



Regular Meeting of the
Madera County Transportation Commission
Policy Board Meeting

LOCATION

Madera County Transportation Commission
Board Room
2001 Howard Road, Suite 201
Madera, California 93637

DATE

February 19, 2020

TIME

3:00 pm

Policy Board Members

Commissioner Max Rodriguez, Chair
Commissioner Jose Rodriguez, Vice Chair
Commissioner Waseem Ahmed
Commissioner Brett Frazier
Commissioner Andy Medellin
Commissioner Tom Wheeler

Madera County Supervisor
Council Member, City of Madera
Council Member, City of Chowchilla
Madera County Supervisor
Mayor, City of Madera
Chair, Madera County Supervisor

Representatives or individuals with disabilities should contact MCTC at (559) 675-0721 at least three (3) business days in advance of the meeting to request auxiliary aids or other accommodations necessary to participate in the public meeting.

In compliance with Government Code §54952.3, compensation for legislative body members attending the following simultaneous meeting is \$100. Compensation rate is set pursuant to the rules of the Madera County Transportation Commission.

AGENDA

At least 72 hours prior to each regular MCTC Board meeting, a complete agenda packet is available for review on the [MCTC website](#) or at the MCTC office, 2001 Howard Road, Suite 201, Madera, California 93637. All public records relating to an open session item and copies of staff reports or other written documentation relating to items of business referred to on the agenda are on file at MCTC. Persons with questions concerning agenda items may call MCTC at (559) 675-0721 to make an inquiry regarding the nature of items described in the agenda.

INTERPRETING SERVICES

Interpreting services are not provided at MCTC's public meeting unless requested at least three (3) business days in advance. Please contact MCTC at (559) 675-0721 during regular business hours to request interpreting services.

Servicios de interprete no son ofrecidos en las juntas públicas de MCTC al menos de que se soliciten con tres (3) días de anticipación. Para solicitar estos servicios por favor contacte a Evelyn Espinosa at (559) 675-0721 x 15 durante horas de oficina.

MEETING CONDUCT

If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Board may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

RECORD OF THE MEETING

Board meetings are recorded. Copies of recordings are available upon request, or recordings may be listened to at the MCTC offices by appointment.

Agenda

CALL TO ORDER

1. PLEDGE OF ALLEGIANCE
2. PUBLIC COMMENT

This time is made available for comments from the public on matters within the Board’s jurisdiction that are not on the agenda. Each speaker will be limited to three (3) minutes. Attention is called to the fact that the Board is prohibited by law from taking any substantive action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Board does not respond to the public comment at this time. It is requested that no comments be made during this period on items that are on today’s agenda. Members of the public may comment on any item that is on today’s agenda when the item is called and should notify the Chairman of their desire to address the Board when that agenda item is called.

MCTC SITTING AS THE TRANSPORTATION POLICY COMMITTEE

3. TRANSPORTATION CONSENT ITEMS

All items on the consent agenda are considered routine and non-controversial by MCTC staff and will be approved by one motion if no member of the Committee or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Committee concerning the item before action is taken.

3-A	2020 San Joaquin Blueprint Awards Call for Nominations	Yes	Info/Disc
3-B	Initiate FY 2020-21 Unmet Transit Needs Public Hearing Process	Yes	Info/Disc
3-C	Safety Performance Measure Target (PM 1) Acceptance	Yes	Approve
3-D	2019 Federal Transportation Improvement Program (FTIP) Amendment No. 9 – Administrative Modification	Website	Ratify
3-E	2019 Federal Transportation Improvement Program (FTIP) Amendment No. 10 – Administrative Modification	Website	Ratify

4. TRANSPORTATION ACTION/DISCUSSION ITEMS

4-A	San Joaquin Joint Powers Authority Commuter Rail Update	No	Info/Disc
4-B	SR 233 Corridor Study Existing Conditions Report	Yes	Info/Disc
4-C	State Route 41 Joint Fresno-Madera Sustainable Corridor Study	No	Info/Disc/ Direction

MCTC SITTING AS THE MADERA COUNTY TRANSPORTATION COMMISSION

5. REAFFIRM ALL ACTIONS TAKEN WHILE SITTING AS THE TRANSPORTATION POLICY COMMITTEE

6. ADMINISTRATIVE CONSENT ITEMS

All items on the consent agenda are considered routine and non-controversial by MCTC staff and will be approved by one motion if no member of the Committee or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Committee concerning the item before action is taken.

6-A	Executive Minutes – January 22, 2020	Yes	Approve
6-B	Transportation Development Act (TDA): Local Transportation Fund (LTF), State Transit Assistance (STA), and State of Good Repair (SGR) 2020-21 Estimates	Yes	Info/Disc
6-C	Transportation Development Act (LTF, STA) – Allocation, LTF Resolution 19-10 Amendment No. 1, STA Resolution 19-11 Amendment No. 1	Yes	Approve
6-D	Revised Accounting and Financial Policies and Procedures Manual	Yes	Approve

7. ADMINISTRATIVE ACTION/DISCUSSION ITEMS

7-A	Draft 2020-21 Overall Work Program and Budget	Website	Circulate for Review
7-B	FY 2019-20 Overall Work Program and Budget Amendment No. 2	Yes	Approve

MCTC SITTING AS THE MADERA COUNTY 2006 TRANSPORTATION AUTHORITY

8. AUTHORITY – ADMINISTRATIVE CONSENT ITEMS

All items on the consent agenda are considered routine and non-controversial by MCTC staff and will be approved by one motion if no member of the Committee or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Committee concerning the item before action is taken.

NONE

9. AUTHORITY – ACTION/DISCUSSION ITEMS

9-A	FY 2018-19 MCTA Audit Report	Yes	Accept
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OTHER ITEMS

10. Miscellaneous

- 10-A Items from Caltrans
- 10-B Items from Staff
- 10-C Items from Commissioners

11. Adjournment

***Items listed above as information still leave the option for guidance/direction actions by the Board.**

Annotated Agenda

Madera County Transportation Commission February 19, 2020 Meeting

1. PLEDGE OF ALLEGIANCE
2. PUBLIC COMMENT

MCTC SITTING AS THE TRANSPORTATION POLICY COMMITTEE

3. TRANSPORTATION CONSENT ITEMS

3-A. 2020 San Joaquin Blueprint Awards Call for Nominations

Summary: A Call for Nominations for the [2020 San Joaquin Valley Blueprint Awards](#) has been announced. Candidate projects and individuals in all jurisdictions within the San Joaquin Valley are eligible for nomination. The deadline for nominations is March 27, 2020 by noon. Awards will be presented at the 14th Annual San Joaquin Valley Policy Conference. (Ebersole)

Action: Information and discussion

3-B. Initiate FY 2020-21 Unmet Transit Needs Public Hearing Process

Summary: The Transportation Development Act (TDA) requires that the MCTC Policy Board determine that public transportation needs within Madera County will be reasonably met in FY 2020-21 prior to approving claims of Local Transportation Funds (LTF) for streets and roads. The MCTC's Social Service Transportation Advisory Council (SSTAC) is responsible for evaluating unmet transit needs. Each year the SSTAC begins the process of soliciting comments from the public by sending letters to agencies and individuals interested in providing feedback on their public transportation needs within Madera County. The request for comments letters, included in your package, will be mailed late February 2020.

MCTC's Unmet Transit Needs public hearing is scheduled as follows:

PUBLIC HEARING – Wednesday, April 22, 2020 at 3:00 p.m.

Location: Madera County Transportation Commission Board Room

2001 Howard Road, Suite 201, Madera, CA

The Madera Area Express will provide fixed-route rides, at no cost, to the stop on Howard near Schnoor (Route 2) for the Unmet Transit Needs hearing. If passengers are unable to ride the fixed route because of disability, free Dial-A-Ride (DAR) service to the hearing will be provided. It is highly encouraged that passenger schedule a minimum of 48 hours in advance and understand that space/availability may be limited for DAR service.

A Spanish language interpreter will also be available for those who wish to testify in Spanish. A public notice will be printed in the local newspapers and fliers will be distributed throughout the community publicizing the hearing. *(Davies)*

Action: Information and discussion

3-C. Safety Performance Measure Target (PM 1) Acceptance

Summary: The Moving Ahead for Progress in the 21st Century (MAP-21) and the Fixing America's Surface Transportation Act (FAST Act) require metropolitan planning organizations (MPOs) to set targets for a series of transportation-related performance measures. Last year, the 2018 safety targets (PM1) were established and approved and included in the 2018 Regional Transportation Plan (RTP). Since it is an annual target, MCTC's 2019 safety performance targets need to be set by February 2019 for the following five performance measures:

1. Number of fatalities
2. Rate of fatalities per 100 million vehicle miles traveled (VMT)
3. Number of serious injuries
4. Rate of serious injuries per 100 million VMT
5. Number of non-motorized fatalities and serious injuries

MCTC Staff participated in the 2020 PM1 statewide coordination efforts. During the workshops and webinars, the consensus was to select use a target line of reaching zero fatalities by 2050. This scenario is similar to the goals adopted by several States in the nation of Toward Zero Deaths TZD by 2050 (with 2016 numbers as the baseline numbers). The statewide target aims for a 3.03 percent annual reduction for fatalities and 1.5 percent annual reduction for serious injuries. Included is the analysis with MCTC's targets. *(Espinosa)*

Action: Staff recommends adopting the statewide targets for all five safety performance measures for 2020

3-D. 2019 Federal Transportation Improvement Program (FTIP) Amendment No. 9 – Administrative Modification

Summary: Amendment No. 9 (Type 1 Administrative Modification) to the 2019 Federal Transportation Improvement Program. This amendment updates one (1) County of Madera Section 5311 project for Preventative Maintenance, per County of Madera request.

Amendment No. 9 meets all applicable transportation planning requirements per 23 CFR Part 450 and 40 CFR Part 93. These projects and/or project phases are consistent with the adopted 2018 Regional Transportation Plan (RTP), as amended.

The MCTC Public Participation Plan does not require a public review and comment period for Type 1 Administrative Amendments. The MCTC Policy Board has delegated MPO approval of Type 1 Administrative Amendments to its Executive Director. State approval has also been delegated to the MCTC Executive Director. (*Findley*)

Action: Ratify 2019 Federal Transportation Improvement Program Amendment No. 9

3-E. 2019 Federal Transportation Improvement Program (FTIP) Amendment No. 10 – Administrative Modification

Summary: Amendment No. 10 (Type 1 Administrative Modification) to the 2019 Federal Transportation Improvement Program. This amendment updates the City of Chowchilla Section 5311 project for Operating Assistance.

Amendment No. 10 meets all applicable transportation planning requirements per 23 CFR Part 450 and 40 CFR Part 93. These projects and/or project phases are consistent with the adopted 2018 Regional Transportation Plan (RTP), as amended.

The MCTC Public Participation Plan does not require a public review and comment period for Type 1 Administrative Amendments. The MCTC Policy Board has delegated MPO approval of Type 1 Administrative Amendments to its Executive Director. State approval has also been delegated to the MCTC Executive Director. (*Findley*)

Action: Ratify 2019 Federal Transportation Improvement Program Amendment No. 10

4. TRANSPORTATION ACTION/DISCUSSION ITEMS

4-A. San Joaquin Valley Joint Powers Authority Commuter Rail Update

Summary:

California High Speed Rail Authority

On February 12, 2020, the California High Speed Rail Authority (CHSRA) released the draft 2020 Business Plan. The Business Plan is updated biennially and submitted by the CHSRA to the California Legislature. The Business Plan will have a two-month public review and comment period ending on April 12, 2020.

A key highlight of the Draft 2020 Business Plan is continued promotion of completing the Merced to Bakersfield San Joaquin Valley expansion first highlighted by Governor Newsom in his 2019 State of the State Address. The plan is for the 119-mile segment in the Central Valley to expand to 171 miles of electrified high-speed rail connecting Merced, Fresno and Bakersfield with additional stops to serve Madera and Kings/Tulare.

After the release of the CHSRA 2019 Project Update Report, their Board of Directors requested that two additional studies be performed to provide additional due diligence for decisions related to adopting an expanded program baseline budget and schedule based on available funds. These studies included the:

- **Business Case Assessment Study:** The Board's Finance and Audit Committee requested the Authority's financial advisor, KPMG, develop a Business Case Assessment Study for the proposed Merced to Bakersfield interim high-speed rail service. The study evaluated a range of issues including funding and affordability, ridership and revenue forecasts, business model, commercial considerations, risk and mitigation strategy, and socio-economic and other benefits.
- **Side-by-Side Study, Quantitative Report:** The Board of Directors requested that the early train operator (ETO) prepare an expanded analysis comparing the Merced to Bakersfield investment recommendation to other comparable early investment options in the San Francisco to Gilroy corridor and the Burbank to Anaheim corridor. The Side-by Side Study, Quantitative Report, evaluated a range of costs and benefits including capital and operating costs, ridership, GHG reductions and congestion relief.

Together, these two studies along with their recommendations affirm the CHSRA proposal to invest the projected \$4.8 billion in the Merced to Bakersfield line.

KPMG's Business Case Assessment study concluded that allocating the Authority's remaining funding to Merced-Bakersfield allows the Authority to meet one of its key

objectives—initiating high-speed rail service as soon as possible. Additionally, the study alludes to the socio-economic benefit, enhanced mobility, utilization of the Authority’s assets and infrastructure, reduced state costs for commuter rail in the San Joaquin Valley, affordability, return on investments and the need for additional investments from systems currently serving the San Joaquin Valley.

The ETO Side-by-Side Study, Quantitative Report compared the recommended high-speed rail investment between Bakersfield and Merced to other potential early investment options in the San Francisco to Gilroy corridor and the Burbank to Anaheim corridor. The ETO concluded that the high-speed rail investment in the Central Valley corridor provides the highest benefits, requires the least additional system investment and reduces, rather than increases, the operating subsidy of the system, including regional rail operators. The Northern California and Southern California corridors require considerable additional regional investments, whereas, the Merced to Bakersfield corridor requires only up to \$500 million in additional regional funding to achieve significantly greater benefits.

Also highlighted in the Draft 2020 Business Plan is the importance of and continued planning of the connection between the Silicon Valley and the San Joaquin Valley. The plan estimates a cost of \$33 billion to achieve the system expanding 287-miles between Bakersfield and San Jose. Addition funding must be secured to see the Valley to Valley connection come to fruition.

The [2020 Draft Business Plan](https://hsr.ca.gov/about/business_plans/2020/) can be accessed via the flowing link: https://hsr.ca.gov/about/business_plans/2020/

San Joaquin Joint Powers Authority

In 2012, local and regional agencies throughout most of the San Joaquin Corridor (Bakersfield-Fresno-Modesto-Stockton-Sacramento-Oakland) sponsored and supported Assembly Bill 1779 (AB 1779). This bill enabled regional government agencies to form the San Joaquin Joint Powers Authority (SJJPA) to take over the administration and management of the existing San Joaquin Rail Service from the state.

The 2016 CHSRA Business Plan highlighted a future joint Amtrak and High-Speed Train station in Madera. Upon the release of the Plan, MCTC collaborated with its member agencies, SJJPA, CHSRA and the California State Transportation Agency regarding the joint station inclusion. The results of this collaboration are a new station location off Avenue 12 to support the potential for greater ridership, transit-oriented development, improve connectivity and accessibility for transit and automobiles. The new station would serve as

the co-located with a planned HSR station and provide a direct connection between Amtrak San Joaquins and high-speed rail trains.

On April 26, 2018 California State Transportation Agency announced that the SJJPA and San Joaquin Valley Rail Committee applied for and was successful in being awarded \$500.5 million of Transit and Intercity Capital Program (TIRCP) funding to expand San Joaquins and ACE services. As part of this service, the Sacramento Subdivision will be upgraded between Sacramento and Stockton to allow for passenger rail service with up to six new stations along the corridor. Additionally, new layover facilities will be constructed in Natomas (in Sacramento) and Fresno, and two trainsets may be procured for the expanded service. Additional projects to be funded with these funds include additional parking, a new station in Oakley, and a relocated Madera Station. The application identifies \$26.7 million of the TIRCP award for the Madera Station relocation.

The SJJPA Manger of Regional Initiatives, Dan Leavitt, will provide an overview of anticipated 2020 activities pertaining to the Madera Amtrak Station environmental review process. *(Stone)*

Action: Information and Discussion

4-B SR 233 Corridor Study Existing Conditions Report

Summary: The Madera County Transportation Commission (MCTC) commissioned a Corridor Planning Study/Downtown Master Plan of SR 233/Robertson Boulevard from SR 152 to Rd 19, with an emphasis area in Downtown Chowchilla. The project is divided into two (2) phases. Phase 1 of this project included a public participation and outreach plan development to ultimately result in the development of a Master Plan for SR 233 in Phase 2. As an initial component of the master plan development, an Existing Conditions Report was developed. The project has been carried out through a joint collaboration of stakeholders, including community groups, Caltrans District 6, City of Chowchilla, Consultant Services, and MCTC.

This project is funded by the SB-1 Sustainable Communities Planning Grant administered by Caltrans. The objective of the SB-1 Sustainable Communities Planning Grant program is to encourage local and regional multimodal transportation and land use planning that furthers the region's Regional Transportation Plan/Sustainable Community Strategy (RTP/SCS), contributes to the State's greenhouse gas (GHG) reduction targets and other State goals, including but not limited to, the goals and best practices cited in the 2017 RTP Guidelines,

addresses the needs of disadvantaged communities, and also assists in achieving the Caltrans Mission and Grant Program Overarching Objectives.

MCTC and the City of Chowchilla collaborated closely on this project due to a parallel SB-1 Sustainable Communities Planning Grant the City was awarded, the Truck Route Study. Included is the Existing Conditions Report, appendices can be provided upon request. Next steps will be to continue community outreach and Stakeholder Advisory meetings for phase II development of this grant: SR 233/ Robertson Boulevard Planning Study- Downtown Core Master Plan. Presentations of the Existing Conditions Report will be done during Chowchilla's Planning Commission on February 19th and to Chowchilla's City Council on February 25th. *(Espinosa)*

Action: Information and Discussion

4-C State Route 41 Joint Fresno-Madera Sustainable Corridor Study

Summary: MCTC staff was contacted by Fresno Council of Governments regarding collaborating in a joint sustainable corridor study of the State Route (SR) 41 corridor between Southeast Madera County and the City of Fresno.

The Fresno-Madera Sustainable Corridor Study will determine future transportation needs of the northern portion of State Route (SR) 41 that runs through the core of the City of Fresno and continues north into the future-developed area of Madera County. This study will also include the major connecting corridor that serves residents of both counties, Avenue 9, which links SR41 and SR99 in southern Madera County. The joint study will provide direction for both counties as both the residential population and the need for sustainable transportation improvements continues to increase along the corridor.

The study would take a comprehensive look at Travel Demand Management (TDM) strategies along the corridor, including how to best integrate strategies such as HOV express lanes, dedicated transit lanes, and active transportation features into the corridor to promote efficiency and reduce our environmental impact as the region continues to grow. The study proposes to develop a bi-county traffic model to forecast traffic growth along the corridor.

MCTC has been asked to contribute \$50,000 towards a total project cost of \$400,000. Fresno COG staff would be the lead agency for the study with plans to retain a consultant for the study development. *(Stone/Taylor)*

Action: Information and Discussion. Direction may be provided.

MCTC SITTING AS THE MADERA COUNTY TRANSPORTATION COMMISSION

5. **REAFFIRM ALL ACTIONS TAKEN WHILE SITTING AS THE TRANSPORTATION POLICY COMMITTEE**

6. **ADMINISTRATIVE CONSENT ITEMS**

6-A. **Executive Minutes – January 22, 2020**

Summary: Included in your packet is a copy of the January 22, 2020 Executive Minutes of the Policy Board.

Action: Approve Executive Minutes of January 22, 2020

6-B. **Transportation Development Act (TDA): Local Transportation Fund (LTF), State Transit Assistance (STA), and State of Good Repair (SGR) 2020-21 Estimates**

Summary: Local Transportation Fund (LTF): Prior to February 1 of each year, the county auditor provides MCTC an estimate of monies to be available for apportionment and allocation during the ensuing fiscal year. The estimate for FY 2020-21 is **\$4,720,998**. The estimate includes monies anticipated to be deposited in the fund during the ensuing fiscal year. The county auditor makes an estimate from such data including those which may be furnished by the State Board of Equalization. The county auditor will furnish a revised or updated estimate of funds available when requested by MCTC staff.

State Transit Assistance (STA): Pursuant to Public Utilities Code Section 99312.7, the State Controller is directed to send a preliminary estimate of STA Funds to each transportation planning agency. For fiscal year 2020-21, there is \$692,253,000 budgeted according to the most current information from the State Controller's Office. The STA allocation estimate for Madera County is **\$1,415,521**.

State of Good Repair (SGR): Pursuant to Public Utilities Code Section 99312.1(c), the State Controller is directed to send an estimate of SGR Funds to each transportation planning agency. For fiscal year 2020-21, there is \$110,746,000 budgeted according to the most current information from the State Controller's Office. The SGR allocation estimate for Madera County is **\$226,454**.

MCTC staff advised prospective claimants of the estimated area apportionments within Madera County. *(McNeil)*

Action: Information and Discussion Only

6-C. Transportation Development Act (LTF, STA) – Allocation, LTF Resolution 19-10 Amendment No. 1, STA Resolution 19-11 Amendment No. 1

Summary: The City of Madera is requesting to carryover funds from FY 2018-19 and reallocate their apportionments. *(McNeil)*

Action: Approve LTF Resolution 19-10 Amendment No. 1, STA Resolution 19-11 Amendment No. 1

6-D. Revised Accounting and Financial Policies and Procedures Manual

Summary: Some revisions have been made to the Accounting and Financial Policies and Procedures Manual. The revisions include an update to the meal per diem rates (based upon updated federal reimbursement rates), updates to position titles to be consistent with current job titles, and some minor grammatical corrections. *(McNeil)*

Action: Approve Revised Accounting & Financial Policies and Procedures Manual

7. ADMINISTRATIVE ACTION/DISCUSSION ITEMS

7-A. Draft 2020-21 Overall Work Program and Budget

Summary: Included on MCTC's website is the [DRAFT 2020-21 MCTC Overall Work Program](#) (OWP) and Budget. This document is prepared annually pursuant to Caltrans guidelines and is required to be submitted to Caltrans, FHWA and FTA. The OWP discusses the MCTC, its organizational structure, regional planning issues, and presents work element descriptions and budgets. Following review, the OWP will be brought before the Commission for adoption at its April 2020 meeting.

The Annual Group Meeting, which includes the federal and state agency review group that meets with MCTC staff, was conducted on December 16, 2019 to help prepare for the FY 2020-21 OWP. *(Taylor, McNeil)*

The DRAFT 2020-21 MCTC Overall Work Program (OWP) is available for download at: <https://www.maderactc.org/finance/page/overall-work-program>

Action: Authorize circulation of Draft 2020-21 MCTC Overall Work Program for agency review

7-B. FY 2019-20 Overall Work Program & Budget Amendment No. 2

Summary: Included in your package is a letter to Caltrans requesting an amendment to the Overall Work Program & Budget, a copy of the amended budget, an amended OWP spreadsheet, and the amended work elements. The revised Budget is \$1,994,439 (an increase of \$41,000 from previously amended budget). The amendment reflects funds that have been added to purchase new Server hardware, software, and other affiliated costs, and adjustments for actual costs versus budgeted.

The amendment is recognized in the following categories:

Revenues – (Increase \$41,000)

- FHWA PL Carryover – increase \$26,295
- FTA 5303 Carryover – increase \$2,636
- TDA Carryover – increase \$12,411
- MCTA – decrease \$342

Indirect Costs – (Increase \$41,000)

- Technology Related Equipment & Repairs – increase \$41,000

Other Direct Costs – (No change)

- MCTA Project Development Costs – decrease \$2,000
- Other MCTA Costs – increase \$2,000

The amendment is reflected in the following OWP Work Elements: 100 – Regional Transportation Plan; 101 – Performance Measures; 110 – Regional Planning Database; 111 – Traffic Monitoring Program; 112 – Traffic Modeling; 113 – Air Quality Transportation Planning; 120 – Goods Movement and Highway Planning; 122 – Project Coordination & Financial Programming; 130 – Public Transportation; 140 – Other Modal Elements; 150 – Public Participation Program; 151 – Alternative Transportation Activities; 200 – Transportation Program Development; 901 – Transportation Funds Administration; 902 – Overall Work Program and Budget; 907 – Board Cost & Other Expenses; 910 – MCTA Administration (*McNeil*)

Action: Approve FY 2019-20 OWP Budget Amendment No. 2

MCTC SITTING AS THE MADERA COUNTY 2006 TRANSPORTATION AUTHORITY

8. AUTHORITY– CONSENT ITEMS

NONE

9. AUTHORITY – ACTION/DISCUSSION ITEMS

9-A. MCTA FY 2018-19 Audit Report

Summary: MCTA has received the Measure “T” Audit Report for the Fiscal Year ended June 30, 2019 for the Madera County Transportation Authority. This report was done in accordance with Section 99245 of the Public Utilities Code by Price, Paige, and Company.

We are pleased to report that there are no adverse findings. *(McNeil)*

Action: Accept FY 18-19 MCTA Audit Report

OTHER ITEMS

10. Miscellaneous

10-A. Items from Caltrans

10-B. Items from Staff

10-C. Items from Commissioners

11. Adjournment

2020

San Joaquin Valley Blueprint Awards

CALL FOR NOMINATIONS

Open to all jurisdictions in the San Joaquin Valley's 8 counties:

San Joaquin
Merced
Fresno
Tulare

Stanislaus
Madera
Kings
Kern

AWARD CATEGORIES

Darrel Hildebrand Blueprint Leadership Award

Awarded to an individual who has shown enthusiasm and tenacity in promoting the Blueprint Principles

Sustainable Planning Project/Program

Recognition of planning projects or programs that are in place to encourage Blueprint Principles

Sustainable Development Projects

On the ground, existing projects that exemplify the Blueprint Principles Awards will be given in these six categories:

- Residential Development
- Commercial Development
- Mixed Use
- Downtown Revitalization
- Transportation Enhancement
- Historic Revitalization

NOMINATIONS DUE



March 27, 2020
By Noon

DOWNLOAD NOMINATIONS PACKET

[CLICK HERE!](#)

Contact:

Frida Cardoza, Community & Regional Planning Center Coordinator
Office of Community & Economic Development, Fresno State
frida1c@csufresno.edu / 559.278.3712



Community and
Regional Planning
Center





2001 Howard Road, Suite 201
Madera, California 93637

Office: 559-675-0721 Fax: 559-675-9328
Website: www.maderactc.org

February 20, 2019

TO: Interested Individuals and Organizations

FROM: Amelia Davies, Associate Regional Planner
Social Service Transportation Advisory Council

SUBJECT: Unmet Public Transportation Needs

The Madera County Transportation Commission (MCTC), as a federally designated regional transportation planning agency (RTPA), is responsible for annually assuring that public transportation needs are being “reasonably met.”

The MCTC’s Social Service Transportation Advisory Council (SSTAC) was established, consistent with State Law (SB 498, 1987), to address transit issues within Madera County. It comprises a broad representation of social service agencies, transit operators and users, and is responsible for forwarding recommendations to the MCTC Policy Board regarding transit service deficiencies and issues.

Each year the MCTC conducts an extensive process to plan, program, analyze, and evaluate existing and potential general public and social service transit services within Madera County. The results are to be consistent with the adopted Regional Transportation Plan and its supporting implementation, technical, and budgeting documents.

Despite thorough involvement from elected officials, administrative staff, technical staff, private and public sector representatives, union representatives, social service agency staff and clients, and general public representatives, we encourage organizations and individuals such as you to contribute comments.

If you are aware of a specific transit need that is not currently being met by one of the existing general public, social service, or private sector operators, we request that you submit appropriately detailed documentation to assist staff in evaluating the potential for additional transit service. Our initial evaluation criteria include:

- service area boundary;
- specific origin and destination information;
- trip times and frequency;
- estimate of potential patrons or clients who intend to utilize the service on an infrequent, regular, and/or consistent basis;
- special needs of ambulatory and/or disabled passengers;
- ability, source of funding, and potential constraints in paying required share of transit expenditures and/or subsidized fares.

If adherence to minimum urban/rural performance standards (passenger per hour, passengers per mile, cost per passenger, cost per hour, cost per mile and farebox recovery) is possible, then an in-depth service proposal may be developed by staff for further consideration.

Following the April 22, 2020 legally noticed Public Hearing, the SSTAC will consider all information collected during the process and make a determination and recommendation regarding “unmet transit needs” to the MCTC Policy Board at its next scheduled meeting on May 20, 2020. An assurance, or finding, is necessary prior to the approval and allocation of State Transportation Development Act funds for transit and/or street and roads projects to transit operators and MCTC member agencies.

If you have any specific written comments, please forward them to me, with the aforementioned supporting information.

Amelia Davies, Associate Regional Planner
Madera County Transportation Commission
2001 Howard Road, Suite 201
Madera, California 93637

You may also submit comments via email, phone call, or in person. If you have any questions about the Unmet Transit Needs process, please do not hesitate to contact me at: 559-675-0721 or amelia@maderactc.org

Thank you for your assistance and I look forward to hearing from you.



2001 Howard Road, Suite 201
Madera, California 93637

Office: 559-675-0721 Fax: 559-675-9328
Website: www.maderactc.org

Febrero 20 del 2020

PARA: Organizaciones y personas interesadas

DE: Amelia Davies, Planificador de transporte
Consejo Asesor de Transporte de los Servicios Sociales

ASUNTO: Necesidades de transporte

La Comisión de Transporte del Condado de Madera (MCTC), como agencia de planificación de transporte regional designada a nivel federal, es responsable de asegurarse anualmente de que las necesidades de transporte público estén siendo “razonablemente cubiertas”.

En conformidad con la Ley estatal (SB 498, 1987), se estableció el Consejo Asesor de Transporte de los Servicios Sociales (SSTAC) de la MCTC con el fin de abordar los problemas de transporte en el Condado de Madera. El Consejo incluye una amplia representación de las agencias de los servicios sociales, los operadores de transporte y los usuarios, y tiene la responsabilidad de enviar recomendaciones al Comité de Política de la MCTC respecto de los problemas y las deficiencias en el servicio de transporte.

Cada año, la MCTC lleva a cabo un exhaustivo proceso para planificar, programar, analizar y evaluar los servicios de transporte de los servicios sociales y públicos generales, tanto existentes como posibles, dentro del Condado de Madera. Los resultados deben ser coherentes con el Plan de transporte regional adoptado y los documentos de implementación, técnicos y presupuestarios que lo respaldan.

Además de la participación activa de los funcionarios electos, el personal administrativo, el personal técnico, los representantes públicos y privados, los representantes de los sindicatos, el personal de la agencia de servicios sociales, los clientes y los representantes

del público en general, alentamos a las organizaciones y las personas como usted a que participen con sus comentarios.

Si conoce una necesidad específica de transporte que no esté siendo cubierta en la actualidad por medio de uno de los operadores existentes del sector privado, los servicios sociales o el sistema público general, le pedimos que envíe un documento correctamente detallado para ayudar al personal a evaluar posibles servicios de transporte adicionales. Nuestros criterios de evaluación inicial incluyen los siguientes:

- límites de la zona de servicio;
- información sobre el origen y el destino específicos;
- horarios y frecuencia de los viajes;
- cálculo aproximado de los posibles clientes que planean utilizar el servicio de manera poco frecuente, regular o sistemática;
- necesidades especiales de pasajeros ambulatorios y/o discapacitados;
- capacidad, origen de la financiación y posibles limitaciones para abonar la porción necesaria de gastos de transporte y/o tarifas subsidiadas.

Si es posible cumplir con las normas de rendimiento rurales/urbanas mínimas (pasajeros por hora, pasajeros por milla, costo por pasajero, costo por hora, costo por milla y recuperación de la recaudación), el personal debe desarrollar una propuesta de servicio en profundidad para su consideración.

Después de la Audiencia Pública del 22 de abril de 2020, el SSTAC considerará toda la información recolectada durante el proceso, tomará una determinación y elevará una recomendación respecto de las “necesidades de transporte sin cubrir” al Comité de Política de la MCTC durante su siguiente reunión programada, el 20 de mayo de 2020. Es necesaria una conclusión o determinación antes de la aprobación y asignación de fondos según la Ley de Desarrollo de Transporte del Estado para los proyectos de carreteras y calles y/o transporte a los operadores de transporte y las agencias que forman parte de la MCTC.

Si tiene algún comentario escrito específico, envíemelo con la información de respaldo arriba mencionada.

Amelia Davies, Planificador de transporte
Comisión de Transporte del Condado de
Madera 2001 Howard Road, Suite 201
Madera, California 93637

También puede enviar comentarios por correo electrónico, teléfono o personalmente. Si tiene preguntas acerca del proceso de Necesidades de Transporte sin Cubrir, no dude en comunicarse conmigo al 559-675-0721 o amelia@maderactc.org. Gracias por su asistencia. Espero recibir noticias tuyas.

2020 Unmet Transit Needs Comment Form



Name*: _____

Email: _____

City*: _____ Phone Number: _____

1. Which transit system(s) are you requesting improvements to?*

Madera Area Express (MAX)

Dial-A-Ride (DAR)

Madera County Connection (MCC)

Chowchilla Area Transit Express (CATX)

Eastern Madera County Senior Bus

Eastern Madera County Escort Service

Other (please specify)

2. Describe the transit improvement(s) you are requesting. To effectively evaluate your comment, please provide the nearest cross street (or area of town where you live), your destination, day of the week, and approximate time of day that you are interest in making your trip.*

*Response Required

Your comments will be compiled in a report on Unmet Transit Needs. If you would like to be contacted regarding your comment please provide your name, phone number and/or email address. Please return form to Amelia Davies via email at amelia@maderactc.org or mail 2001 Howard Road, Suite 201, Madera, CA 93637.

2020 Necesidades Insatisfechas de Transporte Público

Formulario para Comentarios



Nombre*: _____

Correo electrónico: _____

Ciudad*: _____ Número de Teléfono: _____

1. ¿A qué sistema de transporte está solicitando mejoras?*

Madera Area Express (MAX)

Dial-A-Ride (DAR)

Madera County Connection (MCC)

Chowchilla Area Transit Express (CATX)

Eastern Madera County Senior Bus

Eastern Madera County Escort Service

Otro (por favor especifique)

2. Describa las mejoras de transporte público que necesita. Para poder evaluar su comentario efectivamente, por favor provea el cruce de calle más cercano (o el área de la ciudad donde vive), a donde se dirige, día de la semana, y aproximadamente a que hora desea hacer su viaje.*

*Respuesta es requerida

Sus comentarios serán presentados en un informe de Necesidades Insatisfechas de Transporte Público. Si desea ser contactado acerca de su comentario por favor de su nombre, número de teléfono y/o correo electrónico. Por favor devuelva este formulario a:

amelia@maderactc.org o por correo a: 2001 Howard Road, Suite 201, Madera, CA 93637.

SAFETY PERFORMANCE MEASURE TARGET (PM1)

Background

The California Department of Transportation (Caltrans), in cooperation with the State Office of Traffic Safety (OTS), set five annual Safety Performance Management Targets (SPMTs) for all public roads on August 31, 2018 for the 2019 calendar year. Caltrans set these targets pursuant to the Moving Ahead for Progress in the 21st Century Act (MAP-21, P.L. 112-141), and the federal Safety Performance Management Final Rule, which adds Part 490 to Title 23 of the Code of Federal Regulations to implement the performance management requirements in 23 U.S.C. 150.

Under these regulations, all states must establish statewide targets for each of the safety performance measures. States also have the option to establish any number of urbanized area targets and one non-urbanized area target for any or all the measures. Targets will be established annually.

The new regulations also require Caltrans, as the state DOT, to coordinate with California's Metropolitan Planning Organizations (MPOs) on establishment of targets, to the maximum extent practicable. A series of workshops were conducted in 2019 to meet this requirement. States will report targets to the FHWA in the HSIP report due in August of each year.

Caltrans and the State Office of Traffic Safety (OTS) have adopted aspirational Performance Targets that are consistent with the Strategic Highway Safety Plan (SHSP) and Caltrans' Strategic Management Plan (SMP), shown in Table 1.

Table 1: Statewide Safety Targets

Performance Target	Data Source	5- Yr. Rolling Average 2020	Percent Reduction for 2020
Number of Fatalities	FARS	3518.0	3.03%
Rate of Fatalities (per 100M VMT)	FARS & HPMS	1.023	3.03%
Number of Serious Injuries	SWITRS	13,740.4	1.5%
Rate of Serious Injuries (per 100M VMT)	SWITRS & HPMS	3.994	1.5%
Number of Non-Motorized Fatalities and Non-Motorized Severe Injuries	FARS & SWITRS	4147.4	3.03% for Fatalities and 1.5% for Serious Injuries
<p>Notes: The targets highlighted in gray are set in coordination with OTS. FARS is the Fatality Analysis Reporting System maintained by NHTSA (National Highway Traffic Safety Administration). FARS contains data on all crashes involving a fatality. HPMS is the Highway Performance Management System that estimates VMT on public roadways. SWITRS is the Statewide Integrated Traffic Accident Reporting System which tracks all reported accidents in California.</p>			

All MPOs, including MCTC, must establish targets for the same five safety performance measures for all public roads in the MPO planning area within 180 days after the State establishes each target. (i.e., by February 27, 2020.) The targets are to be established in coordination with the State, to the maximum extent practicable. MCTC can either agree to support the Caltrans targets or establish numerical targets

specific to the MCTC planning area. MPOs' targets are reported to the State DOT, which must be able to provide the targets to FHWA, upon request.

A State is considered to have met or made significant progress toward meeting its safety targets when at least four of the five targets are met or the outcome for the performance measure is better than the baseline performance the year prior to the target year. Optional urbanized area or non-urbanized area targets will not be evaluated. Each year that FHWA determines a State has not met or made significant progress toward meeting its performance targets, the State will be required to use obligation authority equal to the baseline year HSIP apportionment only for safety projects. States must also develop a HSIP Implementation Plan.

Target Selection Methodology for the State and MCTC

Caltrans used a three-step process to set safety performance targets: (1) estimating the existing trends to determine where we are now, based on collision and injury, (2) determining what external factors will impact the target to forecast future trends, and (3) to estimate targets based on forecasted fatality reductions from safety plans. The need to forecast future collision trends is necessary since safety performance targets are set a year in advance when at least two years of collision data is unknown.

MCTC used the Transportation Injury Mapping System (TIMS) tool which applies the same assumptions used by Caltrans.

Finally, specific 2020 safety performance measure targets were developed for Madera County by applying the statewide percentage reduction targets shown in Table 1 above. Results are shown in Table 2.

Table 2: Recommended Madera County Safety Targets for 2020

Performance Target	Data Source	5- Yr. Rolling Average (2020) for Madera	Percent Reduction (2020)	Numerical Target (2020)
Number of Fatalities	FARS	34.4	3.03%	33
Rate of Fatalities (per 100M VMT)	FARS & HPMS	1.9	3.03%	1.8
Number of Serious Injuries	SWITRS	117.6	1.5%	115.8
Rate of Serious Injuries (per 100M VMT)	SWITRS & HPMS	4.8	1.5%	4.7
Number of Non-Motorized Fatalities and Non-Motorized Severe Injuries	FARS & SWITRS	14.6	3.03% for Fatalities and 1.5% for Serious Injuries	14



2001 Howard Road, Suite 201
Madera, California 93637

Office: 559-675-0721 Facsimile: 559-675-9328
Website: www.maderactc.org

MEMORANDUM

ITEM 4-A

DATE: February 19, 2020
TO: MCTC Policy Board
FROM: Dylan Stone, Regional Planning Supervisor
RE: Commuter Rail Update

I. Requested Action:

Information and discussion. Direction may be provided.

II. Summary:

California High Speed Rail Authority

On February 12, 2020, the California High Speed Rail Authority (CHSRA) released in draft for its 2020 Business Plan. The Business Plan is updated biennially and submitted by the CHSRA to the California Legislature. The Business Plan will have a two-month public review and comment period ending on April 12, 2020.

A key highlight of the Draft 2020 Business Plan is continued promotion of completing the Merced to Bakersfield San Joaquin Valley expansion first highlighted by Governor Newsom in his 2019 State of the State Address. The plan is for the 119-mile segment in the Central Valley to expand to 171 miles of electrified high-speed rail connecting Merced, Fresno and Bakersfield with additional stops to serve Madera and Kings/Tulare. After the release of the CHSRA 2019 Project Update Report, their Board of Directors requested that two additional studies be performed to provide additional due diligence for decisions related to adopting an expanded program baseline budget and schedule based on available funds. These studies included the:

- Business Case Assessment Study: The Board’s Finance and Audit Committee requested the Authority’s financial advisor, KPMG, develop a Business Case Assessment Study for the proposed Merced to Bakersfield interim high-speed rail service. The study evaluated a range of issues including funding and affordability, ridership and revenue forecasts, business model, commercial considerations, risk and mitigation strategy, and socio-economic and other

benefits.

- Side-by-Side Study, Quantitative Report: The Board of Directors requested that the early train operator (ETO) prepare an expanded analysis comparing the Merced to Bakersfield investment recommendation to other comparable early investment options in the San Francisco to Gilroy corridor and the Burbank to Anaheim corridor. The Side-by Side Study, Quantitative Report, evaluated a range of costs and benefits including capital and operating costs, ridership, GHG reductions and congestion relief.

Together, these two studies along with their recommendations affirm the CHSRA proposal to invest the projected \$4.8 billion in the Merced to Bakersfield line.

KPMG's Business Case Assessment study concluded that allocating the Authority's remaining funding to Merced-Bakersfield allows the Authority to meet one of its key objectives—initiating high-speed rail service as soon as possible. Additionally, the study alludes to the socio-economic benefit, enhanced mobility, utilization of the Authority's assets and infrastructure, reduced state costs for commuter rail in the San Joaquin Valley, affordability, return on investments and the need for additional investments from systems currently serving the San Joaquin Valley.

The ETO Side-by-Side Study, Quantitative Report compared the recommended high-speed rail investment between Bakersfield and Merced to other potential early investment options in the San Francisco to Gilroy corridor and the Burbank to Anaheim corridor. The ETO concluded that the high-speed rail investment in the Central Valley corridor provides the highest benefits, requires the least additional system investment and reduces, rather than increases, the operating subsidy of the system, including regional rail operators. The Northern California and Southern California corridors require considerable additional regional investments, whereas, the Merced to Bakersfield corridor requires only up to \$500 million in additional regional funding to achieve significantly greater benefits.

Also highlighted in the Draft 2020 Business Plan is the importance of and continued planning of the connection between the Silicon Valley and the San Joaquin Valley. The plan estimates a cost of \$33 billion to achieve the system expanding 287-miles between Bakersfield and San Jose. Addition funding must be secured to see the Valley to Valley connection come to fruition.

The 2020 Draft Business Plan can be accessed via the following link:
https://hsr.ca.gov/about/business_plans/2020/

San Joaquin Joint Powers Authority

In 2012, local and regional agencies throughout most of the San Joaquin Corridor (Bakersfield-Fresno-Modesto-Stockton-Sacramento-Oakland) sponsored and supported Assembly Bill 1779 (AB 1779). This bill enabled regional government agencies to form the San Joaquin Joint Powers Authority (SJJPA) to take over the administration and management of the existing San Joaquin Rail Service from the state.

The 2016 CHSRA Business Plan highlighted a future joint Amtrak and High-Speed Train station in Madera. Upon the release of the Plan, MCTC collaborated with its member agencies, SJJPA, CHSRA and the California State Transportation Agency regarding the joint station inclusion. The results of this collaboration are a new station location off Avenue 12 to support the potential for greater ridership, transit-oriented development, improve connectivity and accessibility for transit and automobiles. The new station would serve as the co-located with a planned HSR station and provide a direct connection between Amtrak San Joaquins and high-speed rail trains.

On April 26, 2018 California State Transportation Agency announced that the SJJPA and San Joaquin Valley Rail Committee applied for and was successful in being awarded \$500.5 million of Transit and Intercity Capital Program (TIRCP) funding to expand San Joaquins and ACE services. As part of this service, the Sacramento Subdivision will be upgraded between Sacramento and Stockton to allow for passenger rail service with up to six new stations along the corridor. Additionally, new layover facilities will be constructed in Natomas (in Sacramento) and Fresno, and two trainsets may be procured for the expanded service. Additional projects to be funded with these funds include additional parking, a new station in Oakley, and a relocated Madera Station. The application identifies \$26.7 million of the TIRCP award for the Madera Station relocation.

The SJJPA Manger of Regional Initiatives, Dan Leavitt, will provide an overview of anticipated 2020 activities pertaining to the Madera Amtrak Station environmental review process.

Fiscal Impact:

No impact to the Fiscal Year 2019/2020 Budget.



STAFF REPORT

AGENDA ITEM 4.B

DATE: February 19, 2020

TO: MCTC Policy Board

FROM: Evelyn Espinosa, Associate Regional Planner

SUBJECT: SR 233 Existing Conditions Report

RECOMMENDED ACTION: Accept the SR 233 Existing Conditions Report

SUMMARY: Included is the SR 233/ Robertson Boulevard Existing Conditions Report for the Corridor Planning Study/Downtown Master Plan that MCTC commissioned with SB-1 Sustainable Communities Planning Grant. The SR 233/ Robertson Boulevard Existing Conditions Report is the Final deliverable for Phase 1 of 2 of this grant.

TJKM, the consultant firm developing the plan, will give a presentation about the report.

FISCAL IMPACT: There is no impact to MCTC's 2019-20 Fiscal Year Budget.

A photograph of a person standing at a traffic light intersection, viewed from behind. The person is wearing a dark t-shirt, shorts, and a cap. They are standing next to a traffic light pole that has a sign for 'ROBERTSON BLVD' and another sign partially visible. The background shows a street with cars and buildings under a clear blue sky. The entire image has a green tint overlay.

Existing Conditions Report SR 233 Corridor Plan

October 2019

Existing Conditions Report

SR 233 Corridor Plan

Prepared for: Madera County Transportation Commission

Prepared by: TJKM Transportation Consultants



Joint Agencies:



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APPENDICES

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1. Introduction

Background and Goals

The Madera County Transportation Commission (MCTC), City of Chowchilla, and Caltrans District 6 recognize the importance of safe and efficient traffic operations for all modes of travel on the State Route 233 (SR 233)/Robertson Boulevard corridor, and acknowledge that the auto-centric corridor does not provide the Chowchilla community with such alternative transportation opportunities. To address these issues they have initiated the SR 233/Robertson Boulevard Corridor Planning Study, funded by the SB-1 Sustainable Communities Planning Grant. The SB-1 grant, directed by Caltrans, aims to support local and regional multimodal transportation efforts that further the region's Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS), state greenhouse gas (GHG) goals, the needs of disadvantaged communities, etc.

