

Programs

- Major programming work has been to develop the 23/24 Overall Work Program
- The final draft of the West Walker River Parkway project in North County from Mountain Gate Park to Walker is underway and should be presented to the Antelope Valley RPAC in the spring.

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.