

# Overall Work Program Fiscal Year 2023/2024

July 1, 2023, to June 30, 2024

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MONO COUNTY LOCAL TRANSPORTATION COMMISSION

Adopted: M a y 8 , 2023

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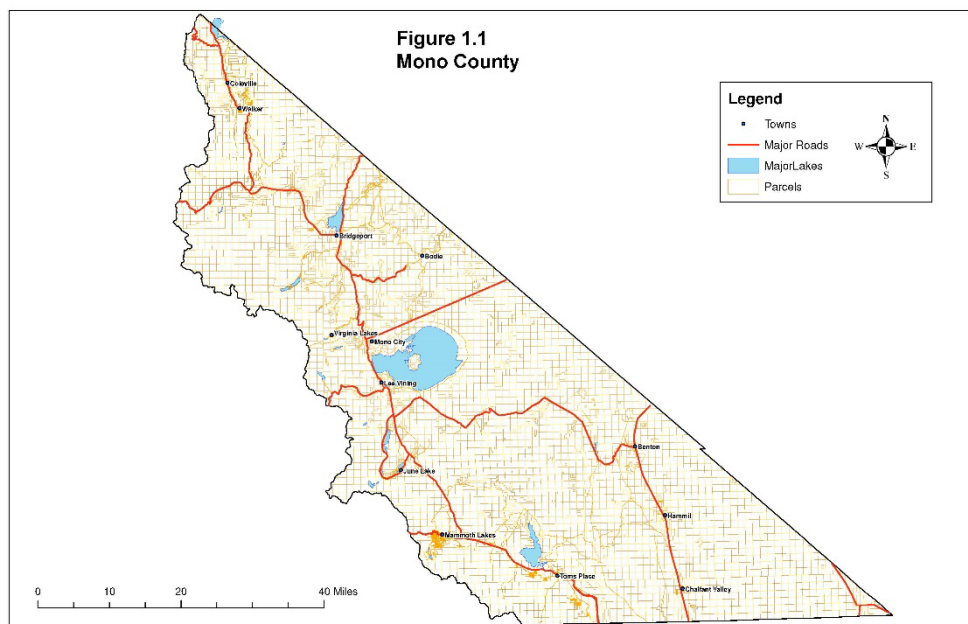
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## Introduction

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



## Geographical Overview

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

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

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

## Organizational Overview

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

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

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

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

Table 1.1 2023 Mono County LTC Policy Board

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

\*Non-Voting ex-officio member

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

Table 1.2 Mono County LTC Staff

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

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

## Responsibilities and Priorities

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

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

## Organizational Procedures and Documents

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

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

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

## Public Involvement

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

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

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

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

## Summary of FY 2022/23 accomplishments

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

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

## Planning Emphasis Areas

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

### Planning Emphasis Areas

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



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

## 2) Equity and Justice in Transportation Planning

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

## 3) Complete Streets

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

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

4) Public Involvement

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

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

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

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

- 6) Federal Land Management Agency (FLMA) Coordination  
FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMAs in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).
- 7) Planning and Environment Linkages (PEL)  
FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources.
- 8) Data in Transportation Planning  
To address the emerging topic areas of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient

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

9) Housing

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

Federal Planning Emphasis Areas supporting OWP Work Elements

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

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

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

FY 2023/24 OWP

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

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 Budget by Work Element

Work Element	Description	RPA Amount	PPM Amount	LTF	Carryover RPA 22/23	Total
100.1	General Administration and Management	\$ 10,000		\$ 5,000		\$ 15,000
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	\$ 6,000				\$ 6,000
200.3	Multi Modal Planning RPA	\$ -				\$ -
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	\$ 7,000				\$ 7,000
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	\$ 2,000		\$ 5,000		\$ 7,000
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 15<sup>th</sup> day following the quarter end or the next business day if the 15<sup>th</sup> 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.
- Coordination meetings between staff, Caltrans, YARTS, ESTA, the Commission Chair, and others as necessary to set meeting agenda items.
- 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:

- Labor and staff time to implement task elements.
- Monthly meetings, including agenda, staff reports, and supporting materials.
- 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	\$7,000	\$10,000
TDA – LTF		\$5,000	\$5,000
Total			\$15,000

## 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:

- Closeout of the FY 2022/23 OWP.
- 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:

- Labor and staff time to implement task elements.
- Prior FY 2022/23 deliverables.
- FY 2023/24 OWP quarterly reports.
- Amendments and budget adjustments to the OWP, as needed.
- An adopted 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:

- Labor and staff time to research, attend, and document (as necessary) training.