- Improve bicycle, pedestrian, and transit facilities along the study corridor
- Recommend traffic calming solutions to enhance safety for all modes of transportation
- Encourage the use of active transportation
- Improve traffic operations and reduce congestion along the corridor
- Address the transportation needs of the community
- Improve public health and enhance community livability

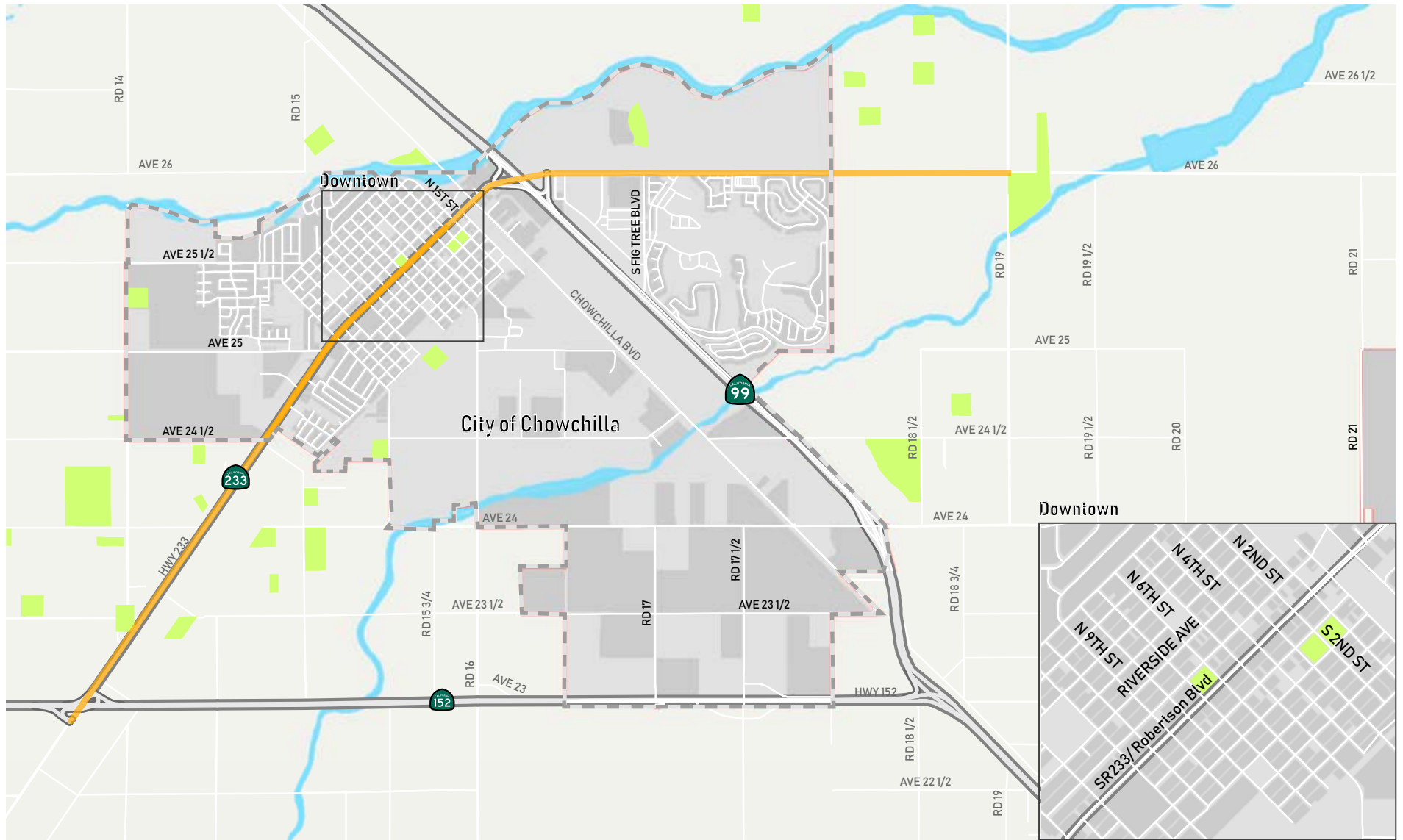
The SR 233 (Robertson Boulevard) corridor serves the City of Chowchilla and surrounding regional transportation needs. Robertson Boulevard provides local



connections between residential and commercial areas, while also serving internal and cut through truck traffic. MCTC intends to analyze existing conditions for all modes of transportation, and develop a plan to implement appropriate improvements that benefit all roadway users, residents, and businesses along the corridor. The project efforts aim to increase safety for all modes of transportation and mitigate adverse truck traffic impacts, while improving traffic operations, along the corridor. The purpose of this report is to present the existing conditions of the project study area.

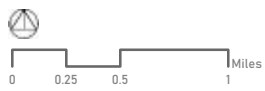
Study Area

The City of Chowchilla has a total land area of 11.1 square miles and is located in the northwestern region of Madera County, approximately 15 miles northwest of the City of Madera. Robertson Boulevard bisects the City while providing a connection between Highway 152 (Avenue 23) to the south and State Route 99 to the north. Robertson Boulevard is generally a two- to four-lane state highway facility that mainly serves agricultural, residential and commercial land uses. Other land uses include schools and recreational facilities (i.e public parks). In the northern portion of the City, Robertson Boulevard continues into Avenue 26 which directly serves commercial, agricultural, and residential land uses. The extents of the study corridor include Robertson Boulevard between Highway 152 and SR 99, and Avenue 26 between SR 99 and Road 19. **Figure 1** illustrates the study area.

Figure 1. Study Area



 Chowchilla City Boundary
 Study Corridor



2. Planning and Policy Context

Prior planning decisions and technical studies are essential to acquiring a full understanding of the study corridor. They also serve as guiding principles for exploring and identifying multimodal opportunities along the study corridor to ensure alternatives are developed in consistence with local and regional standards and guidelines. The documents reviewed in this chapter entail the regional transportation plans, short range transit development plans, active transportation plans as well as various design guidelines. Some plans have listed projects while others have policy guidelines guiding further development in the region.

2018 Regional Transportation Plan (RTP) / Sustainable Communities Strategy (SCS)



The Madera County Transportation Commission (Madera CTC) prepared this document in 2018 to ensure investments in the transportation systems accommodate and plan for horizon year conditions. The RTP is updated every four years, with the 2018 plan forecasting year 2042 conditions. The plan anticipates an increase of 81% of total vehicle trips and 27% of Vehicle Miles Travelled (VMT) from 2010 to 2042. To accommodate this growth, the RTP proposes widening of congested roadways and highways like SR 41 and SR 99, and a focus

on improving bicycle facilities. The Sustainable Communities Strategy (SCS) emphasizes performance-based project prioritization as a planning strategy, with performance measures such as safety, bridge/pavement condition, congestion/system performance, and transit asset management. Some general objectives outlined in the SCS include:

- Improved inter-agency communications
- Improved Emergency Access in mountain communities
- Land Use coordination
- Implementation of ramp metering
- Implementation of transportation impact fees for developments
- Improved transit ITS

The plan also lists candidate projects within Madera County including capacity-increasing street and highway projects, street and highway rehabilitation/safety improvement projects, transit improvement projects, airport master plan improvement projects, non-motorized transportation improvement projects, and other improvement projects. Within the project study area, capacity-increasing street and highway improvements include restriping of SR 233/Robertson Boulevard between 15th Street and Palm Parkway to four lanes, operational improvements at the SR 233/Robertson Boulevard and SR 99 interchange, restriping of Avenue 26 between SR 99 and Coronado Street from two to four lanes, and the addition of a two-lane overcrossing connecting Fig Tree Road and Chowchilla Boulevard over SR 99. Street and highway rehabilitation/safety improvement projects in the vicinity of the project include pavement overlay along SR 233/Robertson Boulevard



City of Chowchilla, and unincorporated county areas. An implementation strategy recommends the following tasks to be executed by local agencies:

- Apply/Secure funding for design and construction of projects
- Conduct Complete Streets studies with received grants
- Organize and implement educational and enforcement programs through collaboration with other agencies
- Cultivate maintenance plans for active transportation networks

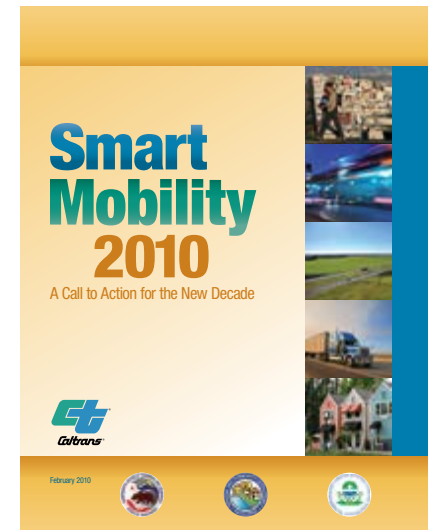
The ATP proposes pedestrian and bicycle facility projects within Madera County. Proposed bike facilities within the study area include Class IV separated bikeway along Robertson Boulevard between Myer Drive and Chowchilla Boulevard, Class II bike lanes along Robertson Boulevard and Avenue 26 between Chowchilla Boulevard and Montgomery Lake Way, and a Class III bike route along Avenue 26 east of Chowchilla City limits. Proposed pedestrian facility improvements within the study area include sidewalk, corridor, and intersections improvements along Robertson Boulevard south of 15th Street, near Wilson Middle School, and at the SR 233/Robertson Boulevard and SR 99 overcrossing.

Smart Mobility 2010: A Call to Action for the New Decade

The Smart Mobility handbook was adopted by Caltrans in 2010 with the intent to serve as a tool to address transportation challenges in a smart and sustainable manner. The document defines Smart Mobility as a movement of people and goods in a way that enhances environmental, economic, and human resources in California. The handbook identifies location efficiency, reliable mobility, health and safety, environmental stewardship, social equity, and robust economy as the six principles that make up the Smart Mobility Framework (SMF). Benefits of Smart

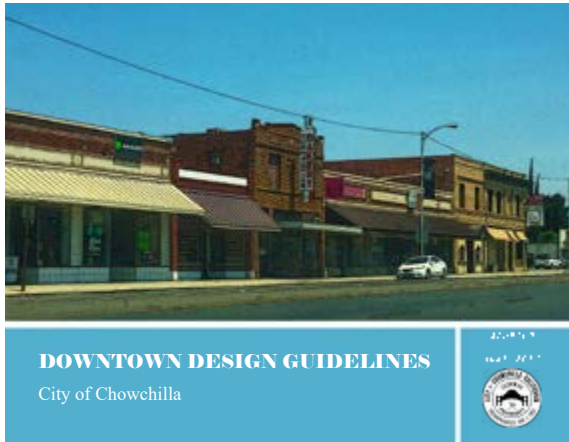
Mobility include improved accessibility, reduced amount and distance of vehicle trips, enhanced social equity, reduced environmental impacts, improved public health, reduced energy costs/inflation, and boosted economic development. The handbook emphasizes the application of place types when developing smart mobility solutions, as transportation needs and patterns vary in each community. The handbook identifies rural and agricultural

lands as place types that mainly rely on automobile transportation, but should focus on creating walkable and bike-able agricultural and rural roads for a Smart Mobility approach. It highlights that suburbanization should be avoided to ensure that agricultural roads serve all modes of transportation and are connected to Main Streets and central town areas.



City of Chowchilla Downtown Design Guidelines

The Downtown Design Guidelines were adopted by the City of Chowchilla in 2017 with the purpose of assisting property owners and developers in fitting their projects into Downtown Chowchilla while preserving the character of the area. The guidelines apply to the area bounded by 6th Street and Front Street, and the Alleys between Kings Avenue and Riverside Avenue, and Trinity Avenue and Orange Avenue. The plan identifies project types subject to the guidelines as new construction projects, additions and expansions to existing buildings, exterior façade changes, and new signage projects. The plan includes guidelines for site plans, circulation and parking, architecture, landscaping, street furniture, and signs. Apart from guidelines that must be met, the plan addresses City preferences such as 6 feet wide sidewalks, thermoplastic crosswalks, and curb bulb-outs.



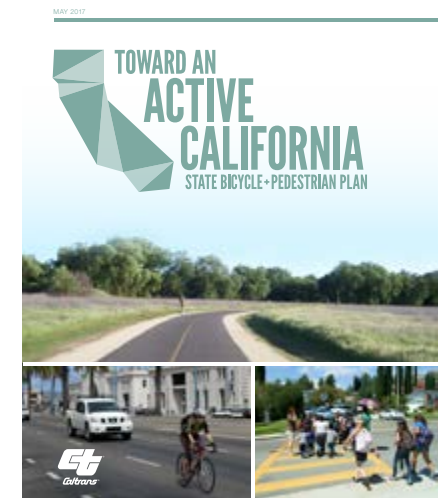
Bicycle Guide for District 6 and Complete Streets Elements

The main purpose of this plan is to serve as a guide for bicyclists. The plan includes safety tips, laws, bicycle maps, complete streets maps, and available resources. The plan also details which areas of roadway lanes bicycles are allowed to ride in based on facility type and traffic conditions. The guide includes information about pedestrian travel and also states that pedestrians are allowed on all Caltrans state routes within District 6 unless signage clearly prohibits pedestrians.



Toward an Active California – State Bicycle + Pedestrian Plan

Toward an Active California is Caltrans' first pedestrian and bicycle plan with the vision that "people in California of all ages, abilities, and incomes can safely, conveniently, and comfortably walk and bicycle for their transportation needs" by the year 2040. Objectives of the plan include improving safety, increasing active mobility, preserving a high quality system, and enhancing social equity. Toward an Active California details existing pedestrian and bicycle conditions, outreach strategies



used in the development of the plan, strategies for plan implementation, and implementation actions. This plan organizes strategies by the four objectives of the plan (safety, mobility, preservation, social equity). Strategies for safety include street and crossing design improvements, access to education for all roadway users, investment in safety data, and increased enforcement on all road users. To achieve increased mobility, the plan identifies strategies such as development of connected and comfortable active transportation networks, multimodal transportation systems, efficient planning methods, high-quality network and travel data collection, separated pedestrian and bicycle trails, and programs to promote alternative transportation. To preserve the active transportation systems the plan recommends setting standards for quality of condition for active transportation infrastructure and collaborating between different alternative transportation agencies and programs. Seeking community support, using an equity lens, and providing access to funding for all communities are strategies to achieve social equity objectives of the plan.

Main Street, California A Guide for Improving Community and Transportation Vitality

Main Street, California is a guide that addresses the importance of main streets when developing multimodal networks. Main Streets are defined as streets that offer more than a place for travel and serve as a space of gathering for parades, festivals, marches, and other community events. The guide discusses the importance of Main Streets for all users and in all communities. The guide emphasizes that encouraging active transportation requires more than providing roadway space, but ensuring users feel comfortable when using the space provided. It is also noted that all trips involve multiple modes of transportation, thus to increase transit and



active transportation use, a multimodal network with direct connections to transit facilities and high density destinations is required. Other focuses of the guide include making Main Streets livable streets that reflect the community character, and providing sustainable streets that are inclusive and allow users to choose their mode of travel.



3. Existing Conditions and Opportunities

Demographics

According to the U.S. Census Bureau Population Estimates (2017) , the City of Chowchilla has a total population of approximately 18,314. There are about 4,087 housing units in the City. The median age of the population of Chowchilla is 35 years, and approximately 70 percent of the population are high school graduates or higher. There are nearly 3,842 workers that are 16-years of age and older in the City. About 93 percent of these workers travel to work by either car, truck or van. About four percent of workers bike to work, and the remaining three percent either walk, take a cab or use a motorcycle. 21 percent of the workers commute to work between 5:30 a.m. to 6:30 a.m., and 27 percent commute between 9:00 a.m. to noon. While 25 percent of commuters get to work within 10 minutes, the mean travel time to commute to work is 23.4 minutes. Roughly 40 percent of workers have three or more vehicles in their households. The majority of the population in the City of Chowchilla are either employed in agricultural, education and health care services or in arts, entertainment, recreation, and food services. The median annual household income is \$40,938. 18 percent of the City population is foreign-born and about 29 percent of individuals live below the poverty line.

Active Transportation Network

Pedestrian Network

Walkability is defined as the ability to travel easily and safely between various origins and destinations without having to rely on automobiles or other motorized travel. The ideal “walkable” community includes wide sidewalks, a mix of land uses, a limited number of conflict points with vehicular traffic, and easy access to transit facilities and other services.



A well-connected sidewalk system encourages walking along the city streets. The portion of the study area which runs through the City of Chowchilla and its downtown core (from 15th Street in the south to Chowchilla Boulevard to the north), provides a continuous network of sidewalks with curb ramps along both sides of Robertson Boulevard. Sidewalks are not provided along Robertson Boulevard (SR 233) from the Highway 152 junction in the south,

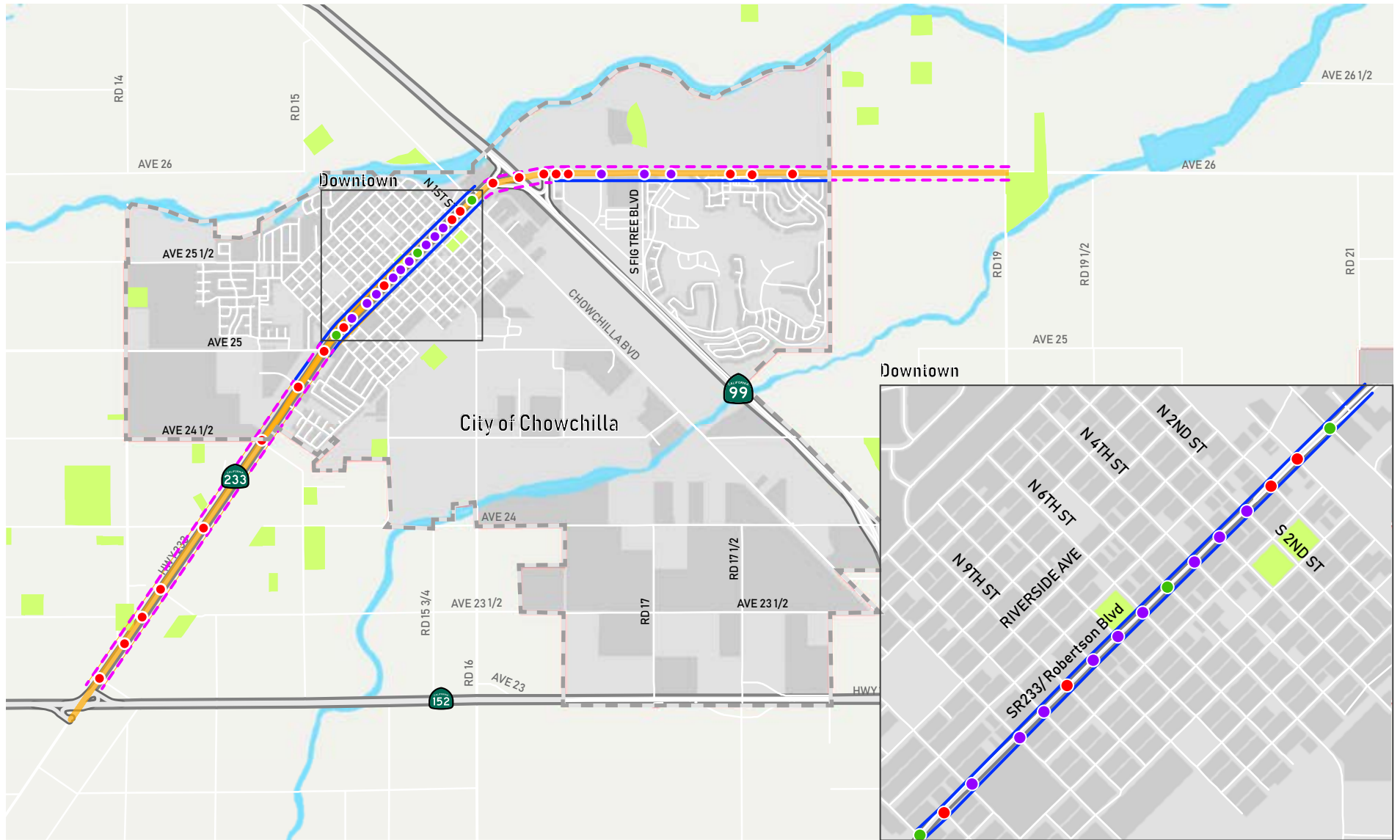
to Myer Drive to the north. Intermittent sidewalks are provided on Robertson Boulevard along commercial and residential frontages between Myer Drive and 15th Street. The sidewalks and crosswalks are approximately 7 feet and 12 feet in width, respectively. A network of sidewalks with curb ramps and crosswalks are continuously provided on the south side of Avenue 26 from the SR 99 Northbound Ramps to approximately one mile west of Road 19. The sidewalks are of uniform

grade and in good condition, and are connected via Americans with Disability Act (ADA) compliant curb ramps.

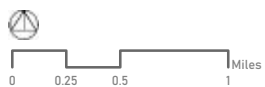
At some locations in this area, the crosswalks have partially or completely faded. Crosswalks are provided across Robertson Boulevard at every intersection near the commercial area between 5th Street and 2nd Street. Pedestrian signal heads and striped crosswalks are provided across all four approaches at signalized intersections such as Robertson Boulevard/15th Street, Robertson Boulevard/5th Street, and Robertson Boulevard/Chowchilla Boulevard. High-visibility crosswalks with ladder-style striping allow pedestrians to traverse Robertson Boulevard at 13th Street, 10th Street, 8th Street, and 7th Street. These intersections are side-street stop-controlled with no control on Robertson Boulevard approaches. **Figure 2** illustrates the existing pedestrian network along the study corridor.



Figure 2. Pedestrian Network



- No Sidewalk
- Continuous Sidewalk
- No Marked Crosswalk
- 1-3 Marked Crosswalks
- 4 Marked Crosswalks
- Chowchilla City Boundary
- Study Corridor



Properly designed and constructed curb ramps at intersection corners and mid-block crosswalks support the accessibility needs of people with walking limitations, other disabilities, and children in strollers. Although curb ramps are present at every intersection within the downtown core and are generally compliant with

ADA standards, observations revealed multiple locations where curb ramps lack truncated domes and do not align with crosswalks. It was also observed that in some locations sidewalks are not maintained and therefore may not meet ADA standards.



*Sidewalk is not maintained near intersection of Robertson Boulevard/5th Street.
Source: TJKM*



*Curb ramp does not align with crosswalk at intersection of Robertson Boulevard/3rd Street.
Source: Google Maps*

Bicycle Network

The Madera ATP describes the four bikeway classification, which all meet the design guidelines of the Caltrans Highway Design Manual (HDM), Chapter 1000: Bikeway Planning and Design for multi-use trails. These bicycle facility types are:

- Class I Bikeway/Shared-Use Path: Class I bikeways are also referred to as multi-use or shared-use paths. They provide completely separated and paved, exclusive right of way for people to walk and bike.
- Class II Bikeway/Bike Lanes: Class II bikeways are striped lanes on roadways for one-way bicycle travel.
- Class III Bikeway/Bike Route: Class III bikeways or signed bike routes are where bicyclists share a travel lane with motorists. These are often marked on the roadway with a Sharrow and Shared Roadway sign.
- Class IV Bikeway/Separated Bikeway: Class IV separated bikeways are on-street bicycle facilities that are physically separated from motor vehicle traffic by a vertical element or barrier, such as a curb, bollards, or vehicle parking. These can allow for one or two-way travel on one or both sides of the roadway.

The City recognizes the importance of bicycling for various trip purposes and has proactively enhanced bicycle infrastructure throughout the City. Class II bike lanes are provided along both sides of Avenue 26 between Highway 99 and Fig Tree Road. The remaining portion of Avenue 26 between Fig Tree Road and Road 19 is considered to be a Class III route, however no sharrow striping or bicycle route signage is provided in this area. Robertson Boulevard is classified as a Class III bicycle route, between 15th Street in the south to Front Street to the north. This route is designated with bike route wayfinding signs throughout the area. Currently, there



Cyclist rides on the wrong side of a Class III facility on Robertson Boulevard at Front Street.

are no other bicycle facilities along Robertson Boulevard within the study area, and a connected bicycle network is not provided throughout the City. The Madera ATP proposes to add 5.5 miles of Class I shared-use paths, 10.2 miles of Class II bike lanes, 8.3 miles of Class III bike routes, and 1.5 miles of Class IV separated bikeways accessible within the City of Chowchilla. These proposed facilities include conversions of existing facilities and addition of new facilities on existing or future roadways.

Figure 3 illustrates the existing bicycle facilities within the project study area.

The majority of bicycle facilities in the study area consist of Class III Bicycle Routes. These facilities are denoted by Sharrow striping, "Bike Route" signage, and "Share the Road" signage. However, field observations revealed that while Bike Route signage was present, signs were spaced out at great distances and many were fading. There were no Sharrows or "Share the Road" signage present. This lack of signage and striping lead to observations of bicyclists riding on the wrong side of



Class III Bike Route is efficient on S. 5th Street, a minor roadway with light traffic and low speeds.

the roadway and using crosswalks and sidewalks rather than the Class III facility, as shown below. It should also be noted that Class III Bicycle Routes are efficient and safe in low stress situations such as two-lane, low volume, and low-speed roadways, but they do not accommodate inexperienced to intermediate cyclists on high-volume roadways with higher speeds.



Class III facility on Robertson Boulevard at Chowchilla Boulevard. This facility does not accommodate all cyclists, due to high traffic volumes and high truck traffic in this area.

Education Programs Related to Walking and Bicycling

Jurisdictions within Madera County are dedicated to maintaining safety in their communities. As per the Madera ATP, the following programs are recommended to improve and educate on safe walking and bicycling within the County:

- Safe Routes to School
- Multimodal Safety Campaign
- Three Foot Passing Law
- Wayfinding programs



Due to the agricultural and rural-based characteristics in the County, schools in unincorporated areas and small communities are limited in financial resources and do not have access to most educational safety programs. The ATP recommends the Safe Routes to School (SRTS) programs in the region be consolidated into a unified Madera Region SRTS Program to ensure that each school is benefitted from the program. The additional programs are not currently implemented in the Madera region, but are recommended for implementation in the Madera ATP. The Multimodal Safety Campaign is a program that aims to educate drivers with safe roadway practices to ensure roadways safely serve all modes of transportation. It is also recommended that drivers and cyclists in Madera County are informed on the Three-Foot Passing Law, which requires that drivers pass cyclists on roadways with a buffer of at least three feet. Wayfinding is an important educational component of active transportation, as educated pedestrians and bicyclists are able to identify designated bicycle and pedestrian facilities. The Madera ATP recommends improving wayfinding for on-street and off-street pedestrian and bicycle facilities in the region.

Public Transportation Network

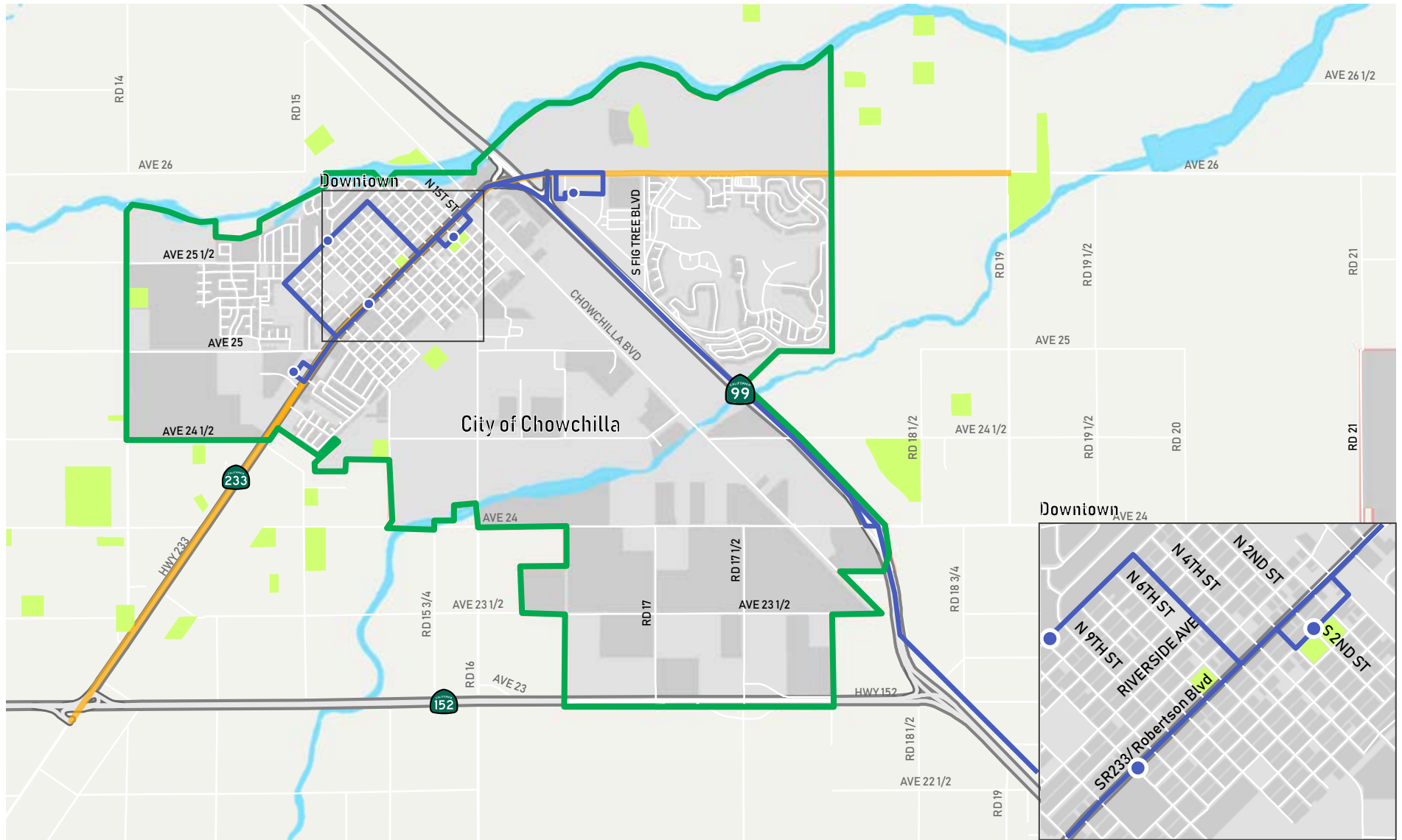
The study area of SR 233/Robertson Boulevard within the City of Chowchilla receives transit services from the Madera County Connection (MCC) and Chowchilla Area Transit Express (CATX). The MCC is a fixed-route service mainly designed for regional commute trips, and CATX is a demand-response transit service.

- MCC offers four total routes with one serving the City of Chowchilla. The Chowchilla-Fairmead route runs from Downtown Madera to Chowchilla on weekdays from 7:00 a.m. to 6:49 p.m. The route makes five round-trips per day and serves one stop in Fairmead at the Baptist Church.
- CATX is a dial-a-ride bus service that provides curb-to-curb transportation within the City of Chowchilla. CATX operates weekdays from 8:00 a.m. to 4:00 p.m. and requires users to call a minimum of two hours prior to when service is needed.

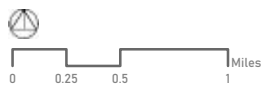
There are currently three designated bus stops along Robertson Boulevard in the City of Chowchilla, including stops at the Countrywood Shopping Center between Myer Drive and Washington Road, Community Sports Center in the downtown between S 11th Street and S 10th Street, Chowchilla City Senior Bus Center in the downtown between S 1st Street and S 2nd Street and Chowchilla Save Mart at Montgomery Lake Way.

The existing public transit network is illustrated in **Figure 4**.

Figure 4. Existing Transit Service Network



- Madera County Connection (MCC)
- CATX Service Area
- Chowchilla City Boundary
- Study Corridor



Vehicle Lanes and Geometry

SR 233/Robertson Boulevard extends from Avenue 18 ½ in the south to its terminus at the SR 99 interchange to the north. The roadway continues as Avenue 26 after the SR 99 interchange. The portion of Robertson Boulevard between Highway 152 and Palm Parkway is comprised of two 12-foot travel lanes with 10-foot shoulders on either side. Approaching the Robertson Boulevard/15th Street intersection, Robertson Boulevard gradually expands to a 60 feet wide four-lane (two lanes per direction) roadway with a two-way left-turn lane (TWLTL) median. The travel lanes and median are 10 and 14 feet wide, respectively, and eight feet of parking space is provided on each side of Robertson Boulevard. As the roadway approaches the downtown area, the TWLTL median is replaced with left-turn pockets at the intersections. North of Chowchilla Boulevard, Robertson Boulevard reduces to a two-lane roadway until its terminus at the SR 99 Northbound ramps. Avenue 26 is comprised of a two-lane roadway with a 12-foot wide median and five feet wide Class II bike lanes on either side between SR 99 and Fig Tree Road. East of Fig Tree Road, Avenue 26 reduces to a two-lane roadway with the travel lanes gradually reducing to 10 feet in width. Within the project study area, Robertson Boulevard has a posted speed limit that ranges between 30 and 55 miles per hour (mph). At the Highway 152 interchange Robertson Boulevard has a posted speed limit of 55 mph. Robertson Boulevard maintains a consistent posted speed limit of 30 mph between 15th Street and the SR 99 interchange, with reduced speed areas near schools. Avenue 26 has a posted speed limit of 45 mph within the study area.

A speed survey was conducted on Thursday, May 30, 2019 to observe typical weekday conditions. It was observed that while the posted speed limit on Robertson Boulevard between Highway 152 and Cates Court is 55 mph, the 85th percentile

speed is 61 mph. The speed survey performed along Avenue 26, east of Road 19, revealed an 85th percentile speed of 63 mph compared to the previously posted speed limit of 45 mph. **Appendix A** contains the speed data collected in the project study area.



Alligator Cracking on Avenue 26 near Road 19



Aggregate Polishing on Robertson Boulevard near 5th Street

Observations of the study area reveal that there are three common pavement deficiencies present along Robertson Boulevard (Highway 152 to SR 99) and Avenue 26 (SR 99 to Road 19). These deficiencies include alligator (fatigue) cracking, aggregate polishing, and rutting. Of the three, alligator cracking is the most common and is continuously present throughout the study segment. The alligator cracking and rutting deficiencies are likely due to inadequate structural support in the roadway pavement for the heavy loads experienced from truck traffic.

Collision Analysis

Crash data along the SR 233/Robertson Boulevard study corridor was evaluated for a five-year duration of January 2014 to December 2018. The crash data was received from the Statewide Integrated Traffic Records System (SWITRS), University of California Berkeley’s Transportation Injury Mapping System (TIMS) and City of Chowchilla Police Department records. An extensive review of all crashes was conducted based on crash types, collision factor, severity and year of occurrence.

The key findings of this analysis are as follows:

- Fatal and Severe Injury Collisions: There were 29 total crashes along the SR-233 corridor, including one fatal and three severe injury crashes.
- Collision Location: Out of the 29 crashes, 22 crashes occurred at an intersection within the study area.
- Collision Type: The most frequently occurring crash type was Head-On collision with numbering at 28 out of the total 29 crashes.
- Collision Factor: Most frequently cited collision factor were Unsafe Speed (28 percent), automobile right-of-way (21 percent), and driving or bicycling under the influence of alcohol or drug (14 percent).
- Collision by Year: Crashes of all severity were highest in 2015 and 2016 with 28 percent of all crashes in each year.
- Pedestrian and Bicycle Collisions: There were five pedestrians and two bicyclist injured during the study period.

Following were the highest crash-prone segments or intersections identified on Robertson Boulevard:

- 5th St to 8th St/Robertson Boulevard
- Chowchilla Boulevard/Robertson Boulevard
- Palm Parkway/Robertson Boulevard
- Avenue 23 1/2 /Robertson Boulevard
- 11th to 15th St/Robertson Boulevard

Figure 5 represents these high-risk segments of the study corridor.

Overview

During the five-year study period, 29 crashes were observed to occur within the study area. The majority of these crashes (69 percent) were complaints of pain collisions, while one fatal (three percent), three severe injury (ten percent), and five visible injury (17 percent) collisions also occurred. Intersection and segment collisions make up 76 and 24 percent of the total collisions, respectively. The following chart displays the percentage of intersection and segment collisions.

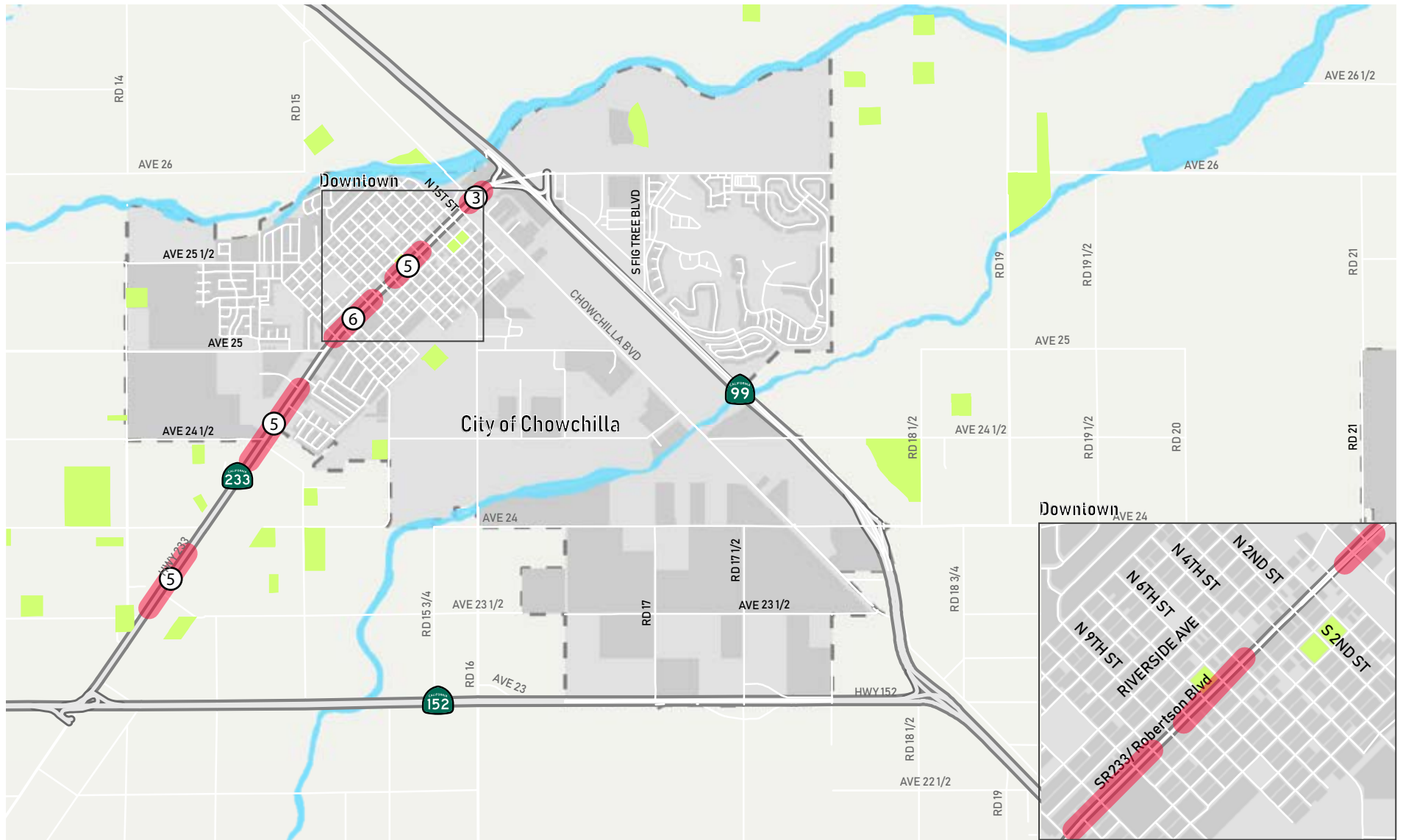
Figure 6 displays all collisions along the Study Corridor.



Percentage of crashes at roadway segments and intersections



Figure 5. High-risk Segments on SR-233 Robertson Boulevard



- High-risk Segments
- X # of Collisions
- Highway
- Parks
- Rivers
- Chowchilla City Boundary
- Study Corridor

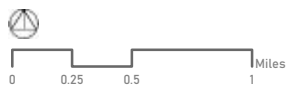
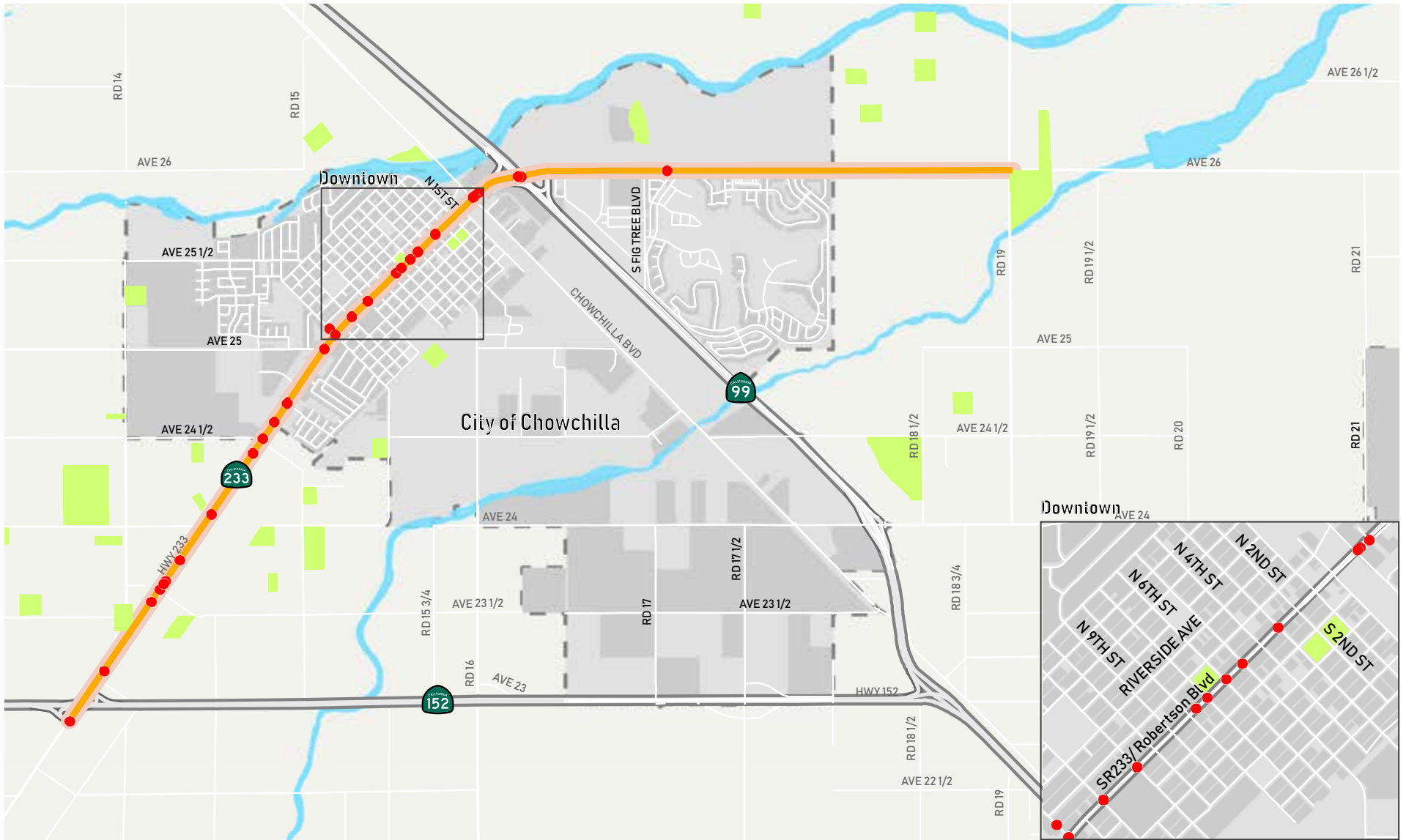


Figure 6. Collisions on SR-233 Robertson Boulevard



● Collisions



Highway



Parks



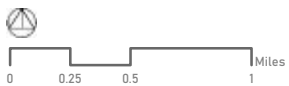
Rivers



Chowchilla City Boundary

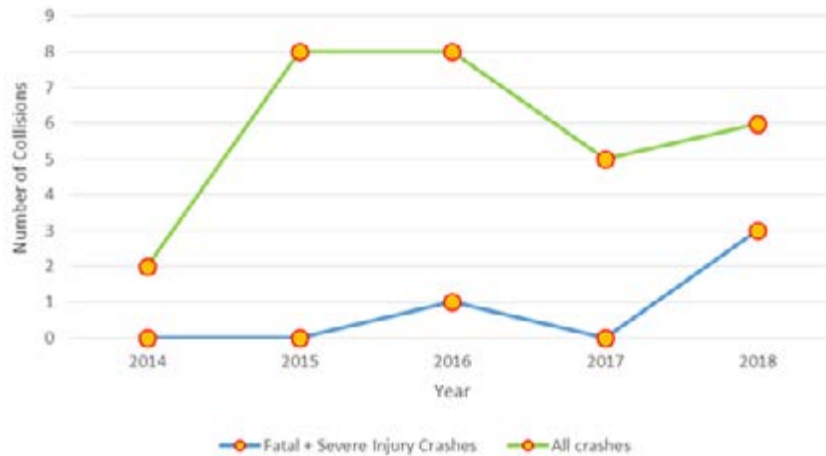


Study Corridor



Collisions over Time

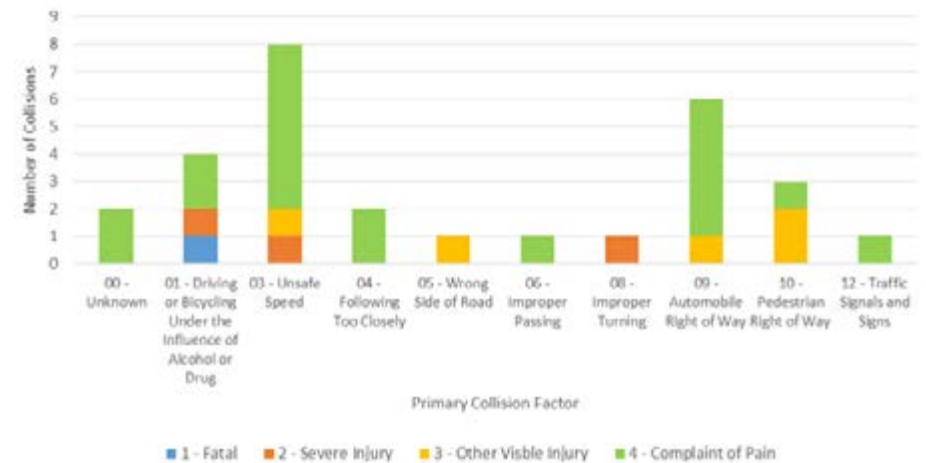
The following graph illustrates that a total of eight crashes (28 percent) occurred in the years of 2015 and 2016, followed by six crashes (21 percent) in 2018, five crashes (17 percent) in 2017 and two crashes (seven percent) in 2014. Although the maximum number crashes occurred in the years 2015 and 2016, three of the four fatal and severe injury crashes occurred in 2018.



Collision Trend (2014-2018)

Collision Factor

The analysis shows that most crashes occurred in the study area due to unsafe speed. Out of the 20 total collisions, eight (28 percent) were due to unsafe speeds, six (21 percent) were automobile right-of-way violations and 4 (14 percent) were due to driving or bicycling under the influence of alcohol or drugs. Other major factors included pedestrian right-of-way violation and following too closely. The primary collision factor for the fatal incident was driving/bicycling under the influence of alcohol or drugs. The following graph illustrates the relationship between primary collision factors and crash severity.





Primary Collision Factor vs. Crash Severity

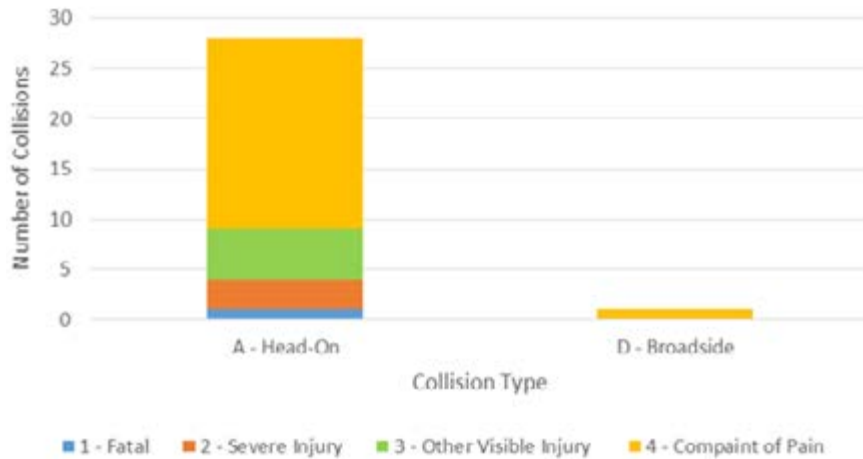
Collision Type

Out of the 29 collisions in the study area, head-on was the most frequently occurring type with a total of 28 crashes, along with one broadside crash. The following **Table 1** describes the two collision types that were observed:

Table 1. Definition of Collision Types

	<p>HEAD-ON: Two motor vehicles, approaching from opposite directions, make direct contact. For example, the front of one vehicle collides with the front of another, or prior to impact, one vehicle skids sideways, causing the side of the skidding vehicle to collide with the front of the other.</p>
	<p>BROADSIDE: One motor vehicle strikes another vehicle at an angle greater than that of a sideswipe.</p>

The following graph shows the number of collisions by severity and crash type. The high occurrence of head-on collisions may imply improper passing, improper turning at intersections and right-of-way issues.

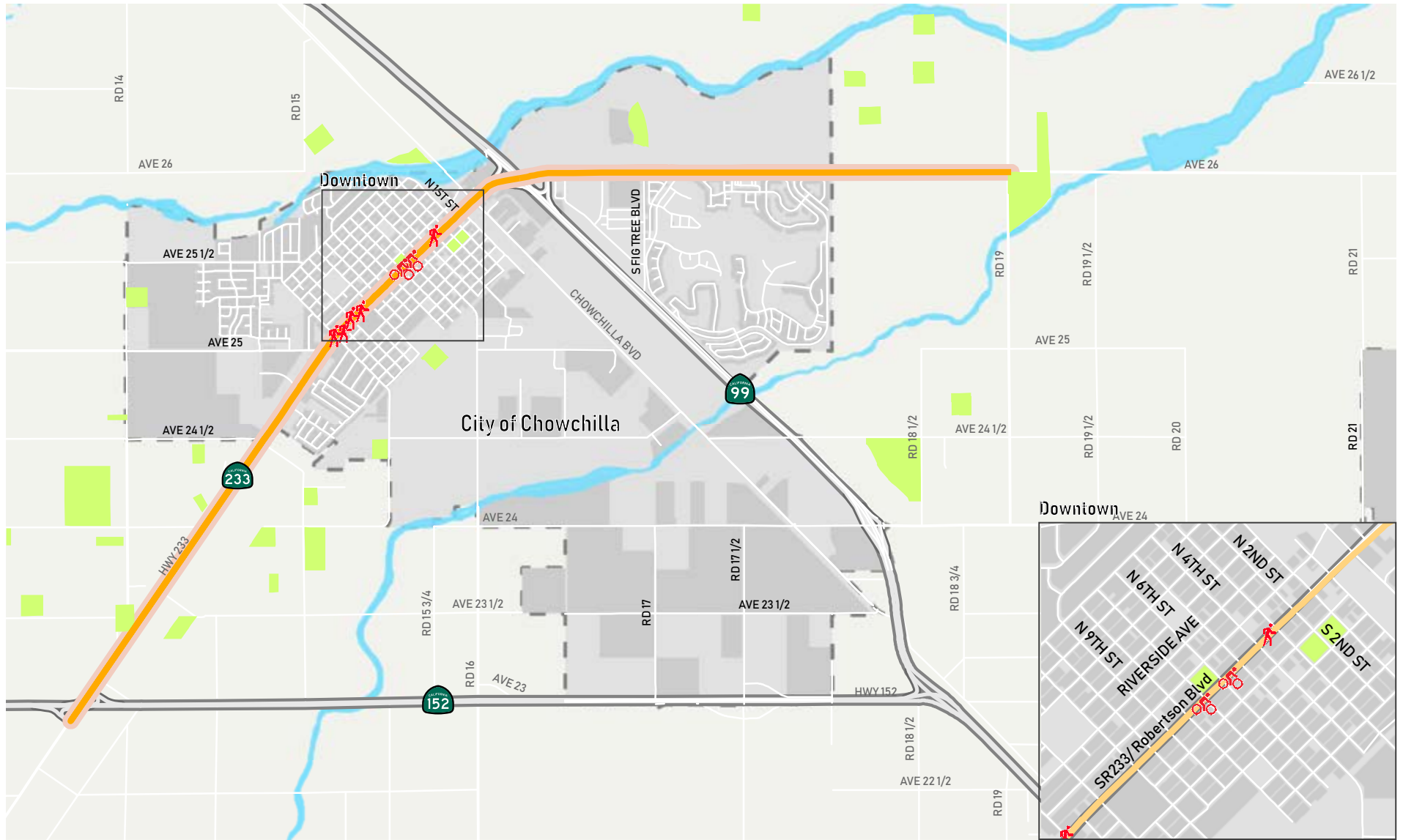









Collision Type vs. Crash Severity

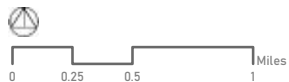
Pedestrian and Bicycle Collisions

A total of five pedestrians and two bicyclists were injured during the five-year study period. There were one bicycle and two pedestrian collisions observed in each of the years 2015 and 2016, and one pedestrian collision in 2018. All pedestrian and bicycle crashes occurred at intersections and no fatalities resulted. One bicycle collision occurred due to an automobile right-of-way violation while the other occurred due to improper passing, whereas most pedestrian collisions occurred due to pedestrian right of way violations and improper passing. **Figure 7** displays the locations of the pedestrian and bicycle collisions observed.

Figure 7. Pedestrian and Bicyclist Collisions



-  Bicyclist Involved
-  Pedestrian Involved
-  Highway
-  Parks
-  Rivers
-  Chowchilla City Boundary
-  Study Corridor





4. Data Collection

This section summarizes the data collection efforts for the SR 233/Robertson Boulevard Corridor Planning Study and Chowchilla Multimodal Study. Three primary types of data were collected to support the determination of existing conditions: (1) peak hour turning movement volume counts; (2) 24-hour, average-daily traffic classification counts; and (3) signal timings. Intersection level of service (LOS) analysis was performed using the turning movement data for both the a.m. and p.m. peak hours.

Study Intersections

TJKM evaluated traffic conditions at 12 study intersections along the Robertson Boulevard corridor. The study intersections were selected in consultation with the MCTC staff. The study intersections and associated traffic controls are as follows:

1. Robertson Boulevard (SR 233)/Highway 152 Eastbound Ramps (One-Way Stop)
2. Robertson Boulevard (SR 233)/Highway 152 Westbound Ramps (One-Way Stop)
3. Robertson Boulevard (SR 233)/15th Street (Signalized)
4. Robertson Boulevard (SR 233)/13th Street (Two-Way Stop)
5. Robertson Boulevard (SR 233)/11th Street (Signalized)
6. Robertson Boulevard (SR 233)/5th Street (Signalized)
7. Robertson Boulevard (SR 233)/Front Street (Two-Way Stop)
8. Robertson Boulevard (SR 233)/Chowchilla Boulevard (Signalized)
9. Robertson Boulevard (SR 233)/SR 99 Southbound Ramps (One-Way Stop)
10. Robertson Boulevard (SR 233)/SR 99 Northbound Ramps (Two-Way Stop)
11. Avenue 26/Fig Tree Road (All-Way Stop)
12. Avenue 26/Road 19 (Two-Way Stop)

Figure 8 illustrates the study area and study intersections.

Turning Movement Counts

TJKM collected the turning movement counts (TMC) for 12 intersections during the a.m. (7:00 – 9:00 a.m.) and p.m. (4:00 – 6:00 p.m.) peak periods on Wednesday and Thursday, May 29 and 30, 2019. These counts were done at each location using manual observation to record the number of vehicles that turn left or right or drive straight through the intersection for each of the intersection approaches. To assure proper data collection on typical traffic days, each day and time were carefully reviewed, and any questionable days/times were eliminated from the data collection schedule. This included identifying school holidays across the city and any events that occurred during the data collection period. During the data collection days and times, no public holidays, special events or weather conditions were observed that could have impacted the usefulness of the collected data. The data was collected on the days and hours representative of normal traffic conditions. Significant construction impacts were not present during the data collection period, thus no data was disqualified from the process.

Appendix B contains the vehicle, pedestrian, and bicycle counts for the study intersections.

Average Daily Traffic Counts

TJKM collected the average daily traffic (ADT) classification counts for eight study segments within the study area. Two of the eight study segments are located along the study corridor. The counts consist of 24-hour, bi-directional, ADT with vehicle classifications identified. The ADT was conducted during typical weekday conditions, on Wednesday and Thursday, May 29 and 30, 2019. To ensure typical

weekday conditions were reflected, similar procedures as discussed above for the turning movement counts were applied when conducting ADT counts.

Appendix C contains the 24-hour, classification ADT counts for the study segments.

Signal Timing Plans

Signal timing plans were obtained from Caltrans District 6 for the four signalized study intersections. The following key parameters were included in the Synchro analysis to accurately model existing conditions:

- Walk Time - this is the amount of time for a pedestrian walk phase. Pedestrian phase only come on when the phase has pedestrian calls, or if the phase has pedestrian recall.
- Flashing Don't Walk Time - this is the amount of time for a pedestrian Flash Don't Walk Phase.
- Minimum Green Time - this is the shortest time that the phase can show green.
- Yellow Time - this is the amount of time for the yellow interval.
- Red Time - this is the amount of time for the all red interval that follows the yellow interval. The all red time should be of sufficient duration to permit the intersection to clear before cross traffic is released.
- Vehicle Extension Time - this is also the maximum gap. When a vehicle crosses a detector, it will extend the green time by the vehicle extension time.
- Minimum Gap Time - this is the minimum gap that the controller will use with volume-density operation.

- Phasing - the type of left-turn phasing (protected, split, permissive).

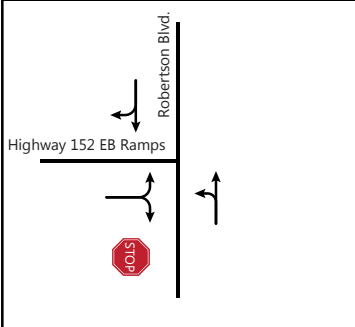
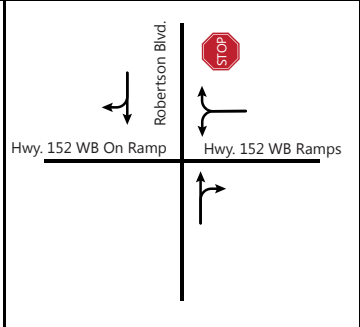
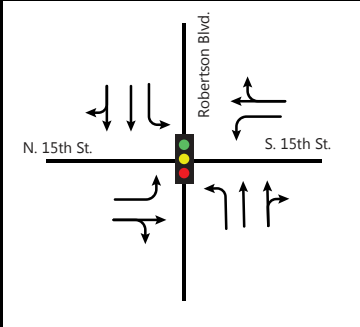
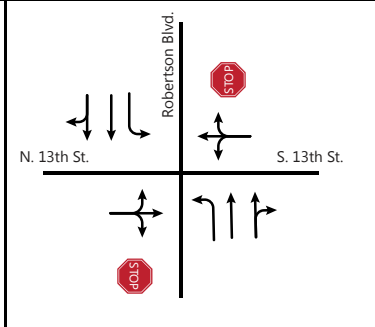
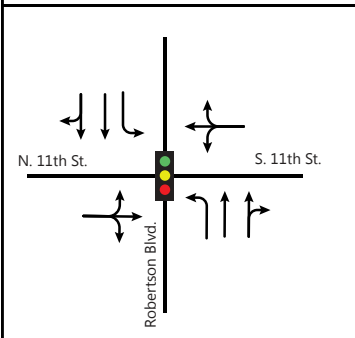
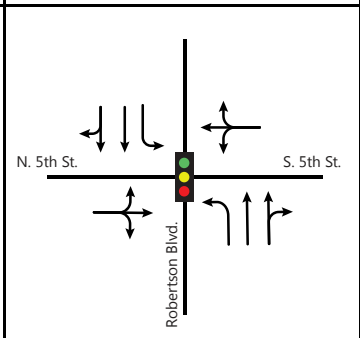
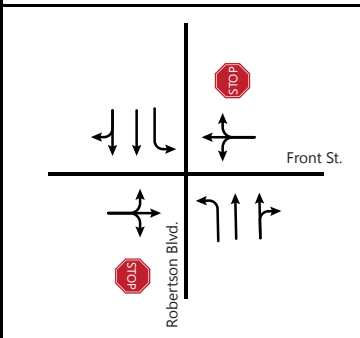
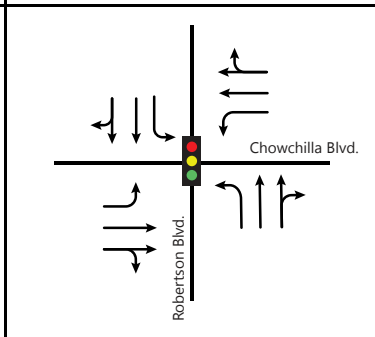
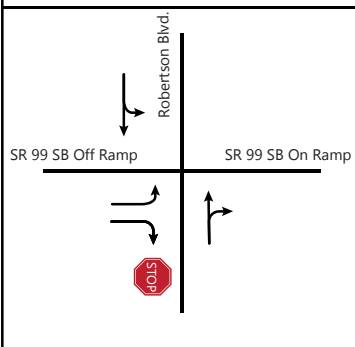
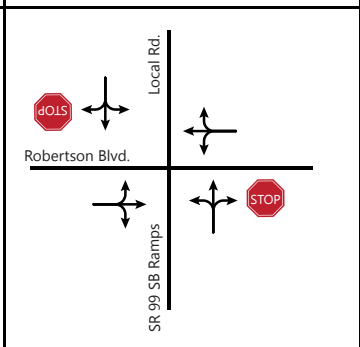
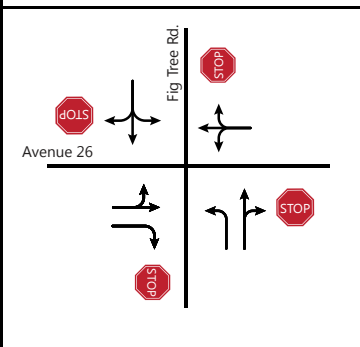
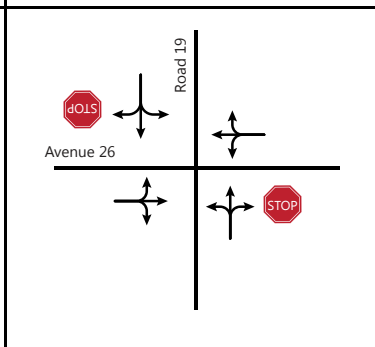
Appendix D contains the Caltrans signal timing sheets for the signalized intersections.

Figure 9 displays the study intersections lane geometry and traffic controls.

Figures 10 and **11** display the existing peak hour turning movement volumes and the existing peak hour pedestrian and bicycle volumes, respectively.



Figure 9. Existing Conditions Lane Geometry and Traffic Controls

<p>Intersection #1 Robertson Blvd. / Highway 152 EB Ramps</p> 	<p>Intersection #2 Robertson Blvd. / Highway 152 WB Ramps</p> 	<p>Intersection #3 Robertson Blvd. / 15th St.</p> 	<p>Intersection #4 Robertson Blvd. / 13th St.</p> 
<p>Intersection #5 Robertson Blvd. / 11th St.</p> 	<p>Intersection #6 Robertson Blvd. / 5th St.</p> 	<p>Intersection #7 Robertson Blvd. / Front St.</p> 	<p>Intersection #8 Robertson Blvd. / Chowchilla Blvd.</p> 
<p>Intersection #9 Robertson Blvd. / SR 99 SB Ramps</p> 	<p>Intersection #10 Robertson Blvd. / SR 99 NB Ramps</p> 	<p>Intersection #11 Avenue 26 / Fig Tree Rd.</p> 	<p>Intersection #12 Avenue 26 / Road 19</p> 

Legend



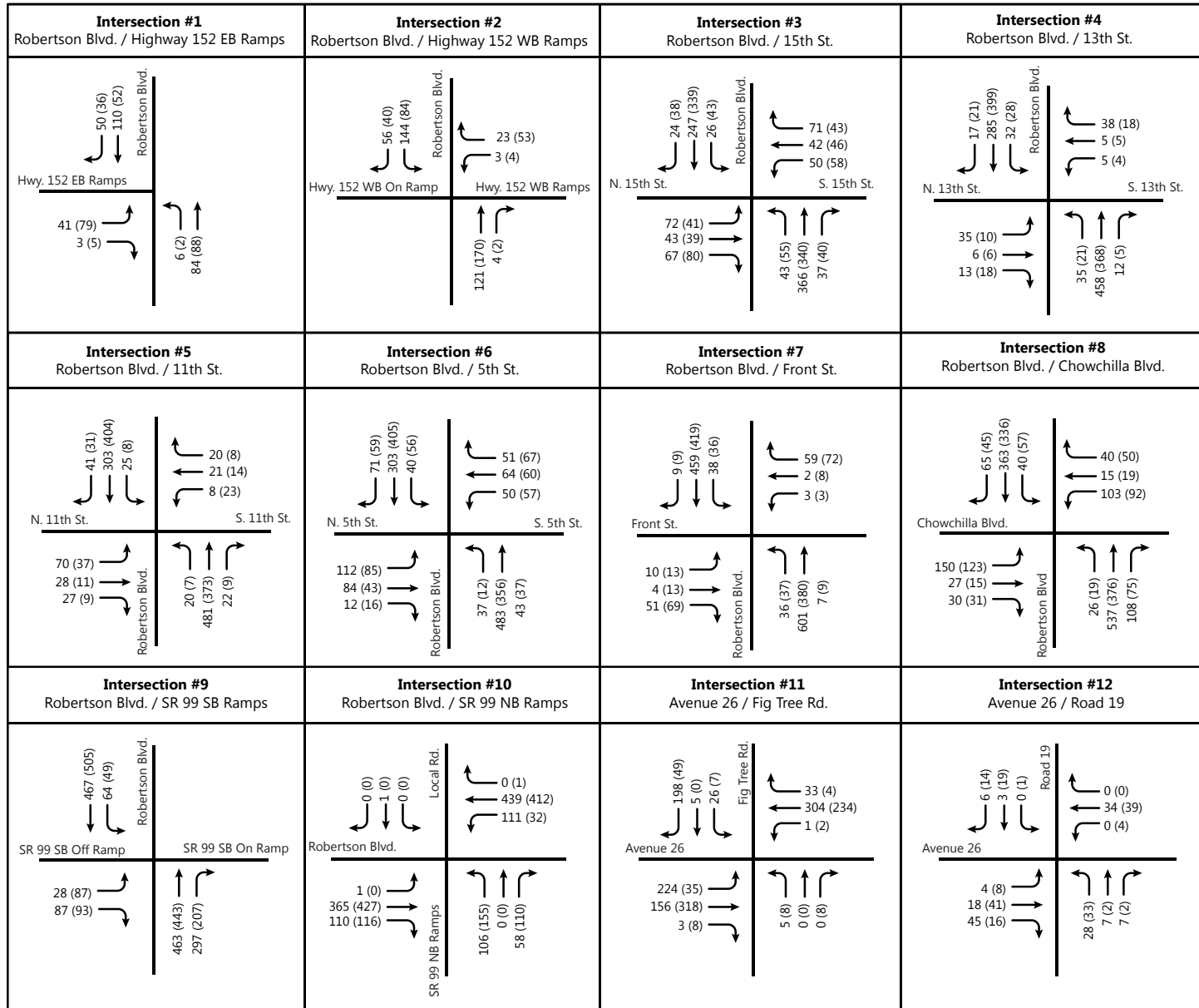
-  Traffic Signal
-  Stop Control



Figure 10. Existing Conditions Peak Hour Traffic Volumes

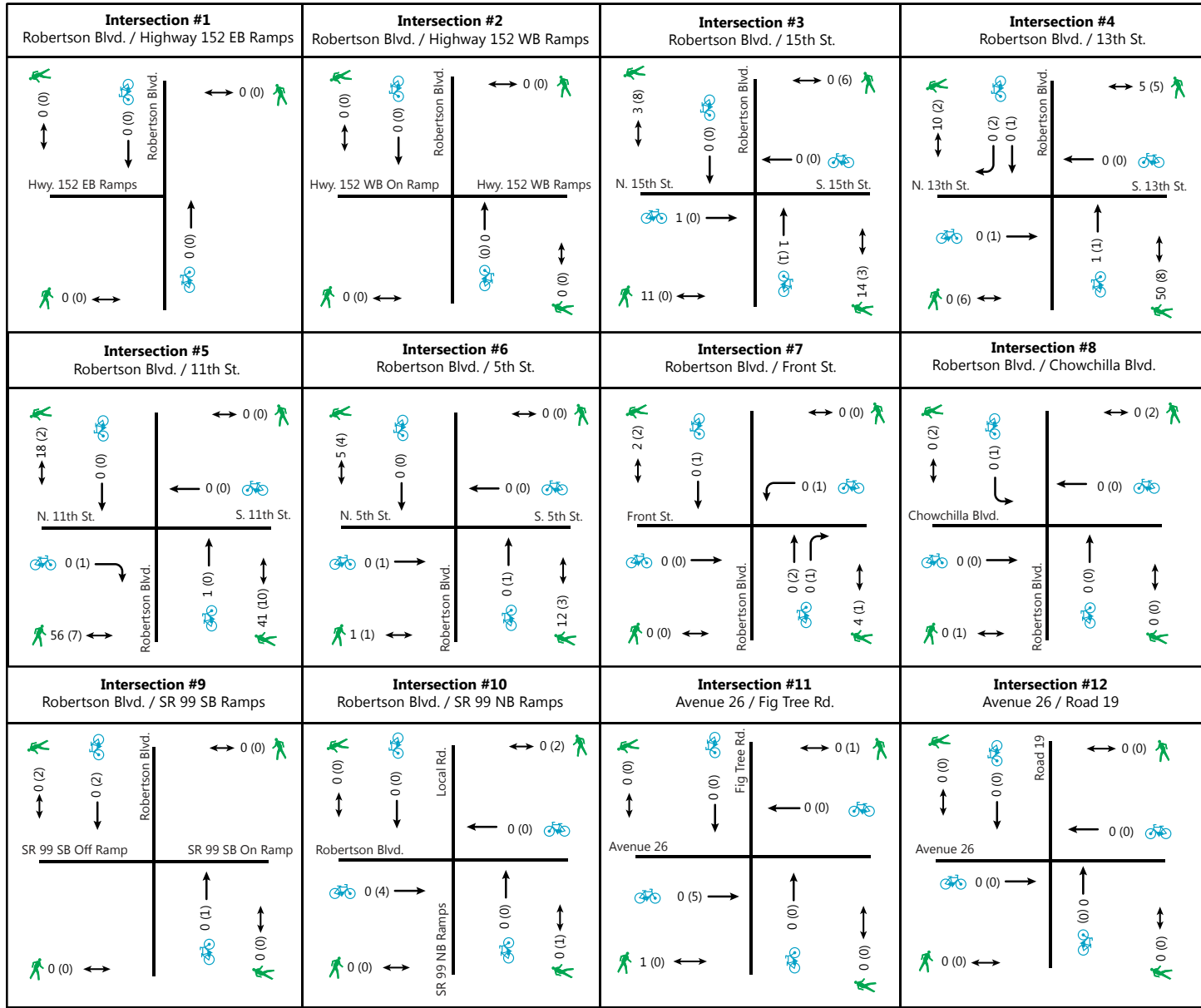


Legend

- XX AM Peak Hour Volumes
- (XX) PM Peak Hour Volumes



Figure 11. Existing Pedestrian and Bicycle Volumes



Legend

- XX AM Peak Hour Ped/Bike Volumes
- (XX) PM Peak Hour Ped/Bike Volumes
- Pedestrian Crossing volume
- Bicycle Turn Movement Volume





5. Traffic Operation Analysis

Level of Service (LOS) Methodology

Level of Service (LOS) is a qualitative measure that describes operational conditions as they relate to the traffic stream and perceptions by motorists and passengers. The LOS generally describes these conditions in terms of such factors as speed and travel time, delays, freedom to maneuver, traffic interruptions, comfort, convenience, and safety. The operational LOS are given letter designations from A to F, with A representing the best operating conditions (free-flow) and F the worst (severely congested flow with high delays). Generally, intersections are the capacity-controlling locations with respect to traffic operations on arterial and collector streets.

The City of Chowchilla requires an overall LOS C for local facilities, however accepts LOS D for peak hours in some instances (City of Chowchilla 2040 General Plan). MCTC identifies a minimum LOS D along local streets in Madera County in its 2018 Regional Transportation Plan/Sustainable Communities Strategy. Caltrans requires a minimum LOS C for facilities on State Routes. For the purposes of this study, a minimum LOS C or better was considered for study intersections and segments along SR 233/Robertson Boulevard and a minimum LOS D or better for all other facilities.

Signalized Intersections

The study intersections under traffic signal control were analyzed using the 2010 Highway Capacity Manual (HCM) Operations Methodology for signalized intersections described in Chapter 18 (HCM 2010). This methodology determines LOS based on average control delay per vehicle for the overall intersection during peak hour intersection operating conditions. Control delay includes initial deceleration delay, queue move-up time, stopped delay, and final acceleration delay. The average control delay for signalized intersections was calculated using Synchro analysis software and was correlated to a LOS designation.

Unsignalized Intersections

The study intersections under stop control (unsignalized) were analyzed using the 2010 HCM Operations Methodology for Unsignalized intersections described in Chapters 19 and 20 (HCM 2010). LOS ratings for stop-sign controlled intersections are based on the average control delay expressed in seconds per vehicle. At the side street, controlled intersections or two-way stop sign intersections, the control delay is calculated for each movement, not for the intersection as a whole. For approaches composed of a single lane, the control delay is computed as the average of all movements in that lane. The weighted average delay for the entire intersections is presented for all-way stop controlled intersections. The average

control delay for unsignalized intersections was calculated using Synchro analysis software and was correlated to a LOS designation. At an unsignalized intersection, most of the major street traffic is not delayed, and by definition have acceptable conditions. The major street left-turn movements and the minor street movements are all susceptible to delay of varying degrees. Generally, the higher the major street traffic volumes, the higher the delay for the minor street movements.

Roadway Segment Analysis

The LOS methodology used to analyze roadway segments is outlined in the Circulation Element of the City of Chowchilla 2040 General Plan. This methodology examines the Average Daily Traffic (ADT) volumes as compared to the carrying capacity of the roadway facility, or the volume-to-capacity (v/c) ratio. A volume-to-capacity ratio equal to or greater than 1.0 reflects LOS F conditions. All study segments are located within Caltrans jurisdiction, and thus require operations of LOS C or better.

The analysis methodology described above was used to measure a.m. and p.m. peak-hour traffic operations at all study facilities. All intersection analyses were conducted using Synchro 10 traffic analysis software and procedures and methodologies consistent with the Highway Capacity Manual 2010 (Transportation Research Board, 2010). **Table 2** displays the LOS thresholds for intersections under HCM 2010 methodologies. The intersection LOS thresholds differ between signalized and unsignalized intersections.

Table 3 describes the LOS definitions for roadway segments and intersections, provided in the City of Chowchilla 2040 General Plan.

Table 2. Level of Service Thresholds based on Intersection Control Delay

LOS	Signalized Intersection Delay (sec/veh)	Unsignalized Intersection Delay (sec/veh)
A	≤ 10	0-10
B	> 10-20	> 10-15
C	> 20-35	> 15-25
D	> 35-55	> 25-35
E	> 55-80	> 35-50
F	> 80	> 50

Source: Highway Capacity Manual (HCM), 2010 Edition.



Table 3. Segment and Intersection Level of Service Descriptions

LOS	Conditions	Description	Street Segments	Intersections	
			V/C	Signalized	Un-signalized
				Delay (Seconds)	Reserve Capacity
A	Free Flow	Users are unaffected by other traffic, freedom of speed and movement, level of comfort, convenience and safety is excellent.	0.00-0.59	5	400
B	Stable Operation	Users begin to notice other traffic, freedom of speed continues, but freedom to maneuver declines slightly.	0.60-0.69	5.1 to 15.0	300-399
C	Stable Operation	Users are affected by other traffic, freedom of speed and maneuver are greatly affected. Traffic signals operate at maximum efficiency.	0.70-0.79	15.1 to 25.0	200-299
D	Approaching Unstable	Users are greatly affected by traffic, comfort, convenience and safety significantly affected. Users wait one signal cycle to pass through an intersection.	0.80-0.89	25.1 to 40.0	100-199
E	Unstable Operations	Traffic volumes at or near capacity, users wait several signals to pass through intersection.	0.90-0.99	40.1 to 60.0	0-99
F	Forced Flow	Traffic volumes exceed the capacity of the street and traffic queues develop. Stop and go traffic conditions.	1.00-plus	>60.0	<0

Source: City of Chowchilla 2040 General Plan, Circulation Element, Table CI-5



Synchro Model Development

Existing Conditions (2019) traffic operations were evaluated based on LOS criteria using Synchro 10 models. The analysis procedures documented under Chapters 18 (Signalized Intersections) and Chapters 9 and 20 (Unsignalized Intersections) of the HCM, 2010 Edition, published by the Transportation Research Board. Synchro is a software package for modeling and optimizing traffic systems.

The Synchro model setup requires the input of geometric configurations, traffic flow, traffic control, and signal timings at the study intersections under Existing Conditions (2019). The operational models were developed for the a.m. and p.m. peak hours, based on data collected for this project.

Delay and LOS

Existing intersection lane configurations, signal timings, and peak hour turning movement volumes were used to calculate the levels of service for the study intersections for the existing conditions analysis. Synchro 10 operations analysis software was used to complete the HCM 2010 LOS analysis procedures for all study intersections.

Three different types of intersection controls exist among the 12 study intersections along the study corridor. Side-street stop controlled intersections, present at seven study intersections (three one-way stop controlled intersections and four two-way stop-controlled intersections), have no control on one street and have stop signs controlling the other. Due to the inherent lack of delay on the street with no control, typically the major street, average delay is only measured for those

movements that have stop control and yield conflicts with other movements rather than for the entire intersection. In this report, the average vehicle delay and level of service reported for one- and two-way stop controlled (TWSC) intersections represents the approach with the highest delay to reflect the magnitude of the primary performance limitation of the intersection. Since no delay is experienced on the uncontrolled street (with the exception of yield requirements for left turning movements from the uncontrolled street), ensuring manageable delay on specific approaches represents the main consideration of side-street stop controlled intersection performance, and is therefore the basis for LOS determination.

The second type of intersection control evaluated along the study corridor is the all-way stop controlled (AWSC) intersection, which is present at one of the study intersections. These intersections have stop-sign controls on all approach legs and all vehicles travelling through the intersection experience delay. Thus, average vehicle delay is reported for the entire intersection to provide an indication of overall intersection performance.

The final type of control, present at four of the 12 study intersections, is a traffic signal. All four signalized intersections along the study corridor have protected phasing for major street approaches (SR 233/Robertson Boulevard) and permissive phasing at side-street approaches. While signalized intersections experience various types of phasing and cycle lengths, delay is experienced at some point by vehicles on each approach, thus LOS is based on the average vehicle delay for the entire intersection.



Level of Service (LOS) Analysis Results

Intersection Level of Service Analysis Results – Existing Conditions

Existing intersection lane configurations and peak-hour turning movement volumes were used to calculate the level of service (LOS) at the study intersections during peak hours. The results of the LOS analysis using the Synchro 10.0 software program for Existing Conditions are summarized in **Table 4**. The LOS and delay are based on average control delay on an intersection-wide basis for signalized and all-way stop-controlled intersections and on the movement with the highest delay for minor street stop-controlled intersections.

Under Existing Conditions, all study intersections operate within acceptable jurisdictional standards during both peak periods, except for the intersections at Robertson Boulevard/SR 99 Southbound Ramps (Intersection #9) and Robertson Boulevard/SR 99 Northbound Ramps (Intersection #10). Both intersections are one- or two-way stop controlled and have relatively low volumes on the side streets, but heavy volumes on the major street provide insufficient gaps for vehicles to turn onto or cross Robertson Boulevard, resulting in extensive delays on the side streets. In the overall context of intersection performance, the average vehicle delay is lower due to the greater number of vehicles able to pass freely through the intersection without delay. Appendix E contains the LOS analysis reports from Synchro 10 software.

Table 4. Intersection Level of Service and Delay for Existing Conditions (2019)

ID	Name	Control	Peak1	Existing Conditions	
				Delay (seconds) ²	LOS ³
1	Robertson Blvd / Hwy 152 EB Ramps	One-Way Stop	AM	10.9	B
			PM	10.0	A
2	Robertson Blvd / Hwy 152 WB Ramps	One-Way Stop	AM	10.7	B
			PM	10.6	B
3	Robertson Blvd / 15th St	Signalized	AM	16.2	B
			PM	15.9	B
4	Robertson Blvd / 13th St	TWSC	AM	22.7	C
			PM	15.1	C
5	Robertson Blvd / 11th St	Signalized	AM	18.7	B
			PM	12.2	B
6	Robertson Blvd / 5th St	Signalized	AM	16.7	B
			PM	15.5	B
7	Robertson Blvd / Front St	TWSC	AM	16.7	C
			PM	16.3	C
8	Robertson Blvd / Chowchilla Blvd	Signalized	AM	15.8	B
			PM	14.3	B
9	Robertson Blvd / SR 99 SB Ramps	One-Way Stop	AM	16.5	C
			PM	31.7	D
10	Robertson Blvd / SR 99 NB Ramps	TWSC	AM	>50	F
			PM	>50	F
11	Ave 26 / Fig Tree Rd	AWSC	AM	37.6	E
			PM	13.3	B
12	Ave 26 / Rd 19	TWSC	AM	9.5	A
			PM	10.4	B

Notes:

¹AM – morning peak hour, PM – evening peak hour

²Delay – Whole intersection weighted average control delay expressed in seconds per vehicle for signalized and all way stop-controlled intersections. Total control delay for the worst movement is presented for side-street stop-controlled intersections.

³LOS – Level of Service

Roadway Segment Level of Service Analysis Results – Existing Conditions

Existing roadway segment configurations and peak-hour Average Daily Traffic (ADT) volumes were used to calculate the LOS at the various study segments along Robertson Boulevard/SR 233. The 24-hour ADT counts at SR 233 between Highway 152 and Cates Court (study segment #1) were conducted on Thursday, May 30, 2019. Appendix C contains the ADT for Robertson Boulevard between Highway 152 and Cates Court. Volumes for the remaining study locations, from 15th Street to the SR 99 Ramps, were projected from the 2017 MCTC Traffic Volume Report (August 2017) to current year (2019) conditions with a 0.92% annual growth rate from the MCTC 2018 Regional Transportation Plan (RTP) Model. The peak hour volumes represent the ADT for the highest peak hour out of a 24-hour period. Capacities for the study segments were obtained from the 2012 Florida Department of Transportation Quality/Level of Service Handbook for transitioning areas and areas over 5,000 (population) not in urbanized areas. The results of the LOS analysis using volume-to-capacity (v/c) ratios and thresholds established by the 2040 Chowchilla General Plan are summarized in **Table 5**.

Under Existing Conditions, all study segments operate within acceptable jurisdictional standards, except for the segment of Robertson Boulevard (SR 233) between the SR 99 northbound and southbound ramps, which operates at LOS F during the highest peak hour. The segment is a two-lane bidirectional overpass constrained by two, side-street stop-controlled intersections. SR 99 connects the City of Chowchilla to Merced in the north and Madera in the south. Thus, the segment is likely to experience heavy traffic that exceeds the capacity provided by a two-lane roadway during commute peak periods.

Table 5. Roadway Segment Level of Service and Delay for Existing Conditions (2019)

ID	Segment Name	Peak1	Existing Conditions			
			Volume2	Capacity3	v/c4	LOS5
1	Robertson Blvd (SR 233) b/w Hwy 152 & Cates Ct1	PM	900	1460	0.62	B
2	Robertson Blvd (SR 233) b/w 15th St & 14th St	UNK	1141	2590	0.44	A
3	Robertson Blvd (SR 233) b/w 7th St & 5th St	UNK	1141	2590	0.44	A
4	Robertson Blvd (SR 233) b/w 4th St & 3rd St	UNK	1297	2590	0.50	A
5	Robertson Blvd (SR 233) b/w Front St & Chowchilla Blvd	UNK	1245	2590	0.48	A
6	Robertson Blvd (SR 233) b/w SR 99 Ramps	UNK	1245	1200	1.04	F

Notes:

1PM – evening peak hour, UNK – unknown peak hour

2Volume represents ADT for highest peak hour in a 24-hour period.

3Capacity – Peak hour two-way capacity in vehicles per hour (vph).

4v/c – volume-to-capacity ratio

5LOS – Level of Service



6. Community Outreach

Community outreach efforts for this project include a project website, online survey, stakeholder committee, and community workshop and pop-up events.

Project Website and Online Survey

The project website serves to inform the public of the project and associated updates and events. The website is accessible via the Madera County Transportation Commission website and City of Chowchilla website and Facebook page through direct link (. Visitors can view the website in English and Spanish, sign up for email updates, provide direct feedback, and take the online survey through the project website. The website also contains materials from community workshop and events for community members that were unable to attend or want to refresh their minds with the project. The online survey serves to obtain specific insight into the community through multiple choice, ranking, and fill in questions. Survey questions focus on demographics, modes of transportation used by individuals, transportation facilities for improvement, prioritization of improvements, etc. The online survey is available in English, with Spanish surveys available to complete at community workshops and pop-up events. Links to the online survey are provided on the project website, MCTC website and the City of Chowchilla website, Facebook page, and Nextdoor page.

TJKM received 160 survey responses from online efforts alone. Most respondents

expressed they felt unsafe walking and biking along SR 233/Robertson Boulevard in the City of Chowchilla. Respondents rated pedestrian and bicycle facilities such as crosswalks, sidewalks, and street lighting as among the poorest facilities in the area, and identified pedestrian and bicycle improvements as a top priority.

Community Workshop

TJKM, the City of Chowchilla, and MCTC held the first community workshop on September 12, 2019 from 5:30 p.m. to 7:30 p.m. at the City of Chowchilla Council Chambers. The purpose of this workshop was to present the findings of the preliminary existing conditions analysis, including issues and deficiencies identified during a field visit, and gain insight into the concerns of the community. The workshop kicked off with a presentation of the existing conditions of the study area, including alternative transportation facilities, traffic conditions, and pavement conditions, and followed with an interactive discussion between the project team and community members.

On the way out the community was encouraged to mark-up aerial boards of the study area with their concerns and possible ideas for change, and provided feedback on their priorities for improvements. The following details the discussion and feedback obtained from the first community workshop.

The discussion mainly consisted of concerns surrounding walking and biking along the study corridor. Community members identified a need for safer crossings, ADA compliant sidewalks, and a continuous and efficient pedestrian network. Safety issues were identified near Wilson Middle School and the SR 99 overpass due to limited lighting and lack of pedestrian facilities. Attendees noted that pedestrian facilities across Robertson Boulevard were of higher priority as children commute to schools, parks and events across town. It was also highlighted that pedestrian crossings needed improved efficiency at signalized intersections, such as Robertson Boulevard and 11th Street, where crossings are only permitted on three legs rather than all four. Concerns with bicycle facilities mainly surrounded the lack of education cyclists in the City exhibit. Cyclists are often found travelling on sidewalks, wrong sides of roads, and circling inside intersections. The attendees suggested improved signage and education programs for the community. Additionally, the

community feels biking should be encouraged through a bike kitchen or shop that provides bicycle repairs and educational resources.

Congestion issues were identified at gateways into and out of the City, especially the SR 99 interchange. Since the ramps are side-street stop controlled, queues form due to insufficient gaps for stopped vehicles to make left-turning movements onto Robertson Boulevard. Other areas of concern mentioned include flooding on side streets of Robertson Boulevard between 5th Street and 2nd Street, lack of transit services to Merced, lack of transit information, parked vehicles swinging doors open into travel lanes, and delivery trucks blocking access to businesses. Overall, the attendees feel the needs of the community would be met if Robertson Boulevard was a pedestrian- and business-friendly corridor.



Appendices

Appendix A - Speed Data

**Appendix B - Vehicle, pedestrian and bicycle
Turning Movement Counts**

**Appendix C - Average Daily Traffic Counts for study
segments**

**Appendix D - Caltrans signal timing sheet for
signalized intersections**

**Appendix E - Level of Service (LOS) Analysis
reports**



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MEMORANDUM

ITEM 4-C

DATE: February 19, 2020
TO: MCTC Policy Board
FROM: Dylan Stone, Regional Planning Supervisor
RE: State Route 41 Joint Fresno-Madera Sustainable Corridor Study

I. Requested Action:

Information and discussion. Direction may be provided.

II. Summary:

MCTC staff was contacted by Fresno Council of Governments regarding collaborating in a joint sustainable corridor study of the State Route (SR) 41 corridor between Southeast Madera County and the City of Fresno.

The Fresno-Madera Sustainable Corridor Study will determine future transportation needs of the northern portion of State Route (SR) 41 that runs through the core of the City of Fresno and continues north into the future-developed area of Madera County. This study will also include the major connecting corridor that serves residents of both counties, Avenue 9, which links SR41 and SR99 in southern Madera County. The joint study will provide direction for both counties as both the residential population and the need for sustainable transportation improvements continues to increase along the corridor.

The study would take a comprehensive look at Travel Demand Management (TDM) strategies along the corridor, including how to best integrate strategies such as HOV express lanes, dedicated transit lanes, and active transportation features into the corridor to promote efficiency and reduce our environmental impact as the region continues to grow. The study proposes to develop a bi-county traffic model to forecast traffic growth along the corridor.

MCTC has been asked to contribute \$50,000 towards a total project cost of \$400,000. Fresno COG staff would be the lead agency for the study with plans to retain a consultant for the study development.

Fiscal Impact:

No impact to the Fiscal Year 2019/2020 Budget.

MADERA COUNTY TRANSPORTATION COMMISSION

EXECUTIVE MINUTES

Date: January 22, 2020

Time: 3:00 pm

Place: MCTC Conference Room

Members Present: Chairman, Andrew Medellin, Mayor, City of Madera
Tom Wheeler, Supervisor, Madera County
Alt. Robert Poythress, Supervisor, Madera County
Alt. Donald Holley, Councilmember, City of Madera
Alt. David Roger, Councilmember, City of Chowchilla

Members Absent: Vice Chairman, Max Rodriguez, Supervisor, Madera County
Brett Frazier, Supervisor, Madera County
Waseem Ahmed, Councilmember, City of Chowchilla
Jose Rodriguez, Councilmember, City of Madera

Policy Advisory Committee: Above Members, Laura Gordon, Caltrans District 06, Office Chief

MCTC Staff: Patricia Taylor, Executive Director
Troy McNeil, Deputy Director/Fiscal Supervisor
Dylan Stone, Principal Regional Planner - Absent
Jeff Findley, Principal Regional Planner
Amelia Davies, Associate Regional Planner
Evelyn Espinosa, Associate Regional Planner - Absent
Sandy Ebersole, Administrative Analyst
Sheila Kingsley, Office Assistant

MCTC sitting as the Transportation Policy Committee

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

None

4. Transportation Consent Items

A. California Transportation Commission (CTC) 2019 Annual Report to the California Legislature

The California Transportation Commission has submitted their 2019 Annual Report to the California Legislature, prepared pursuant to Government Code Section 14535-14536. This report identifies and discusses key transportation issues for the coming year 2020 and reviews accomplishments during the year just ended. The full report can be found at CTC Annual Report Website.

Action: Information and Discussion.

B. Valley Voice Trip – March 11, 2020

The Regional Policy Council has scheduled a Sacramento Valley Voice trip for March 11, 2020. The areas that have been identified as priorities are:

- Good Movement
- Passenger Rail
- California Climate Goals
- Air Quality
- Housing Planning and Production
- Water Reliability, Quality and Supply

Action: Information and Discussion.

C. Governor’s Proposed FY 2020-21 Transportation Budget

The Governor has released his Proposed State Budget for FY 2020-1. The entire proposed State Budget documents may be found at: <http://www.ebudget.ca.gov/>.

The Governor included his Transportation Funding proposal in the proposed State Budget. Included in the Board packet was a summary outlining the Governor’s Proposed Transportation Budget.

Action: Information and Discussion.

D. Infrastructure for Rebuilding America (INFRA) Grant Opportunity

U.S. Department of Transportation (USDOT) Secretary Elaine L. Chao announced the latest round of the infrastructure for Rebuilding America (INFRA) discretionary grant program, which is making available more than \$900 million for American infrastructure investments. The INFRA program is expected to award \$906 million to significant projects that support Administration’s focus on infrastructure improvements as outlined in the NOFO.

INFRA advances a grant program established in the FAST Act of 2015 to help rebuild America’s aging infrastructure. INFRA utilizes selection criteria that promote projects with national and regional economic vitality goals while leveraging non-federal funding to increase the total investment by state, local, and private partners. The program also incentivizes project sponsors to pursue innovative strategies, including public-private partnerships. INFRA promotes the incorporation of innovative technology, such as broadband deployment and intelligent transportation systems, that will improve our transportation system. INFRA will also hold recipients accountable for their performance in project delivery and operations.

The USDOT will award at least 25 percent of INFRA grant funding to rural projects, which often play a vital role in supporting our national economic vitality. Addressing the deterioration conditions and elevated fatality rates on our rural transportation infrastructure is a key objective of the USDOT. For rural communities in need of funding for highway and multimodal freight projects with national or regional economic significance, INFRA is an opportunity to apply directly for financial assistance from the federal government.

INFRA grants may be used to fund a variety of components of an infrastructure project, however, the USDOT is specifically focused on projects in which the local sponsor is significantly invested and is positioned to proceed rapidly to construction. Eligible INFRA project costs may include reconstruction, rehabilitation, acquisition of property (including land related to the project and improvements to the land), environmental mitigation, construction contingencies, equipment acquisition, and operational improvements directly related to system performance.

The NOFO application period will remain open through February 25, 2020.

Action: Information and Discussion.

Transportation Consent Calendar Action: Upon motion by Commissioner Wheeler, seconded by Commissioner Poythress to approve the Transportation Consent Calendar items (A - D). A vote was called, and the motion carried.

5. TRANSPORTATION ACTION/DISCUSSION ITEM

A. 2020 Public Participation Plan

The Madera County Transportation Commission (MCTC) is committed to involving the public in transportation planning activities. MCTC encourages the public's input in planning process to ensure the community's needs are met. Engaging the public early and often in the process of planning and decision making is critical to the success of any transportation plan or program.

The goal of MCTC's Public Participation Plan is to ensure continuous public notification and participation in major actions and decisions by the MCTC Policy Board. The plan will establish a baseline for the communication policies and procedures, ensuring that the public is well informed during the decision-making process. The Public Participation Plan will include goals, objectives, and the corresponding methods to successfully reach all communities, including those that are traditionally underserved within the county. The elements in this plan will be based on the premise that education and awareness are critical in the transportation planning process.

Updates to the document include added federal outreach requirements and reconfigured public commenting periods.

A 45-day public review period began Friday, November 22, 2019 and concluded Monday, January 6, 2020. No comments were received Staff recommends approval of the 2020 Public Participation Plan.

Action: Upon motion by Commissioner Wheeler, seconded by Commissioner Poythress to approve the 2020 Public Participation Plan. A vote was called, and the motion carried.

B. Transportation Funding Programs Update

MCTC Staff provided a verbal presentation that included an update of the transportation funding programs available to local agencies.

Action: Information and Discussion.

6. REAFFIRM ALL ACTIONS TAKEN WHILE SITTING AS THE TRANSPORTATION POLICY COMMITTEE

Action: Upon motion by Commissioner Poythress, seconded by Commissioner Holley to reaffirm all actions taken while sitting as the Transportation Policy Committee. A vote was called, and the motion carried.

7. ADMINISTRATIVE CONSENT ITEMS

A. *Executive Minutes – November 20, 2019*

Included in the Commissioner's packet was copy of the November 20, 2019 Executive Minutes of the Policy Board.

Action: Approve Executive Minutes of November 20, 2019.

Administrative Consent Calendar Action: Upon motion by Commissioner Wheeler, seconded by Commissioner Poythress to approve the Administrative Consent Calendar (Item A). A vote was called and the motion carried.

8. ADMINISTRATIVE ACTION/DISCUSSION ITEMS

A. *MCTC Financial and Transportation Development Act Fund Audit for Fiscal Year ended June 30, 2019*

Included in the Board packet was a copy of the Audit of MCTC Administrative and Planning Grant Funds and TDA Funds for FY 2018-19 prepared by Price, Paige, & Company Accountancy Corporation. The independent auditor's report expressed an unmodified opinion on the financial statements of the Commission and an unmodified opinion on the independent auditor's report for compliance of major programs.