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.
- Review and implement RTP policies and programs for Housing Element and General Plan consistency.
- Continue public engagement and outreach to community groups on transportation-related topics through the Regional Planning Advisory Committees (RPACs).
- Outreach to Tribal Governments on transportation and transit issues.
- Review state and federal agency planning documents for consistency with 2019 RTP.
- Review capital improvement programs from TOML and County for consistency with 2019 RTP.

Expected Products:

- Labor and staff time to implement task elements.
- Agendas and minutes from meetings with Regional Planning Advisory Committees (RPACs) and/or other stakeholders on transportation-related issues.
- Documentation of Tribal Government outreach.
- Documentation of issue identification and policy development.
- Amendments to the Regional Transportation Plan, as needed.

Estimated Benchmarks:

- Labor and staff time for products listed above are ongoing for the complete fiscal year.
- Review any RTP policy updates for adoption and incorporate the 2024 RTIP in December 2024.

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. Many of these programs and funding opportunities are the result of staff participation with Rural Counties Task Force, RTPA group, and/or virtual attendance at California Transportation Commission meetings.

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

### Task Elements:

- Track, and comment on as needed, state and federal transportation legislation
- Track, participate in, and serve on working groups as needed, such as Rural Counties Task Force and Bipartisan Infrastructure Bill & IIJA groups
- 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
- Debrief on fire and winter storm events/hazards as needed.
- Develop talking points for Commissioners to educate and communicate about rural transportation needs, context, and realities at the state and federal level.
- Ongoing documentation through narratives and data of the specific challenges from a changing climate that can be shared on behalf of the transportation needs of the residents of Mono County to assist in the procurement of resources to enhance the resilience of local infrastructure to benefit local residents, visitors, and public safety.

### Expected Products:

- Labor and staff time to implement task elements.
- Grant applications, if submitted.
- Letters, if submitted.

### Estimated Benchmarks:

- Work is ongoing for the complete fiscal year.

Estimated Completion Date: June 2024

### Funding:

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

### 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: No specific work planned for FY 23-24.

Estimated Completion Date: N/A

Funding:

		Mammoth Lakes	Mono County	Total Funding
	RPA			0
	Total			0

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:

- Labor and staff time to implement task elements.
- Wildlife Crossing committee agendas and meeting materials.
- Amendments to the 2022 RTIP.
- Development and adoption of 2024 RTIP, and amendments as needed.

Estimated Benchmarks: 2024 RTIP to be adopted by December 2023. Other work is ongoing for the complete fiscal year.

Estimated Completion Date: June 2024

#### Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$2,500	\$4,500	\$7,000
Total			\$7,000

## 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, IJJA application to replace bridges on Cunningham Lane, Larson Lane, and McGee Creek at Crowley Lake Drive.

### 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/IJJA

### Expected Products:

- Labor and staff time to work on the task elements.
- PID and PSR development for 2022 Mid-Cycle and 2024 RTIP
- Other technical studies needed for project development
- BIL / IJJA project submittals

Estimated Benchmarks: Ongoing for the complete fiscal year.

Estimated Completion Date: June 2024

### 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 and coordination of transportation issues 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. Interregional 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 federal agencies such as 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:

- Labor and staff time to work on the task elements.
- Reports to the Commission on the MOU and projects, potentially a new MOU and/or project list.

Estimated Benchmarks: Ongoing for the complete fiscal year.