The auditor did not note any adverse findings.

Action: Upon motion by Commissioner Poythress, seconded by Commissioner Wheeler, to accept MCTC Financial and Transportation Development Act Fund Audit for Fiscal Year ended June 30, 2019. A vote was called, and the motion carried.

B. *Mandatory Social Security and Medicare – Board Member Stipends*

MCTC staff received a letter from the State Social Security Administrator (SSSA) indicating a potential compliance issue with the rules of the Social Security and Medicare program. The issue is regarding the stipends paid to Board members. MCTC has classified Board members as independent contractors and has issued IRS form 1099 for year-end tax reporting. The SSA has indicated that Board members should be classified as employees thus making mandatory the withholding of Social Security and Medicare from stipend payments. MCTC staff reached out to legal counsel and received the following response:

"...the elected officials of the Madera County Transportation Commission are considered employees and not independent contractors of the Commission. Under the Internal Revenue Code, all elected officials of a state or political subdivision thereof are considered employees. (26 U.S.C. § 340(c); 42 U.S.C. § 418(b)(3).) According to the Internal Revenue Service and Social Security Act, holders of public office are generally considered employees rather than self-employed, since functions of a public office are not considered a trade or business (26 C.F.R. § 1.1402(c)-2.) Examples listed in the IRS regulations include mayor, county commissioner, board members, etc.

Because the Internal Revenue Code and Social Security Act consider the elected officials of the Commission as employees rather independent contractors, the Commission is required to withhold Social Security and Medicare payments (FICA) from the remuneration (wages, stipends, etc.) it provides to those officials. The withholding is mandatory for all local government officials who are not members of a public retirement system and whose local government employer does not have a Section 218 Agreement that provides coverage for state and local government employees. (42 U.S.C. § 410(a)(7)(F).) It is our understanding that the Commission does not have a Section 218 Agreement or public retirement system.

Going forward, the Commission should withhold FICA taxes from the elected officials' stipends and issue the stipend as of payroll rather than 1099s. The Commission will also contact the SSA to determine whether it needs to take any other actions with respect to any prior FICA withholding requirements."

Staff recommended that stipends be processed through its payroll process and issue W-2s for year-end tax reporting. Staff will also work with SSA to resolve any prior withholding requirements.

Action: Policy Board agreed with staff recommendation to withhold Medicare and Social Security payments, and replace the 1099 with a W2 at the end of the year.

MCTC Sitting as the Madera County 2006 Transportation Authority

9. AUTHORITY – CONSENT ITEMS

A. Measure T Citizens' Oversight Committee Meeting

The next Measure T Citizens' Oversight Committee Meeting is for Wednesday, February 12, 2020, 5:00 pm in the MCTC Board Room.

Action: Information and Discussion.

B. Authority Administrative Code – Amendment No. 1

An amendment to the Authority Administrative Code was released in November 2019 for review and comment. The changes included an update to the office address, the make up of the Technical Advisory Committee, and two grammatical corrections. No comments were received on the amendment. Staff recommended to approve Amendment No. 1 to the Authority Administrative Code.

Authority Consent Calendar Action: Upon motion by Commissioner Wheeler, seconded by Commissioner Poythress, to approve the Authority Consent Calendar (Items A and B). A vote was called, and the motion carried.

10. AUTHORITY – ACTION/DISCUSSION ITEMS

A. FY 2019-20 Annual Work Program Amendment No.1

The Annual Work Program (AWP) is the annual funding document for the Measure T Program. The City of Chowchilla and the County of Madera have requested allocation changes two regional projects that would require that the AWP be amended. The City of Chowchilla is requesting an additional \$100,000 for the

Environmental Phase for the SR 233 Operational Improvement Project. This increase will be programmed with Flexible funds. The County of Madera is requesting an additional \$1,245,000 for the Oakhurst Midtown Connector Project: \$20,000 for the Environmental Phase, \$695,000 for the Planning & Engineering Phase, \$700,000 for the Construction Phase, and a decrease of \$170,000 for the Right of Way Phase. These changes will be programmed with \$365,000 of Regional funds and \$880,000 of Flexible fund. Staff reviewed the request and recommend approval to the AWP.

Action: Upon motion by Commissioner Wheeler, seconded by Commissioner Poythress to approve FY 19-20 Annual Work Program Amendment No. 1. A vote was called, and the motion carried.

11. Miscellaneous

A. *Election of Officers*

Chairman Medellin opened the floor for nominations.

Upon motion by Commissioner Wheeler, seconded by Commissioner Rogers to nominate Commissioner Max Rodriguez as Chairman. A vote was called, and the motion carried.

Upon motion by Commissioner Wheeler, seconded by Commissioner Rogers to nominate Commissioner Jose Rodriguez as Vice Chairman. A vote was called, and the motion carried.

Upon motion by Commissioner Poythress, seconded by Commissioner Holley to close the floor for nominations. A vote was called, and the motion carried.

B. *Items from Caltrans*

Introduction of Laura Gordon was made by Chairman Medellin. Laura Gordon, Caltrans District 06, Office Chief will be Acting Planning Director until a permanent person is hired for this position.

Laura Gordon, Caltrans District 06 Office Chief, provided a brief update on the local projects in Madera County.

C. *Items from Staff*

Patricia Taylor, MCTC Executive Director presented a letter before the Board to discuss and sign on behalf of Paul J. Van Konynenburg supporting his reappointment to the California Transportation Commission.

D. *Items from Commissioners*

This time was reserved for Commissioner's to inquire about specific projects.

Commissioner Poythress requested for staff to send a letter of support recommending Michael Navarro for Caltrans, District 6, Deputy District 6 Director.

12. Adjournment

Meeting adjourned at 4:10 pm

Next meeting scheduled for Wednesday February 19, 2020.

Respectfully Submitted,



Patricia S. Taylor
Executive Director
Madera County Transportation Commission

TDA_20-21 Preliminary Estimate

Madera County Transportation Commission**Local Transportation Fund (LTF)****2020-21 Apportionment to Member Agencies**

2020-21 Estimate per Madera County Auditor/Controller	\$ 4,720,998
Less MCTC Administration Expense	\$ (100,000)
Balance Available for Allocation	\$ 4,620,998

County/Chowchilla adjustment for prison population per May 21, 1996 Agreement

1/31/20 Prison Population from DCR = **5,821**

	DOF(E-1) Population 05/01/19	DOF Prison Population	Adjusted Populations
Chowchilla	18,742	(5,821)	12,921
County	74,375	5,821	80,196

Member	DOF Population 05/01/19	Percent	Available for Allocation	2%		3%		Article 4, 8 Balance
				Article 3 & Pedestrian	Bicycle	RTPA Planning		
Chowchilla	12,921	8.10%	\$ 374,260	\$ 7,485	\$ 11,228	\$ 355,547		
Madera	66,419	41.63%	\$ 1,923,842	\$ 38,477	\$ 57,715	\$ 1,827,650		
County	80,196	50.27%	\$ 2,322,896	\$ 46,458	\$ 69,687	\$ 2,206,751		
	159,536	100.00%	\$ 4,620,998	\$ 92,420	\$ 138,630	\$ 4,389,948		

State Transit Assistance Fund (STA)**2020-21 Apportionment to Member Agencies**

2020-21 Allocation per State Controller (PUC 99313)	\$ 1,383,004
2020-21 Allocation per State Controller (PUC 99314)	\$ 32,517
	\$ 1,415,521

Member	DOF (E-1) Population 05/01/19	Percent	PUC 99313 Allocation	PUC 99314 Allocation	Total
Chowchilla	12,921	8.10%	\$ 112,011	\$ 15,583	\$ 127,594
Madera	66,419	41.63%	\$ 575,781	\$ 13,465	\$ 589,246
County	80,196	50.27%	\$ 695,212	\$ 3,469	\$ 698,681
	159,536	100.00%	\$ 1,383,004	\$ 32,517	\$ 1,415,521

SB-1 State of Good Repair Program (SGR)**2020-21 Apportionment to Member Agencies**

2020-21 Allocation per State Controller (PUC 99313)	\$ 221,252
2020-21 Allocation per State Controller (PUC 99314)	\$ 5,202
	\$ 226,454

Member	DOF (E-1) Population 05/01/19	Percent	PUC 99313 Allocation	PUC 99314 Allocation	Total
Chowchilla	12,921	8.10%	\$ 17,919	\$ 2,493	\$ 20,412
Madera	66,419	41.63%	\$ 92,113	\$ 2,154	\$ 94,267
County	80,196	50.27%	\$ 111,220	\$ 555	\$ 111,775
	159,536	100.00%	\$ 221,252	\$ 5,202	\$ 226,454

**BEFORE
THE COMMISSIONERS OF THE
MADERA COUNTY TRANSPORTATION COMMISSION
COUNTY OF MADERA, STATE OF CALIFORNIA**

In the matter of
**ALLOCATION OF FY 2019-20
LOCAL TRANSPORTATION FUND**

Resolution No.: **19-10
Amendment No. 1**

WHEREAS, the California Transportation Development Act established the Local Transportation Fund (LTF) and a continuous appropriation of said Fund, and

WHEREAS, the Madera County Transportation Commission (MCTC) is empowered to authorize apportionment and allocation of said Fund, and

WHEREAS, \$100,000 has been apportioned for Administration, \$88,266 has been reserved for Pedestrian and Bicycle facilities, and

WHEREAS, the Local Agencies have agreed to a MCTC expenditure of \$132,400 for shared system planning costs, per Section 99233.2 of the Transportation Development Act; and

WHEREAS, there is the sum of \$4,413,322 to be allocated from LTF, 2019-20;

WHEREAS, the Madera County Transportation Commission has made the finding in Resolution No. 19-03 that there are no substantial unmet transit needs that are reasonable to meet in FY 2019-20 within the jurisdictions of the County of Madera, the City of Madera, and the City of Chowchilla, and

WHEREAS, the City of Madera has requested to carryover allocations from FY 2018-19 and reallocate their allocations;

NOW, THEREFORE, LET IT BE RESOLVED, that the following sums have been allocated under the California Administrative Code by the Madera County Transportation Commission to be expended by the City of Chowchilla, the City of Madera, and the County of Madera for the purposes set forth below:

(A) City of Chowchilla

CATX		\$ 140,345
Pedestrian & Bicycle Projects		\$ 7,051
MCTC Planning Services	\$ 10,576	
Street & Road Projects	\$ 194,572	

(B) City of Madera

MAX, Intermodal		\$1,096,649
Pedestrian & Bicycle Projects		\$ 136,948.86

MCTC Planning Services	\$ 55,122
Street & Road Projects	\$ 4,266,069.07

C) County of Madera

Amtrak	\$ 22,387
MCC	\$ 210,719
Pedestrian & Bicycle Projects	\$ 44,467
MCTC Planning Services	\$ 66,702
Street & Road Projects	\$ 1,879,122

The foregoing resolution was adopted this 19th day of February 2020 by the following vote:

Commissioner Andrew Medellin _____
Commissioner Max Rodriguez _____
Commissioner Waseem Ahmed _____
Commissioner Jose Rodriguez _____
Commissioner Tom Wheeler _____
Commissioner Brett Frazier _____

Chairman, Madera County Transportation Commission

Executive Director, Madera County Transportation Commission

**BEFORE
THE COMMISSIONERS OF THE
MADERA COUNTY TRANSPORTATION COMMISSION
COUNTY OF MADERA, STATE OF CALIFORNIA**

In the matter of
**ALLOCATION OF FY 2019-20
STATE TRANSIT ASSISTANCE FUND**

Resolution No.: **19-11
Amendment No. 1**

WHEREAS, State Transit Assistance funds have been made available to the Madera County Transportation Commission by the State Controller in the amount of \$1,428,386, a decrease of \$125,717 from the original allocation;

WHEREAS, the Madera County Transportation Commission has apportioned these funds to the City of Chowchilla, City of Madera, and the County of Madera for the provision of Transit Operations and Transit Planning, and has invited applications for proposed uses of these funds; and

WHEREAS, the City of Chowchilla, the City of Madera, and the County of Madera submitted its applications recognizing the State Controller's revised allocated amount;

WHEREAS, the agencies have complied by submitting appropriate documents detailing those projects and have sought authority to proceed; and

WHEREAS, priority consideration has been given to claims to enhance existing public transportation services, and to meet high priority regional, county-wide, or area-wide public transportation needs; and

WHEREAS, the sum of each of the three entities allocations from the State Transit Assistance Fund does not exceed the amount that each claimant is eligible to receive;

WHEREAS, the City of Madera is allocating carryover funds from FY 2008-09;

NOW, THEREFORE, LET IT BE RESOLVED, that the County Auditor shall establish the following reserves and pay out of the State Transit Assistance Fund in the amount listed for the transit projects shown below:

<u>CLAIMANT</u>	<u>2019-20 STA</u>
City of Chowchilla	
CATX	\$ 125,247
City of Madera	
MAX, DAR, Intermodal	\$ 619,063.53
County of Madera	
MCC	\$ 779,275

The foregoing resolution was adopted this 19th day of February 2020 by the following vote:

Commissioner Andrew Medellin	_____
Commissioner Max Rodriguez	_____
Commissioner Waseem Ahmed	_____
Commissioner Jose Rodriguez	_____
Commissioner Tom Wheeler	_____
Commissioner Brett Frazier	_____

Chair, Madera County Transportation Commission

Executive Director, Madera County Transportation Commission



Accounting & Financial Policies and Procedures Manual

Adopted
January 19, 2011
Revised September 2012
Revised June 2014
Revised April 2015
Revised September 2015
Revised June 2016
Revised July 2017
Revised March 2018
Revised February 2020

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INTRODUCTION

The following accounting manual is intended to provide an overview of the accounting policies and procedures for the Madera County Transportation Commission, which shall be referred to as “Commission” throughout this manual.

This manual shall document the financial operations of the Commission. Its primary purpose is to provide overall guidance, formalize accounting policies and selected procedures, and provide written policies to ensure that the Commission complies with financial management standards.

These financial management standards require accurate, current and complete disclosure of the results of its financial activities in accordance with the reporting requirements of all grants and subgrants. Accounting records will be maintained to identify the sources and uses of funds which will include awards and authorizations, obligations, unobligated balances, assets, liabilities, expenditures, and income. Accounting records will be supported by source documentation such as paid bills, payrolls, time and attendance records, contract and subgrant awards and other appropriate documents.

It also documents internal controls. Effective control and accountability must be maintained for all cash, real and personal property, and other assets. Budgetary control will be maintained by the comparison of actual expenditures with budgeted amounts for each grant or subgrant. Financial information will be related to performance or productivity data whenever appropriate or specifically required in the grant agreement.

Applicable OMB cost principles and the funding terms and conditions will be followed by determining the reasonableness, allowability, and allocability of costs.

The contents of this manual were approved as official policy of the Commission by the Board of Directors. All Commission staff are bound by the policies herein and any deviation from established policy is prohibited unless prior authorization from the Executive Director is obtained. Financial procedures will be reviewed as deemed necessary by the Executive Director and/or the Fiscal Supervisor.

GENERAL POLICIES

ORGANIZATIONAL STRUCTURE

The Commission is organized into a Board of Directors supported by the Policy Advisory Committee and the Technical Advisory Committee. The Commission staff includes an Executive Director; a Deputy Director/Fiscal Supervisor/Office Manager; a two Principal Planners Regional Planning Supervisor; a Senior Regional Planner; two Associate Regional Planners; an Grants-Administrative Analyst; and an Office Assistant. There is currently one standing committee -- the Social Services Transportation Advisory Council (SSTAC) which reports through the Technical Advisory Committee. The relationship between the Board, its staff, and the committees is illustrated in Figure 1 and discussed in more detail below.

The Commission Board of Directors is comprised of three (3) members from the Madera County Board of Supervisors; two (2) members from the Madera City Council; and one (1) member from the Chowchilla City Council. The members shall be appointed by the member agencies. Each member agency designates at least one alternate who shall be an elected member of the designated agency.

The Policy Advisory Committee (PAC) has the same membership as the Board with the addition of one (1) person representing the Caltrans District 06 Director. This committee reviews transportation plans and programs prior to action by the Commission, with particular attention to compliance with applicable state and federal planning and programming requirements.

The Technical Advisory Committee (TAC) includes the County of Madera, City of Madera, City of Chowchilla, and one representative from Caltrans District 06. The North Fork Mono Rancheria, Picayune Rancheria of Chukchansi Indians, and other tribal governments are also invited to participate in the monthly TAC meetings. The TAC reviews staff work conducted pursuant to the Overall Work Program; advises the Commission and PAC on transportation issues; and makes recommendations on planning and programming actions to be taken by the Commission. TAC review is generally focused upon the technical merits of various transportation issues coming before the Commission. Staff consults with tribal governments as it relates to transportation planning issues and initiates consultation with the tribal governments at the government to government level.

The Role of Board of Directors

The Commission is governed by its Board of Directors, which is responsible for the oversight of the Commission by:

1. Employment of the Executive Director
2. Establishing broad policies, including financial and personnel policies and procedures
3. Approving grant applications and amendments
4. Ongoing process of budget development, approval, and review
5. Reviewing and accepting the annual audit
6. Reviewing financial information
7. Identifying and proactively dealing with emerging issues and community needs
8. Reviewing the compensation of the Executive Director
9. Establishing and maintaining programs and systems designed to assure compliance with terms of contracts and grants
10. Reviewing operations and activities
11. Authorizing establishment of all bank accounts and check signers.

The Executive Director shall be responsible for the day-to-day oversight and management of the Commission. The primary responsibility for the Commission’s financial reporting, internal control, and management rests with management, as overseen by the Board of Directors.

Documentation of Governing Board Meetings

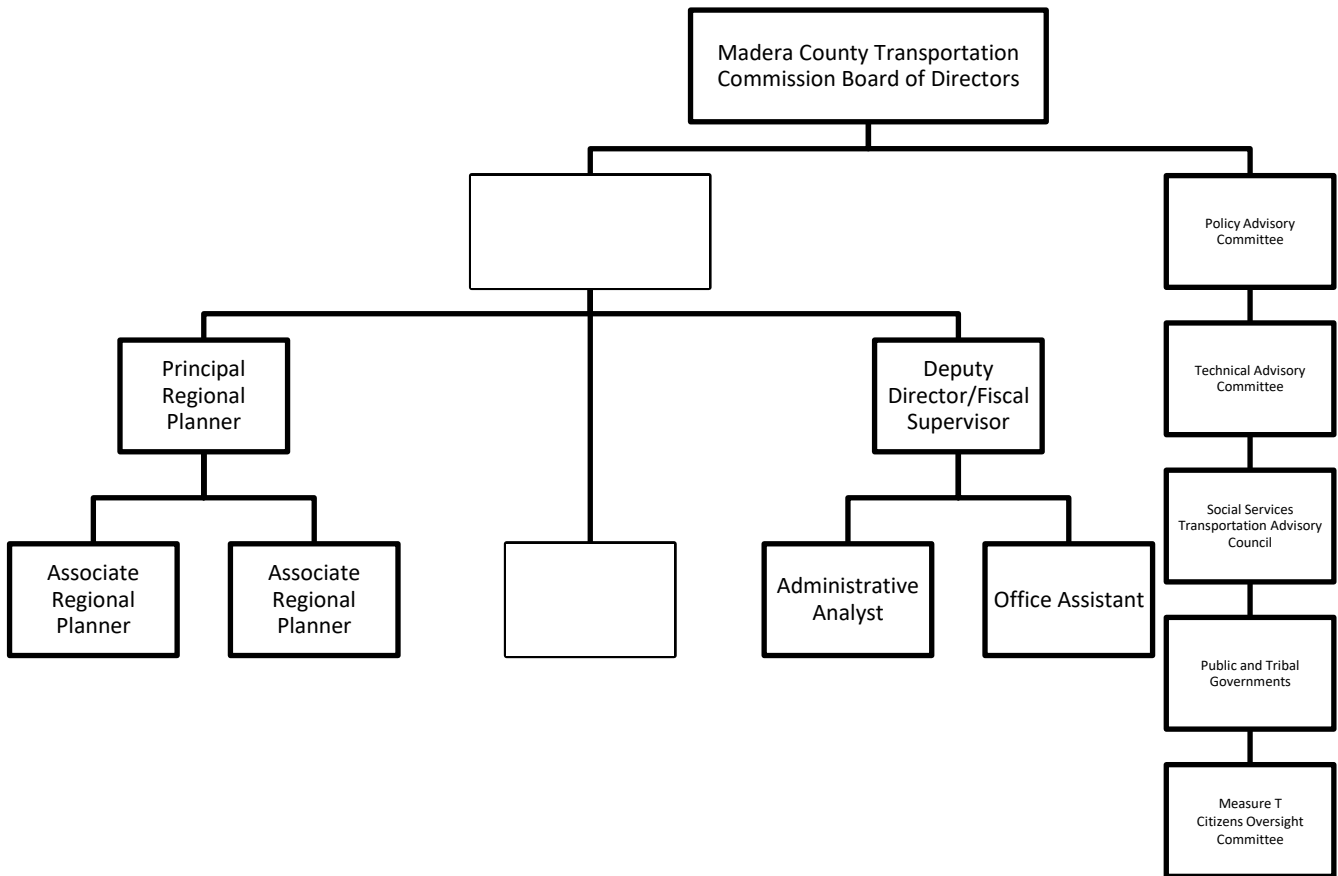
Accurate minutes of all meetings of the Board of Directors will be prepared and retained by the Office Assistant, following all the applicable guidelines and procedures for meetings of the Commission. The Executive Director will receive and review a copy of all minutes of the Board of Directors. The Fiscal Supervisor will note all items in the minutes relating to financial matters and take appropriate action.

The Roles of the Executive Director and Staff

The Board of Directors jointly hires the Executive Director who reports directly to the Board. The Executive Director has responsibility for the day-to-day operations and activities of the Commission, including financial management. The Executive Director is responsible for hiring and evaluating the Fiscal Supervisor.

Current job descriptions will be maintained for all employees, indicating duties and responsibilities. The lines of authority on the Commission Organizational Chart will be followed by all employees.

Organization Chart (Figure 1)



Responsibilities

The primary responsibilities of the Fiscal Supervisor consist of:

- General ledger
- Budgeting
- Cash and investment management
- Asset management
- Grants and contracts administration
- Purchasing
- Accounts receivable and billing
- Cash receipts
- Accounts payable
- Cash disbursements
- Payroll and benefits
- Financial statement processing
- External reporting of financial information
- Bank reconciliation
- Reconciliation of subsidiary ledgers
- Compliance with government reporting requirements
- Annual audit
- Leases
- Insurance

Standards for Financial Management Systems

In accordance with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards, the Commission maintains a financial management system that provides for the following. Specific procedures to carry out these standards are detailed in the appropriate sections of this manual.

1. Accurate, current, and complete disclosure of the financial results of each Federally-sponsored project or program in accordance with the reporting requirements of 2 CFR Part 200 and/or the award.
2. Records that identify adequately the source and application of funds for Federally-sponsored activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income, and interest.
3. Effective control over and accountability for all funds, property, and other assets. The Commission shall adequately safeguard all such assets and assure they are used solely for authorized purposes.
4. Comparison of outlays with budget amounts for each award. Whenever possible, financial information shall be related to performance and unit cost data.
5. Written procedures for determining the reasonableness, allocability and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award.
6. Accounting records including cost accounting records that are supported by source documentation.

BUSINESS CONDUCT

Practice of Ethical Behavior

The highest standards of ethical conduct are required of employees, officers, board members, consultants, and independent contractors in their performance and their Commission responsibilities. Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions.

An obligation exists to exercise honesty, objectivity and diligence in the performance of duties and responsibilities for the Commission. Activities shall not be entered into which may be in conflict with the interests of the Commission or which would prejudice the ability of the office to objectively carry out its duties and responsibilities. Confidential and proprietary information shall not be used for personal gain or in a manner which would be detrimental to the interests of the Commission.

Each employee, officer, board member, consultant, and independent contractor must apply her/his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline. Each individual is responsible for applying common sense in business decisions where specific rules do not provide all the answers.

In determining compliance with this standard in specific situations, individuals should ask themselves the following questions:

1. Is my action legal?
2. Is my action ethical?
3. Does my action comply with Commission policy?
4. Am I sure my action does not appear inappropriate?
5. Am I sure that I would not be embarrassed or compromised if my action became known within the Commission or publicly?
6. Am I sure that my action meets my personal code of ethics and behavior?
7. Would I feel comfortable defending my actions on the 6 o'clock news?

Each individual should be able to answer "yes" to all of these questions before taking action.

The Executive Director is responsible for the ethical business behavior of her/his subordinates. The Executive Director must carefully weigh all courses of action suggested in ethical, as well as economic terms, and base their final decisions on the guidelines provided by this policy, as well as their personal sense of right and wrong.

Compliance with Laws, Regulations, and Commission Policies

The Commission does not tolerate:

- The willful violation or circumvention of any federal, state, local, or foreign law by an employee during the course of that person's employment;
- The disregard or circumvention of Commission policy or engagement in unscrupulous dealings;

- The manipulation or disregard of policies or provisions to secure a benefit for friends and family members.

Employees should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly forbidden.

The performance of all levels of employees will be measured against implementation of the provisions of these standards.

CONFLICTS OF INTEREST

Introduction

In the course of business, situations may arise in which a Commission decision-maker has a conflict of interest, or in which the process of making a decision may create an appearance of a conflict of interest.

All employees, officers, board members, policy members and volunteers have an obligation to:

1. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of the Commission in dealing with outside entities or individuals,
2. Disclose real and apparent conflicts of interest to the Executive Director, and
3. Refrain from participation in any decisions on matters that involve a real conflict of interest or the appearance of a conflict.

What Constitutes a Conflict of Interest?

No employee, officer, or board member of the Commission, whether paid or unpaid, shall engage in any business transactions, or shall have a financial interest, direct or indirect, which is incompatible with the proper discharge of their official capacity in the public interest or would tend to impair their independence of judgment or action in the performance of their official duties.

A conflict of interest arises when an employee, officer, or board member involved in making a decision is in the position to benefit, directly or indirectly, from his/her dealings with the Commission or person conducting business with the Commission.

Examples of conflicts of interest include, but are not limited to, situations in which an employee:

1. Negotiates or approves a contract, purchase, or lease on behalf of the Commission and has a direct or indirect interest in, or receives personal benefit from, the entity or individual providing the goods or services;
2. Negotiates or approves a contract, sale, or lease on behalf of the Commission and has a direct or indirect interest in, or receives personal benefit from, the entity or individual receiving the goods or services;
3. Employs or approves the employment of, or supervises a person who is an immediate family member of the director or employee;
4. Sells products or services in competition with the Commission;
5. Uses the Commission's facilities, other assets, employees, or other resources for personal gain;
6. Receives a gift from a vendor, if the employee is responsible for initiating or approving purchases from that vendor.

Disclosure Requirements

An employee, officer, or board member who believes that he/she may be perceived as having a conflict of interest in a discussion or decision must disclose that conflict to the group making the decision. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure.

The Commission requires the following:

1. On an annual basis, all members of the Board of Directors, the Caltrans representative, the Executive Director, the Fiscal Supervisor, and any other individual involved with approving expenditures shall complete Form 700, Report of Economic Interests.
2. Employees, officers, or board members of the Commission are required to notify the Executive Director of any financial conflict of interest that may arise in the course of carrying out assigned duties.
3. If a conflict arises during the year, the employee, officer, or board member will immediately notify the Executive Director who will determine appropriate resolution.

Resolution of Conflicts of Interest

All real or apparent conflicts of interest shall be disclosed to the Board Chairperson or the Executive Director of the Commission. Conflicts shall be resolved as follows:

- The chair of the board shall be responsible for making all decisions concerning resolutions of the conflict involving the Executive Director or other board members.
- The Executive Director shall be responsible for making all decisions concerning resolutions of conflicts involving employees.

An employee, officer, or board member may appeal the decision that a conflict (or appearance of conflict) exists as follows:

- An appeal must be directed to the Board Chairperson.
- Appeals must be made within 30 days of the initial determination.
- Resolution of the appeal shall be made by vote of the full Board of Directors.
- Board members who are the subject of the appeal, or who have a conflict of interest with respect to the subject of the appeal, shall abstain from participating in, discussing, or voting on the resolution, unless their discussion is requested by the remaining members of the Board.

Disciplinary Action for Violations of this Policy

Failure to comply with the standards contained in this policy will result in disciplinary action that may include termination, referral for criminal prosecution, and reimbursement to the Commission or to the government, for any loss or damage resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. Any employee, officer, or board member charged with a violation of this policy will be afforded an opportunity to explain her/his actions before disciplinary action is taken.

Disciplinary action will be taken:

1. Against any employee who authorizes or participates directly in actions that are a violation of this policy.
2. Against any employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this policy.
3. Against any supervisor who attempts to retaliate, directly or indirectly, or encourages others to do so, against any employee who reports a violation of this policy.

A board member who violates this policy will be reported to his/her respective governing board for possible removal.

POLICY ON SUSPECTED MISCONDUCT

Introduction

This policy communicates the actions to be taken for suspected misconduct committed, encountered, or observed by employees.

Like all organizations, the Commission faces many risks associated with fraud, abuse, and other forms of misconduct. The impact of these acts, collectively referred to as misconduct throughout this policy, may include, but not be limited to:

- Financial losses and liabilities
- Loss of current and future revenue
- Negative publicity and damage to the Commission's good public image
- Loss of employees and difficulty in attracting new personnel
- Deterioration of employee morale
- Harm to relationships with vendors, bankers, and subcontractors
- Litigation and related costs of investigations, etc.

The Commission is committed to establishing and maintaining a work environment of the highest ethical standards. Achievement of this goal requires the cooperation and assistance of every employee at all levels of the Commission.

Definitions

For purposes of this policy, misconduct includes, but is not limited to:

1. Actions that violate any Commission policies
2. Fraud (see below)
3. Forgery or alteration of checks, bank drafts, documents or other records (including electronic records)
4. Destruction, alteration, mutilation, or concealment of any document or record with the intent to obstruct or influence an investigation, or potential investigation, carried out by a department or agency of the Federal government or by the Commission in connection with this policy
5. Disclosure to any external party of proprietary information or confidential personal information obtained in connection with employment with or service to the Commission
6. Unauthorized personal or other inappropriate (non-business) use of equipment, assets, services, personnel or other resources
7. Acts that violate federal, state, or local laws or regulations
8. Accepting or seeking anything of material value from contractors, vendors, or persons providing goods or services to the Commission.
9. Impropriety of the handling or reporting of money in financial transactions.

10. Failure to report known instances of misconduct in accordance with the reporting responsibilities described herein (including tolerance by supervisory employees of misconduct of subordinates).

Fraud is further defined to include, but not be limited to:

- Theft, embezzlement, or other misappropriation of assets (including assets of or intended for the Commission, as well as those of our clients, subcontractors, vendors, contractors, suppliers, and others with whom the Commission has a business relationship)
- Intentional misstatements in the Commission's records, including intentional misstatements of accounting records or financial statements
- Authorizing or receiving payment for goods not received or services not performed
- Authorizing or receiving payments for hours not worked
- Forgery or alteration of documents, including but not limited to checks, timesheets, contracts, purchase orders, receiving reports
- The manipulation or disregard of policies or provisions to secure a benefit for friends and family members.

The Commission prohibits each of the preceding acts of misconduct on the part of employees, officers, executives, volunteers and others responsible for carrying out the Commission's activities.

Reporting Responsibilities

Every employee, officer, board member, policy member and volunteer is responsible for immediately reporting suspected misconduct to the Executive Director, or designee. When the Executive Director has received a report of suspected misconduct, he/she must immediately report such acts to the Board Chairperson.

Whistleblower Protection

The Commission will consider any reprisal against a reporting individual an act of misconduct subject to disciplinary procedures. A "reporting individual" is one who, in good faith, reported a suspected act of misconduct in accordance with this policy, or provided to a law enforcement officer any truthful information relating to the commission or possible commission of a Federal offense.

Investigative Responsibilities

Due to the sensitive nature of suspected misconduct, supervisors and managers should not, under any circumstances, perform any investigative procedures.

The Executive Director has the primary responsibility for investigating suspected misconduct involving any employees.

The Board of Directors has the primary responsibility for investigating suspected misconduct involving the Executive Director, as well as board members and officers.

Investigation into suspected misconduct will be performed without regard to the suspected individual's position, length of service, or relationship with the Commission.

In fulfilling its investigative responsibilities, the Executive Director and/or the Board shall have the authority to seek the advice and/or contract for the services of outside firms, including but not limited to law firms, CPA firms, forensic accountants and investigators, etc.

Members of the investigative team (as authorized by the Board) shall have free and unrestricted access to all Commission records and premises, whether owned or rented, at all times. They shall also have the authority to examine, copy and remove all or any portion of the contents (in paper or electronic form) of filing cabinets, storage facilities, desks, credenzas and computers without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of an investigation into suspected misconduct or related follow-up procedures.

The existence, the status or results of investigations into suspected misconduct shall not be disclosed or discussed with any individual other than those with a legitimate need to know in order to perform their duties and fulfill their responsibilities effectively.

Protection of Records – Federal Matters

The Commission prohibits the knowing destruction, alteration, mutilation, or concealment of any record, document, or tangible object with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States government, or in relation to or contemplation of any such matter or case.

Employees that are in violation of this policy will be subject to the investigative, reporting, and disclosure procedures described earlier in this Policy on Suspected Misconduct.

Disciplinary Action

Based on the results of investigations into allegations of misconduct, disciplinary action may be taken against violators. Disciplinary action shall be by the Executive Director. The seriousness of misconduct will be considered in determining appropriate disciplinary action, which may include:

- Reprimand
- Probation
- Demotion
- Termination
- Reimbursement of losses or damages
- Referral for criminal prosecution or civil action

This listing of possible disciplinary actions is for information purposes only and does not bind the Commission to follow any particular policy or procedure.

Confidentiality

The Executive Director will treat all information received confidentially. Any employee, officer, or board member who suspects dishonest or fraudulent activity will notify the Executive Director ~~immediately,~~ **and immediately and** should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act (see “Investigative Responsibilities” section above).

Great care must be taken in the investigation of suspected improprieties or irregularities ~~so as to~~ avoid mistaken accusations or alerting suspected individuals that an investigation is under way. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the Commission from potential civil liability.

Any employee, officer, board member, policy member or volunteer who discovers or suspects fraudulent activity may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual(s), his or her attorney or representative(s), or any other inquirer should be directed to the Board or legal counsel. No information concerning the status of an investigation will be given out. The proper response to any inquiry is "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

The reporting individual should be informed of the following:

1. Do not contact the suspected individual ~~in an effort to~~ determine facts or demand restitution.
2. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Commission's legal counsel or the Board.

Disclosure to Outside Parties

Allegations of and information related to allegations of suspected misconduct shall not be disclosed to third parties except under the provisions described in this policy (such as disclosure to outside investigators hired by the Commission to aid in an investigation).

However, all known frauds involving the Executive Director or members of the Board of Directors, as well as all material frauds involving employees below the senior management level, shall be disclosed to the Commission's external auditors.

SECURITY

The Commission's blank check stock shall be stored in a locked file cabinet in the office of the Office Assistant. Access to this cabinet shall be by keys in the possession of the ~~Grants Analyst~~Administrative Analyst and Office Assistant.

Petty cash is stored in a drawer locked with a key. The Office Assistant and the ~~Grants-Administrative~~ Analyst will be the only employees with keys to the petty cash drawer.

Access to Electronically Stored Accounting Data

The Commission utilizes passwords to restrict access to accounting software and data. Only duly authorized personnel with data input responsibilities will be assigned passwords that allow access to the system.

Accounting personnel are expected to keep their passwords secret and to change their passwords as necessary. Administration of passwords shall be performed by a responsible individual independent of programming functions.

Each password enables a user to gain access to only those software and data files necessary for each employee's required duties.

Storage of Back-Up Files

The Commission maintains back-up copies of electronic data files in a secure fire-safe environment. Access to back-up files shall be limited to individuals authorized by management. Multiple copies of backup media are recommended so as to not overwrite the most recent backup.

The Commission should have a regularly scheduled test of its capability to restore from backup media.

Storage of Sensitive Data

In addition to accounting and financial data, other sensitive data, such as social security numbers of employees or clients, etc. may be stored in areas. Therefore, the Commission:

1. Minimizes the storage of sensitive data outside the secure accounting file cabinet by shredding documents with such data or deleting the sensitive data from documents that are stored outside the accounting file cabinet whenever possible; and
2. Requires that all sensitive data that is stored in areas other than the accounting file cabinet be secured in locked filing cabinets.

Further, the Commission restricts access to sensitive data to Commission employees only (no temporary workers or contractors) and only to employees with a legitimate need for such access. The Commission also requires employees to claim print jobs which contain sensitive information immediately upon printing.

GENERAL LEDGER AND CHART OF ACCOUNTS

The general ledger is the collection of all asset, liability, net assets, revenue and expense accounts. It is used to accumulate all financial transactions and is supported by subsidiary ledgers that provide details for certain accounts. The general ledger is the foundation for the accumulation of data and production of reports. The Commission will utilize a double entry system of accounting for all funds so that information can be provided by cost objectives.

Chart of Accounts Overview

The chart of accounts is the framework for the general ledger system and the basis for the accounting system. The chart of accounts consists of account titles. General ledger accounts are used to accumulate transactions and the impact of these transactions on each asset, liability, net asset, revenue, expense, and gain and loss account.

The Commission's chart of accounts is comprised of four types of accounts:

1. Assets
2. Liabilities
3. Revenues
4. Expenses

Distribution of Chart of Accounts

All Commission employees involved with account coding or budgetary responsibilities will be issued a current chart of accounts. As the chart of accounts is revised, an updated copy of the chart of accounts shall be promptly distributed to these individuals.

Control of Chart of Accounts

The Fiscal Supervisor monitors and controls the chart of accounts, including all account maintenance, such as additions and deletions. Any additions or deletions of accounts should be approved by the Fiscal Supervisor, who ensures that the chart of accounts is consistent with the Commission's structure and meets the needs of the Commission.

Account Definitions

Assets

Assets are probable future economic benefits obtained or controlled by the Commission as a result of past transactions or events. Assets are classified as current assets, fixed assets, contra-assets, and other assets.

Current assets are assets that are available or can be made readily available to meet the cost of operations or to pay current liabilities. Some examples are cash, temporary investments, and receivables that will be collected within one year of the statement of financial position date.

Fixed assets (property and equipment) are tangible assets with a useful life of more than one year that are acquired for use in the operation of the Commission and are not held for resale.

Contra-assets are accounts that reduce asset accounts, such as accumulated depreciation and reserves for uncollectible accounts receivable

Other assets include long-term assets that are assets acquired without the intention of disposing them in the near future. Some examples are security deposits, property and long-term investments.

Liabilities

Liabilities are probable future sacrifices of economic benefits arising from present obligations of the Commission to transfer assets or provide services to other entities in the future as a result of past transactions or events. Liabilities are classified as current or long-term.

Current liabilities are probable sacrifices of economic benefits that will likely occur within one year of the date of the financial statements or which have a due date of one year or less. Common examples of current liabilities include accounts payable, accrued liabilities, short-term notes payable, and deferred revenue.

Long-Term Liabilities are probable sacrifices of economic benefits that will likely occur more than one year from the date of the financial statements. An example is the non-current portion of a mortgage loan.

Revenues

Revenues are inflows or other enhancements of assets, or settlements of liabilities, from delivering or producing goods, rendering services, or other activities that constitute a Commission's ongoing major or central operations. Revenues include grants received from government agencies, private foundations and corporations, and contributions received from donors.

Gains are increases in net assets from peripheral or incidental transactions and from all other transactions and other events and circumstances affecting the Commission except those that result from revenues.

Losses are decreases in net assets from peripheral or incidental transactions and from all other transactions and other events and circumstances affecting the Commission except those that result from expenses.

Gains or losses occur when the Commission sells a fixed asset or writes off as worthless a fixed asset with remaining book value.

Expenses

Expenses are outflows or other activities using assets, or incurrences of liabilities from delivering or producing goods, rendering services, or carrying out other activities that constitute the Commission's ongoing major or central operations.

Fiscal Year of Commission

The Commission shall operate on a fiscal year that begins on July 1 and ends on June 30. Any changes to the fiscal year of the Commission must be ratified by majority vote of the Commission's Board of Directors.

Accounting Estimates

The Commission utilizes numerous estimates in the preparation of its interim and annual financial statements. Some of those estimates include:

1. Useful lives of property and equipment
2. Fair market values of investments
3. Joint cost allocations
4. Allocations of certain indirect costs
5. Allocations of time/salaries

The Fiscal Supervisor will reassess, review, and approve all estimates yearly. All key conclusions, bases, and other elements associated with each accounting estimate shall be documented in writing. All material estimates, and changes in estimates from one year to the next, shall be disclosed to the external audit firm.

Journal Entries

All general ledger entries that do not originate from a subsidiary ledger shall be supported by journal_vouchers or other documentation, including an explanation of each such entry. Examples of such journal entries are:

1. Recording of noncash transactions

2. Corrections of posting errors
3. Nonrecurring accruals of income and expenses

Certain journal entries, called recurring journal entries, occur in every accounting period. These entries may include, but are not limited to:

1. Depreciation of fixed assets
2. Amortization of prepaid expenses
3. Accruals of recurring expenses
4. Amortization of deferred revenue

Recurring journal entries shall be supported by a schedule associated with the underlying asset or liability account or, in the case of short-term recurring journal entries or immaterial items, a journal_voucher.

POLICIES ASSOCIATED WITH REVENUES AND CASH RECEIPTS

REVENUE

Revenue Recognition Policies

The Commission receives revenue from several types of transactions. Revenue from each of these types of transactions is recognized in the financial statements in the following manner:

1. **Grant income** - Quarterly accrual based on incurrence of allowable costs (for cost-reimbursement awards) or based on other terms of the award (for fixed price, unit-of-service, and other types of awards).
2. **Tax revenue income** – Yearly accrual based on incurrence of allowable costs (for cost-reimbursement awards)

Revenue may be recorded on the cash basis of accounting (i.e., recorded as revenue when received) as deemed appropriate by the Fiscal Supervisor and adjusted on the Commission's fiscal year end or the grant year end, as applicable.

ADMINISTRATION OF AWARDS

Definitions

The Commission may receive financial assistance from a grantor agency through the following types of agreements:

Grant: A financial assistance award given to the Commission to carry out its programmatic purpose.

Contract: A mutually binding legal agreement where the Commission agrees to provide services and the funder agrees to pay for them.

Cooperative Agreement: A legal agreement where the Commission implements a program with the direct involvement of the funder.

Compliance with Laws, Regulations and Provisions of Awards

The Commission recognizes that as a recipient of grant and public funds, the Commission is responsible for compliance with all applicable laws, regulations, and provisions of contracts and grants. To ensure that the Commission meets this responsibility, the following policies apply with respect to every grant or contract received directly or indirectly from an agency:

1. For each grant award, the Executive Director will be responsible for administering the award.
3. The Executive Director or designee shall take the following steps to identify all applicable laws, regulations, and provisions of each grant and contract:
 - a. Read each award and understand the key compliance requirements and references to specific laws and regulations.
 - b. Review the section of the Catalog of Federal Domestic Assistance (CFDA) applicable to the award.
 - c. The Executive Director will communicate grant requirements to those who will be responsible for carrying them out, or impacted by them.
5. The Fiscal Supervisor shall identify and communicate any special changes in policies and procedures necessitated by Federal awards as a result of the review of each award.
6. The Fiscal Supervisor shall take all reasonable steps necessary to identify applicable changes in laws, regulations, and provisions of contracts and grants. Steps taken in this regard shall include, but not be limited to, reviewing subsequent grant and contract renewals, reviewing annual revisions to the appropriate cost principles regulations, and communications with the awarding agency personnel.
7. The Fiscal Supervisor shall inform the independent auditors of applicable laws, regulations, and provisions of contracts and grants. The Fiscal Supervisor shall also communicate known instances of noncompliance with laws, regulations, and provisions of contracts and grants to the auditors.

Close Out of Federal and Non-Federal Awards

The Commission shall follow the close out procedures described in 2 CFR Part 200 and in the grant agreements as specified by the granting agency. The Commission and all subrecipients shall liquidate all obligations incurred under the grant or contract within 90 days of the end of the grant or contract agreement, unless prior approval is received from the granting agency, or other specified time period for non-federal grant awards.

BILLING/INVOICING POLICIES

Overview

The Commission's primary sources of revenue are:

- Reimbursement grants – billed quarterly, or as funders require, based on allowed, incurred expenses
- Tax revenues – received according to the specific tax ordinance and guidelines

Responsibilities for Billing and Collection

The Commission's Fiscal Supervisor is responsible for the invoicing of funding sources and the collection of outstanding receivables. (Note: Cash receipts, credit memo, and collection policies will be discussed in subsequent sections.)

Billing and Financial Reporting

The Commission strives to provide management, staff and funding sources with timely and accurate financial reports applicable to all awards. These reports include quarterly and cumulative expenditures, a project budget, and a balance remaining column.

The Commission shall prepare and submit financial reports as specified by the financial reporting clause of each grant or contract award document. Preparation of these reports shall be the responsibility of the Fiscal Supervisor.

The following policies shall apply to the preparation and submission of billings to agencies under awards made to the Commission:

1. The Commission will request reimbursement after expenditures have been incurred, unless an award specifies another method.
2. Labor costs billed on invoices are reflective of the labor hours worked for the same period and fiscal year.
3. Each award normally specifies a particular billing cycle. Therefore, a schedule is established for each grant and contract to ensure that reimbursement is made on a timely basis along with any other reporting that is required in addition to the financial reports.
4. Requests for reimbursement of award expenditures will use the actual amounts as posted to the general ledger as the source for all invoice amounts, with the exception of the indirect cost allocation which may not be posted as of that point in time.
5. All financial reports required by each award will be prepared and filed on a timely basis. To the extent the Commission's year-end audit results in adjustments to amounts previously reported to agencies, revised reports shall be prepared and filed in accordance with the terms of each award.

The Commission shall maintain separate billing records in addition to the official general ledger accounting records. Billing records shall be reconciled to the general ledger on a periodic basis.

At the time invoices (requests for reimbursement) are prepared, revenue and accounts receivable shall be recorded on the books of the Commission by the Fiscal Supervisor.

If an award authorizes the payment of cash advances to the Commission, the Fiscal Supervisor may require that a request for such an advance be made. Upon receipt of a cash advance, the Commission shall reflect deferred revenue equal to the advance. As part of the periodic invoicing process, the deferred revenue shall be reduced, and revenue recognized, in an amount equal to the allowable costs incurred for that period.

Accounts Receivable Entry Policies

Individuals independent of the cash receipts function shall post customer invoices, credit adjustments, and other adjustments to the accounts receivable subsidiary ledger.

CASH RECEIPTS

Overview

Cash (including checks payable to the Commission) is the most liquid asset the Commission has. Therefore, it is the objective of the Commission to establish and follow the strongest possible internal controls in this area.

Processing of Checks and Cash Received in the Mail

The following procedures will be followed:

- All cash and checks received by mail shall be forwarded to the Fiscal Supervisor, who will record the cash receipts in triplicate on the County of Madera – Deposit Permit.
- In the event that the Fiscal Supervisor is absent or on leave, the Office Assistant or ~~Grants Administrative~~ Analyst will record the cash receipts.
- The deposit permit, with accompanying checks, is prepared and taken to the County Treasurer within 24 hours of receipt or as soon as reasonably possible.
- The Fiscal Supervisor will record the deposit on the proper general ledger.

Timeliness of Bank Deposits

Bank deposits will be made on a daily basis, unless the total amount received for deposit is less than \$10,000. In no event shall deposits be made less frequently than weekly.

GRANTS RECEIVABLE MANAGEMENT

Monitoring and Recognition

The Commission records grants receivable and income as follows:

1. Upon billing the granting agency, grants receivable and grants revenue will be recorded. If a cash advance is received, the deferred revenues will be reduced and grants revenues will be recognized in an amount equal to the expenses incurred for that period.
2. During the year, when cash is received for expenses incurred, the grants receivable is reduced.
3. In order to comply with GAAP requirements, at the end of the fiscal year, the remaining deferred amount will offset the remaining receivable, and advance will be recorded as deferred revenue.

POLICIES ASSOCIATED WITH EXPENDITURES AND DISBURSEMENTS

PURCHASING POLICIES AND PROCEDURES

Please refer to the Commission's Procurement Policies and Procedure Manual for specific purchasing and procurement policies and procedures.

POLITICAL INTERVENTION

Prohibited Expenditures

Consistent with its agreements and government codes, the Commission shall not incur any expenditure for political intervention. For purposes of this policy, political intervention shall be defined as any activity associated with the direct or indirect support or opposition of a candidate for elective public office at the Federal, state or local level. Examples of prohibited political expenditures include, but are not limited to, the following:

1. Contributions to political action committees
2. Contributions to the campaigns of individual candidates for public office
3. Contributions to political parties
4. Expenditures to produce printed materials (including materials in periodicals) that support or oppose candidates for public office
5. Expenditures for the placement of political advertisements in periodicals

Endorsements of Candidates

The Commission will not endorse any candidates for public office in any manner, either verbally or in writing. This policy extends to the actions of management and other representatives of the Commission, when these individuals are acting on behalf of, or are otherwise representing, the Commission.

Prohibited Use of Commission Assets and Resources

No assets or human resources of the Commission shall be utilized for political activities, as defined above. This prohibition extends to the use of Commission assets or human resources in support of political activities that are engaged in personally by board members, members of management, employees, or any other representatives of the Commission. An employee shall not, directly or indirectly, solicit or receive political funds or contributions, knowingly, from other officers or employees of the Commission or from persons on the employment lists of the Commission during working hours. While there is no prohibition against these individuals engaging in political activities personally (on their own time, and without representing the Commission), these individuals must at all times be aware that Commission resources cannot at any time be utilized in support of political activities.

Partisan political activity of any kind during working hours is strictly prohibited. However, participation on a school board, or similar non-partisan community board is encouraged and will not be considered in violation of Commission policies.

Employment may not be offered as a consideration or reward for the support or defeat of any political party or candidate for public office.

LOBBYING

The Commission must comply with all Federal statutes relating to lobbying activities.

What is lobbying?

A lobby activity is any contact with an executive or legislative official with regard to governmental policy, action, legislation, programs including negotiation and administration of grants, contracts and loans. It includes urging others to make governmental contacts. Lobbying does **not** include:

- Broad discussion of social, economic and other policy issues (cannot address merits of specific legislation.)
- Monitoring legislative, regulatory or other activities (unless part of ~~other~~another lobby activity).
- Responding to a request from an executive agency or legislature for information, advice, recommendations or comment.

As required by Section 1352, Title 31 of the U.S. Code, and implemented as 34 CFR Part 82, when entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Section 82.105 and 82.10, the Commission is required to certify that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Commission, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an office or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a federal grant or cooperative agreement, the Commission is required to complete and submit a Disclosure of Lobbying Activities form.
3. The Commission shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts, under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.
4. In addition, Commission staff involved in Lobbying Activities with non-Federal funds is required to complete a Lobbying Activity Log and submit it.

CHARGING OF COSTS TO FEDERAL AWARDS

Overview

The Commission charges costs that are reasonable, allowable, and allocable to an award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to any awards.

Segregating Unallowable from Allowable Costs

The following steps shall be taken to identify and segregate costs that are allowable and unallowable with respect to each award:

1. The budget and grant or contract for each award shall be reviewed for costs specifically allowable or unallowable.
2. Accounting personnel shall be familiar with the allowability of costs provisions of 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards," particularly:
 - a. The list of specifically unallowable costs found in Subpart E, such as alcoholic beverages, bad debts, contributions, fines and penalties, lobbying, etc.
 - b. Those costs requiring advance approval from Federal agencies in order to be allowable in accordance with Subpart E, such as foreign travel, equipment purchases, etc.
3. No costs shall be charged directly to any award until the cost has been determined to be allowable under the terms of the award and/or 2 CFR Part 200.
4. For each award, an appropriate set of general ledger accounts (or account segments) shall be established in the chart of accounts to reflect the categories of allowable costs identified in the award or the award budget.
5. All items of miscellaneous income or credits, including the subsequent write-offs of uncashed checks, rebates, refunds, and similar items, shall be reflected for grant accounting purposes as reductions in allowable expenditures if the credit relates to charges that were originally charged to an award or to activity associated with an award. The reduction in expenditures shall be reflected in the year in which the credit is received (i.e., if the purchase that results in the credit took place in a prior period, the prior period shall not be amended for the credit).

Criteria for Allowability

All costs must meet the following criteria from 2 CFR Part 200, Subpart E, in order to be treated as allowable direct or indirect costs under an award:

1. The cost must be "reasonable" for the performance of the award, considering the following factors:
 - a. Whether the cost is of a type that is generally considered as being necessary for the operation of the Commission or the performance of the award;

- b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and state laws and regulations, and the terms and conditions of the award;
 - c. Whether the individuals concerned acted with prudence in the circumstances;
 - d. Consistency with established policies and procedures of the Commission, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be "allocable" to an award by meeting one of the following criteria:
 - a. The cost is incurred specifically for an award;
 - b. The cost benefits both the award and other work, and can be distributed in reasonable proportion to the benefits received; or
 - c. The cost is necessary to the overall operation of the Commission, except where a direct relationship to any particular program or group of programs cannot be demonstrated.
3. The cost must conform to any limitations or exclusions of 2 CFR Part 200 or the award itself. 2 CFR Part 200 is included as a reference.
4. Treatment of costs must be consistent with policies and procedures that apply to both financed activities and other activities of the Commission.
5. Costs must be consistently treated over time.
6. The cost must be determined in accordance with generally accepted accounting principles.
7. Costs may not be included as a cost of any other financed program in the current or prior periods.
8. The cost must be adequately documented.

Direct Costs

Direct costs are costs that are incurred/performed primarily as a service to clients or the general public, when significant and necessary to the organization's mission. These costs are generally incurred for a specific objective and can be easily identified with a particular project (fund/contract) or activity. The Commission identifies and charges these costs exclusively to each award or program receiving the benefit.

Each invoice shall be coded with the appropriate account reflecting which program received direct benefit from the expenditure. Direct costs may be allocated as either program expenses or program coordination (administration). Invoices are approved by the appropriate project manager and reviewed by the Fiscal Supervisor.

Time sheets or personnel activity reports are also submitted on a regular basis, reflecting employees' work and which programs directly benefited from their effort. Time sheets or personnel activity reports shall serve as the basis for charging salaries directly to Federal awards and non-Federal functions. See the Payroll section of this manual for detailed procedures.

Equipment purchased for exclusive use on an award and reimbursed by an agency shall be accounted for as a direct cost of that award (i.e., such equipment shall not be capitalized and depreciated).

Indirect Costs

Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular grant or program but are necessary to the operation of the organization. Indirect costs may be allocated to benefiting grants through the use of an indirect cost rate.

Indirect Cost Rate

The Commission maintains an annual indirect cost proposal. Each year a new indirect cost proposal is prepared and submitted with documentation to Caltrans, Division of External Audits, for approval. The indirect cost rate approved is used when determining the overhead applied to each Federal award.

Examples of the types of expenditures normally included in the indirect cost pool are:

1. General administration
2. Salaries and benefits of the executive officers, fiscal, human resources, and administrative personnel
3. Depreciation of equipment and buildings
4. Office rent and maintenance
5. General office repairs and maintenance

These rates are submitted to the Commission's Cognizant Agency and will be binding on all other Federal agencies and their contracting officers unless specifically prohibited by statute.

The following costs are unallowable as part of the indirect cost base (administrative cost center):

- Interest
- Equipment of \$5,000 and greater except with prior approval
- Building improvements
- Building renovations

Compensation for the use of buildings and other equipment may be made through use allowances or depreciation.

Accounting for Specific Elements of Cost

The Commission shall utilize the following methods of charging specific elements of cost to Federal awards as direct or indirect costs:

Salaries and Wages – Salaries and wages shall be charged directly and indirectly based on the functions performed by each employee, as documented on each employee's timesheet (or personnel activity sheet), as follows:

Direct costs – The majority of the employees of the Commission charge their time directly since their work is specifically identifiable to specific grants or other (non-Federal) programs or functions of the Commission.

Mixed charges – The following employees may charge their salary costs to both direct and indirect activities:

Executive Director
Deputy Director/Fiscal Supervisor

~~Principal Regional Planning Supervisor~~
Senior Regional Planner
Associate Regional Planner
~~Grants-Administrative Analyst~~
Office Assistant

Compensated absences (vacation leave earned, sick leave used, and holiday pay) are considered part of salary costs. The costs associated with compensated absences will be recorded as a direct or indirect cost in the same manner that salary costs are recorded.

Employee Benefits – The Commission incurs costs for the following statutory and non-statutory employee benefits:

- FICA
- Unemployment insurance
- Worker’s compensation
- Health insurance
- Contributions to retirement plan
- Accrued vacation fringe

The Commission will charge each such benefit cost directly and indirectly in the same proportion as each individual’s salaries and wages.

Occupancy Expenses – Monthly rent expense and related pass-through expenses shall be allocated indirectly.

Utilities – Utilities costs include electricity and water. Such utilities costs shall be charged indirectly.

Supplies and Materials – To the maximum extent possible, office supplies and materials are charged directly to the grant or program/function that uses the supplies or materials. All supplies and materials used by staff that is engaged in indirect activities shall be charged indirectly.

Postage and Shipping – To the maximum extent possible, postage and shipping costs shall be charged directly to the grant or program/function that benefits from the postage or shipping costs.

Photocopying and Printing – Photocopying costs include all paper and copy supplies, copier maintenance charges and the actual lease cost or depreciation expense of the copier. Photocopying costs shall be charged directly and indirectly based on the activity.

All printing costs are charged directly to the benefiting grant or program/function.

Communications – Communication costs include the costs of local telephone service and long-distance telephone charges, including charges associated with telephone calls, facsimile transmissions, and Internet connections. Local telephone service costs are charged indirectly.

Outside Services – The Commission incurs outside service costs for its annual audit, legal fees, etc. Outside service costs shall be charged as follows:

Audit fees – Cost of the financial statement audit and any preparation applicable reports shall be charged as a direct cost or an indirect cost.

Legal fees – Legal fees shall be charged directly to the program/work element that benefits from the services. Legal fees that are not identifiable with specific direct grants or work elements shall be charged indirectly.

Consultants – Costs associated with consultants shall be charged directly to the program/work element that benefits from the services. Fees that are not identifiable with specific direct grants or work elements shall be charged indirectly.

Insurance – To the extent that insurance premiums are associated with insurance coverage for specific grants or programs, those premium costs shall be charged directly. All insurance costs that are not identifiable with specific direct grants or work elements (such as the Commission’s general liability coverage) shall be charged indirectly.

Credits – The applicable portion of any credits resulting from cash discounts, volume discounts, refunds, write-off of stale outstanding checks, trade-ins, scrap sales or similar credits shall be credited directly or indirectly in the same manner as the purchase that resulted in the credit.

The above costs are typical examples of other expenses which may be used as a guide.

ACCOUNTS PAYABLE MANAGEMENT

Overview

The Commission strives to maintain efficient business practices and good cost control. A well-managed accounts payable function can assist in accomplishing this goal from the purchasing decision through payment and check reconciliation. The following are general policies for accounts payable:

- Assets or expenses and the related liability are recorded by an individual who is not responsible for ordering and receiving.
- The amounts recorded are based on the vendor invoice for the related goods or services.
- The vendor invoice should be supported by an approved purchase order, where necessary, and should be reviewed and approved by the Fiscal Supervisor prior to being processed for payment.
- Invoices and related general ledger account codes are reviewed prior to posting to the accounting system.

The primary objective for accounts payable and cash disbursements is to ensure that:

1. Disbursements are properly authorized
2. Invoices are processed in a timely manner
3. Vendor credit terms and operating cash are managed for maximum benefits

Recording of Accounts Payable

All valid accounts payable transactions, properly supported with the required documentation, shall be recorded as accounts payable in a timely manner.

Accounts payable are processed twice a month, or more if necessary. Information is entered into the system from approved invoices or disbursement vouchers with appropriate documentation attached.

Only original invoices will be processed for payment unless duplicated copies have been verified as unpaid by researching the vendor records. No vendor statements shall be processed for payment.

Accounts Payable Cut-Off

In order to ensure that expenditures are charged to the proper grant period, if the invoice pertains to goods or services of a particular grant or contract that has ended, this time period may be extended up to ninety days. At the Commission's June 30 fiscal year end, this time frame is extended for sixty days to appropriately record all the Commission's expenditures and accounts payable liabilities.

Completed Purchase Orders

Payments for merchandise or services can be processed without a check request if the invoice does not exceed the purchase order by submitting the following documents and Fiscal Supervisor approved the purchase requisition initially:

1. Vendor invoice copy, signed and dated with the expenditure account number and description, if needed. Also include the purchase order number is not on the invoice copy.

2. Packing slip (where appropriate), signed and dated
3. Receiving report (or other indication of receipt of merchandise and authorization of acceptance)
4. Any other supporting documentation deemed appropriate

Occupancy Cost Procedures

Ongoing month-to-month services for occupancy costs such as rent, utilities, phone service, garbage disposal, alarm service, etc. will be reviewed by the Fiscal Supervisor.

Rent will be paid based on the current lease contract agreement. It is the responsibility of the Fiscal Supervisor or designee to maintain up-to-date agreements for all merchandise or services provided by contractual arrangements.

Processing of Accounts Payable

The following procedures shall be applied by the Office Assistant or ~~Grants-Administrative~~ Analyst:

1. Check the mathematical accuracy of the vendor invoice.
2. Compare the nature, quantity and prices of all items ordered per the vendor invoice to the purchase order, packing slip and receiving report.
3. Document the general ledger distribution, using the Commission's current chart of accounts.
4. Verify the proper accounting period, budget, allowability, allocability, and reasonableness.
5. Obtain the review and approval of the Fiscal Supervisor associated with the goods or services purchased.

Payment Discounts

To the extent practical, the Commission takes advantage of all prompt payment discounts offered by vendors. When such discounts are available, and all required documentation in support of payment is available, payments will be scheduled so as to take full advantage of the discounts.

Late Payment Fees, Penalties and Fines

In the unlikely event that the Commission is assessed any late payment fees, penalties, or fines, those are unallowable costs under 2 CFR Part 200 except when incurred as a result of compliance with specific provisions of an award or instructions in writing from the awarding agency. The Fiscal Supervisor should first request that the vendor or imposing agency waive the fees, penalties or fines. If not waived, those costs should be charged to the unallowable cost fund and not any grant funds.

Employee Expense Reports

Reimbursements for travel expenses, business meals, or other approved costs will be made only upon the receipt of a properly approved and completed expense reimbursement form (see further policies under "Travel and Business Entertainment"). All required receipts must be attached, and a brief description of the business purpose of trip or meeting must be noted on the form. Expense reports will be processed for payment in the next vendor payment cycle. The Executive Director's expense reports must be approved by the Fiscal Supervisor.

Reconciliation of A/P Subsidiary Ledger to General Ledger

Periodically, the total amount due to vendors per the accounts payable subsidiary ledger shall be reconciled to the total per the accounts payable general ledger account (control account). All differences are investigated and adjustments are made as necessary. The reconciliation and the results of the investigation of differences are reviewed and approved by the Fiscal Supervisor.

On a monthly basis, the Office Assistant or ~~Grants-Administrative~~ Analyst shall perform the following procedures:

1. Check all statements received for unprocessed invoices.
2. Check the purchase order file for open purchase orders more than 60 days old and follow up.

Management of Accounts Payable Vendor Master File

Upon the receipt of an invoice from a new vendor that is not already in the Commission's Accounts Payable Vendor Master File, the Office Assistant or ~~Grants-Administrative~~ Analyst shall mail (or email) a Form W-9 and a request for completion of the Form W-9, including the vendor's full address and Federal employer identification number.

For vendors that will be paid a total of \$500 or less during the Commission's fiscal year, the vendor file data may be limited to the vendor name and address. However, for all vendors to be paid more than \$600 during a fiscal year, the file should include all of the following data:

1. Vendor's legal name and any DBA name(s)
2. Street address (payments may be mailed to a P.O. Box, but a street address should be in the file)
3. Federal employer identification number
4. Telephone number

TRAVEL AND BUSINESS ENTERTAINMENT

Travel Authorization

Travel for Commission staff and board members must be authorized. All ordinary travel by Commission staff, as authorized by the MCTC Policy Board's approval of the Overall Work Program, is considered to be preauthorized upon assignment of related work tasks. (Ordinary travel is defined as all travel to locations that are routine or frequently visited in carrying out one's assigned work tasks, typically day travel.) Overnight travel is not considered ordinary travel and requires written approval of the Executive Director.

Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements and submit a meeting or travel authorization for prepaid expenses. A copy of any authorization, if applicable, or the registration form or circular should be attached to the travel request.

A traveler may not approve his/her own travel and/or reimbursement. Authorizing signatures include the Executive Director, or designee in his/her absence.

Travel authorization and/or reimbursement for the Executive Director must be approved by the Fiscal Supervisor.

All requests for reimbursement must be reviewed for reasonableness. Authorizations should not be approved on any request if there is reason to believe that the expenditures are inappropriate or extravagant.

Personal Funds

Travelers should review guidelines in the Commission's Financial Procedures Manual before spending personal funds for business travel to determine if such expenses are reimbursable. The Commission reserves the right to deny reimbursement of travel related expenses for failure to comply with Commission policies and procedures.

Commission employees are strongly encouraged not to use personal funds to pay any travel expenses on behalf of prospective staff or board members. Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and review of the expenditures has been completed by the Fiscal Supervisor or his/her designee.

Travel Incentives

Commission travelers may accrue frequent flyer/rider miles for Commission related travel. In accordance with this policy, any accrued miles must be used for Commission related business travel. Frequent flyer/rider miles cannot be used to upgrade tickets to first-class. Accrual of hotel points, rental car company enticements, and other inducements in connection with Commission related travel are prohibited.

Special Travel Circumstances

Sponsored Projects and Grant Travel - Travel funded through sponsored projects or grants is subject to federal/state regulations and/or the terms and conditions of the contract agreement. All such travel arrangements must be coordinated through the Office Assistant and approved by the Executive Director.

Personal Travel – Travelers may combine personal travel with Commission travel as long as the official trip serves a valid and authorized Commission purpose. The basic rule is that the traveler pays any and all additional costs of the personal portions. The traveler also has full responsibility and liability for any events that occur during personal portions of the trip. If personal travel occurs during normal work hours/schedule, the traveler must identify such time as vacation, administrative leave time, or time off without pay on his/her payroll timesheet. In addition, if the traveler changes his/her original travel itinerary, the Executive Director must be notified and the traveler must receive authorization.

Board Member Travel – Board members traveling on behalf of the Commission and incurring reimbursable expenses shall adhere to these policies.

Consultants – Consultants are responsible for their own travel itinerary. Travel cost associated with consultant's service must be defined in the consultant's contract language prior to releasing funds.

Travel Advances

For expenditures other than those associated with air travel, funds will be advanced for upcoming travel only upon receipt of a completed and properly approved meeting or travel authorization and request for travel advance and for a minimum amount of \$50. Otherwise travel will be reimbursed after travel is completed. Travel advances are to be used only for the purpose intended. Travel expenses are to be made in accordance with the Commission's travel policies as explained later in this section.

Employees receiving travel advances are required to sign for the advance signifying their acknowledgement of, and agreement to, these policies. Employees receiving travel advances must submit an expense report within seven (7) days of returning from travel. Any outstanding advances may be deducted from an employee's next paycheck.

Commercial Air Travel

Commercial air travel expense is on the basis of the actual cost incurred by the traveler using normally traveled routes. All business travel will be at the most economical class of service. Prior to booking travel, the traveler should conduct an on-line search to ensure the Commission receives the most cost-effective fares.

Air carrier selection cannot be biased by any traveler's frequent flyer affiliation. The lowest cost air travel will take precedence over frequent flyer programs. Frequent flyer bonuses will be retained by the Commission.

Often a significant savings on air fare will result from booking a flight with a Saturday stay-over. Many conferences and meetings commence on Sunday or Monday to take advantage of this factor. It is the Commission's policy to authorize Saturday stay-over to the extent that resulting savings in airfare are greater than the additional costs incurred for hotel, car rental, etc.

The Commission will issue payment for commercial air travel. Any personal travel causing an increase in the airfare will be reimbursed to the Commission by the traveler at the time the reservation is made.

Vehicle Usage

When an employee is required to travel to attend a conference, training, or meeting for Commission purposes, and the form of transportation is an automobile, the employee may be required to use a rental car, at Commission expense, instead of his/her personal vehicle.

Car Rental – Travelers may rent vehicles when other transportation is not available or when such use will result in saving of cost and time. Travelers are encouraged to choose compact or mid-sized cars whenever possible. However, promotional rates may offer greater savings. Travelers should seek the best rental rate available at the time of booking. Employees required to rent without prior reservations should always request the best currently available rate.

Personal Vehicle – Travel by personal vehicle may be desirable to save time, to transport equipment or to reduce costs when a number of persons are traveling to the same destination together. The current mileage reimbursement rate, commensurate with the IRS mileage rate, is issued annually by the Commission’s Fiscal Supervisor. This rate is intended to cover all transportation and operating costs including auto insurance. Personal vehicles may not be used for Commission business unless verification of insurance is on file and supports adequate coverage. Employees’ insurance coverage must meet the State of California’s minimum liability coverage.

Employees requesting reimbursement should use a travel form and should include the following:

- Name and position
- Date
- Purpose of trip
- Starting point
- Destination
- Number of Miles
- Calculation of the reimbursable amount

The Commission reimburses from the point of business activity (home, work, sub office) to the location of business of the Commission. Mileage must be reasonable to the distance noted or standard mileage chart. Any significant differences should be supported with an explanation. Mileage is paid either from the employee’s residence or normal work site, whichever is the shortest.

Local Transportation – Cost of public transportation, airport buses/shuttles and limousines including taxis are acceptable for services to and from airports and railroad stations, between appointments, and between hotels and meeting locations. Advancement of funds will be made, if possible, with documentation of estimated costs. However receipts are required and must be submitted within seven days upon completion of travel. If receipts are not turned in, the advanced funds must be returned to the Commission.

Lodging

Short-term Travel – Employees who incur overnight lodging expenses at a commercial lodging establishment catering to short-term travelers, such as a hotel, motel, bed and breakfast, public campground, etc. must provide a receipt to claim reimbursement. No reimbursement will be paid without a receipt. The rate of reimbursement is as follows:

All California counties not listed below	Actual expense up to \$90 per night, plus tax
Napa, Riverside, and Sacramento counties	Actual expense up to \$95 per night, plus tax
Marin County	Actual expense up to \$110 per night, plus tax
Los Angeles, Orange, and Ventura counties, excluding the city of Santa Monica	Actual expense up to \$120 per night, plus tax
Monterey and San Diego counties	Actual expense up to \$125 per night, plus tax
Alameda, San Mateo, and Santa Clara counties	Actual expense up to \$140 per night, plus tax
City of Santa Monica	Actual expense up to \$150 per night, plus tax
San Francisco County	Actual expense up to \$250 per night, plus tax

The Commission will pay by credit card for lodging cost. When a reservation is booked for an employee who is not a Commission credit card holder and the Commission credit card will be used, a credit card authorization form must be requested from the hotel, completed and faxed to the hotel prior to the arrival date. Reimbursement will not be made for employees staying with friends or relatives.

If an employee wishes to incur lodging costs greater than the above listed reimbursement rates, prior approval must be obtained from the Executive Director, and the Fiscal Supervisor must be notified to ensure that all costs above the listed reimbursement rates will be charged to local funds.

Meals

Travelers will be reimbursed for meal expenses while traveling on Commission business. All reimbursements will be made using local funds.

*Reimbursement for meals related to same day travel are included as wages and will be subject to federal and state income tax. IRC 162 (a) (2)

The Commission has adopted the following meal per diem rates:

	<u>Low Cost</u>	<u>High Cost</u>
Breakfast	\$13.00	\$16 17.00
Lunch	15.00	17 18.00
Dinner	26 27.00	31 36.00
Total	\$54 55.00	\$64 71.00

The following counties are considered to be High Cost: ~~Alameda,~~ Humboldt, Marin, Mariposa, Mendocino, Mono, Monterey, ~~Napa,~~ Nevada, San Diego, San Francisco, ~~San Mateo,~~ Santa Barbara, San Luis Obispo, City of Santa Monica, Sonoma, Yolo. All other counties not listed will be considered as Low Cost.

For out of state meal reimbursement rates, please consult with the Fiscal Supervisor whether it will be considered a low or high cost rate.

Meal per diem shall apply as follows:

1. Travel commencing before 7:00 a.m. shall receive breakfast per diem.
2. Travel commencing prior to noon shall receive lunch per diem.
3. Travel extending beyond 6:00 p.m. shall receive dinner per diem.
4. If a meal is provided by the conference, per diem will not be made.
5. Continental breakfast is not considered a meal.
6. A travel expense/reimbursement claim form must be submitted for meal per diem if an advance was not requested.
7. Personal entertainment and alcohol are not reimbursable and should not be on receipts submitted for reimbursement.

Expenses on Behalf of Others

Ordinary and necessary business expenses directly related to Commission business incurred on behalf of others, including but not limited to food, beverages, and refreshments will be reimbursed. Expenses for personal entertainment are not reimbursable. Original receipts must be provided which document the date, location, event, cost, general business purpose, and names and affiliations of person in attendance.

Miscellaneous Expenses

An employee will be reimbursed for miscellaneous expenses associated with business travel not specifically addressed in the above categories. Examples include parking and tolls. Receipts are required for expenses. The Commission is not responsible for any parking tickets and/or towing expenses incurred by the employee during travel on commission business, unless towing expenses are due to mechanical failure of a Commission vehicle or commission-provided rental vehicle. No personal entertainment (i.e. in-room hotel movies, room service, etc.) will be reimbursed.

Travel Time Compensated

Travel reimbursement begins at the time an employee leaves his/her residence or job site. Federal and state law counts time spent attending lectures, meetings and training programs as hours worked unless all of the following apply:

1. Attendance is outside the employee's regular working hours
2. Attendance is voluntary
3. The program attended is not directly related to the employee's job. A program is deemed directly related if it is designed to make him/her hand his/her job more effectively as distinguished from training the employee for another job or a new or additional skill

4. The employee does not perform any productive work.

Generally, travel time to and from lectures and meetings will count as work time if it occurs because of the attendance at a meeting and lecture for which the employee will be compensated. However, the Commission reserves the right to establish a different pay for travel time, provided that the rate is not less than the minimum wage. Employees will be clearly informed of the different rate before travel occurs.

Overnight Travel Out of Town

If an employee's duties require the employee to travel out of town overnight, travel time during the employee's normal working hours (on both normal working days and days that are normally his/her days off) is counted as hours worked. However, the employee's lunch and dinner periods will not be considered hours worked. If a non-exempt employee performs required work while traveling during the time period other than normal working hours, the time involved will be counted as hours worked.

Employee and Board Member Business Travel

At the conclusion of a Commission business trip, an employee or member of the Board of Directors that has incurred business-related expenses should complete a travel expense claim in accordance with the following policies:

1. Identify each separately incurred business expense (i.e., do not group all expenses associated with one trip together).
2. With the exception of tips, tolls, and reimbursed mileage all business expenses must be supported with invoices/receipts.
3. Vendor receipts/invoices must be submitted for all lodging and any expenditure other than meals. Credit card charge slips do not represent adequate supporting documentation – a hotel receipt must be obtained to substantiate all lodging expenditures.
4. For airfare, airline-issued receipts should be obtained. If a traveler fails to obtain a receipt, other evidence must be submitted indicating that a trip was taken and the amount paid (for example, a combination of an itinerary, a credit card receipt, and boarding passes).
5. Mileage may be reimbursed at the standard Federal rates currently in effect, as published each year by the IRS.
6. The business purpose of each trip must be adequately explained on each report.
7. General ledger account coding must be identified for all expenditures.
8. For all meals and other business expenditures, the following must be clearly identified:
 - a. Names, titles, agencies, and business relationships of all persons entertained
 - b. The business purpose of the meal or other business event (topics discussed, etc.)
9. All expense reports must be signed and dated by the employee.
10. All expense reports must be approved by the Executive Director.
11. Only one expense report form should be prepared for each trip.

An employee will not be reimbursed for expense reports not meeting the preceding criteria. If the expense report results in a balance due to the Commission (as a result of receiving a travel advance greater than actual business expenditures), the employee must attach a check or sign a statement indicating authorization to settle the balance due through a payroll deduction.

Lost Travel Documents

Employees authorized to travel should be responsible to handle Commission funds in a professional manner. If documents are lost, then it will be the obligation of the traveler to obtain duplicate copies.

Non-Reimbursable Expenses

The Commission does not reimburse any employee or board member for separate travel costs (air fare, etc.) associated with his/her spouse or partner. The cost of a shared hotel room need not be allocated between employee/director and spouse/partner for purposes of this policy if the cost of the room is the same for single or double occupancy.

An employee is personally responsible for payment of the following travel expenses:

- First class travel, or other seating above the coach level
- Purchase of flight insurance
- Personal entertainment
- Personal purchases of goods and services
- Airline clubs
- Rental of luxury or sport car models
- Haircuts
- Baby-sitting
- Traffic fines
- Hotel laundry service (for stays less than 5 days)
- Hotel valet service
- Personal phone calls
- Hotel amenities (in-room movies, exercise facilities)
- Cost incurred by failure to cancel reservations (hotel or transportation)

CASH DISBURSEMENTS (CHECK-WRITING) POLICIES

Check Preparation

The Commission prints vendor checks and expense reimbursement checks on a bi-monthly basis, or more often if needed. Checks shall be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers.

All vendor and expense reimbursement checks shall be produced in accordance with the following guidelines:

1. Expenditures must be supported in conformity with purchasing, accounts payable, and travel and business entertainment policies described in this manual.
2. Timing of disbursements should generally be made to take advantage of all early-payment discounts.
3. Generally, all vendors should be paid within 30 days of submitting a proper invoice upon delivery of the requested goods or services.
4. Total cash requirements associated with each check run is monitored in conjunction with available cash balance in bank prior to the release of any checks.
5. All supporting documentation is attached to the corresponding check. If documentation is not attached to the check copy, i.e. lease payments, then the check copy will clearly reference where the documentation can be located.
6. Checks shall be utilized in numerical order and unused checks are stored in a locked file cabinet.
7. Checks shall never be made payable to "bearer" or "cash."
8. Checks are signed and pre-numbered electronically while being printed, providing an original and a duplicate copy.
9. After the preparation of a check, the Office Assistant or Grants-Administrative Analyst will mark the invoices paid and matches the duplicate copy of the check with vendor invoices and other supporting documentation.
10. All paid invoices are filed alphabetically by vendor. The accounts payable detail register is filed for future reference.

Check Signing

All checks of the Commission require two signatures. No check shall be signed prior to the check being completed in its entirety (no signing of blank checks).

The Commission Board of Directors has designated the Executive Director, the Senior Regional Planner, and two Board Commissioners with check signing authority.

All original supporting documentation should be reviewed and initialed prior to the printing and signing of the checks by the Office Assistant or Grants-Administrative Analyst. On occasion, it may be necessary for the vendor to provide a copy of facsimile invoice which has been lost or misplaced. The Office Assistant or Grants Administrative Analyst will exercise care to avoid duplicate payment or overpayment in these situations. The Fiscal Supervisor verifies that the expenditures have been paid in the proper amounts and time periods, charged to the appropriate general ledger codes, and also reviews for allowability, allocability, and reasonableness of the expenses. Checks should not be authorized or signed if supporting documentation appears to be missing or there are any questions about a disbursement.

Voided Checks and Stop Payments

Checks may be voided due to processing errors by defacing the check by clearly marking it as "VOID" and the signature portion of the original check, if available, will be perforated or cut out. All voided checks shall be retained to aid in preparation of bank reconciliations.

Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments are processed by telephone instruction and written authorization to the bank by the Fiscal Supervisor or his/her designee. When the check is voided in the accounting software by the Fiscal Supervisor or his/her designee, the software generates the journal entry to record the stop payment. Any related bank fees are recorded when the bank account is reconciled.

Recordkeeping Associated with Independent Contractors

The Commission shall obtain a completed Form W-9 or equivalent substitute documentation from all vendors to whom payments are made (see "Accounts Payable Management" policies). A record shall be maintained of all vendors to whom a Form 1099 is required to be issued at year end. Payments to such vendors shall be accumulated over the course of a calendar year.

CREDIT CARDS

The following policies and procedures will govern the use of purchasing or credit cards:

1. Upon approval of the vendor or credit card company, a card may be issued bearing the names of the individual, both the individual and MCTC, or MCTC.
2. Purchasing/credit cards will not be transferable between individuals without prior approval of the Executive Director.
3. The Executive Director may delegate transaction authority to the cardholder.
4. The individual will be responsible to ensure credit card charges are accurate on the monthly statements.
5. All cardholders are required to sign a purchasing/credit cardholder agreement.

Cardholder Responsibilities

The cardholder must only use the purchasing/credit card for legitimate business purposes. The purchasing/credit card should not be used for travel, registration fees, purchasing program supplies, food, and other items for which vendors are able to accept a Commission purchase order without express approval of the Executive Director. The cardholder is to be aware that many credit cards look alike and care should be taken to avoid confusing Commission and personal credit cards. Cardholders must notify the Executive Director of any inadvertent personal charges and must reimburse the Commission immediately for such personal charges. Misuse of the card will subject the cardholder to disciplinary action in accordance with Commission policies and procedures relating to progressive discipline, up to and including voluntary termination. The cardholder must:

1. Ensure the purchasing/credit card is only used for legitimate business purposes
2. Ensure that expenditures are budgeted, allowable for grant purposes, necessary for the program and that funds are available for the expenditure
3. Maintain the purchasing/credit card in a secure location at all times
4. Not allow other individuals to use the purchasing/credit card, unless authorized
5. Adhere to the purchase limits and restrictions of the purchasing/credit card
6. In some situations, the issuer (i.e., Office Depot) still requires a purchase order for authorization purposes. The cardholder is responsible for securing a purchase order, as applicable.
7. Obtain all sales slips, register receipts, and/or purchasing/credit card slips and provide same to the Office Assistant for reconciliation, approval, and allocation of transactions.
8. Attempt to resolve disputes or billing errors directly with the vendor and notify the Fiscal Supervisor if the dispute or billing error is not satisfactorily resolved
9. Ensure that an appropriate credit for the reported disputed item(s) or billing error appears on a subsequent cardholder statement
10. Not accept cash in lieu of a credit to the purchasing/credit card account
11. Immediately report a lost or stolen card to the credit card issuer (24 hours a day, 365 days a year) and to the Fiscal Supervisor during normal working hours.
12. Return the purchasing/credit card to the Office Assistant upon terminating employment with the Commission.

Cardholder Eligibility

The criteria to receive a Commission purchasing/credit card is as follows:

- Applicants must be an employee of the Commission
- Applicant's request for a purchasing/credit card must be approved by the Executive Director.
- Employee must attend a training session before he/she may be issued a purchasing/credit card
- Each individual cardholder must sign a cardholder agreement

Cardholder Liability

The purchasing/credit card is a corporate charge card which will not affect the cardholder's personal credit, however, it is the cardholder's responsibility to ensure that the card is used within stated guidelines of the purchasing/credit card policies as well as Commission policies and procedures relating to expenditures of Commission funds. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures that may include involuntary termination.

Lost, Misplaced or Stolen Purchasing/Credit Cards

Cardholders are required to immediately report any lost or stolen purchasing/credit cards to the Fiscal Supervisor. The Fiscal Supervisor or designee is responsible for immediately reporting the lost/stolen card to the issuer. In the event the discovery of the lost/stolen card is made outside of normal Commission business hours, the cardholder is responsible for notifying the issuer directly.

Erroneous Declines

Should the purchasing/credit card be erroneously declined by a vendor, the cardholder should immediately contact the Office Assistant for assistance. If the purchase is being made outside of the normal Commission business hours, the employee must find an alternate payment method or terminate the purchase and contact the Office Assistant during normal business hours.

Credits

Vendors will issue all credits to the individual purchasing/credit card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should a cardholder accept cash in lieu of a credit to the purchasing/credit account.

Unresolved Disputes and Billing Errors

The cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Fiscal Supervisor should be contacted for assistance.

Security and Storage

Cardholders should always treat the Commission purchasing/credit card with at least the same level of care as one does their own personal credit cards. The cards should be maintained in a secure location and the card account number should be carefully guarded.

Documentation

Every month, each cardholder will be provided with a statement detailing the expenditures that were charged to his/her corporate credit card. The cardholder will review this statement for its accuracy and any unauthorized purchases. The individual assigned to each purchasing/credit card will maintain the cardholder's vendor receipts/packing slips/charge slips until such time as they are forwarded to the Office Assistant for payment. Each cardholder shall authorize the approved charges. The statement shall then be forwarded to the Fiscal Supervisor, accompanied by original supporting documentation for all charges. Documentation of meals, travel and valid business entertainment expenditures shall include all of the same elements as described in the earlier policy on "Employee and Director Business Travel" (i.e., names of people involved, business purpose, etc.).

All other documentation concerning the purchasing/credit card program will be maintained by the Office Assistant. This documentation includes, but it not limited to, applications, cardholder agreements, Commission billing statements, reconciliation of accounting statements, and copies of transmittals, and correspondence with issuing companies.

Employee Credit Cards

Employees and officers incurring legitimate Commission business expenses may utilize their personal credit cards for such expenditures. The Commission shall reimburse employees and officers for properly supported and documented business expenditures charged to personal credit cards within the next vendor processing cycle upon the proper completion of an expense report. (See the earlier policy on Travel and Business Entertainment for expense report preparation procedures.) Travel advances may be requested in special circumstances (e.g. situations in which legitimate business expenses are expected to exceed an employee's credit card limit or other special cases).

PAYROLL AND RELATED POLICIES

Classification of Workers as Independent Contractors or Employees

The Commission considers all relevant facts and circumstances regarding the relationship between the Commission and the individual in making determinations about the classification of workers as independent contractors or employees. This determination is based on the degree of control and independence associated with the relationship between the Commission and the individual. Facts that provide evidence of the degree of control and independence fall into three categories:

1. Behavioral control
2. Financial control
3. The type of relationship of the parties

Facts associated with each of these categories that will be considered in making employee/contractor determinations shall include:

1. Behavioral control:
 - a. Instructions given by the Commission to the worker that indicate control over the worker (suggesting an employee relationship), such as:
 - (1) When and where to work
 - (2) What tools or equipment to use
 - (3) What workers to hire or to assist with the work
 - (4) Where to purchase supplies and services
 - (5) What work must be performed by a specified individual
 - (6) What order or sequence to follow
 - b. Training provided by the Commission to the worker (i.e., employees typically are trained by their employer, whereas contractors typically provide their own training).
2. Financial control:
 - a. The extent to which the worker has unreimbursed business expenses (i.e., employees are more likely to be fully reimbursed for their expenses than is a contractor).
 - b. The extent of the worker's investment in the facilities/assets used in performing services for the Commission (greater investment associated with contractors).
 - c. The extent to which the worker makes services available to the relevant market.
 - d. How the Commission pays the worker (i.e., guaranteed regular wage for employees vs. flat fee paid to some contractors).
 - e. The extent to which the worker can realize a profit or loss.
3. Type of relationship between worker and Commission:
 - a. Written contracts describing the relationship that the Commission and the individual intend to create.
 - b. Whether the Commission provides the worker with employee-type benefits, such as insurance, paid leave, etc.
 - c. The permanency of the relationship.
 - d. The extent to which services performed by the worker are a key aspect of the regular business of the Commission.

If an individual qualifies for independent contractor status, the individual will be sent a Form 1099 if total compensation paid to that individual for any calendar year, on the cash basis, is \$600 or more. The amount reported on a Form 1099 is equal to the compensation paid to that person during a calendar year (on the cash basis). Excluded from “compensation” are reimbursements of business expenses that have been accounted for by the contractor by supplying receipts and business explanations.

If an individual qualifies as an employee, a personnel file will be created for that individual and all documentation required by the Commission personnel policies shall be obtained. The policies described in the remainder of this section shall apply to all workers classified as employees.

General

The Board of Directors hires or terminates the Executive Director. The Executive Director approves the hiring/termination of all other employees.

Wages and Compensation

The Commission’s Board of Directors has authorized delegation of the human resources and the classification procedures to the Executive Director. The Executive Director is responsible for the overall coordination, review, and control of the Commission’s compensation classification plan. The Commission will comply with all state and federal laws, Commission policies and procedures, as well as the standards, guidelines, practices, and requirements that are specified by its grantors. The Commission may perform wage comparability studies every three years to ensure the salary and wage structure is similar to other agencies of like size and employee base in our area.

Payroll Administration

The Commission operates on a bi-weekly payroll. A personnel file is established and maintained for all employees with current documentation, as described throughout this section. The Office Assistant or **Grants Administrative** Analyst is responsible for ensuring that all employees complete the appropriate paperwork applicable to payroll and the personnel files.

Changes in Payroll Data

All of the following changes in payroll data are to be authorized in writing:

1. New hires
2. Terminations
3. Changes in salaries and pay rates
4. Voluntary payroll deductions
5. Changes in income tax withholding status
6. Court-ordered payroll deductions

New hires, terminations, and changes in salaries or pay rates shall be authorized in writing by the Executive Director.

Voluntary payroll deductions and changes in income tax withholding status shall be authorized in writing by the individual employee. An employee may request in writing to have his/her paycheck electronically deposited to an account in a financial institution of the employee's choice.

Documentation of all changes in payroll data shall be maintained in each employee's personnel or payroll file.

Payroll Taxes

The Office Assistant or ~~Grants-Administrative~~ Analyst is responsible for ensuring all required tax forms are properly completed and submitted, and that all required taxes are withheld and paid. The Office Assistant or ~~Grants-Administrative~~ Analyst processes the payroll in-house payroll system.

The Office Assistant or ~~Grants-Administrative~~ Analyst will prepare and process the appropriate payroll tax deposits and related payroll deductions based on the payroll register. The Fiscal Supervisor will approve the check requests and payroll tax amounts.

The Executive Director or his/her designee will review and approve the payroll tax reports and will sign the reports.

Withholding of Federal income taxes shall be based on the most current Form W-4 prepared by each employee. The current Form W-4 will be utilized for state income tax withholding unless the employee has completed the appropriate California state withholding documentation.

Personnel Activity Reports

The Commission follows the guidelines in 2 CFR Part 200, Subpart E, 200.430, *Compensation – Personal Services*, as well as requirements in specific grants. Therefore, salaries and wages charged to grants will be supported as follows:

1. Charges will be based on documented payrolls approved by responsible officials of the Commission.
2. Every staff member whose compensation is charged, in whole or in part, directly or indirectly to grant awards or contracts, will complete activity reports (timesheets) that account for the total activity for which the employee is compensated.
3. The reports will reflect an after-the-fact determination of the actual activity of each employee. Budget estimates will not be used as support for charges to awards.
4. The reports must be signed by the individual employee or by a responsible supervisor who has first-hand knowledge of the activities performed by the employee.
5. The reports will be prepared on a bi-weekly basis, the same as the pay periods.

6. Charges for non-exempt employees will also be supported by records required by the Fair Labor Standards Act.

Preparation of Timesheets

The Fiscal Supervisor will prepare a payroll calendar at the beginning of each calendar year noting the pay periods and pay dates. Each Commission employee must submit to the Office Assistant -or ~~Grants~~ Administrative Analyst a signed and approved timesheet no later than 5:00 p.m. at the close of each pay period. The deadline may be adjusted as necessary for holiday schedules. Timesheets shall be prepared in accordance with the following guidelines:

1. Each timesheet shall reflect all hours worked during the pay period (time actually spent on the job performing assigned duties), whether compensated or not.
2. Timesheets shall be prepared in ink (or electronically).
3. Errors shall be corrected by crossing through the incorrect entry, filling in the correct entry, and placing the employee's initials next to the change.
4. Employees shall identify and record hours worked based on the nature of the work performed;
5. Compensated absences (vacation, holiday, sick leave, etc.) should be clearly identified as such;
6. Timesheets shall be signed by the employee prior to submission to his/her supervisor.

After preparation, the corresponding supervisor shall approve timesheets prior to submission to the Office Assistant. The Fiscal Supervisor shall approve the timesheet of the Executive Director. Corrections identified by an employee's supervisor shall be authorized by the employee or at a minimum, the Executive Director or their designee are required to contact the employee by telephone, email, or other communication method to notify the employee of the change.

A Commission employee who is on leave, traveling, or is ill on the day that timesheets are due may telephone or email timesheet information (actual time worked and the appropriate classifications) to his or her supervisor (or designated alternate). Timesheets submitted in this manner shall bear an appropriate notation. The timesheet shall be signed by the supervisor or the designated alternate.

Processing of Timesheets

The Office Assistant or ~~Grants-Administrative~~ Administrative Analyst will process the timesheets by checking them for mathematical accuracy, then entering all timesheets into the in-house payroll system. Incomplete time sheets signed by the employee and approved by the supervisor will be returned to the employee.

The Office Assistant or ~~Grants-Administrative~~ Administrative Analyst should not change or correct timesheets. However, the Office Assistant or ~~Grants-Administrative~~ Administrative Analyst is not permitted to pay out more vacation, sick leave or administrative leave than the employee has accrued. Additionally, the amount of holiday pay shown on the timesheet may not reflect the amount to which the employee is entitled based upon the payroll records. The employee should be notified of these errors.

POLICIES PERTAINING TO SPECIFIC ASSET ACCOUNTS

CASH AND CASH MANAGEMENT

Cash Accounts

General Expense Account:

This account provides for the operational expenses of the Commission. On a monthly basis, staff will request a transfer from the Commission Fund in the County of Madera investment pool in an amount sufficient to cover expenses for the period and deposit this amount into the general expense account.

Payroll Account:

The payroll account is a separate account. The payroll account is a minimum-balance account. As such, only the amount needed to cover each payroll is transferred into this account from the general expense account, based on the amount calculated. Transfers from the general account into the payroll account are initiated by the Fiscal Supervisor or his/her designee.

Commission Fund (County Pool):

All cash and check deposits are made to this account. This is an interest-bearing account that is included in the County of Madera investment pool.

All advances of Federal funds, if any, shall be deposited in this interest-bearing account. Interest earned on such funds will be allocated to Federal and non-Federal awards, as applicable, based on the funds received and disbursed during the grant year for each award.

Insurance and ~~Collateralization~~ Collateralization

Grant and contract funds will be deposited in an interest-bearing federally insured account. Where deposits exceed the insured amounts, adequate collateralization in excess of the insured amount is necessary.

Authorized Signers

The following Commission personnel are authorized to sign checks drawn on any of the Commission's accounts:

- Executive Director
- ~~Senior-Principal~~ Regional Planner
- Two Designated Board Commissioners

The Fiscal Supervisor is responsible for notifying the Commission's financial institutions of changes in authorized signatures upon the departure of any authorized signer.

Bank Reconciliations

Bank account statements are received each month and forwarded to the Fiscal Supervisor. The Fiscal Supervisor shall review the statement for unusual or unexplained items, such as unusual endorsements on checks, indications of alterations to checks, etc. This review must be performed in a timely manner so that reconciliation of the bank account is not delayed. Unusual or unexplained items shall be reported immediately to the Executive Director.

After this review is complete, a reconciliation between the bank balance and general ledger balance is prepared by the Fiscal Supervisor. The bank reconciliation process will be completed as soon as possible after the receipt of each bank statement.

All bank reconciliations, including any adjusting journal entries resulting from preparing bank reconciliations, are done by the Fiscal Supervisor on a monthly basis. The Fiscal Supervisor should be notified of all outstanding checks over 60 days, and should take appropriate action on these checks.

Bank reconciliations, cancelled checks, and copies of resulting journal entries are filed in the current year's fiscal files.

Cash Flow Management

The Fiscal Supervisor monitors cash flow needs on a monthly basis to eliminate idle funds and to ensure that payment obligations can be met. Cash transfers between accounts are performed on a monthly basis.