Estimated Completion Date: June 2024

Funding:

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

## 800.2 Regional Transit Planning and Coordination

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

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

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

### Task Elements:

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

### Expected Products:

- Labor and staff time to work on the task elements.
- Documentation of input from the Social Services Transportation Advisory Council and communities on unmet transit and other transportation needs.
- Identification of the input that qualifies as an unmet transit need, and how that need will be addressed prior to any LTF dollars being allocated to local streets and roads.
- Public hearing on unmet transit needs, adoption of an unmet transit needs resolution, and transmittal to state in compliance with the Transportation Development Act.
- Identification of any general or contractual transit needs or service issues within the region
- Participation with YARTS, including support to the AAC and Governing Board and consideration of annual operating schedules or funding. This is a yearly effort dependent on the annual opening of Tioga Pass and number of contracted operating days to and from Yosemite National Park.
- Annual allocation of STA and LTF funds
- Study on micro transit

Estimated Benchmarks:

- Unmet transit needs process: January – June 2024
- Consultation with transit providers on funding (ESTA and YARTS) and annual STA/LTF allocations: June 2024
- YARTS meetings ongoing throughout the year

Estimated Completion Date: June 2024

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$1,000	\$1,000	\$2,000
LTF		\$5,000	\$5,000
Total			\$7,000

## 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:

- Labor and staff time to work on the task elements.
- 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
- 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:

- Labor and staff time to work on the task elements.
- Purchase and deployment of equipment, including trail and traffic counters
- Reports compiled and usage rates determined at various recreation hubs. This data will be used to implement and support WE 900.1, 900.3, 900.6, 900.7
- Collection of trail and traffic counts for inclusion into Regional Asset Management System WE 900.3
- Summary of collected information and how information will be used to prioritize future projects and or funding opportunities.
- Access to required pavement management software systems.

: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
- Update and maintenance of County transportation system, maps, and documents

Expected Products:

- Labor and staff time to work on the task elements.
- Maintenance of all existing GIS maps, including updated transportation and attribute data
- 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
- Annual development and submittal of County maintained road mileage
- Updated County snow removal priority map
- 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:

- 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
PPM		\$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)

- 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:

- Labor and staff time to work on the task elements.
- Use data from trail and vehicle counter networks
- Purchase of equipment for establishment of recreation division
- West Walker Parkway Plan/Mountain Gate Plan for incorporation into the RTP and Trails Plan
- Community/inter-agency outreach for summer/winter recreational access points
- Wayfinding standard inventory and development
- Partnership work with USFS on trail planning work for the Sherwins Area Trails and Trailhead Project
- Inyo National Forest Over-Snow Vehicle Use designation project planning collaboration.
- Work with BLM, USFS on conceptual plan of trails on Doe Ridge
- Work with USFS on conceptual plan for trail reroutes

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

Estimated Completion Date: Ongoing tasks

Funding:

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

## 900.7 Community Traffic Calming, Complete Streets and Design Standards

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

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

### Task Elements:

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

### Expected Products:

- Labor and staff time to work on the task elements.
- Traffic count updates, snow storage constraints for June Lake Village and SR 158
- Wayfinding and MUTCD sign implementation

### Estimated Benchmarks:

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

Estimated Completion Date: June 2024

Funding:

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

## 900.8 Mono County Public Works Projects

Purpose: Completion of various projects administered by the Mono County Public Works department.

Projects include planning and coordination for regional trails and emergency access routes, modeling through the use of drone surveys (Autocad) and GIS, gathering data for speed surveys and Average Daily Traffic (ADT) counts, updating the Streetsaver pavement management program, performing research and planning for the life cycle costs for pavement preservation treatments, tracking of yearly traffic accident data and collision rates for evaluation of roadway safety, and development of support software. With previous data collection for 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
- Compilation of data and information for the 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:

- Labor and staff time to work on the task elements.
- 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: Ongoing on an annual basis.

Estimated Completion Date: June 2024.

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 15<sup>th</sup> day of the month following the quarter end or the following business day if the 15<sup>th</sup> 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.