Stop Payments

General Expense – Stop payments will be issued by the Fiscal Supervisor or his/her designee 10 working days after the check date to allow time for mail processing and delays. Depending on other circumstances, this timeframe may be shortened. Once the stop payment has been issued, the replacement check will be released.

Payroll – Stop payments will be issued by the Fiscal Supervisor or his/her designee 5 working days after the check date to allow for mail processing and delays. Depending on other circumstances such as a lost payroll check, this timeframe may be shortened.

Stale and Old Outstanding Checks

Outstanding accounts payable checks over three months and outstanding payroll checks over two months are considered old. After the bank reconciliation process determines that there are outstanding checks which meet this criteria, the following steps will be taken to clarify their status.

General Expense – The Fiscal Supervisor completing the bank reconciliation will follow-up with the recipient to see where the check is in their system. If the check is in their possession, they will be asked to cash it as soon as possible. If the payee did not receive it or lost it, the old check will be voided and a new check issued. A stop payment on the old check will be made if the dollar amount of the replacement check exceeds \$20. The Fiscal Supervisor will be required to void the check in the accounting software and determine the void date.

Payroll - The Fiscal Supervisor completing the bank reconciliation will determine the best way to contact the employee to determine the status of the check. Usually it is better to go through the administrative section of

the program involved. If the check is in the employee's possession, they will be asked to cash it as soon as possible. If the employee did not receive it or lost it, the old check will be voided and a new check issued. A stop payment on the old check will be made before the re-issuance. The Fiscal Supervisor will be required to void the check in the accounting software and determine the void date.

If the status of either the accounts payable or payroll checks cannot be determined, the Commission will write off checks that are more than 6 months old that have not cleared the Commission's bank.

All stale checks that are written off within the same fiscal year as they were written shall be credited to the same expense or asset account that was debited when the check was written, or the expenditure incurred. For stale checks written off in fiscal years subsequent to the year in which the check was written, the credit shall be to miscellaneous income.

Petty Cash and Change Fund

The Commission will provide funds for valid, minor office expenditures, and to periodically replenish these funds up to its authorized balance. The petty cash custodian is responsible for ensuring that the petty cash fund is locked at all times.

Disbursement of \$50 or less may be made from the petty cash fund for program incurred expenses. All disbursements or requests for advances from the petty cash fund must be accompanied by a completed and approved petty cash voucher. Receipts must be furnished for all disbursements and advances from petty cash.

The Fiscal Supervisor will determine if advance authorization is required for petty cash disbursements. The purchaser shall present the petty cash voucher approved by the Executive Director, to the petty cash custodian for payment. A receipt for all purchases must be furnished to the petty cash custodian that will be attached to the petty cash slip. The petty cash custodian shall insure that the petty cash voucher is properly completed, approved, and that a proper receipt is attached. At all times, the petty cash fund will contain receipts and cash totaling the amount of the fund.

The petty cash custodian shall prepare a reconciliation of the petty cash account on a periodic basis when funds are low or at the program's or Commission's fiscal year end. The petty cash custodian will total the disbursement by program and account classification and submit the recap and all receipts to the Fiscal Supervisor for review.

Petty cash reconciliations are subject to review by the Fiscal Supervisor, who may also perform periodic surprise cash counts and reconciliations. Any irregularities in the petty cash fund will be immediately reported in writing to the Executive Director. Loans or check cashing will not be made from petty cash funds.

Wire Transfers

In the event that a future wire transfer is initiated, the Executive Director shall be the only Commission employee authorized to transact wire transfers from Commission bank accounts. To prevent anyone other than the Fiscal Supervisor from transacting wire transfers, a system shall be employed that requires the use of pass codes. Pass codes issued only to the Executive Director, are assigned by the bank and are changed periodically. Confirmations of all wire transfers are delivered to the Executive Director.

PREPAID EXPENSES

Accounting Treatment

The Commission treats payments of expenses that have a time-sensitive future benefit as prepaid expenses and will amortize these items over the corresponding time period. For purposes of this policy, payments of less than \$100 shall be expensed as paid and not treated as prepaid expenses, regardless of the existence of a future benefit unless it would be considered an “out of period” expense and prohibited by the funding source.

Prepaid expenses with future benefits that expire within one year from the date of the financial statements shall be classified as current assets. Prepaid expenses that benefit future periods beyond one year from the financial statement date shall be classified as non-current assets.

Procedures

As part of the account coding process performed during the processing of accounts payable, all incoming vendor invoices shall be reviewed for the existence of time-sensitive future benefits. If future benefits are identified, the payment shall be coded to a prepaid expense account code.

The Fiscal Supervisor shall maintain a schedule of all prepaid expenses. The schedule shall indicate the amount and date paid, the period covered by the prepayment, the purpose of the prepayment, and the monthly amortization. This schedule shall be reconciled to the general ledger balance as part of the closeout process.

INVESTMENT POLICIES

Introduction

All assets of the Commission, including those funds that are legally unrestricted, will be treated as though they are held in a fiduciary capacity for the purpose of accomplishing the Commission’s purpose. As such, the policies described in this section are to be interpreted in light of that overall sense of stewardship, and the investment standards shall be those of a prudent investor.

Funds to be invested do not include those from Federal awards. Such funds will be spent on program requirements as budgeted or returned to the awarding agency. Any advances of Federal funds will be maintained in an interest-bearing account. Interest earned on such funds will be allocated to federal grants based on a percentage of funds received and disbursed during the grant year.

Delegation of Authority

The Board of Directors of the Commission has delegated supervisory authority over its investing activities to the Executive Director through its long-range financial planning responsibility.

Investment Objectives

The Commission’s investment objectives are the preservation and protection of the Commission’s assets, as well as the maintenance of liquid reserves to meet obligations arising from unanticipated activities, by earning an appropriate return on investments.

The table below identifies the investment types that are authorized for the Commission. The table also identifies certain provisions that address interest rate risk, credit risk, and concentration of credit risk.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds	5 Years	None	None
US Treasury Obligations	5 Years	None	None
US Agency Securities	5 Years	None	None
Banker’s Acceptances	180 Days	40%	None
Commercial Paper	270 Days	None	None
Negotiable Certificates of Deposit	5 Years	None	None
Repurchase Agreements	1 Year	None	None
Reverse Repurchase Agreements	92 Days	None	None
Medium-Term Notes	5 Years	None	None
Mutual Funds	n/a	None	None
Money Market Mutual Funds	n/a	None	None
Mortgage Pass-Through Securities	5 Years	None	None
County Pooled Investment Funds	n/a	100%	None
Local Agency Investment Fund (LAIF)	n/a	None	None

Accounting Treatment

All purchased investments shall initially be recorded at cost.

Subsequent to acquisition, the Commission carries all equity securities with readily determinable fair market values and all debt securities at their market values. Adjustments to market value shall be made in the accounting records and financial statements of the Commission on a quarterly basis.

Adjustments to market value result in unrealized gains and losses on investments. Such gains and losses resulting from contributed investments (or from investments purchased with contributed funds) shall be classified as unrestricted, temporarily restricted, or permanently restricted based on the existence or absence of explicit restrictions on such appreciation and depreciation from the donor, as defined earlier. Such unrealized gains and losses from investments purchased with unrestricted funds shall be classified as unrestricted.

Procedures and Reporting

In conjunction with the Executive Director and approval from the Board of Directors, procedures and reporting requirements will be developed, as necessary, to ensure that investments are properly managed and that the investment policies are consistent with the mission of the Commission and accurately reflect the current financial condition of the Commission.

PROPERTY AND EQUIPMENT

Capitalization Policy

Physical assets such as real property and non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more are capitalized as property and equipment on the Commission's financial statements. Items with unit costs below this threshold shall be expensed in the year purchased. All items of property and equipment should follow the procurement policies outlined in the Procurement Policies and Procedures Manual.

If an awarding agency requires a lower amount for equipment, the Commission will adhere to that dollar amount only for that program or contract.

Capitalized property and equipment additions are accounted for at their historical cost and all such assets, except land, are subject to depreciation over their estimated useful lives, as described later.

Capitalized assets will be reported as expensed for grants if they were so budgeted in the grant application. However, for the Commission's financial statements, these assets will be capitalized and depreciated according to these policies.

The Fiscal Supervisor or his/her designee within the Commission will be assigned the responsibility for recording and maintaining the information on the property records and for monitoring the locations and use of all property held by the Commission.

Equipment and Furniture Purchased With Federal Funds

MCTC may occasionally purchase equipment and furniture that will be used exclusively on a program funded by a Federal agency. Equipment and furniture charged to Federal awards will be subject to certain additional policies as described below.

For purposes of Federal award accounting and administration, "equipment" shall include all assets with a unit cost equal to the lesser of \$5,000 or the capitalization threshold utilized by the Commission.

All purchases of "equipment" with Federal funds shall be approved, in advance and in writing, by the Federal awarding agency. Prior approval is required only when the value of the equipment to be purchased exceeds \$25,000. In addition, the following policies shall apply regarding equipment purchased and charged to Federal awards:

1. Adequate insurance coverage will be maintained with respect to equipment and furniture charged to Federal awards.
2. For equipment (or residual inventories of supplies) with a remaining per unit fair market value of \$5,000 or less at the conclusion of the award, the Commission shall retain the equipment without any requirement for notifying the Federal agency.

3. If the remaining per unit fair market value is \$5,000 or more, the Commission shall gain a written understanding with the Federal agency regarding disposition of the equipment. This understanding may involve returning the equipment to the Federal agency, keeping the equipment and compensating the Federal agency, or selling the equipment and remitting the proceeds, less allowable selling costs, to the Federal agency.
4. The Fiscal Supervisor along with the Executive Director shall determine whether a specific award with a Federal agency includes additional equipment requirements or thresholds and requirements that differ from those described above.
5. A physical inventory of all equipment purchased with Federal funds shall be performed at least once every two years. The results of the physical inventory shall be reconciled to the accounting records of the Commission.

Establishment and Maintenance of a Fixed Asset Listing

Capitalized property and equipment will be managed until transfer, replacement, or disposition takes place by maintaining a perpetual inventory of all equipment. All capitalized property and equipment shall be recorded in an inventory form. This form shall include the following information with respect to each asset:

1. Date of acquisition
2. Cost
3. Description (including manufacturer's model, serial number or other identification number)
4. Commission assigned asset number
5. Source of the equipment, including the Federal award number, if applicable
6. Whether the title vests in the Commission or the Federal Government
7. Information to calculate the Federal share of the cost of the equipment, if applicable
8. Location, use, and condition of asset
9. Depreciation method
10. Estimated useful life
11. All pertinent information on the ultimate transfer, replacement, or disposition of the asset.

A physical inventory of all assets capitalized under the preceding policies will be taken on a bi-annual basis by the Commission. This physical inventory shall be reconciled to the property log and adjustments made as necessary. All adjustments resulting from this reconciliation will be approved by the Fiscal Supervisor.

Receipt of Newly-Purchased Equipment and Furniture

At the time of arrival, all newly-purchased equipment and furniture shall be examined for obvious physical damage. If an asset appears damaged or is not in working order, it shall be returned to the vendor immediately.

In addition, descriptions and quantities of assets per the packing slip or bill of lading shall be compared to the assets delivered. Discrepancies should be resolved with the vendor immediately.

Depreciation and Useful Lives

All capitalized assets are maintained in the special property and equipment account group and are not included as an operating expense. Property and equipment are depreciated over their estimated useful lives using the straight-line method.

In the year of acquisition, depreciation is recorded based on the number of months the asset is in service, counting the month of acquisition as a full month (Example: an asset purchased on the 15th day of the fifth month shall have eight full months of depreciation (eight-twelfths of one year) recorded for that year.)

Estimated useful lives of capitalized assets shall be determined by the Fiscal Supervisor. The following is a list of the estimated useful lives of each category of fixed asset for depreciation purposes:

Furniture and fixtures	7 years
General office equipment	5 years
Computer hardware and peripherals	3-5 years
Vehicles	5 years
Buildings	39 years
Leased assets	life of lease
Leasehold Improvements	remaining lease term

For accounting and financial reporting purposes, depreciation expense will be recorded on an annual basis.

Changes in Estimated Useful Lives

If it becomes apparent that the useful life of a particular capitalized asset will be less than the life originally established, an adjustment to the estimated useful life shall be made. All such changes in estimated useful lives of capitalized assets must be approved by the Fiscal Supervisor.

When a change in estimated useful life is made, the new life is used for purposes of calculating annual depreciation expense. In the year in which the change in estimate is made, the cumulative effect of the change shall be reflected as depreciation expense in the Commission's statement of activities.

For example, if in the fourth year of an asset's life, it is determined that the asset will last five years instead of the original estimate of seven years, depreciation expense for that year shall be equal to the difference between $\frac{4}{5}$ of the asset's basis (accumulated depreciation at the end of year four) and $\frac{3}{7}$ of the asset's basis (accumulated depreciation at the beginning of the year).

Repairs of Property and Equipment

Physical assets will be properly maintained and serviced periodically in order to keep the asset in good working order condition. Expenditures to repair capitalized assets shall be expensed as incurred if the repairs do not materially add to the value of the property or materially prolong the estimated useful life of the property. Expenditures to repair capitalized assets shall be capitalized if the repairs increase the value of property, prolong its estimated useful life, or adapt it to a new or different use. Such capitalized repair costs shall be depreciated over the remaining estimated useful life of the property. If the repairs significantly extend the estimated useful life of the property, the original cost of the property shall also be depreciated over its new, extended useful life.

Loss, Damage, or Theft

Physical assets will be maintained in secured areas in order to safeguard the assets and prevent loss, damage or theft. Any such event will be investigated, fully documented and reported to the Fiscal Supervisor and will make a report to the Executive Director of all cases of loss, damage, or destruction of physical assets.

Dispositions of Property and Equipment

For dispositions of property and equipment purchased with Federal dollars, the procedures outlined previously under the section entitled Equipment and Furniture Purchased with Federal Funds should be followed. When the Commission disposes of or sells equipment it no longer needs, specific information regarding the sale or disposal should be documented on the inventory form. For some programs/contracts, approval must be granted from the funding agency to dispose of equipment or property. The Fiscal Supervisor will review the funding terms and conditions to determine the appropriate action to be taken.

If equipment is sold, scrapped, donated or stolen, adjustments need to be made to the fixed asset listing and property log. If money is received for the asset, then the difference between the money received and the "book value" (purchase price less depreciation) of the asset will be recorded as a loss (if the money received is less than the book value) or a gain (if the money received is more than the book value).

Write-Offs of Property and Equipment

The Fiscal Supervisor approves the disposal of all capitalized fixed assets that may be worn-out or obsolete. Property that is discovered to be missing or stolen will be reported immediately to the Fiscal Supervisor. If not located, this property will be written off the books with the proper notation specifying the reason.

LEASES

General

The decision to lease or purchase should be based on the lowest cost of acquiring the property and equipment, the history and the life expectancy of the equipment. However, factors other than cost could be more significant in reaching the final decision to lease or purchase.

It may be more practical to purchase assets other than space for federally funded programs rather than leasing. However, an analysis is necessary for purchases of \$5,000 or more, for emergencies, or for other situations where it is apparent that non-cost factors outweigh cost factors in reaching a final decision.

Cost factors that should be considered include the equipment cost, insurance, repair and maintenance cost, down payment or deposit, salvage value, metering, and tie-in sales (usage of specialized brand name supplies). Factors other than cost that need to be considered before reaching a final decision include the length of the program, length or amount of use, technical obsolescence, responsibility for asset disposal, restrictive subleasing provisions, cancellation provisions, purchase option, or lease renewal options.

All leases will be approved by the Executive Director or his/her designee. Leases will correspond to grant or funding terms whenever possible. Copies of lease agreements will be immediately forwarded to the Fiscal Supervisor.

Classification of Leases

The Commission classifies all leases in which the Commission is a lessee as either capital or operating leases. The Commission shall utilize the criteria described in Statement of Financial Accounting Standards No. 13 in determining whether a lease is capital or operating in nature. Under those criteria, a lease shall be treated as a capital lease if, at the time of entering into the lease, any of the following factors are present:

1. The lease transfers ownership to the Commission at the end of the lease term;
2. The lease contains a bargain purchase option;
3. The lease term is equal to 75% or more of the estimated economic life of the leased property; or
4. The present value of the minimum lease payments is 90% or more of the fair value of the leased property (using, as the interest rate, the lesser of the Commission's incremental borrowing rate or, if known, the lessor's implicit rate).

All leases that do not possess any of the four preceding characteristics shall be treated as operating leases. In addition, all leases that are immaterial in nature shall be accounted for as operating leases.

Reasonableness of Leases

The Commission assesses the value of leases according to the requirements of 2 CFR Part 200 as follows:

- The rate is reasonable when compared to similar property in the same area,
- The rate of any alternatives, and
- The type, life expectancy, condition and value of the property leased.

Rental arrangements will be reviewed every 5 years to determine if circumstances have changed and other options are available.

Accounting for Leases

All leases that are classified as operating leases and immaterial capital leases shall be accounted for as expenses in the period in which the lease payment is due. For leases with firm commitments for lease payments that vary over the term of the lease (i.e., a lease with fixed annual increases that are determinable upon signing the lease), the amount that the Commission shall recognize as monthly lease expense shall equal the average monthly lease payment over the entire term of the lease. Differences between the average monthly payment and the actual monthly payment shall be accounted for as an asset or liability.

All leases that are classified as capital leases shall be treated as fixed asset additions. As such, upon the inception of a capital lease, the Commission shall record a capitalized asset and a liability under the lease, based on the net present value of the minimum lease payments (or the fair value of the leased asset, if it is less than the present value of the lease payments). Periodic lease payments shall be allocated between a reduction in the lease obligation and interest expense. The capitalized asset recorded under a capital lease shall be depreciated over the term of the lease, using the straight-line method of depreciation.

The Commission shall also maintain a control list of all operating and capital leases. This list shall include all relevant lease terms, including a schedule of future annual lease payments obligations.

Scheduled Increases in Rent Payments

Leases with fixed (determinable amounts stated in the lease) increases in monthly rental payments shall be accounted for in a manner that results in an equal monthly rent expense being reported in each month over the entire initial lease term. Accordingly, monthly rent expense in the first year of such leases shall be greater than the monthly cash payment, with the difference being recorded as a liability. This liability will be reduced in the later years of the lease when the monthly cash rent payment is less than the monthly rent expense. To the extent future rent increases are not determinable at the beginning of the lease (because they are based on inflation or other factors), the preceding policy shall not apply and monthly rent expense shall be equal to the monthly cash payment, except as noted below.

Rent Abatements and Lease Incentives

Abatements of monthly rent payments, cash incentives, and other lease incentives shall be accounted for in a manner that results in an equal amount of monthly rent expense over the term of the lease agreement (before considering the effects of inflation-based rent increases, which will increase rent expense over the term of a lease). As a result, incentives received up front or over the early months of a lease, shall be established as a

liability in the Commission's accounting records (as deferred lease incentives or some similar name). This liability shall be amortized as an offset (credit) to rent expense over the term of the lease agreement.

Changes in Lease Terms

As described in earlier policies, leasehold improvements and deferred rent incentives are amortized over the initial lease term. If such lease term is changed prior to the expiration of the initial lease term, the Commission will revise amortization to reflect the remaining lease term as of the effective date of the lease modification.

SOFTWARE ACQUISITION AND DEVELOPMENT COSTS

Costs to be Capitalized

Certain costs incurred in connection with the acquisition or development of internal-use software shall be capitalized and reported as an asset of the Commission. Those costs that shall be capitalized are those that are in excess of the Commission's capitalization threshold (explained earlier) and that meet any one of the following criteria:

1. External direct costs (i.e., amounts paid to vendors) of materials and services for developing or obtaining internal-use software ("developing" to include design, coding, installation and testing);
2. Internal payroll and related costs (employee benefit costs) for employees who are directly associated with, and who devote time to, an internal-use software project (i.e., the same types of software development costs described above);
3. Interest costs incurred in developing software; and
4. Costs associated with upgrades and enhancements when it is probable that these expenditures will result in additional functionality.

Costs that are capitalized in connection with the preceding policy shall be included as assets on the Commission's property and equipment listing, and shall be amortized over an estimated useful life in accordance with the previously stated policies on depreciation and amortization.

Costs to be Expensed as Incurred

Many costs associated with acquiring or developing internal-use software are to be expensed as incurred, rather than capitalized, including:

1. External and internal costs incurred in the preliminary project phases, such as costs associated with making decisions to allocate resources to the project, determining performance requirements and specifications, and reviewing and selecting vendors and consultants;
2. Research and development costs;
3. General and administrative costs;
4. Data conversion;
5. Training costs; and
6. Internal maintenance costs.

POLICIES PERTAINING TO LIABILITY ACCOUNTS

ACCRUED LIABILITIES

Identification of Liabilities

The Fiscal Supervisor shall establish a list of commonly incurred expenses that may have to be accrued at the end of an accounting period. Some of the expenses that shall be accrued by the Commission at the end of an accounting fiscal or program year are:

- Salaries and wages
- Payroll taxes
- Vacation and sick pay (see policy below)
- Rent

In addition, the Commission shall record a liability for deferred revenue (revenue received but not yet earned) in accordance with the revenue recognition policies described elsewhere in this manual. Adjustments to deferred revenue accounts shall be made quarterly, as applicable.

Accrued Leave

Personnel policies permit employees to accumulate of unused vacation leave. Such unused leave is payable to an employee upon termination of employment. Accordingly, the Commission records a liability for accrued leave to which employees are entitled. The total liability at the end of an accounting period shall equal the total earned but unused hours of leave, up to a maximum of 240 hours, multiplied by each employee's current hourly pay rate.

Years of Service	Pay Period Accrual	Monthly Accrual	Annual Accrual	Maximum Accrual
0 – 4 years	3.69 hrs	8.00 hrs	96 hours	240 hours
5 – 9 years	4.62 hrs	10.00 hrs	120 hours	240 hours
10 – 14 years	5.54 hrs	12.00 hrs	144 hours	280 hours
15 – 19 years	6.46 hrs	14.00 hrs	168 hours	320 hours
20+ years	7.38 hrs	16.00 hrs	192 hours	360 hours

Personnel policies provide upon termination, not layoff, of an eligible employee, unused sick leave will be compensated according to the following schedule:

Years of Service	Percentage of Accrued Time
0 – 5 years	0%
5 – 10 years	10%
10 – 15 years	25%
15 – 20 years	30%
20+ years	50%

Years of service equal 12 calendar months from date of hire at regular status. The total liability at the end of an accounting period shall equal the total earned but unused hours of sick leave multiplied by each employee's current hourly pay rate. There is no cap on the accrual of sick leave.

Leave that does not "vest" with employees (i.e., leave that is not paid to employees if unused at the time of termination of employment), such as administrative leave or sick leave for ineligible employees, shall not be accrued as a liability.

LOANS AND NOTES PAYABLE

General Policy

The Commission requires that all loans from outside sources (notes payable) be approved by the Board of Directors and the Executive Director. A promissory note or other loan documents will be prepared and signed by the Executive Director or his/her designee. The Commission shall maintain adequate records for all notes payable, mortgage obligations, lines of credit, and other financing arrangements. There are no interagency loans (between programs), except from unrestricted funds and other unrestricted resources. Loans or advances to employees will not be approved or authorized.

Accounting and Classification

An amortization schedule shall be maintained for each note payable. Based upon the amortization schedule, the principal portion of payments due with the next year shall be classified as a current liability in the statement of financial position. The principal portion of payments due beyond one year shall be classified as long-term/non-current liabilities in the statement of financial position.

Demand notes and any other notes without established repayment dates shall always be classified as current liabilities.

Unpaid interest expense shall be accrued as a liability at the end of each accounting period.

A detailed record of all principal and interest payments made over the entire term shall be maintained with respect to each note payable. Periodically, the amounts reflected as current and long-term notes payable per the general ledger shall be reconciled to these payment schedules and the amortization schedules, if any, provided by the lender. All differences shall be investigated.

Non-Interest-Bearing Notes Payable

The Commission may, from time-to-time, receive notes payable that do not require the payment of interest, or that require the payment of a below-market rate of interest for the type of obligation involved. In such cases, the Commission will record contribution income for any unpaid interest.

For demand loans, recording of interest expense and contribution income shall be performed at the end of each accounting period, based on the outstanding principal balance of the loan during that period, multiplied by the difference between a normal interest rate for that type of loan and the rate, if any, that is required to be paid.

For loans with fixed maturities or payment dates, the note payable shall be recorded at the present value of the future principal payments, using as a discount rate the difference between a normal interest rate for that type of loan and the rate, if any, required to be paid. The difference between the cash proceeds of the note and the present value shall be recorded as contribution income in the period the loan is made. Thereafter, interest expense shall be recorded in each accounting period using the effective interest method, with the corresponding credit entry increasing the note payable account to reflect the amount(s) that shall be repaid.

POLICIES ASSOCIATED WITH FINANCIAL REPORTING

FINANCIAL STATEMENTS

Standard Financial Statements of the Commission

Preparing financial statements and communicating key financial information is a necessary and critical accounting function. Financial statements are management tools used in making decisions, in monitoring the achievement of financial objectives, and as a standard method for providing information to interested parties external to the Commission. Financial statements may reflect year-to-year historical comparisons or current year budget to actual comparisons.

The basic financial statements that are maintained on a Commission-wide basis shall include:

1. **Statement of Net Assets** - reflects assets, liabilities, and net assets of the Commission and classifies assets and liabilities as current or non-current/long-term.
2. **Statement of Activities** - presents support, revenues, expenses, and other changes in net assets of the Commission, by category of net asset including reclassifications between categories of net assets.

Frequency of Preparation

The objective of the Fiscal Supervisor is to prepare accurate financial statements in accordance with generally accepted accounting principles and distribute them in a timely and cost-effective manner. In meeting this responsibility, the following policies shall apply:

A standard set of financial statements described in the preceding section shall be produced on an annual basis. On a quarterly basis, the following schedules will be provided:

1. Individual statements of activities by a work element basis
2. Comparisons of actual year-to-date revenues and expenses with year-to-date budgeted amounts

The supplemental schedules shall be prepared on the accrual method of accounting, including all revenues and expenditures received by the first Friday of the month following the month end.

Review and Distribution

All financial statements and supporting schedules shall be reviewed and approved by the Executive Director, or designee, prior to being issued.

After approval by the Fiscal Supervisor, a set of the supplemental schedules described above, shall be distributed to the following individuals:

- Board of Directors
- Executive Director

The purpose of this schedule is to provide known explanations for material budget variances in accordance with the Commission’s budget monitoring policies described later in this manual (under the “Financial Management Policies” section).

Monthly Distribution

On a monthly basis, the Board of Directors will be provided with a monthly summary financial report and/or selected budget analysis grant information.

Annual Financial Statements

A formal presentation of the Commission’s annual financial statements may be provided by the Independent Auditor to the Board of Directors. This presentation will be concluded with a vote by the Board of Directors to accept or reject the annual financial statements. See separate policies regarding the annual audit under “Financial Management Policies.”

Reports to Funding Sources

The Fiscal Supervisor will prepare monthly, quarterly, and other reports to funding sources as required in the funding terms and conditions. The Executive Director or his/her designee will review and approve all reports to the funders.

It is the responsibility of the Fiscal Supervisor to ensure that all fiscal reports are submitted on a timely basis while it is the responsibility of the Project Manager to ensure that all activity/progress reports are submitted as required.

GOVERNMENT RETURNS

Overview

To legitimately conduct business, the Commission must be aware of its information return filing obligations and comply with all such requirements of Federal, state and local jurisdictions. Filing requirements of the Commission include, but are not limited to, annual report to the California State Controller's Office, audit reports, and payroll tax withholding tax returns.

Filing of Returns

The Fiscal Supervisor shall be responsible for identifying all filing requirements and assuring that the Commission is in compliance with all such requirements. The Commission will file complete and accurate reports with all authorities and make all efforts to avoid filing misleading, inaccurate, or incomplete returns. The Executive Director or his/her designee will prepare or cause to be prepared, review, approve, and sign the Commission's reports.

Filings made by the Commission include, but are not limited to, the following reports:

1. **State Controller Reports** – Provides financial data about the Commission to the California State Legislature and other interested parties
2. **Audit Reports** – Provides financial and compliance information of the Commission to stakeholders
3. **W-2s and 1099s** - Annual report of employee and non-employee compensation, based on calendar-year compensation, on the cash basis. These information returns are due to employees and independent contractors by January 31 and to Federal Government by February 28, or March 31 if filing electronically.
4. **Form 941 and DE 6** - Quarterly payroll tax return filed with IRS and State of California to report wages paid to employees and Federal and state payroll taxes. Form 941 and DE 6 are due by the end of the month following the end of each quarter.

The Commission's fiscal year-end is June 30. All annual tax and information returns of the Commission are filed on the accrual basis of reporting.

Federal and all applicable state payroll tax returns are prepared by the Office Assistant.

The Commission complies with all state payroll tax requirements by withholding and remitting payroll taxes to the State of California of each Commission employee.

FINANCIAL MANAGEMENT POLICIES

BUDGETING

Overview

Budgeting is an integral part of managing any organization in that it is concerned with the translation of organizational goals and objectives into financial and human resource terms. A budget should be designed and prepared to direct the most efficient and prudent use of the agency's financial and human resources. It provides a tool to monitor program progress and expenditures. A budget is a management commitment of a plan for present and future Commission activities that will ensure survival. It provides an opportunity to examine the composition and viability of the Commission's programs and activities simultaneously in light of the available resources.

Budgets are prepared for funding sources. Awarding agencies may or may not require approval for changes in line items. The Commission will document and follow all such requirements.

Overall Work Program

The Overall Work Program (OWP) is the controlling document for Commission work activities. It documents past accomplishments, identifies all scheduled work for the coming program year, and establishes a detailed budget required to deliver the annual program. The OWP is organized to provide a broad discussion of the Commission, its organization and significant transportation issues. This is followed by the detailed work elements which identify broad projects, specific tasks and products related to each project, and a specific budget for each project. Staffing levels, consultant services, and capital acquisitions are explicitly identified in each work element.

The OWP is a primary means of communication between staff, the Commission Board, and state and federal funding agencies. Through the OWP, the Commission is aware of all staff activities, major projects, and significant milestones. The OWP also serves as a grant application to state and federal agencies for state planning and research funds, and various federal transit planning programs.

Budget Analysis

The Fiscal Supervisor is responsible for completing a budget analysis on all Commission funds. Budget analysis must include budget allocation, current period expenditures, year-to-date expenditures, year-to-date budget, and the percentage of funds expended, encumbrances, and budget balance. Other reports may be prepared, as requested, by the Board of Directors. Also, analysis should include revenue received/revenue outstanding.

Budget analysis should be completed on a regular basis and provided to the Executive Director. The budget analysis may be submitted to the Board of Directors on a monthly basis for review and comment.

Monitoring Performance

The Commission is responsible for managing the day-to-day operation of its organization, including monitoring the grant activities to ensure compliance with the applicable requirements. From the Commission's perspective, it requires that there is a financial management system with adequate internal policies, financial systems, and written procedures. The fiscal policies are designed to reduce risk, safeguard assets, and provide reasonable assurance.

On an ongoing basis, the Commission monitors its financial transactions by a review and approval process. Accounts payable and payroll transactions are reviewed by the Fiscal Supervisor to provide assurance that the expenditures are approved, accurate, allowable and properly allocated.

On a quarterly basis, the Commission monitors its financial performance by comparing and analyzing actual results with budgeted results. Financial reports comparing actual year-to-date revenues and expenses with budgeted year-to-date amounts shall be produced by the Fiscal Supervisor and distributed to the Executive Director and governing bodies.

The Commission is subject to an agency-wide single audit requirement which requires that an external auditor issue a report on the Commission's financial statements. The auditor must also report on the Commission's compliance with internal control procedures and the applicable compliance requirements of its grant awards.

ANNUAL AUDIT

Role of the Independent Auditor

The Commission will arrange for an annual audit of the Commission's financial statements to be conducted by an independent accounting firm. The independent accounting firm selected by the Board of Directors will be required to communicate directly with the Board upon the completion of their audit.

Audited financial statements, including the auditor's opinion thereon, will be submitted and presented to the Board of Directors at a Board of Director's meeting.

How Often to Review the Selection of the Auditor

The Commission shall review the selection of its independent auditor in the following circumstances:

1. Anytime there is dissatisfaction with the service of the current firm
2. When a fresh perspective and new ideas are desired
3. At a minimum every 3 years, but no more than 5 years, to ensure competitive pricing and a high quality of service

Selecting an Auditor

The selection of an accounting firm to conduct the annual audit is a task that should be taken very seriously. The following factors shall be considered by the Commission in selecting an accounting firm:

1. The firm's reputation in the local government community
2. The depth of the firm's understanding of and experience with local governments, Federal reporting requirements under 2 CFR Part 200 Subpart F and other relevant funding source requirements
3. The firm's demonstrated ability to provide the services requested in a timely manner
4. The ability of firm personnel to communicate with Commission personnel in a professional and congenial manner

If the Commission decides to prepare and issue a written Request for Proposal (RFP) to be sent to prospective audit firms, the following information should be included:

1. Period of services required
2. Type of contract to be awarded (fixed fee, cost basis, etc.)
3. Complete description of the services requested (audit, management letter, State Controller's Report, etc.)
4. Identification of meetings requiring their attendance, such as staff or Board of Director meetings
5. Chart of account information
6. Financial information about the Commission
7. Copy of prior year reports (financial statements, management letters, etc.)
8. Identification of need to perform audit in accordance with 2 CFR Part 200
9. Other information considered appropriate

10. Description of proposal and format requirements
11. Due date of proposals
12. Overview of selection process (i.e., whether finalists will be interviewed, when a decision shall be made, etc.)
13. Identification of criteria for selection

Minimum Proposal Requirements from prospective CPA firms should include:

1. Firm background
2. Biographical information (resumes) of key firm member who will serve the Commission
3. Client references
4. Information about the firm's capabilities
5. Firm's approach to performing an audit
6. Copy of the firm's most recent quality/peer review report, including any accompanying letter of findings
7. Other resources available with the firm
8. Expected timing and completion of the audit
9. Expected delivery of reports
10. Cost estimate including estimated number of hours per staff member
11. Rate per hour for each auditor
12. Other information as appropriate

Copies of all proposals shall be forwarded to the Fiscal Supervisor who reviews and makes the final recommendation to the Board of Directors for approval.

Preparation for the Annual Audit

The Commission shall be actively involved in planning for and assisting with the Commission's independent accounting firm in order to ensure a smooth and timely audit of its financial statements. In that regard, the Fiscal Supervisor shall provide assistance to the independent auditors in the following areas:

Planning - The Fiscal Supervisor is responsible for delegating the assignments and responsibilities to accounting staff in preparation for the audit. Assignments shall be based on the list of requested schedules and information provided by the independent accounting firm.

Involvement - Commission staff will do as much work as possible in order to assist the auditors and, therefore, reduce the cost of the audit.

Interim Procedures - To facilitate the timely completion of the annual audit, the independent auditors may perform selected audit procedures prior to the Commission's year-end. By performing significant portions of audit work as of an interim date, the work required subsequent to year-end is reduced. Commission staff will provide requested schedules and documents to assist the auditors during any interim audit fieldwork.

Throughout the audit process, the Commission will make every effort to provide schedules, documents and information requested by the auditors in a timely manner.

Concluding the Audit

Upon receipt of a draft of the audited financial statements of the Commission from its independent auditor, the Fiscal Supervisor shall perform a detailed review of the draft, consisting of the following procedures:

1. Carefully read the entire report for typographical errors
2. Trace and agree each number in the financial statements and accompanying footnotes to the accounting records and/or internal financial statements of the Commission
3. Review each footnote for accuracy and completeness

Any questions or errors noted as part of this review shall be communicated to the independent auditor in a timely manner and resolved to the satisfaction of the Fiscal Supervisor.

It shall also be the responsibility of the Fiscal Supervisor to review and respond in writing to all management letter or other internal control and compliance report findings and recommendations made by the independent auditor.

In addition, the Single Audit Clearinghouse form shall be completed and filed as required.

INSURANCE

Overview

It is fiscally prudent to have an active risk management program that includes a comprehensive insurance package. This will ensure the viability and continued operations of the Commission.

The Commission maintains adequate insurance against general liability, as well as coverage for buildings, contents, computers, fine arts, equipment, machinery and other items of value.

Coverage Guidelines

As a guideline, the Commission will arrange for the following types and levels of insurance as a minimum:

<u>Type of Coverage</u>	<u>Amount of Coverage</u>
Comprehensive Liability	\$1,000,000 / \$2,000,000 Aggregate
Employee Dishonesty	\$25,000 for each occurrence
Fire and Water Damage	Coverage for all buildings and personal property as determined
Property	Coverage for all buildings and personal property as determined
Workers' Compensation	To the extent required by law

Insurance Definitions

Workers' Compensation and Employer's Liability

Employers and contractors are required to comply with applicable Federal and state workers' compensation and occupational disease statutes. If occupation diseases are not compensated under those statutes, they shall be covered under the employer's liability insurance policy, except when contract operations are so commingled that it would not be practical to require this coverage.

Comprehensive Liability

This type of coverage may include commissioners, officers and employee general liability insurance, buildings, contents, computers, fine arts, boilers and machinery.

RECORDS ACCESS AND RETENTION

Policy

The Board of Directors has adopted a policy on Public Inspection and Access to Records and the Public Access to Information Returns described earlier in the Section on Government Returns. The Commission is subject to the California Public Records Act. All requests must be submitted in writing to the Executive Director. Records related to pending litigation and personnel, medical, or similar files which would constitute an invasion of personal privacy are examples of records that are exempted from disclosure.

The Commission will maintain the original financial records, supporting documents, statistical records, and other documents according to the contract and grant conditions. The Commission retains records as required by law and destroys them when appropriate. The destruction of financial records must be approved by the Fiscal Supervisor.

As a general guideline, all financial records will be retained for five years. In the event of litigation or a dispute, this period will be extended.

Payroll timesheets will be retained for seven years, along with payroll records such as W-2s, 941s and EDD reports. However, personnel files need to be held for three years after termination.

Real property and equipment acquired with Federal grant funds must be retained for three years beyond the date of disposition.

The formal records retention policy of the Commission is as follows:

Audit reports	Permanently
Bank reconciliations	5 Years
Bank Statements	5 Years
Cancelled Checks	5 Years
Contracts, mortgages, notes and leases:	
Expired	5 Years
Still in effect	Permanently
Correspondence:	
General	2 Years
Legal and important matters only	Permanently
Routine with customers and/or vendors	2 Years
Deeds, mortgages and bills of sales	Permanently
Duplicate deposit slips	5 Years
Employment applications	3 Years
Financial statements:	
Year end	Permanently
Other	Optional
Garnishments	7 Years
General ledgers/year end trial balance and subsidiary ledgers	5 Years
Insurance policies (expired)	3 Years
Current Insurance records (policies, claims, etc.)	Permanently

Internal reports	3 Years
Inventories of products, materials and supplies	5 Years
Invoices (to customers, from vendors)	5 Years
Journals	5 Years
Minute books of directors, bylaws and charters	Permanently
Payroll records and summaries	7 Years
Personnel records (terminated)	3 Years
Petty cash vouchers	5 Years
Property records (incl. depreciation schedules)	3 Years Beyond Date of Disposition
Purchase orders	5 Years
Retirement and pension records	7 Years
Sales records	7 Years
Time sheets/cards	7 Years
Withholding tax statements	7 Years

The Commission will maintain the appropriate software applications to access computerized accounting and financial records for the same time periods, if the information is not available in print.

Authorized representatives of awarding agencies have the right to access books, documents, papers, other Commission records, and personnel for interviews that are pertinent to the grant or contract award.

POLICIES ASSOCIATED WITH TRUST FUNDS

ACCOUNTING RESPONSIBILITY

The Fiscal Supervisor is responsible to maintain all accounting records for all Trust Funds that the Commission oversees and administers. The accounting records will be maintained in a similar manner as the Commission records.

TRANSPORTATION DEVELOPMENT ACT

The Transportation Development Act (TDA) provides two major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each county based on population, taxable sales and transit performance. Some counties have the option of using LTF for local streets and roads projects, if they can show there are no unmet transit needs.

For specific policies and procedures regarding TDA, please refer to the stand-alone Commission TDA Guidebook.

RSTP EXCHANGE

Introduction

Senate Bill (SB) 1435 (Chapter 1177 of the 1992 Statutes), effective September 29, 1992, amended section 182.6 of the Streets and Highways Code (S&HC) to redefine the Optional Federal Exchange program under the Intermodal Surface Transportation Efficiency Act (ISTEA).

Section 182.6(g) of the S&HC permits a Regional Transportation Planning Agency (RTPA) not designated as, nor represented by, a Metropolitan Planning Organization (MPO) with an urbanized area of greater than 200,000 population, to exchange its annual apportionment of Regional Surface Transportation Program (RSTP) funds for non-Federal funds (State cash). If an eligible RTPA elects not to exchange, Section 182.6(h)(1) permits an eligible county represented by that RTPA to exchange its entire annual sub-apportionment, pursuant to Section 182.6(d)(2) (110 percent 1990/91 Federal-aid Secondary minimum), for State cash.

Optional Federal Exchange dollars available are paid as a lump sum cash amount following the annual apportionment of RSTP funds.

RSTP exchange funds must be used for projects as defined in Sections 133(b) and 133(c) of Title 23 of the United States Code (USC)--Highways, and not otherwise excluded by Article XIX--Motor Vehicle Revenues of the State Constitution. Only direct project related costs are eligible. Local agency overhead and other non-direct charges are ineligible.

Application

Upon notice of available RSTP Exchange funds, Commission staff will process the required agreement with the State and then submit an invoice for the funds. Upon receipt of the funds, Commission staff will notify the local agencies and request a RSTP Application be completed and submitted to the Fiscal Supervisor for processing of their share of the Exchange funds. The Application highlights how the funds will be used. Upon acceptance of

an application, a written agreement will then be drafted and executed with the local agency that will certify that the local agency will comply with all of the applicable rules and regulations of the RSTP Exchange program.

After execution of the agreement and after costs have been incurred, the local agency may submit to the Commission a reimbursement claim for the RSTP Exchange funds. Once the claim is approved, the Fiscal Supervisor will submit a claim to the Madera County Auditor-Controller for payment to the local agency.

At any time if it is determined that any expenditures are deemed ineligible by the Commission or the State, the local agency may be required to return funds to the Commission or State.

Other

From time to time the Commission will receive funds for programs/projects that are implemented by other agencies. Commission staff will administer and maintain the accounting records of these funds in a similar manner as the other trust funds.



STAFF REPORT

AGENDA ITEM 7.A

DATE: February 19, 2020

TO: MCTC Policy Board

FROM: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT: Draft 2020-21 Overall Work Program and Budget

RECOMMENDED ACTION: Authorize circulation of Draft 2020-21 Overall Work Program and Budget for agency review

SUMMARY: Included on MCTC’s website is the DRAFT 2020-21 MCTC Overall Work Program (OWP) and Budget. This document is prepared annually pursuant to Caltrans guidelines and is required to be submitted to Caltrans, FHWA and FTA. The OWP discusses the MCTC, its organizational structure, regional planning issues, and presents work element descriptions and budgets. Following review of the draft OWP, it will be brought before the Commission for adoption at its April 2020 meeting.

The Annual Group Meeting, which includes the federal and state agency review group that meets with MCTC staff, was conducted on December 16, 2019 to help prepare for the FY 2020-21 OWP.

FISCAL IMPACT: There is no impact to MCTC’s 2019-20 Fiscal Year Budget.



STAFF REPORT

AGENDA ITEM 7.B

DATE: February 19, 2020
TO: MCTC Policy Board
FROM: Troy McNeil, Deputy Director/Fiscal Supervisor
SUBJECT: FY 2019-20 Overall Work Program & Budget Amendment No. 2

RECOMMENDED ACTION: Approve FY 2019-20 Overall Work Program & Budget Amendment No. 2

SUMMARY: Included in your package is a letter to Caltrans requesting an amendment to the Overall Work Program & Budget, a copy of the amended budget, an amended OWP spreadsheet, and the amended work elements. The revised Budget is \$1,994,439 (an increase of \$41,000 from previously amended budget). The amendment reflects funds that have been added to purchase new Server hardware, software, and other affiliated costs, and adjustments for actual costs versus budgeted.

The amendment is recognized in the following categories:

Revenues – (Increase \$41,000)

- FHWA PL Carryover – increase \$26,295
- FTA 5303 Carryover – increase \$2,636
- TDA Carryover – increase \$12,411
- MCTA – decrease \$342

Indirect Costs – (Increase \$41,000)

- Technology Related Equipment & Repairs – increase \$41,000

Other Direct Costs – (No change)

- MCTA Project Development Costs – decrease \$2,000
- Other MCTA Costs – increase \$2,000

The amendment is reflected in the following OWP Work Elements: 100 – Regional Transportation Plan; 101 – Performance Measures; 110 – Regional Planning Database; 111 – Traffic Monitoring Program; 112 – Traffic Modeling; 113 – Air Quality Transportation Planning; 120 – Goods Movement and Highway Planning; 122 – Project Coordination & Financial Programming; 130 – Public Transportation; 140 – Other Modal Elements; 150 – Public Participation Program; 151 – Alternative Transportation Activities; 200 – Transportation Program Development; 901 – Transportation Funds Administration; 902 – Overall Work Program and Budget; 907 – Board Cost & Other Expenses; 910 – MCTA Administration.

FISCAL IMPACT: Adds \$41,000 to MCTC's 2019-20 Fiscal Year Budget.

February 19, 2020

Mr. Michael Navarro, Chief
Caltrans, District 06
1352 W. Olive
P.O. Box 12616
Fresno, California 93778

Attn: Dave Padilla, Associate Transportation Planner

SUBJECT: FY 2019-20 Overall Work Program & Budget Amendment No. 2

Dear Mr. Navarro:

The Madera County Transportation Commission, at its February 19, 2020 meeting, approved Amendment No. 2 to MCTC's FY 2019-20 Overall Work Program & Budget. The overall Budget is \$1,994,439, an increase of \$41,000. Attached is a copy of the amended budget, amended OWP spreadsheet, and amended Work Elements.

The amendment is recognized in the following:

Revenues – (Increase \$41,000)

- FHWA PL Carryover – increase \$26,295
- FTA 5303 Carryover – increase \$2,636
- TDA Carryover – increase \$12,411
- MCTA – decrease \$342

Indirect Costs – (Increase \$41,000)

- Technology Related Equipment & Repairs – increase \$41,000

Other Direct Costs – (No change)

- MCTA Project Development Costs – decrease \$2,000
- Other MCTA Costs – increase \$2,000
- Other MCTA Costs – increase \$1,000
- Public Participation Program – increase \$5,000

The amendment is reflected in the following OWP Work Elements: 100 – Regional Transportation Plan; 101 – Performance Measures; 110 – Regional Planning Database; 111 – Traffic Monitoring Program; 112 – Traffic Modeling; 113 – Air Quality Transportation Planning; 120 – Goods Movement and Highway Planning; 122 – Project Coordination & Financial

Programming; 130 – Public Transportation; 140 – Other Modal Elements; 150 – Public Participation Program; 151 – Alternative Transportation Activities; 200 – Transportation Program Development; 901 – Transportation Funds Administration; 902 – Overall Work Program and Budget; 907 – Board Cost & Other Expenses; 910 – MCTA Administration.

If you have any questions or require further information, please contact me at (559) 675-0721 extension 13.

Sincerely,

Patricia Taylor, Executive Director
Madera County Transportation Commission

enclosures

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FY 2019-20 Overall Work Program

				Funds Available by Revenue Source								Total	
	MCTC	Other	Total	MCTC LTF	Member Assessment	MCTA	STIP PPM	SB-1 Sustainable Communities	FHWA PL (021)	FHWA PL Carryover	FTA 5303		FTA 5303 Carryover
Carryover Prior Years				525,415		0	0	149,736	0	418,979		39,882	1,134,012
Current Year Allocation				232,400	34,000	124,000	0	169,057	635,518	100,000	53,744	0	1,348,719
Carryover to Future Year				(331,717)	(6,000)	(7,694)				(131,666)		(11,215)	(488,292)
Total Available Funds	1,283,688	710,751	1,994,439	426,098	28,000	116,306	0	318,793	635,518	387,313	53,744	28,667	1,994,439

2/13/2020 23:56		Expenditures by Agency			Expenditures by Revenue Source										
Work Element Description	MCTC	Other	Total	MCTC LTF	Federal Carryover Match -LTF	Member Assessment	MCTA	STIP PPM	Federal Carryover Match - PPM	SB-1 Sustainable Communities	FHWA PL (021)	FHWA PL Carryover	FTA 5303	FTA 5303 Carryover	Total
100 Regional Transportation Plan	116,880		116,880	6,041	7,365			0			46,627	56,847			116,880
101 Performance Measures	17,702		17,702	2,030				0			15,672				17,702
110 Regional Planning Database	62,956		62,956	7,221				0			55,735				62,956
111 Traffic Monitoring Program	10,890	7,000	17,890	1,254	803			0			9,638	6,195			17,889
112 Regional Transportation Modeling	87,614	54,500	142,114	10,049	6,251			0			77,565	48,249			142,114
112.1 Model Update	20,568	163,000	183,568	0	21,055						0	162,513			183,568
113 Air Quality Transportation Planning	72,923	8,000	80,923	9,282				0			64,559	7,082			80,923
120 Goods Movement & Highways Planning	114,216		114,216	13,101				0			0	101,115			114,216
122 Project Coordination & Financial Programming	42,838		42,838	42,838				0			0				42,838
130 Public Transportation	93,088		93,088	6,963	3,714			0			0		53,744	28,667	93,088
140 Other Modal Elements	116,972		116,972	13,417				0			103,555				116,972
150 Public Participation Program	59,962	6,000	65,962	6,878	688			0			53,084	5,312			65,962
151 Alternative Transportation Activities	65,489		65,489	65,489				0			0				65,489
200 Transportation Program Development	188,553		188,553	21,627				0			166,926				188,553
901 Transportation Funds Administration	72,625	45,000	117,625	117,625				0			0				117,625
902 OWP & Budget	47,619		47,619	5,462				0			42,157				47,619
903 SR 233 Corridor Study															
903.1 Phase 1	4,163	164,973	169,136	19,400				0		149,736	0				169,136
903.2 Phase 2	9,548	139,492	149,040	17,095				0		131,945	0				149,040
905 Project Prioritization Study															
905.1 Phase 1	1,634	40,286	41,920	4,808				0		37,112	0				41,920
907 Board Cost & Other Expenses	14,642	29,000	43,642	15,642		28,000		0			0				43,642
910 MCTA Administration	62,806	53,500	116,306	0			116,306	0			0				116,306
Total Expenditures	1,283,688	710,751	1,994,439	386,222	39,876	28,000	116,306	0	0	318,793	635,518	387,313	53,744	28,667	1,994,439
				426,098				0			1,022,831		82,411		

TOLL CREDITS (Non-cash match)

Appendix B: Line-Item Budget

Madera County Transportation Commission
2019-20 Annual Budget
 13-Feb-20

Revenues	19-20 Budget	Amend #1	Amend #2	Amended Budget
FHWA PL	\$635,518			\$635,518
FHWA PL Carryover	\$343,498	\$17,520	\$26,295	\$387,313
FTA 5303	\$53,744			\$53,744
FTA 5303 Carryover	\$23,179	\$2,852	\$2,636	\$28,667
STIP Carryover	\$0			\$0
STIP Planning	\$0			\$0
SB-1 Sustainable Communities 19-20	\$150,103	\$18,954		\$169,057
SB-1 Sustainable Communities 18-19	\$96,476	\$53,260		\$149,736
TDA Carryover	\$170,913	\$10,374	\$12,411	\$193,698
TDA Administration	\$100,000			\$100,000
TDA Planning	\$132,400			\$132,400
Member Assessment Fees	\$28,000			\$28,000
MCTA Carryover	\$0			\$0
MCTA	\$109,443	\$7,205	(\$342)	\$116,306
Other	\$0			\$0
Total Revenues	\$1,843,274	\$110,165	\$41,000	\$1,994,439
Non-cash information				
Toll Credits (PL)	\$0			\$0
Toll Credits (5303)	\$0			\$0
<hr/>				
Expenses	19-20 Budget			Amended Budget
Salaries & Benefits				
Salaries	\$676,525			\$676,525
ICMA 401(a)	\$100,578			\$100,578
FICA, Employer	\$40,147			\$40,147
Medicare	\$9,810			\$9,810
Worker's Compensation	\$4,600	(\$1,082)		\$3,518
Health	\$152,470	(\$1,368)		\$151,102
Unemployment Insurance	\$1,008			\$1,008
Subtotal Salaries & Benefits	\$985,138	(\$2,450)	\$0	\$982,688
	<i>Direct</i> \$557,629			\$556,216
	<i>Indirect</i> \$427,509			\$426,472
<hr/>				
Indirect Costs				
Advertising/Publications	\$2,000			\$2,000
Auto & Cell Allowance	\$4,200			\$4,200
Computer Software	\$1,500	\$2,000		\$3,500
Conference/Training/Educat	\$10,000	(\$2,000)		\$8,000
Equipment Leases	\$10,500	(\$500)		\$10,000
Bldg/Equip. Maint. & Repairs	\$4,000			\$4,000
Insurance	\$1,000			\$1,000
Janitorial Services	\$2,000			\$2,000
Legal Services	\$15,000			\$15,000
MCTC Audit	\$22,000			\$22,000
Membership Fees	\$4,000			\$4,000
Miscellaneous	\$4,000			\$4,000
Office Furniture	\$2,000			\$2,000
Office Supplies	\$6,000			\$6,000
Postage	\$1,000			\$1,000
Rent	\$72,000			\$72,000
Technology Related Equipment & Repairs	\$14,000	\$45,000	\$41,000	\$100,000
Telephone/Internet/Website	\$15,500	\$2,500		\$18,000
Travel Expenses	\$9,000			\$9,000
Utilities	\$8,000			\$8,000
Valley Coordination	\$6,300	(\$1,000)		\$5,300
Website Update	\$0			\$0
Subtotal Indirect Costs	\$214,000	\$46,000	\$41,000	\$301,000
<hr/>				
Other Direct Costs				
Air Quality (Consultant)	\$10,000	(\$2,000)		\$8,000
Board Costs and Other Costs	\$28,000	\$1,000		\$29,000
Consultant (SB-1 Planning Grant)	\$268,136	\$76,615		\$344,751
MCTA Conference(s)/Travel	\$2,500	(\$1,000)		\$1,500
MCTA Fin Asst/Audits/Annual Report	\$24,000			\$24,000
MCTA Project Development	\$15,000	(\$2,000)	(\$2,000)	\$11,000
MCTC TDA Audits	\$12,000			\$12,000
MCTC TDA Other Admin Costs	\$30,000			\$30,000
Model Update	\$175,000	(\$12,000)		\$163,000
Other MCTA Costs	\$4,000	\$1,000	\$2,000	\$7,000
Public Participation Program	\$10,000	\$5,000		\$15,000
RTP EIR	\$0			\$0
RTP/SCS Development	\$0			\$0
Technical/Modeling On-Call Services	\$50,000			\$50,000
Traffic Model & GIS Support	\$4,500			\$4,500
Traffic Monitoring Program	\$7,000			\$7,000
Translation Services	\$4,000			\$4,000
Subtotal Other Direct Costs	\$644,136	\$66,615	\$0	\$710,751
\$0	0			\$0
Total Expenses	\$1,843,274	\$110,165	\$41,000	\$1,994,439
	\$0	\$0	\$0	\$0



**OVERALL WORK PROGRAM
Fiscal Year 2019-2020**

Amendment No.2

Madera County Transportation Commission
2001 Howard Road, Suite 201
Madera, California 93637
(559) 675-0721
www.maderactc.org

ACRONYMS

AB	Assembly Bill	SRTDP	Short Range Transit Development Plan
ADA	Americans with Disabilities Act	SSTAC	Social Service Transportation Advisory Council
AWP	Annual Work Program	STA	State Transit Assistance
CALTRANS	California Department of Transportation	STIP	State Transportation Improvement Program
CAG	County Association of Governments	TAB	Transit Advisory Board
CATX	Chowchilla Area Transit Express	TAC	Technical Advisory Committee
CIP	Capital Improvement Plan	TAZ	Traffic Analysis Zones
CMAQ	Congestion Mitigation Air Quality	TCM	Traffic Control Measures
COG	Council of Governments	TDA	Transportation Development Act
CTC	California Transportation Commission	TDP	Transit Development Plan
DBE	Disadvantaged Business Enterprise	VMT	Vehicle Miles Traveled
EIR	Environmental Impact Report	YARTS	Yosemite Area Regional Transportation System
EPA	Environmental Protection Agency	YATI	Yosemite Area Transportation Information
FAST ACT	Fixing America's Surface Transportation Act		
FHWA	Federal Highway Administration		
FTA	Federal Transit Administration		
FTIP/TIP	Federal Transportation Improvement Program		
GHG	Greenhouse Gas		
GIS	Geographic Information System		
HPMS	Highway Performance Monitoring System		
HSIP	Highway Safety Improvement Program		
IIP	Interregional Improvement Plan		
IPG	Intermodal Planning Group		
LTF	Local Transportation Fund		
MAP 21	Moving Ahead for Progress in the 21 st Century		
MAX	Madera Area Express		
MCC	Madera County Connection		
MCTA	Madera County Transportation Authority		
MCTC	Madera County Transportation Commission		
MOU	Memorandum of Understanding		
MPO	Metropolitan Planning Organization		
OWP	Overall Work Program		
PAC	Policy Advisory Committee		
PM-2.5	Particulate Matter (2.5 micros or less)		
PM-10	Particulate Matter (10 microns or less)		
RTIP	Regional Transportation Improvement Program		
RTP	Regional Transportation Plan		
RTPA	Regional Transportation Planning Agency		
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users		
SB	Senate Bill		
SIP	State Implementation Plan		
SJVAPCD	San Joaquin Valley Air Pollution Control District		
SHOPP	State Highway Operation and Protection Program		

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INTRODUCTION

OVERVIEW

The Madera County Transportation Commission (MCTC) is the Regional Transportation Planning Agency (RTPA), Metropolitan Planning Organization (MPO), and the Local Transportation Commission for Madera County designated pursuant to Title 3, Division 3, Chapter 2, Article II, and Section 29532 of the California Government Code. MCTC is responsible for the development and adoption of the Regional Transportation Plan and Transportation Improvement Program required by State law (California Government Code Sections 65080 et al.) and has entered into several Memoranda of Understanding (MOU) with the California Department of Transportation (Caltrans) for delivery of these projects. The current MOU reflects Federal requirements per Federal transportation legislation. The Madera metropolitan boundary area shall cover the entire County of Madera.

MCTC's role is to foster intergovernmental coordination; undertake comprehensive regional planning with an emphasis on transportation issues; provide a forum for citizen input into the planning process; and to provide technical services to its member agencies. In all these activities MCTC works to develop a consensus among its members with regards to multi-jurisdictional transportation issues.

DESCRIPTION

Madera County is located in California's San Joaquin Central Valley. Encompassing 2,147 square miles, the County is situated in the geographic center of the State of California along State Route (SR) 99, approximately 18 miles north of Fresno. The County has an average altitude of 265 feet ranging from 180 to 13,000 feet above sea level. The San Joaquin River forms the south and west boundaries with Fresno County. To the north, the Chowchilla River forms a portion of the boundary with Merced County. Mariposa County forms the remainder of the northern boundary.

The crest of the Sierra Nevada Mountains forms the eastern boundary with Mono County. Generally, the County can be divided into three broad geographic regions in the valley area on the west; the foothills between Madera Canal and the 3,500 foot elevation contour; and the mountains from the 3,500 foot contour to the crest of the Sierra Nevada Mountains.

The valley area is generally flat and ranges in elevation from 180 to 1,000 feet. This area contains approximately two-thirds of the County's population and includes the cities of Chowchilla and Madera, as well as the unincorporated communities of Fairmead, Madera Ranchos and Bonadelle Ranchos. A well-developed agricultural economic base characterizes this area.

The foothill area contains the remaining one-third of the County population residing in the unincorporated communities of Oakhurst, Ahwahnee, North Fork, Coarsegold, Raymond and Yosemite Lakes Park. The agricultural base in this area is primarily grazing. Much of the area's employment base is involved in the tourist-related services with a significant commuter component going to Fresno, Madera and other valley employment and service centers.

ORGANIZATIONAL CHART

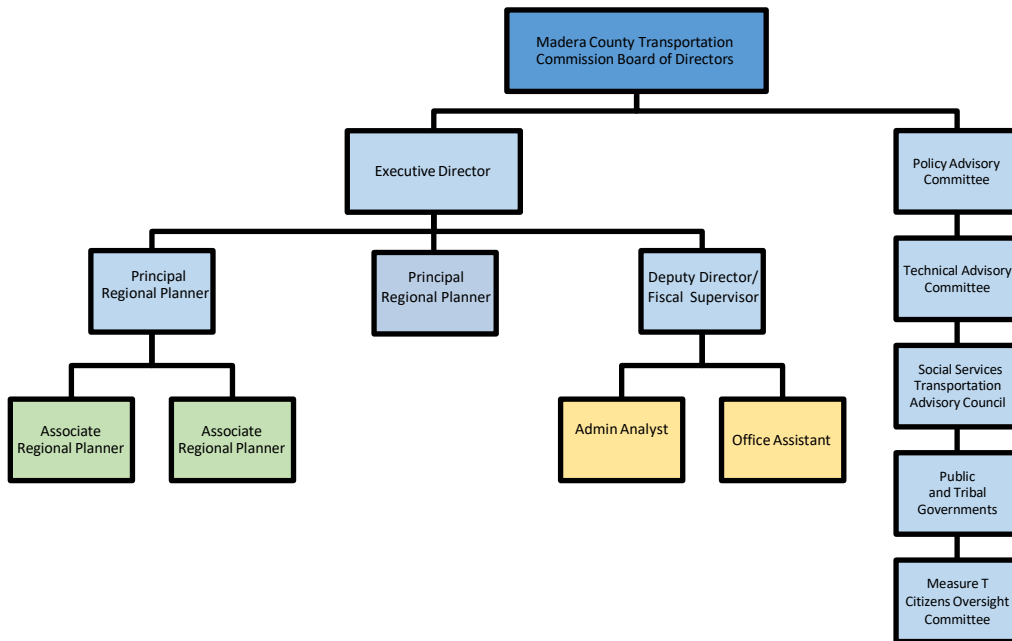
MCTC is organized into a Board of Directors supported by the Policy Advisory Committee and the Technical Advisory Committee. MCTC staff includes an Executive Director; a Deputy Director/Fiscal Supervisor; two Principal Regional Planners; two Associate Regional Planners; an Administrative Analyst; and an Office Assistant. There is currently one standing committee - the Social Services Transportation Advisory Council (SSTAC) which reports through the Technical Advisory Committee. The relationship between the Board, its staff and the committees is illustrated in Figure 1 and discussed in more detail below.

The MCTC Board of Directors is comprised of three (3) members from the Madera County Board of Supervisors; two (2) members from the Madera City Council; and one (1) member from the Chowchilla City Council. The members shall be appointed by the member agencies. Each member agency designates at least one alternate who shall be an elected member of the designated agency.

The Policy Advisory Committee (PAC) has the same membership as the Board with the addition of one (1) person representing the Caltrans District 6 Director. This committee reviews transportation plans and programs prior to action by MCTC, with particular attention to compliance with applicable State and Federal planning and programming requirements.

The Technical Advisory Committee (TAC) includes the County of Madera, City of Madera, City of Chowchilla, Tribal Governments, and one representative from Caltrans District 6. The North Fork Rancheria of Mono Indians of California and the Picayune Rancheria of Chukchansi Indians of California, and other tribal governments are also invited to participate in the monthly TAC meetings. The TAC reviews staff work conducted pursuant to this Overall Work Program; advises MCTC and PAC on transportation issues; and makes recommendations on planning and programming actions to be taken by MCTC. TAC review is generally focused upon the technical merits of various transportation issues coming before MCTC. Staff consults with tribal governments as it relates to transportation planning issues and initiates consultation with the tribal governments at the government to government level.

Figure 1



The Social Services Transportation Advisory Council (SSTAC) serves as a citizen advisory committee to MCTC regarding matters related to public transportation needs of Madera County residents. The SSTAC generally has two to three meetings each year. The first meeting is held in March prior to the “unmet transit needs” hearing. This initial meeting is used to familiarize the members with their role as advisors to MCTC and to select Council officers. The second meeting is scheduled following the “unmet transit needs” hearing to provide the Council with an opportunity to consider commentary presented at the hearing. The Council works with staff to develop recommendations for MCTC towards finding that public transportation needs that are reasonable to meet are being met.

COOPERATIVE AGREEMENTS

In order to accomplish its objectives and responsibilities relative to maintenance of a continuing, cooperative and comprehensive transportation planning program MCTC has established working relationships with a number of State, regional and local agencies. These agreements establish the framework for a planning process which ultimately results in the delivery of transportation projects which conform to local, State and Federal priorities for a safe, efficient, and environmentally sensitive transportation system.

Caltrans/Madera County Transportation Commission MOU – Comprehensive Transportation Planning

This is the Memorandum of Understanding (MOU) between MCTC and Caltrans. It recognizes MCTC’s status as the Regional Transportation Planning Agency and Metropolitan Planning Organization for Madera County; identifies the major responsibilities for development and adoption of the Regional Transportation Plan and Transportation Improvement Program; establishes public participation requirements; establishes responsibility for development of the Overall Work Program and agency budget; identifies State funding available to MCTC for maintenance of the planning program; and establishes accounting and auditing procedures. This MOU was first adopted in September 1973 and was most recently updated in February 2017. The MOU is designed to reflect MCTC’s planning responsibilities required pursuant to Federal transportation

legislation and the Federal Clean Air Act Amendments of 1990. It also addresses State requirements related to implementation of Senate Bills 45 and 375.

San Joaquin Valley Transportation Planning Agencies, Caltrans and the San Joaquin Valley Air Pollution Control District MOU

The eight counties of the San Joaquin Valley encompass 27,280 square miles, and are home to approximately 4 million residents. While large in size, the valley is not a heavily urbanized area like Los Angeles or the Bay Area, but consists of a variety of urbanized centers with a great deal of rural territory in between. These urbanized centers have unique commute shed characteristics which can best be served by localized planning, while the broader regional issues can be more than adequately coordinated through the existing MOU's that are in place. It is our opinion that the multiple Metropolitan Planning Organization (MPO) provisions of the Moving Ahead for Progress in the 21st Century Act (MAP-21) and Fixing America's Surface Transportation Act (FAST Act) are most suitable for large suburban/rural areas such as the San Joaquin Valley.

The eight San Joaquin Valley transportation planning agencies have executed a Memorandum of Understanding in response to requirements for a coordinated, comprehensive regional planning process contained in Federal transportation legislation. Specifically, this MOU (updated in 2006) provides for the close coordination of planning activities where interregional issues are involved. Areas currently being coordinated are the Regional Transportation Plan, the Transportation Improvement Program, air quality conformity process, transportation control measures, and transportation modeling. The MOU establishes a strong working relationship between the eight existing transportation planning agencies and satisfies Federal transportation legislation requirements to have a cooperative agreement between agencies located within the nonattainment area boundaries. The San Joaquin Valley Air Basin is designated as a nonattainment area for 8-hour ozone and particulate matter under 2.5 microns in diameter (PM2.5) and has a maintenance plan for particulate matter under 10 microns in diameter (PM-10). The MOU also formed the Regional Policy Council, which is comprised of two elected officials from each of the eight San Joaquin Valley Counties. The purpose of the Policy Council is to develop a process and framework for establishing formal San Joaquin Valley positions on issues where valley wide consensus exists.

Madera County Transportation Commission and Member Agency Working Agreements

MCTC has agreements with the City of Madera, the City of Chowchilla, and the County of Madera regarding the coordination of ongoing transit planning and programming of Federal funds that support the ongoing and future deployment of transit services.

MCTC has an agreement with Madera County for provision of the Auditor/Controller and an agreement with the Madera County Transportation Authority to provide administrative and planning services to that agency.

Madera County Transportation Commission, Kings County Association of Governments, Tulare County Association of Governments, Fresno Council of Governments, Santa Barbara County Association of Governments, Association of Monterey Bay Area Governments, Napa County Transportation & Planning Agency, Ventura County Transportation Commission, and Sacramento Area Council of Governments CalVans Joint Powers Agreement

MCTC has entered into the California Vanpool Authority (CalVans) JPA with eight other RTPAs and MPOs to create, fund, operate and otherwise manage public transportation projects and programs aimed at providing qualified agricultural workers with safe affordable vehicles they could use to drive themselves and others to work. CalVans operates as a Public Transit Agency.

Madera County Transportation Commission, Kings County Association of Governments, Tulare County Association of Governments, Fresno Council of Governments, Kern Council of Governments, Merced County Association of Governments, San Joaquin Council of Governments, and Stanislaus Council of Governments MOU - San Joaquin Valley 511

MCTC has entered into an agreement with seven other San Joaquin Valley transportation planning agencies to provide traveler information via way of telephone and internet access. Caltrans District 6 turned over the existing SJV511 website and associated hardware running the website to the members of the MOU.

Madera County Transportation Commission, Alameda County, Contra Costa Transportation Authority, Fresno Council of Governments, Kings County Association of Governments, Merced County Association of Governments, Sacramento Regional Transit, San Joaquin Regional Rail Commission, Stanislaus Council of Governments and Tulare County Association of Governments MOU – San Joaquin Joint Powers Authority

MCTC has entered into an agreement with ten other Regional Planning Agencies to protect the existing San Joaquin Rail Service and to promote its improvement. The "Intercity Passenger Rail Act of 2012" (AB 1779), was passed by the Legislature on August 30, 2012 and signed by Governor Brown on September 29, 2012. AB 1779 reauthorizes regional government agencies' ability to form the San Joaquin Joint Powers Authority (SJPA) to take over the governance/management of the existing San Joaquin intercity passenger rail service between Bakersfield-Fresno-Modesto-Stockton- Sacramento-Oakland. Madera County is represented on the SJPA Board by an MCTC Commissioner backed by an additional MCTC Commissioner as an Alternate.

POLICY MAKING PROCESS

Policy decisions are made by the Commission Board of Directors and are documented through formal resolution or minute order of MCTC. MCTC has six (6) members. A quorum is constituted when four (4) members are present at the meeting and a majority of the quorum is required for an action to be formally passed. Generally, MCTC seeks to develop consensus positions on issues brought forward for action.

MCTC is supported by the Technical Advisory Committee (TAC) which reviews all items to be brought before MCTC. The TAC generally meets at least five to seven working days prior to normally scheduled MCTC meetings. This provides adequate opportunity for key member agency staff to become familiar with issues, develop staff positions, and to brief their Board members on pending decisions. MCTC staff has a draft MCTC agenda and relevant supporting documentation available to the TAC and the final agenda and package are not sent out until after the TAC meeting.

COORDINATION STATEMENT

MCTC is required to maintain a coordinated planning program. This coordination is accomplished at the local level through involvement of member agency staff in the plan development process and in particular through participation on the Technical Advisory Committee.

There is a high level of interregional coordination required in order to respond to Federal transportation and air quality planning requirements. This coordination includes periodic meetings and workshops for policy

board members and consultation with Federal Land Management Agencies and Federally Recognized Native American Tribal Governments within the eight county valley area. There is staff coordination which includes attendance at monthly valley Council of Government (COG) director's meetings, formal staff working groups involved in preparation of the Regional Transportation Plans and Programs, traffic modeling, air quality modeling and conformity, Intelligent Transportation System (ITS), geographic information system development, congestion management, and other issues of valley-wide concern.

The valley transportation planning agencies have also developed an Overall Work Program which identifies areas of coordination and cooperation between the agencies as well as staff commitments to these activities.

NATIVE AMERICAN TRIBAL GOVERNMENT REQUIREMENTS FOR TRANSPORTATION PLANNING AND PROGRAMMING

Introduction

The U.S. DOT defines consultation as when: "one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken." Some areas of consultation could include transportation, land use, employment, economic development, housing, community development and environmental issues.

Requirement to Consult

Consultation with Resource Agencies

23 CFR part 450 requires that the MPO shall consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation.

Native American Tribal Government Consultation and Coordination

23 CFR part 450.316(c) requires that when the MPO includes Tribal lands, the MPO shall appropriately involve the tribal government(s) in the development of the Metropolitan Transportation Plan and Federal Transportation Improvement Program.

Executive Order 13175, Consultation and Coordination with Indian Tribal Governments (November 6, 2000), establishes regular and meaningful consultation and collaboration with tribal officials in the development of Federal policies with tribal implications. The goals of this order are to strengthen government to government relationships with Indian tribes and to reduce the imposition of unfunded mandates upon local tribes.

Federally Recognized Tribes

A contact list of California Native American Tribes that are both federally and non-federally recognized is maintained by the Native American Heritage Commission. The North Fork Rancheria and Picayune Rancheria Chukchansi Indians Tribes are Federally Recognized Tribes in Madera County. Although consultation is not mandated for non-federally recognized tribes, this does not preclude the Madera County Transportation Commission (MCTC) from consulting with local non-federally recognized tribes when plans or activities might impact cultural values or the community.

Federal recognition is a legal distinction that applies to a tribe's right to a government-to-government relationship with the federal government and eligibility for federal programs.

All California Native American Tribes are distinct and independent governmental entities with specific cultural beliefs and traditions and unique connections to areas of California that are their ancestral homelands.

Federal and state law require local agencies to consult with federally recognized tribal governments prior to making transportation decisions, taking actions or implementing programs that may impact their communities. This activity is separate from, and precedes, the public participation process. Protocol should be flexible and dynamic with respect to initiation of communication and discussion format. More than one tribe may have an affiliation with the area of consideration. Individual consultation may be necessary if a combined consultation format is not preferred by the tribal government. Determining the degree and adequacy of consultation will vary depending on a number of factors including the scope of proposed activities, whether the activity is short-term or long-term, the cultural or political sensitivity of the issue at hand, and the number of potential stakeholders.

The MCTC intends to continue consulting with Native American Tribal Governments on activities that may impact their communities.

Consultation

The Executive Director or his/her designee is the designated MCTC official with principal responsibility for MCTC's implementation of consultation requirements for tribal governments and Federal Land Management Agencies. MCTC has adopted a *Policy for Government to Government Consultation with Federal Land Management Agencies and Federally Recognized Native American Tribal Governments*. At the appropriate time in the planning phase, contact shall be initiated directly with the tribal chairpersons to inquire as to protocols in place, such as cultural resource contacts, procedures, time limits and restrictions affecting communication. Development of mutually agreed-upon protocols may result in more effective consultation efforts with Federal Land Management Agencies and individual tribes.

Consultation is a process, not a single event, and communication should continue until the project or plan is complete. Consultation requests should include a clear statement of purpose, explaining the reason for the request and declaring the importance of participation in the planning process. The request should specify the location of the area of potential effect addressed in the proposal. All aspects of the consultation process should be documented, including how the lead agency reaches a final decision.

Planning Documents

Planning studies, Transportation Improvement Programs (FTIP, STIP, RTIP), Regional Transportation Plan (RTP) and Overall Work Program (OWP)

Consult with Federal Land Management Agencies and Federally Recognized Native American Tribal Governments in preparation of planning studies and programs affecting the agency and tribe:

- Initiate consultation by letter from the executive director or his/her designee to the agency and tribal chairperson.
- Offer to meet to discuss the agency and tribal needs and concerns regarding impacts within their jurisdiction prior to the beginning of preparation of documents. If the agency, tribal chairperson and/or their representatives elect not to meet, send a copy of the draft report for their review.

- Consult with agency and tribal governments while developing the RTP, addressing agency and tribal concerns regarding impacts within their jurisdiction and again prior to adoption of the RTP.
- Invite representatives of the agency and tribe to public meetings.

Transit studies, unmet transit needs hearing, transit needs assessment

Consult with the tribal governments on transit needs in their area:

- Initiate consultation and invitation to the unmet transit needs hearing by letter from the executive director or his/her designee to tribal chairperson with copies to the CEO, Administrator, and Cultural Department representatives.
- Offer to meet to discuss the tribe's transit needs and concerns.
- Outreach to members of the tribe through local newspapers, Native American newsletters, or trust lands meeting places.

Grant Programs: Federal Transit Administration Transit Grant Programs, etc.

Coordinate with the tribal governments to provide information and technical assistance on grant programs administered by the RTPA or other agencies:

- Initiate consultation by letter from the executive director or his/her designee to the tribal chairperson with copies to the CEO, Administrator, and Cultural Department representatives.
- Provide notice of each grant and its application deadlines.
- Invite representatives of the tribe to training or public meetings regarding the grants. Coordinate between the tribe and RTPA member agencies.
- Consult with and consider the interests of the tribal government.

State Funded Grants: Senate Bill 1, Active Transportation Program, Affordable Housing and Sustainable Communities Program

- Initiate consultation by letter from the executive director or his/her designee to the tribal chairperson with copies to the CEO, Administrator, and Cultural Department representatives.
- Provide notice of each grant and its application deadlines.
- Invite representatives of the tribe to training or public meetings regarding the grants. Coordinate between the tribe and RTPA member agencies.
- Consult with and consider the interests of tribal governments.

Tribal Transportation Program (TTP) – Highway Trust Fund Planning and Programming

Coordinate amongst planners and engineers in local agencies and tribes:

- Offer to meet to discuss the tribe's needs and concerns when contacted by tribal representatives.
- Provide assistance in TTP planning.
- Coordinate with federal entities as requested by the tribe.

CITIZEN PARTICIPATION

MCTC provides opportunity for citizen participation through the public hearing process. Staff developed a Public Participation Plan (last updated the plan in July of 2016), per Federal requirements, documenting the MCTC's procedure to allow for public input to provide for coordination, consultation, and collaboration (including tribal governments) in the development of MCTC's plans and programs. MCTC has an assigned staff person to serve as a Tribal Liaison.

MCTC also holds public workshops and other stakeholder group meetings as necessary and required to allow the public to participate throughout the transportation planning process. The annual Unmet Transit Needs Public Hearing is publicized in the local media and flyers are distributed throughout the community in both Spanish and English. Transportation services and Spanish language translation for the Unmet Transit Needs Public Hearing is also provided by MCTC. Those unable to attend are encouraged to submit their comments in writing via email or post. In addition, the Social Services Transportation Advisory Council (SSTAC) provides an excellent forum for discussion of issues of concern to recipients of public transportation services.

New Federal legislation has placed an increased emphasis upon effective community involvement. MCTC continues its efforts to explore ways to reach a broader public to provide information, develop public awareness, and provide for an enhanced level of public involvement in MCTC's decision making process.

The MCTC website provides the general public the opportunity to access meeting agendas and minutes, review planning documents, and submit comments.

EQUAL OPPORTUNITY STATEMENT/DISADVANTAGED BUSINESS ENTERPRISE

The Madera County Transportation Commission is an Equal Opportunity employer. It is the policy of MCTC to select the best-qualified person for each position in the organization on the basis of merit. MCTC prohibits unlawful discrimination against an applicant or employee based on race, creed, color, religion, sex, sexual orientation or status, marital status, gender identity (including perception of gender), national origin, ancestry, age, physical or mental disability or military/veteran status. MCTC prohibits discrimination based upon medical conditions including genetic characteristics, or any other consideration made unlawful by federal, state, or local laws.

MCTC further prohibits unlawful discrimination based upon the perception that anyone has any of the characteristics described above, or is associated with a person who has or is perceived as having any of those characteristics. This policy applies to all employment practices and personnel actions. It is the policy of MCTC to seek out, hire, develop, and promote qualified members of protected groups (defined above) to reflect the citizens of the communities it serves.

The Madera County Transportation Commission has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. MCTC has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, MCTC has signed an assurance that it will comply with 49 CFR Part 26.

TRANSPORTATION PLANNING PROCESS

Transportation planning is a continuous process driven by the need to provide a safe and efficient system of transportation facilities and services to the public. There are a number of significant forces which influence the delivery of transportation projects and services and the process must be sufficiently open to allow for fair hearing of the various positions of the client population. There is an array of Federal and State laws, procedures, and guidelines which control transportation planning which effectively establishes the framework that MCTC is expected to operate within. The process as described here is simplified to identify the major components or products which largely define the activities of MCTC.

Overall Work Program

The Overall Work Program (OWP) is the controlling document for MCTC work activities. It documents past accomplishments, identifies all scheduled work for the coming program year, and establishes a detailed budget required to deliver the annual program. The OWP is organized to provide a broad discussion of MCTC, its organization, and significant transportation issues. This is followed by the detailed work elements which identify broad projects, specific tasks and products related to each project, and a specific budget for each project. Staffing levels, consultant services, and capital acquisitions are explicitly identified in each work element.

The OWP is a primary means of communication between staff, the MCTC Board, and State and Federal funding agencies. Through the OWP, MCTC is aware of all staff activities, major projects, and significant milestones. The OWP also serves as a grant application to State and Federal agencies for State planning and research funds, and various Federal transit planning programs.

Regional Transportation Plan

The Regional Transportation Plan (RTP) is the primary planning product of MCTC. The RTP is developed and adopted on a quadrennial basis pursuant to Federal requirements. The Madera County 2018 RTP was developed in accordance with Federal MPO Planning Final Rule: FHWA CFR Parts 450 and 500; FTA CFR Part 613 and was adopted on September 19, 2018 by the MCTC Policy Board. The RTP is organized to present a comprehensive set of transportation goals, policies and objectives for Madera County. It then presents a discussion of the current conditions and an action plan for transportation improvements. This is organized generally by modal elements such as streets and highways, public transportation, rail, aviation, bicycle and pedestrian, as well as specific issues such as transportation demand management, transportation control measures, and Blueprint planning. The final section evaluates fiscal resources available for plan implementation. The plan is required to look at least twenty years into the future and is also required to be financially constrained. This means that only projects which have a reasonable expectation of being funded in the twenty year time frame are to be shown in the RTP.

The RTP is supported by a number of special plans and studies generally related to specific modes such as the Active Transportation Plan, Regional Bikeways Facilities Plan and the Short Range Transit Development Plan. Projects such as these are generally done outside of the RTP. Findings and recommendations from the special studies and in particular construction projects must be incorporated into the RTP before they may be advanced for programming and construction.

The 2018 RTP incorporated a Sustainable Communities Strategy (SCS) in compliance with the greenhouse gas reduction requirements of SB 375. The SCS element of the RTP demonstrates the integration of land use, transportation strategies, and transportation investments within the RTP. This new requirement was put in

place by the passage of California Senate Bill 375, with the goal of ensuring that the MCTC region can meet its regional greenhouse gas reduction targets set by the California Air Resources Board (ARB).

Air Quality Conformity Requirements

The Federal Clean Air Act Amendments of 1990 require that projects included in the RTP are subject to a finding of conformity with the applicable air quality plans for the San Joaquin Valley. Under Federal law no federally funded project or project requiring Federal approval can be advanced unless it comes from an air quality conforming RTP. Madera County is located in the San Joaquin Valley Air Basin and is currently a non-attainment area for 8-Hour Ozone and PM-2.5.

Federal Transportation Improvement Program (FTIP)

The Federal Transportation Improvement Program (FTIP) is the vehicle by which transportation projects are advanced for funding. The FTIP is developed pursuant to State and Federal guidelines and is required to be consistent with current estimates of State and Federal funding available to governmental entities within Madera County. The FTIP is intended to be a short range programming document and generally shows projects within the four year or quadrennial element. Additional years or “out years” project listings are included when the information is available. The 2019 FTIP was adopted in September 2018, receiving Federal approval in December 2018. The 2021 FTIP is scheduled for adoption in Summer 2020.

Projects to be included in the FTIP are derived from recommendations contained in the Regional Transportation Improvement Program and Regional Transportation Plan. Additionally, CMAQ, FTA projects, and regionally significant projects advanced by local agencies are also programmed in the FTIP. Street and highway capital improvement projects are derived from the CTC approved projects contained in the State Transportation Improvement Program.

Due to its location within the San Joaquin Valley Air Basin, Madera County is subject to a requirement to make air quality conformity findings on the Regional Transportation Plan and the Transportation Improvement Program pursuant to Federal requirements identified in both the Clean Air Act Amendments of 1990, and Federal transportation legislation. Under the provision of the Clean Air Act of 1990, Madera County, as part of the greater San Joaquin Valley Air Basin has been designated as an “Extreme” nonattainment area for 8-Hour Ozone, nonattainment for PM 2.5 and has a maintenance plan for PM-10. Transportation projects cannot advance to construction without first coming from air quality conformed plans and programs. Establishing and maintaining air quality conformity is expected to present significant challenges for San Joaquin Valley over the coming years.

The 2018 Regional Transportation Plan (RTP), 2019 Federal Transportation Improvement Program (FTIP), and related Air Quality Conformity were adopted in 2018. MCTC will continue implementing important projects that include the advancement of highway, bike, pedestrian and transit projects as part of the 2018 FTIP, until December 2020.

Other Technical Activities

Existing Conditions of Travel, Transportation Facilities, and Systems Management

MCTC maintains a program to monitor travel on regionally significant roads within Madera County. An annual product of this program is a report presenting summary travel information on monitored roadways. This

report is used by local traffic engineers in analysis and development of projects. One use for data collection is maintenance and calibration of the Madera County Travel Demand Model.

Projections for Economic, Demographic and Land Use Activities for Transportation Planning

MCTC relies on economic, demographic, and land use projections from its member agencies as the basis for transportation planning activities. MCTC staff works with agency staffs to assure that projections are consistent. Agency land use plans are particularly important in this regard since these provide the basis of future traffic patterns and characteristics. Madera County's General Plan was last updated in 1995. The City of Madera adopted an updated General Plan in 2009. The City of Chowchilla adopted an updated General Plan in 2016.

As a support to its local agencies, MCTC provides travel demand forecasts for local development proposals, which in part, enable the local agency to quantify the impacts of development on the transportation infrastructure. The technical assistance provided by MCTC with respect to traffic forecasting enhances the ability of its member agencies to make informed decisions regarding population growth and economic development.

Analysis of Future Transportation Need and Alternative Transportation Improvements

MCTC has developed a countywide travel demand model. This model enhances the ability of local agencies and MCTC staff to project and analyze future traffic conditions. The model is critically important to satisfying demands for air quality analysis for valley wide air planning studies and for plan, program and project conformity requirements.

Refinement of the Regional Transportation Plan through Special Studies

MCTC undertakes special transportation studies as required and in response to specific needs. Madera County participated in the Intelligent Transportation System (ITS) study along with other Regional Transportation Planning Agencies. This effort was supervised by the San Joaquin COG and included participation by the Caltrans Research and Innovation Program. The Development of ITS Strategic Plans are prepared in partnership efforts to fully consider regional needs and constraints in tailoring ITS applications to best serve the public. Staff will consult Federal Highways Administration prior to beginning Systems Engineering Analysis and Design to determine if FHWA approval of the Systems Engineering Analysis is required. ITS projects will be noted in the Federal Transportation Improvement Program that implement the ITS Plan per the Planning activities documentation. ITS projects are defined as: 1) multi-modal, 2) multi-jurisdictional, or 3) having significant regional impact. MCTC participated in the development of the San Joaquin Valley Intelligent Transportation System Strategic Deployment Plan and includes the plan as an appendix to long range planning documents.

MCTC participated in Phase III of the San Joaquin Valley Goods Movement study which was a cooperative project between Caltrans District 6/10 and the Valley's eight Metropolitan Planning Organizations to develop a Truck Travel Demand Model for the San Joaquin Valley.

Also, MCTC and agency staffs have participated in regular meetings with Fresno County agencies regarding transportation projects of mutual interest like rail consolidation and the San Joaquin River Crossing Study.

MCTC participated in the Caltrans initiated San Joaquin Valley Growth Response Phase III for the Fresno-Madera Metropolitan Area. The study developed an integrated economic/land use/transportation evaluation tool capable of analyzing the feasibility of alternative land use scenarios.

The San Joaquin Valley Regional Blueprint will facilitate the continued integration of land use and transportation planning that will build upon the foundation set by the Growth Response Study. A development blueprint for Madera County was established utilizing a comprehensive scenario planning tool and extensive stakeholder and public outreach. The Madera County Preferred Scenario was incorporated into the greater San Joaquin Valley Regional Blueprint that was subsequently adopted by the regional Policy Council. The SJV Regional Blueprint will provide products to support long-range land-use and transportation planning for the eight valley counties in the region as an extension of the efforts of the San Joaquin Valley Partnership.

COMPREHENSIVE PLANNING PROCESS

PLANNING AREA

Madera County is located in the geographic center of California. The county extends from the Sierra Nevada crest on its eastern boundary to the San Joaquin River on its southern and western boundaries. It is served by three major interregional routes: State Route 99 is the primary travel corridor through the San Joaquin Valley; State Route 41 provides the primary south access to Yosemite National Park and the Sierra National Forest recreation area; and State Route 152 provides a major east-west corridor to the Santa Clara Valley and San Francisco regions. There is no Interstate facility within Madera County. The County is also served by two national rail carriers - Union Pacific and Burlington Northern & Santa Fe, with Amtrak service available on the Burlington Northern & Santa Fe line. Figure 2 provides a geographical overview of Madera County highlighting the regional street and highway network and other important transportation features.

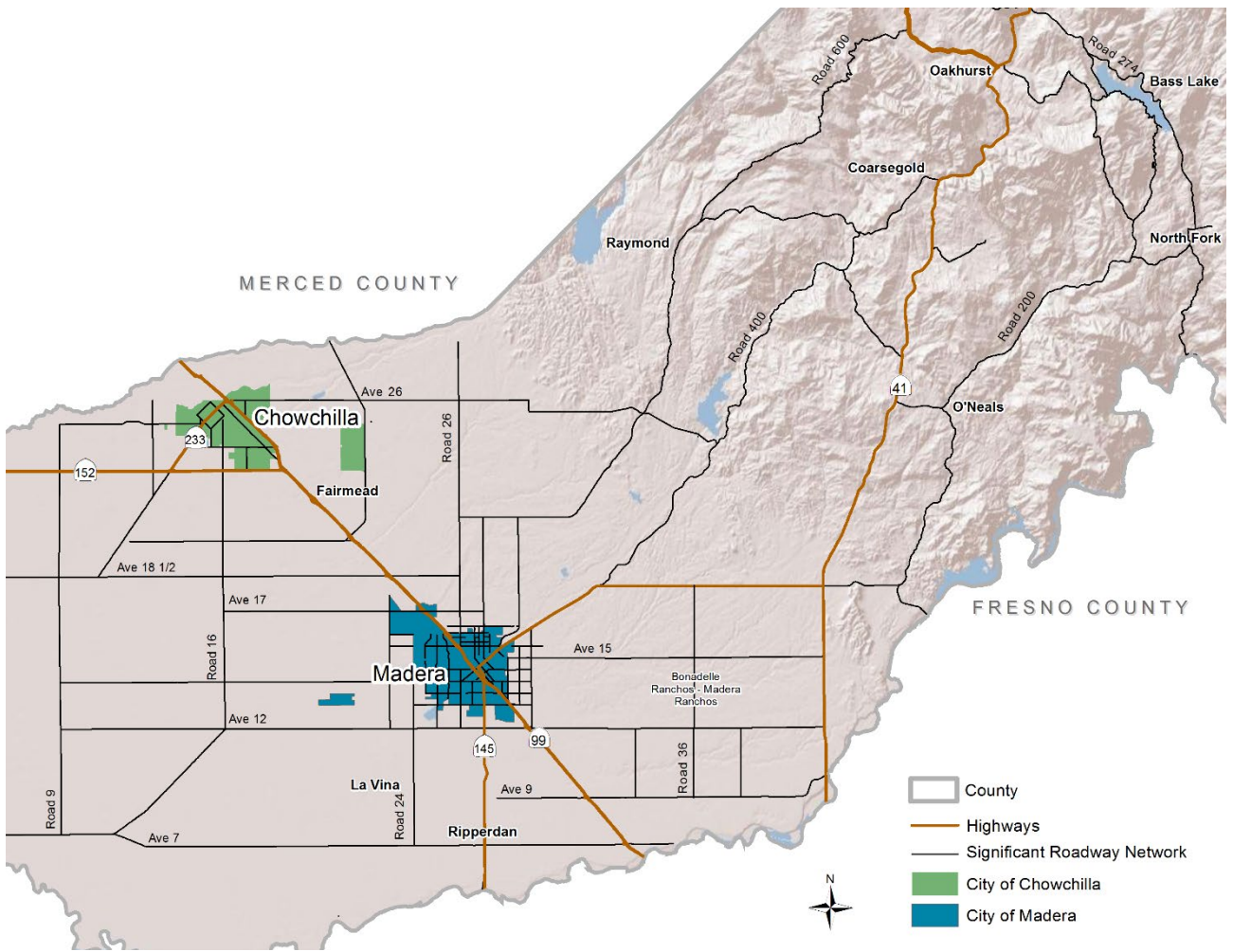
Madera County is characterized as rural with an estimated population of 159,536 in 2019. In 2019, the California Department of Finance (DOF) estimated that 66,419 people reside in the City of Madera (42%); 18,742 in the City of Chowchilla (12%); and 74,375 in the unincorporated area (46%). Since 2000, when Madera County's total population was 123,109 there has been an approximate 29% increase in population. Much of this growth occurred in the incorporated areas of the county. According to the 2010 Census, 93,485 persons, or 62% of the county population falls under the category of racial minority. Figure 3 displays a population density map of the County.

The county is divided into four planning areas -- the Madera urbanized area, the Chowchilla urban area, the Madera Ranchos/State Route 41 area, and the foothill/mountain communities' area. Madera and Chowchilla are incorporated cities. Significant rural communities are found in Oakhurst/Ahwahnee/Bass Lake, Coarsegold/Yosemite Lakes Park, North Fork, Bonadelle Ranchos-Madera Ranchos, and Fairmead.

Employment is based on agriculture and forestry (30.6%), services (19.6%), government (18.9%), wholesale and retail trade (14.4%), manufacturing (8.5%), and construction and mining (3.9%). There is a relatively high regional unemployment rate at 8.2% (2018 EDD) which reflects a need for development of more employment opportunities within the county. Over the last ten years, service industries, construction, and retail trade have shown the fastest growth rates. Madera County has more workers than jobs. In 2010, an estimated 12,000 county residents were commuting to jobs outside the county, primarily to Fresno County.

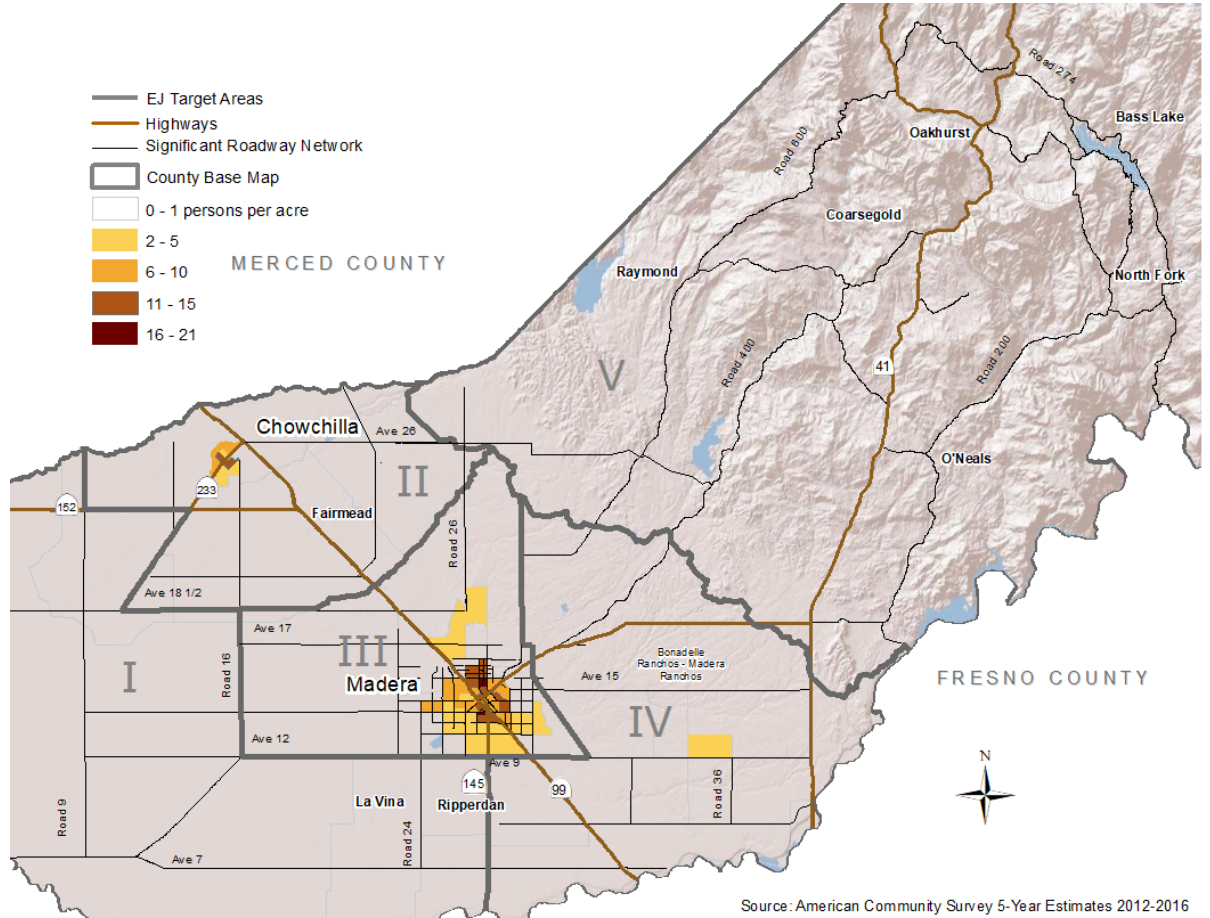
Madera County's significant regional characteristics define its goals and priorities as it relates to transportation planning. Madera County is primarily an agriculture county. Commercial, Industrial and Tourism activities are important employment generators for the county. It is important that the County provide a good overall transportation system to sustain these activities. It is essential that a comprehensive and a well-conceived plan for providing transportation system services is developed through the participation of local, state, tribal, and federal agencies.

Figure 2



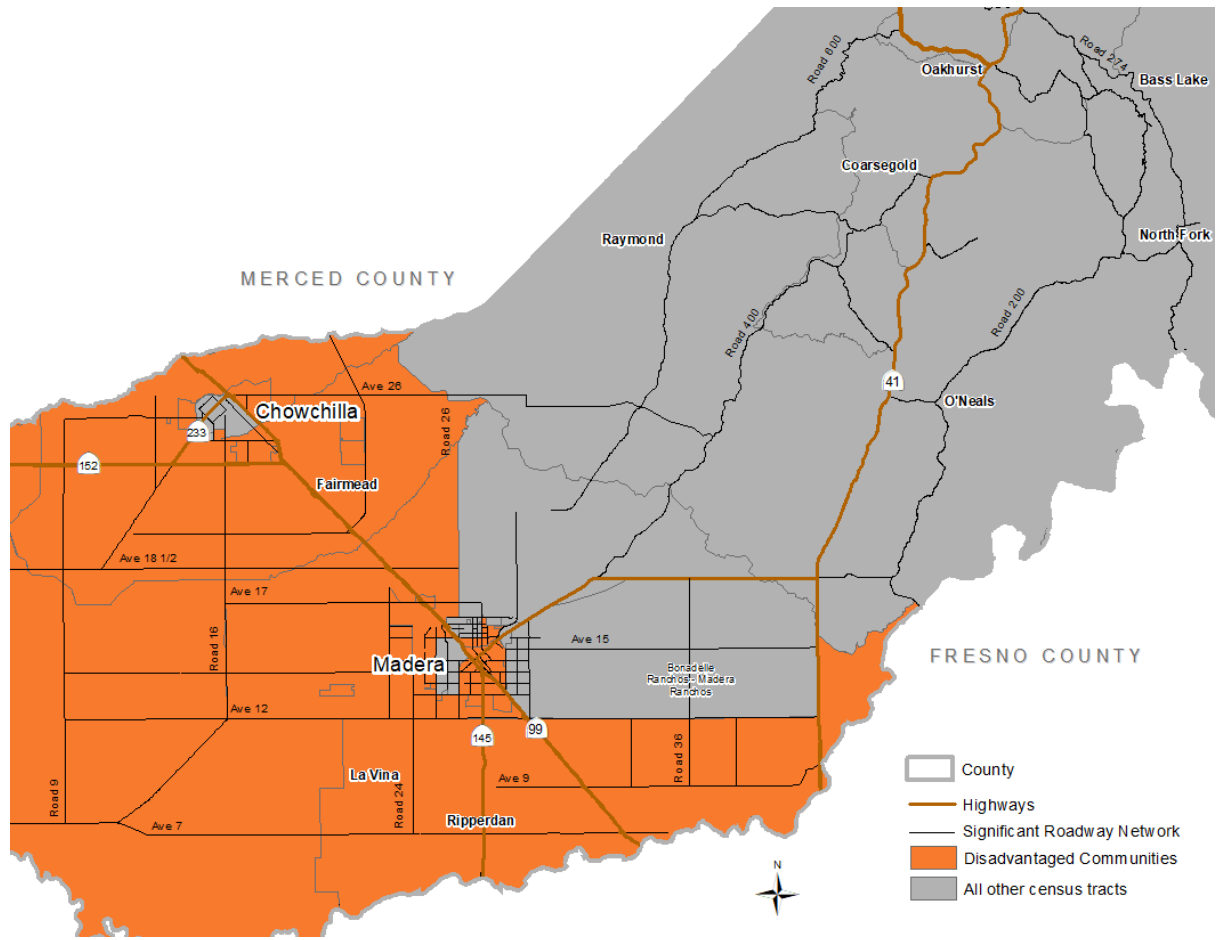
Geographical overview of Madera County highlighting the regional street and highway network and other important transportation features

Figure 3



Population density map of Madera County

Figure 4



CalEnviroScreen Disadvantaged Communities in Madera County

PLANNING DESIGNATIONS AND RESPONSIBILITIES

The Madera County Transportation Commission was created in response to the need to provide a coordinated approach to resolving issues of multi-jurisdictional concern such as transportation, energy conservation, and air quality. MCTC provides a regional forum for development and consideration of plans and programs to address these complex issues. Relative to satisfying regional planning and coordination responsibilities, MCTC has the following State designations:

Regional Transportation Planning Agency (RTPA)

Pursuant to State law, MCTC has been designated as the Regional Transportation Planning Agency for Madera County and has the following broad responsibilities:

Planning and Programming Responsibilities

RTP	Regional Transportation Plan
RTIP	Regional Transportation Improvement Program
TCM	Transportation Control Measures

Transportation Development Act Administrative Functions

<u>Period</u>	<u>Administrative Function</u>
Annual	TDA fund apportionment
Annual	TDA fund allocations
As Needed	TDA fund claims
Annual	TDA fiscal and compliance audits
Annual	Unmet transit needs finding
Annual	Transit productivity evaluation
Triennial	TDA performance audits

Local Transportation Commission (LTC)

The Madera County Transportation Commission serves as the Local Transportation Commission (LTC) for Madera County and was created pursuant to Section 29535 of the California Government Code.

Metropolitan Planning Organization (MPO)

MCTC is the Federal and State designated Metropolitan Planning Organization for Madera County. Pursuant to this designation, the agency, in cooperation with the State, is responsible for implementing a continuing, coordinated, and comprehensive transportation planning process for Madera County. An integral element of this planning process is the annual development and adoption of this Overall Work Program (OWP).

The objective of the work program is to document planning activities for the current program year. It also identifies related planning responsibilities for participating member agencies as well as State, Federal Land Management Agencies, and Federally recognized Native American Tribal Governments. The OWP is the programmatic framework of the regional planning process and is intended to provide with the Region IX

Intermodal Planning Group's "Guidelines for Metropolitan Planning Organizations' Preparation of Overall Work Program."

Measure "T" Planning and Administrative Responsibilities

In 2006 the voters of Madera County passed Measure "T", a local sales tax initiative. Measure "T" provides a 1/2 cent sales tax override for a period of 20 years. The proceeds are distributed according to the Measure "T" Investment Plan for transportation improvement projects within Madera County. The 2006 Madera County Transportation Authority was created to administer the proceeds of Measure "T". Pursuant to a Memoranda of Understanding with the Authority, MCTC provides administrative and planning services. These services include the preparation of a Strategic Plan, the Annual Work Program, and the processing of Measure "T" claims.

FUNDING THE MCTC PLANNING PROGRAM

The planning program is funded through a variety of local, State, and Federal funding sources. The general categories are outlined below and specific funding commitments to the program are detailed in the Overall Work Program work element descriptions and related budgets.

Local Funding

Local Transportation Fund

The Local Transportation Fund (LTF) is derived from 1/4 cent of the state sales tax collected within Madera County. It is intended to support a balanced transportation system with an emphasis upon public transportation. MCTC policy is to first fund all Transportation Development Act (TDA) administrative activities "off the top". Included are costs directly attributable to TDA administration and required fiscal, compliance, and performance audits on moneys disbursed from the fund. The balance is available to member agencies and is apportioned based upon proportionate population relative to total county population. Pursuant to State law, specific allocations are apportioned from each agency's fund as follows:

1. 2% is reserved for bicycle and pedestrian facilities.
2. 3% of remaining balance is reserved, per MCTC policy, for regional transportation planning if such funds are necessary to accomplish OWP objectives.
3. The remaining balance is available to: 1) meet transit needs 2) for streets and roads purposes following a finding that all public transportation needs are being reasonably met.

Madera County Transportation Authority

Pursuant to an agreement the Madera County Transportation Authority provides funding for the development of the Strategic Plan, the Annual Work Program, and administrative functions related to claims processing and fiscal audits. These activities are specifically identified and budgeted in the OWP work element descriptions.

Transportation Demand Management Program Funding

MCTC utilizes local funding to support continuing rideshare activities as required for air quality conformity purposes.

Caltrans' Sustainable Communities Grant Program

This is another source of Caltrans' discretionary funds (grant program). Funding is awarded annually based upon successful competitive applications in compliance with Caltrans planning priorities and guidelines. Other discretionary funds (grant program) offered through Caltrans Office of Community Planning is the Sustainable Communities Grant Program. The grants are designed to encourage livable community concepts that integrate land use and transportation planning, and to encourage planning and transportation enhancements related to traditionally underserved such as elderly, disabled, low-income and minority communities (i.e. African American, Hispanic, Asian American, American Indian / Alaskan Native, and Pacific Islanders) to prevent or mitigate disproportionate, adverse environmental, economic, health, and social impacts of transportation projects while improving mobility, quality of life and economic vitality in underserved communities.

The passage of Senate Bill 1 (SB 1) made available formula funds for this Grant Program. The intent of these formula funds is to help MCTC carry out the objectives of the Sustainable Communities Strategy.

State Funding

State Transportation Improvement Program – Project Planning, Programming and Monitoring

Pursuant to provisions of SB 45, the STIP reform act, 5% of County Shares are made available for project, planning, and monitoring activities performed by the Regional Transportation Planning Agencies relative to the development and advancement of projects for inclusion in the Regional Improvement Program (RIP). The Madera County Planning Programming and Monitoring (PPM) funding for the proposed five-year 2018 STIP period is as follows: FY 2018/19 - \$120,000; FY 2019/20 - \$0; FY 2020/21 - \$93,000; FY 2021/22 - \$92,000; and FY 2022/23 - \$91,000.

Federal Funding

Federal Highways Administration (FHWA-PL and Partnership Planning)

The Federal Highways Administration (FHWA) allocates funds to Metropolitan Planning Organizations (MPOs) to support urban transportation planning activities. These are allocated funds based on area population.

The Federal Highways Administration (FHWA) Partnership Planning is a discretionary planning fund source MPOs and RTPAs can apply for annually.

Federal Transit Administration

MCTC generally utilizes two sources of Federal Transit Administration (FTA) funding:

FTA Section 5303 – made directly available to the agency to support urban transit planning activities; and FTA Section 5304; State Planning and Research Partnership Planning – made available to the State for discretionary use in funding rural transportation planning activities.

Other Funding

There may be additional discretionary revenue sources that may be applied for to help undertake activities identified within the Overall Work Program (OWP). MCTC is eligible to compete for program funding made available from Assembly Bills (AB) 2766; 709; and 923. These programs allow the San Joaquin Valley Air Pollution Control District to collect and administer a DMV registration surcharge applied to each county in the San Joaquin Valley. The District makes approximately \$62,000,000 available each year to qualified projects which are demonstrated to satisfy air quality planning requirements or result in measurable air quality benefit.

STATUS OF COMPREHENSIVE PLANNING PROCESS

MCTC has maintained a comprehensive transportation planning process since its formation. Commensurate with the size of Madera County, the planning program has successfully generated required documents such as the Regional Transportation Plan, Sustainable Communities Strategy and Transportation Improvement Program; the Transit Development Plan; the Traffic Monitoring Report; the Active Transportation Plan, and numerous special studies. The development of a countywide travel demand model represents a significant and necessary upgrade to agency technical capabilities. Continuous work is required in order to maintain and further develop the resources and databases needed to support the planning program in the face of current and future State and Federal requirements.

TRANSPORTATION PLANNING ISSUES

FUNDING

The State Transportation Improvement Program (STIP) is the biennial five-year plan adopted by the California Transportation Commission for future allocations of certain state transportation funds for state highway improvements, intercity rail, and regional highway and transit improvements. State law requires MCTC to update the STIP biennially, in even-numbered years, with each new STIP adding two new years to prior programming commitments.

Under the provisions of Senate Bill (SB) 45, MCTC has been given responsibility for programming of the “local share”, which is 75% of available STIP funds. MCTC also has responsibilities related to project planning, programming and monitoring. In order to more effectively meet local transportation needs, MCTC takes a long range look at needed major improvement projects and establishing some priority for delivery. An adequate level of funding remains a serious issue for MCTC.

Funding for facilities maintenance continues to be problematic and a number of local roads are seriously in need of basic rehabilitation and reconstruction. MCTC will focus on maintaining a competitive position in securing State and Federal project funding.

PLANNING PROCESS

MCTC’s planning process is being enhanced in order to provide a better response to local needs as well as an array of new planning and information requirements emanating from MAP-21, FAST Act, as well as requirements of Senate Bill (SB) 45. The current Overall Work Program responds to State and Federal guidelines by identifying projects which continue development of basic planning tools and information which will provide the basis for required future planning. Specifically, the continuing development of a countywide travel demand model will be critical to both facility planning and air quality analysis. Maintenance and expansion of the traffic monitoring program will complement both modeling and air quality planning activities. The establishment of geographic information system capabilities in coordination with the other San Joaquin Valley transportation planning agencies provides the basis for developing and maintaining databases related to transportation modes. Of particular use will be an inventory of countywide street and highway facilities.

The FAST Act was enacted in 2015 and provides 5 years of funding certainty for infrastructure planning and investment. This new program builds on the program structure and reforms of MAP-21. The FAST Act focuses on accelerating project delivery, adds a new freight formula and expands the freight network, adds a new discretionary program for nationally significant freight highway projects and provides a new tribal self-governance option. FAST Act planning factors were utilized during the preparation of this OWP. Additional information on the FAST Act may be found at: <http://www.fhwa.dot.gov/fastact/index.cfm>.

PUBLIC AND SOCIAL SERVICE TRANSPORTATION

The Social Service Transportation Advisory Council, MCTC staff, and its member agencies continuously monitor and evaluate the performance and cost effectiveness of Madera County’s existing transit systems. The City of Madera operates a fixed-route service, the Madera Area Express (MAX), and a demand – response compliment, Madera Dial-A-Ride (DAR). The City of Madera introduced a major expansion of MAX in the summer of 2016. The expansion provides more frequent bus service on Route 1, reducing headways from 35

to 30 minutes. The College Route Express, launched in January 2018 by the City of Madera, runs as an express service to the Madera Community College Center (MCCC) with limited stops throughout the city. The route operates Monday through Friday from 7am to 5pm and departs every 15 minutes past every hour. In recent years, the City of Madera has made substantial improvements to its bus shelters and amenities. Forty new shelters were installed in December 2012 and an additional 21 bus shelters were installed in June 2017. The City has integrated 12 Compressed Natural Gas (CNG) buses into its MAX fleet, including two being used as backups. The City of Madera plans to relocate and expand the MAX offices, parking facilities, and maintenance yard into a consolidated transit facilities depot. The City of Chowchilla operates Chowchilla Area Transit Express (CATX), a demand-response system. The CATX service area includes Chowchilla- Fairmead and its outlying areas including the Central California Women's Facility and Valley State Prison. The County of Madera initiated a demonstration inter-city fixed route system, the Madera County Connection (MCC), in July of 2001. The County, by recommendation of the SSTAC, expanded MCC to include the communities of La Vina, Ripperdan, and Eastin Arcola in late 2002. The County operates a demand-response Senior Bus service that operates Oakhurst - Bass Lake - Coarsegold area. As a volunteer driver program, the Escort Service provides transportation from Eastern Madera County into Madera and Fresno for medical appointments. Effective September 2017, the Madera County Public Works/Transit Department, in cooperation with the Community Action Partnership of Madera County and the Raymond Community Association, announced the new Escort Program expansion to residents of Raymond. This service is provided on Wednesdays from 8:30am to 4:30pm. The Madera Intermodal Center serves as a connectivity point between the inter-city MCC system and the fixed-route MAX system. The MCC has a free transfer connection with the Fresno Area Express (FAX) at Children's Hospital Central California through to the River Park Shopping Center in Fresno. Yosemite Area Regional Transit System (YARTS) began providing fixed route passenger service along the SR 41 corridor between the city of Fresno and Yosemite National Park in the fall of 2015. In 2016, YARTS continued to run this service on a summer schedule only. YARTS connects with MCC service along SR 41 and also connects with Transit services in neighboring Merced and Fresno Counties. Services to other outlying communities have been identified as potential needs and will be evaluated by MCTC and County staff.

The Consolidated Transportation Service Agency, Social Service Transportation Advisory Council, MCTC staff, and its member agencies coordinate and cooperate with Social Service Transportation agencies to pursue consolidation of services where appropriate and to minimize the duplication of transportation services in Madera County.

Recognizing the need for cost-effective transportation options for commuters, particularly those employed in the agricultural sector, Madera, Fresno, Kings, Tulare, and Kern counties formed a Steering Committee to evaluate a new Valley-wide Rideshare Entity. A Caltrans Planning Grant funded the Southern San Joaquin Valley Rural Vanpool & Rideshare Assessment Study in 2006/2007 which addressed the potential of creating a joint powers agreement among the MPOs of the San Joaquin Valley. The expansion of Kings County's Agricultural Industries Transportation Services (AITS) vanpool program into neighboring counties and beyond emphasized the need for a representative entity that can oversee, adjust, and make improvements to the system. The results of this evaluation led to the CalVans Joint Powers Agreement between Madera County Transportation Commission, Kings County Association of Governments, Tulare County Association of Governments, Fresno Council of Governments, Santa Barbara County Association of Governments, Association of Monterey Bay Area Governments, Kern County Association of Governments, Ventura County Transportation Commission, Imperial County Transportation Commission, San Joaquin Council of Governments, and Merced County Association of Governments. The CalVans JPA was made to create, fund, operate and otherwise manage public transportation projects and programs aimed at providing qualified agricultural workers with safe affordable vehicles they could use to drive themselves and others to work.

CalVans operates as a Public Transit Agency. The CalVans agency began official operations on October 1, 2011.

The North Fork Rancheria of Mono Indians of California operates the North Fork Rancheria Tribal Transit Program (NFRITTP), jointly funded through the Tribal Transit Program administered by the Federal Transit Administration and the Tribal Transportation Program administered by the Bureau of Indian Affairs. The NFRITTP provides demand-responsive transit service for elderly, persons with disabilities, and low-income to medical and other essential services.

Rail planning will focus upon several regional issues. The City and County of Madera coordinated with Caltrans Division of Rail to relocate the Madera Amtrak Station from Avenue 15 ½ to Road 26. The Madera Amtrak Station is located outside the City of Madera sphere of influence and is served by Dial-A-Ride but not Madera Area Express (MAX). With the opening of the new Amtrak station facility on Road 26, the feasibility of extending a MAX route to the station will continue to be evaluated. The Amtrak station is currently accessible via Dial-A-Ride.

Another issue of valley-wide importance is the California High Speed Rail Plan, which identifies a 700-mile route for the future development of high speed rail service between the Los Angeles and San Francisco regions. The California High-Speed Rail Authority (CHSRA) was established in 1996 to address funding for this proposal. The passage of Proposition 1A in November 2008 authorizes \$9.95 billion in bonds for the construction of high speed rail. The 2014 CHSRA Business Plan funds the construction of the first phase of the segment through Madera and Fresno counties with the sale of Prop 1A bonds to match federal CHSRA grant funds beginning in 2014. MCTC is an active participant in local Technical Working Groups established by the CHSRA. A groundbreaking for the project took place in January of 2015.

BICYCLE AND PEDESTRIAN

Bicycle and pedestrian planning is assuming new importance with the improved funding capacity through various Federal and State programs. The development of the Madera County 2004 Bicycle Transportation Plan established a competitive basis for securing grants through the Federal Transportation Enhancement Activities program, the San Joaquin Valley Air Pollution Control District administered REMOVE II program, Community-Based Transportation Planning grant, Environmental Justice grant, as well as from MCTC reserved Transportation Development Act (TDA) funding. There is renewed State emphasis on funding bicycle and pedestrian facilities through the Active Transportation Program (ATP) which consolidated the Federal Transportation Alternatives Program (TAP), State Bicycle Transportation Account (BTA), Federal Safe Routes to School (SRTS), and State Safe Routes to School (SR2S) into one program. Local agencies are encouraged to update their individually adopted bicycle plans to remain eligible for bicycle and pedestrian grant funding opportunities. MCTC adopted an Active Transportation Plan in 2018.

Bicycle and pedestrian modes are recognized transportation control measures, consistent with the principles of livable communities, and as such must be supported in order to maintain air quality conformity.

In September 2008, the Governor signed into law AB 1358, the California Complete Streets Act of 2008. This new mandate requires local agencies to plan for a balanced, multimodal transportation network that meets the needs of all users of streets, roads, and highways upon any substantive revision of the circulation elements of the general plan. In addition to assisting in the reduction of greenhouse gas emissions pursuant to the requirements of AB 32, the complete streets program is intended to make the most efficient use of urban land and transportation infrastructure, and improve public health by encouraging physical activity

through the planning and construction of additional bicycle and pedestrian facilities transportation demand management and Air quality.

MCTC is committed to promoting the reduction of travel demand through rideshare coordination, employer commute solutions education, and public awareness of alternative modes of transportation.

MCTC coordinated and directed the Reasonably Available Control Measures (RACM) and Best Available Control Measures (BACM) commitment process of its member agencies in 2001 and 2002. MCTC updates the RACM upon preparation of new Federal air quality conformity determinations and or subsequent amendments to the conformity determination. The commitments to fund and implement measures to reduce travel demand were compiled with the commitments of the other valley Transportation Planning Agencies for inclusion in the development of the State Implementation Plan (SIP). The RACM project implementation is tracked and reported to FHWA, FTA, and EPA during each successive RTP and FTIP conformity determination.

The Federal Clean Air Act Amendments of 1990 require that transportation plans, programs, and projects are subject to a finding of conformity with the applicable air quality plans for the San Joaquin Valley. Under Federal law no federally funded project or project requiring Federal approval can be advanced unless it comes from an air quality conforming Regional Transportation Plan. The most recent Madera County Federal Transportation Improvement Program (FTIP) conformity determination was approved by the Federal Highway Administration and the Federal Transit Administration in December of 2018.

The United States Environmental Protection Agency (EPA) has designated the entire San Joaquin Valley Air Basin as a serious area for 8-hour ozone and non-attainment for PM 2.5. The metropolitan areas of Fresno, Modesto, Stockton and Bakersfield were recently upgraded to maintenance areas for carbon monoxide. MCTC participates with the other San Joaquin Valley Transportation Planning Agencies, the San Joaquin Valley Air Pollution Control District, and State and Federal agencies to proactively address air quality issues. Focus is maintained on support of improved technical analyses of transportation related issues, development of effective transportation control measures, and addressing the overall air quality problem through staying informed and engaged in a broad range of efforts to identify solutions.

HIGHWAY CAPACITY AND CORRIDOR NEEDS

In consultation with its member agencies, MCTC completed a RTP Project Prioritization Study that sought to prioritize capacity increasing projects as demonstrated by deficiencies forecasted by the Madera County Traffic Model. This study was integral in the development of the financially constrained program of the 2014 RTP Update.

Travel demand along the State Route (SR) 41 corridor remains a focus of attention. At the request of MCTC, Caltrans is monitoring traffic volumes associated with the Chukchansi Resort and Casino. Traffic signals have been constructed on SR41 at the Road 200, Yosemite Springs Parkway, and Road 415 intersections. MCTC worked with Caltrans on a Measure "T" Tier 1 project that added passing lanes on SR 41 between Road 200 and SR 145.

There continues to be discussion between Fresno and Madera Counties, of the long range needs for an east-west travel corridor across the southern portion of Madera County and general traffic behavior along the SR 41 Corridor. The San Joaquin River Crossing Study seeks to address the impacts of development in Madera and Fresno counties and identifies potential river crossings to improve mobility across the San Joaquin River corridor. Related to this need is renewed interest in SR 65, which, when constructed, will provide a highway

facility extending along the foothills from Bakersfield in the south to the State Route 152 alignment in the north. In 2016 and 2017, Madera and Fresno agencies engaged in and completed an Origin/Destination study to further analyze travel behavior between the two counties and the economic impacts of this behavior.

Caltrans District 6, in coordination with its local agency partners, completed the Fresno/Madera Urban Route 99 Corridor System Management Plan (CSMP) in 2009. The CSMP was developed in response to Proposition 1B requirements and the CTC's desire to ensure that the mobility gains from corridor capacity improvements are maintained well after the construction is completed. The CSMP allows Caltrans and its local agency partners to manage and operate the SR 99 transportation corridor based upon the assessment and evaluation of performance measures to identify the most cost effective needed operational and capital improvements along the corridor. Several SR 99 projects in Madera County also warrant increased attention. Using the techniques of innovative financing, MCTC advanced STIP funding for the reconstruction and widening of the 4th Street interchange to FY 10/11. The Avenue 12 interchange was reconstructed using Route 99 bond funding included in Proposition 1B to address safety and capacity concerns arising from development of the Community College and related planning area. Caltrans is planning to widen SR 99 from four to ultimately eight lanes through Madera County, except within the City of Madera where the current alignment will only accommodate six lanes. In 2006, Caltrans completed the conversion to full freeway of three remaining miles of expressway on SR 99 north of Madera (the Fairmead project).

MEASURE "T" EXPENDITURE PLAN

In November 2006, Madera County voters passed Measure "T", a 20 year half-cent sales tax measure for transportation improvements in Madera County. The Measure "T" program represents one of the few secure funding sources available to Madera County. As such, it warrants a high level of attention to ensure that the funds are expended on high need safety and congestion relief projects. Another focus must be using these funds as a base for leveraging State and Federal funds into Madera projects.

CORE PLANNING FUNCTIONS

Core Planning Functions

MPOs are reminded that their Overall Work Programs (OWP) must identify the Core Planning Functions and what work will be done during the program year to advance those functions. The Core Functions typically include:

- Overall Work Program.
- Public Participation and Education.
- Regional Transportation Plan.
- Federal Transportation Improvement Program.
- Congestion Management Process (required for TMAs).
- Annual Listing of Projects.

The MAP-21 legislation provided metropolitan transportation planning program funding for the integration of transportation planning processes in the Metropolitan Planning Area (MPA) (i.e. rail, airports, seaports, intermodal facilities, public highways and transit, bicycle and pedestrian, etc.) into a unified metropolitan transportation planning process, culminating in the preparation of a multimodal transportation plan for the MPA. The FHWA and FTA request that all Metropolitan Planning Organizations (MPOs) review the Overall Work Plan (OWP) development process to ensure all activities and products mandated by the metropolitan transportation planning regulations in 23 CFR 450 are a priority for FHWA and FTA combined planning grant funding available to the region. The MPO OWP work elements and subsequent work tasks must be developed in sufficient detail (i.e. activity description, products, schedule, cost, etc.) to clearly explain the purpose and results of the work to be accomplished, including how they support the Federal transportation planning process (see 23 CFR 420.111 for documentation requirements for FHWA Planning funds).

Performance Management

Since MAP-21 was passed in 2012, Caltrans and most of California's MPOs have developed performance measures that inform their Regional Transportation Plans (RTPs) and Federal Transportation Improvement Programs (FTIPs). The objective of the performance- and outcome-based program is for States and MPOs to invest resources in projects that collectively will make progress toward the achievement of the national goals. MAP-21 requires the DOT, in consultation

with States, metropolitan planning organizations (MPOs), and other stakeholders, to establish performance measures in the areas listed below:

- **Safety** - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- **Infrastructure Condition** - To maintain the highway infrastructure asset system in a state of good repair.
- **Congestion Reduction** - To achieve a significant reduction in congestion on the National Highway System.
- **System Reliability** - To improve the efficiency of the surface transportation system.
- **Freight Movement and Economic Vitality** - To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- **Environmental Sustainability** - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- **Reduced Project Delivery Delays** - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

Although the final rulemaking is not yet completed, the FHWA and FTA want each MPO to explicitly identify their process for determining performance targets and measures within their Overall Work Programs.

State of Good Repair

MPOs are required to evaluate their transportation system to assess the capital investment needed to maintain a State of Good Repair for the region's transportation facilities and equipment. MPOs shall coordinate with the transit providers in their region to incorporate the Transit Asset Management Plans (TAM's) prepared by the transit providers into the Regional Transportation Plan (RTP). Analysis of State of Good Repair needs and investments shall be part of any RTP update, and must be included in the Overall Work Program task for developing the Regional Transportation Plan. MPOs are expected to regularly coordinate with transit operators to evaluate current information on the state of transit assets; to understand the transit operator's transit asset management plans; and to ensure that the transit operators are continually providing transit asset information to support the MPO planning process.

California Planning Emphasis Areas

	Core Planning Functions	Performance Management	State of Good Repair
Work Element			
100 RTP & EIR	***	***	***
101 Performance Measures	***	***	***
110 Regional Planning Database	***	***	***
111 Traffic Monitoring Program	***	***	***
112 Regional Transportation Modeling	***	***	***
113 Air Quality Transportation Planning	***	***	***
120 Goods Movement & Highway Planning	***	***	***
122 Project Coordination and Financial Programming	***	***	***
130 Public Transportation	***	***	***
140 Other Modal Elements	***	***	***
150 Public Participation Program	***	***	***
151 Alternative Transportation Activities	***	***	***
200 Transportation Program Development	***	***	***
901 Transportation Funds Administration	***		
902 Overall Work Program & Budget	***	***	***
903 Sustainable Communities Planning Grant	***		
907 Board Costs and Other Expenses			
910 MCTA Administration			

FEDERAL PLANNING FACTORS

The Metropolitan Planning program under Map 21 provided funding for the integration of transportation planning processes in the Metropolitan Planning Organizations (MPOs) into a unified metropolitan transportation planning process, culminating in the preparation of a multimodal transportation plan for the MPO. Title 23 of the United States Code, section 134(f) describes Federal Planning Factors issued by Congress to emphasize planning factors from a national perspective. Under the FAST Act eleven planning factors (for both metro and statewide planning) are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

Each of these planning areas and factors are addressed in the OWP, many by multiple work elements.

WORK ELEMENTS

WORK ELEMENT: 100 REGIONAL TRANSPORTATION PLAN & EIR

Objective

To develop and publish the Regional Transportation Plan (RTP) for Madera County pursuant to State and Federal guidelines (every four years). The Regional Transportation Plan is to be long-range (25-year planning horizon), comprehensive and financially constrained, air quality conformed and updated every four years. It must include a Sustainable Communities Strategy (SCS), be responsive to air quality issues and provide for adequate citizen participation in its development. In the development and preparation of the 2018 RTP, staff implemented the requirements of legislation related to Global Warming Solutions Act of 2006 (AB 32) and any other subsequent legislation such as SB 375.

Discussion

MCTC, as the State of California designated Regional Transportation Planning Agency (RTPA) and federally designated Metropolitan Planning Organization (MPO) for Madera County, is required to update the RTP every four years in compliance with guidelines established by the California Transportation Commission (CTC) and to remain consistent with Federal law. Federal requirements, as identified in MAP-21 and the FAST Act, includes consideration of metropolitan planning emphasis areas. Although the plan must be fiscally constrained, identified needs and recommended funding strategies beyond current financial capacity are included. This work element identifies staff time required to develop the plan, with recognition that RTP development also draws upon work activities within other modal elements identified in the Overall Work Program. The 2018 RTP was adopted by the MCTC Policy Board on September 19, 2018. The RTP is the primary planning document produced by MCTC and provides the policy basis for all major transportation infrastructure funding programs within the county.

This work element identifies staff time required to assemble information developed primarily through specific transportation modal elements identified in the OWP. In 2004, a consultant developed a methodology to prioritize regional capital improvement projects. The results of the 2004 Regional Project Prioritization Study were incorporated into the 2004 RTP Update. The 2007 RTP was updated to incorporate the Measure T Investment Plan that was approved by the voters in November 2006 and for SAFETEA-LU compliance consistent with the FHWA & FTA guidance provided by the MPO Planning Final Rule. The 2011 RTP update carried forward the Measure "T" Investment Plan in anticipation of the next RTP update, which incorporated the mandates of SB 375. The 2011 RTP Environmental Impact Report (EIR) also incorporated the greenhouse gas requirements of AB 32. The RTP was also developed in accordance with the 2007 RTP Guidelines adopted by the CTC. The 2014 RTP details an SCS funding implementation strategy focusing on a shift towards implementation of non-single occupancy vehicle trip transportation strategies with the goal of reducing per capita greenhouse gas tailpipe emissions. In the course of the ongoing transportation planning process, staff compiles information into a consistent presentation format, verifies local, State, and Federal planning requirements, and submits amendments on regular updates for MCTC consideration. The stakeholders assisting in the development and review of the RTP consist of the following: MCTC staff; local jurisdiction staffs; social service transportation agencies; Sheriff's department; Economic Development Department; School Districts; Native American Tribal Governments; consultants; and other interested public agencies and individuals. Additionally, the State Department of Housing and Community Development (HCD)

consults with MCTC during the preparation of the Madera County Regional Housing Needs Assessment. This consultation ensures the coordination of information utilized for the preparation of the RTP.

Preparations for the 2018 RTP/SCS and EIR began in the 16/17 fiscal year. The plan was completed in the spring of the 18/19 fiscal year and adopted by the MCTC Policy Board on September 19, 2018. The 2018 RTP utilized the 2017 RTP Guidelines for MPOs. Planning activities ancillary to the development of a successful new plan are regularly undertaken and including increasing focus on enhanced travel via public transportation and non-motorized modes (Madera County Coordinated Public Transit Human Services Plan, Madera County Short Range Transit Development Plan, and Madera County Active Transportation Plan).

MCTC retained consultant services from VRPA Technologies for the development of the 2018 RTP/SCS and EIR. MCTC in conjunction with the other seven San Joaquin Valley MPOs also retained Trinity Consulting for assistance with Air Quality related elements of the 2018 RTP/SCS, specifically related to SB 375.

Sustainable Communities Strategy Implementation

The 2018 RTP included a sustainable communities strategy (SCS) initially based on scenario planning activities identified in previous RTP and Madera Blueprint outreach activities. MCTC engaged in an extensive public outreach campaign and agency consultation utilizing upgraded modeling tools for scenario development to build upon and enhance the SCS from its previous iteration. Environmental Justice Analysis and community participation played an important role in determining scenario development.

The preferred SCS Scenario contained in the 2018 RTP were able to meet the targets for GHG reduction set by the ARB. MCTC staff has worked to address the factors needed to create a fiscally constrained RTP and SCS which will continue to meet the GHG reduction targets. MCTC began undertaking this task upon the adoption of the 2014 RTP. The process to create a SCS compliant with the GHG reduction targets mandated by the California Air Resources Board (ARB) was completed in the spring of 2017. A significant amount of the work utilized to develop the amended 2014 RTP/SCS will be directly applicable to the development of future RTP/SCS plans. The California Air Resources Board reviewed Amendment One of the 2014 RTP/SCS and in January of 2018, officially approved MCTC's first SCS plan.

The SCS developed in the 2018 RTP will use the preferred planning scenario from the previous SCS as a foundation to build upon in creating new scenarios for future analysis. The 2018 RTP/SCS and subsequent environmental document will be released for public review in the early Summer of 2018 and considered for adoption in August 2018 by the MCTC Policy Board.

Performance Monitoring Measures

In conjunction with MCTC's long-range transportation planning products, staff will continue to establish appropriate performance measures in order to maintain effective performance-based planning and programming.

California Planning Emphasis Areas

Performance Management

MCTC initiated a 2004 RTP Prioritization Study that for the first time prioritized RTP projects by cost effectiveness based upon established RTP performance measures. Projects are advanced for programming in the FTIP thereafter based upon deliverability within the four-year element of the FTIP. The 2018 RTP will utilize performance measures to reprioritize projects for each scenario developed for the SCS. These

performance measures are found in table 6-5 of the 2018 Regional Transportation Plan/Sustainable Communities Strategy and are summarized here:

- Social Equity,
- Mobility and Accessibility,
- Economic and Community Vitality,
- Sustainable Development,
- Environmental Quality,
- Safety and Health, and
- System Performance.

Previous Work

1. Amend 2018 Regional Transportation Plan, Sustainable Communities Strategy.
2. Final – 2018 Regional Transportation Plan, Sustainable Communities Strategy and Environmental Impact Report.
3. Final – 2014 Regional Transportation Plan, Sustainable Communities Strategy and Environmental Impact Report.

Product

1. Maintain and update the 2018 RTP/SCS as required.
2. Amendments to 2018 RTP as needed.
3. Document tribal government-to-government relations.

Tasks

	Task Description	Work Schedule	% of Work
100.1	Monitor new guidelines, maintain planning data, and refine development procedures related to work on future RTP/SCS and EIR plans.	2019-20 when needed	39%
100.2	Maintain the 2018 RTP/SCS and develop amendments as necessary.	2019-20 when needed	15%
100.3	Continue to develop and optimize SCS Funding Implementation Strategy.	2019-20	10%
100.4	Monitor regional transportation issues and development of modal elements. Maintain file of pending update information. Review regional goals, policies, and objectives in consultation with member agencies.	2019-20	10%
100.5	Work and coordinate with other government agencies within nonattainment basin to consistently present multimodal issues of valley wide concern.	2019-20 on-going	10%
100.6	Continue to monitor air quality issues related to transportation, conduct air quality analyses as needed, and update the Air Quality section of the Environmental Impact Report when indicated. Work with the Air District on air quality issues.	2019-20 on-going	10%
100.7	Conduct RTP public involvement as needed in support of 2018 RTP amendments.	2019-20 when needed	1%
100.8	Conduct public workshops/hearings to solicit public participation in the planning process, including government to government coordination, consultation and collaboration with the tribal governments.	2019-20	5%
			100%

FTE: .40

100 Regional Transportation Plan & EIR			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	13,406	MCTC	116,880
MCTA			
FHWA-PL	103,474		
FTA-Section 5303			
STIP - PPM			
Other			
Total	116,880	Total	116,880

WORK ELEMENT: 101 PERFORMANCE MEASURES

Objective

Development of transportation performance measures (PM) and targets as part of the Regional Transportation Planning Process.

Discussion

The MAP-21 and FAST Acts established new performance management requirements to ensure that MPOs improve project decision-making through performance-based planning and programming to choose the most efficient investments for Federal transportation funds. The performance measures (PM) for the Federal highway programs include:

- PM 1: HSIP and Safety Performance
- PM 2: Pavement and Bridge Condition Performance
- PM 3: System Performance/Freight/CMAQ Performance

Performance Measure 1: The Safety PM Final Rule supports the data-driven performance focus of the HSIP and establishes five performance measures to carry out the HSIP: the five-year rolling averages for: (1) Number of Fatalities, (2) Rate of Fatalities per 100 million VMT, (3) Number of Serious Injuries, (4) Rate of Serious Injuries per 100 million VMT, and (5) Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries. These safety performance measures are applicable to all public roads regardless of ownership or functional classification. The Safety PM Final Rule also establishes a common national definition for serious injuries.

The reporting cycle for the Safety PM is annual and there are no penalties for not meeting targets.

Performance Measure 2: MAP-21 and subsequent Federal rulemaking established Federal regulations that require the development of a Transportation Asset Management Plan (TAMP) and the implementation of Performance Management. These regulations require all states to utilize nationally defined performance measures related for pavements and bridges on the National Highway System (NHS). The Bridge and Pavement Performance Management Final Federal Rule established six performance measures related to the performance of the Interstate and non-Interstate NHS for the purpose of carrying out the National Highway Performance Program (NHPP) to assess pavement and bridge condition. The specific performance measures are:

- Pavement Performance of the NHS
 - Percentage of Interstate pavements in Good condition
 - Percentage of Interstate pavements in Poor condition
 - Percentage of non-Interstate pavements in Good condition
 - Percentage of non-Interstate pavements in Poor condition

- Bridge Performance of the NHS
 - Percentage of NHS bridges in Good condition
 - Percentage of NHS bridges in Poor Condition

MCTC will establish targets for these measures within 180 days of the State establishing targets. MCTC must establish 2 and 4-year targets for these measures and agree to plan or program projects so that they contribute toward accomplishment of the State performance targets or by establishing quantifiable targets for these measures for the MPA.

Performance Measure 3: Seven performance measures related to the performance of the Interstate and non-Interstate National Highway System were also established for the purpose of carrying out the NHPP; to assess freight movement on the Interstate System; and to assess traffic congestion and on-road mobile source emissions for the purpose of carrying out the Congestion Mitigation and Air Quality Improvement (CMAQ) Program. The measures are:

- Performance of the NHS:
 1. Percent of the person-miles traveled on the Interstate that are reliable (referred to as the Interstate Travel Time Reliability measure),
 2. Percent of person-miles traveled on the non-interstate NHS that are reliable (referred to as the Non-Interstate Travel Time Reliability measure).
 3. Percent change in tailpipe CO₂ emissions on the NHS compared to the calendar year 2017 level (referred to as the Greenhouse Gas (GHG) measure). This measure was repealed on May 31, 2018
- Freight Movement on the Interstate System:
 4. Truck Travel Time Reliability (TTTR) Index (referred to as the Freight Reliability measure);
- CMAQ Program Traffic Congestion:
 5. Annual Hours of Peak Hour Excessive Delay (PHED) Per Capita (PHED measure);
 6. Percent of Non-Single Occupancy Vehicle (SOV) Travel.
- CMAQ On-Road Mobile Source Emissions:
 7. Total Emissions Reduction.

The measure's applicability and reporting requirement depend on each MPA location and size.

The U.S. Department of Transportation encourages state DOTs and MPOs to further develop and implement a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

The performance-based planning activities require regular coordination with Federal, State, and local agency officials; outreach to local stakeholders; identification of available data sources, data collection; identification of reasonable and achievable targets, development of a monitoring plan and reporting process; and integration of the performance-based approach into planning and programming processes and plans.

MCTC coordinated with State and local partners to establish regional targets for all three Performance Measures: PM 1, 2, and 3, as applicable. MCTC will continue to coordinate with Federal, State and local

agencies to the maximum extent practicable. MCTC targets were reported to Caltrans, which must be able to provide the targets to FHWA, upon request. MCTC will continue to monitor.

Previous Work

1. Retained Consultant to develop baseline safety data and targets for safety performance measures
2. Established performance targets and report processes with local agencies
3. Signed agreements with local jurisdictions to reflect inclusion of performance target coordination, setting, and report processes
4. Coordinated with Caltrans for PM 1/2/3
5. Safety Performance Targets incorporated into the 2018 Regional Transportation Plan

Product

1. Safety targets (PM 1) for the region
2. Pavement and Bridge Condition Performance targets (PM 2)
3. System Performance/Freight/CMAQ Performance targets (PM 3)
4. Signed target reporting agreements with Caltrans in regards with PM1, PM2, PM 3 targets

Tasks

	Task Description	Work Schedule	% of Work
101.1	Coordinate with FHWA and Caltrans regarding Federal and State requirements	2019-20	15%
101.2	Collaborate with local agency representatives and other stakeholders regarding goals, objectives, measures and targets and development of planning documents related to developing targets	2019-20	15%
101.3	Establish PM1 performance targets and report processes for local agencies for performance measures	August-February	10%
101.4	Establish PM2 performance targets and report processes for local agencies for performance measures	May-November	10 %
101.5	Establish PM3 performance targets	May-November	10 %
101.6	Collect and report regional data on meeting targets, and all other reporting requirements as they relate to Safety, Pavements Condition, and System Performance	2019-20	20%
101.7	Participate in Technical Advisory Group meetings for Performance Measures	2019-20	10%
101.8	Monitor State and Federal guidance related to performance measures	2019-20	10%
			100%

FTE: .09

101 Performance Measures			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	2,030	MCTC	17,702
MCTA			
FHWA-PL	15,672		
FTA-Section 5303			
STIP - PPM			
Other			
Total	17,702	Total	17,702

WORK ELEMENT: 110 REGIONAL PLANNING DATABASE

Objective

To develop and maintain a database of regional planning information for use in support of all transportation planning activities of MCTC. The database includes information on regional demographics, streets and highways inventories including congestion management issues, transit systems and services, rail, aviation, and non-motorized facilities.

Discussion

MCTC has developed several planning databases in support of regional transportation planning activities. These include demographic projections for use in traffic modeling and air quality analysis; an inventory of regionally significant roads (including all State highway facilities); and land use and zoning summaries. This information is maintained in computer files using database managers as well as in MCTC's geographic information system (GIS).

This work element provides for the continuing maintenance and development of these databases. GIS training and continued development of a GIS program are ongoing tasks. Focus will be on refining information related to defining road infrastructure needs as well as incorporating demographic data as available from the 2010 Federal census.

All databases will be made available to Caltrans upon request for use in meeting statewide management system requirements as well as statewide traffic modeling needs.

As a component of the Madera County 2010 Traffic Model Update, the MCTC regional planning database was updated and validated. The existing land use database was updated using available data sources and future land use projections were developed using two different methods. The GIS database was also updated and an integrated spatial projection created for MCTC GIS data was created.

Subsequent to the adoption of the 2018 RTP/SCS, the MCTC regional modeling planning database was reviewed for accuracy and updated and validated as needed with assistance from traffic engineering and modeling consultants.

After the adoption of the 2018 RTP/SCS and subsequent Environmental Document, MCTC staff began the process of updating various data sets used in the planning process related to baseline condition assumptions and long range travel forecasting. These new data sets will be utilized for planning documents and technical modeling and reporting tools.

MCTC participates on the San Joaquin Valley Regional GIS Council which was formed with seven other valley MPO's. This Council was one of thirteen Regional GIS Councils developed throughout the state on behalf of the California GIS Council. The intent of the Regional Councils is to increase coordination and communication among GIS users throughout the state and to review and make recommendations on items brought forth by the California GIS Council.

Previous Work

1. Developed demographic projections by TAZ for 2042 in support of the 2018 RTP/FTIP.
2. Developed demographic projections by TAZ for 2040 in support of the 2014 RTP/FTIP.
3. Developed demographic projections for the 2030 San Joaquin River Crossing Study.
4. Developed demographic projections for 2050 for the San Joaquin Valley Blueprint.
5. Developed demographic projections for the 2025 Rio Mesa Area Traffic Model.
6. Developed demographic projections by TAZ for 2014 and for 2020, 2025, and 2030 for use in new model.
7. Developed basic inventory of regionally significant roads with geographic keys.
8. Established database structure for roads inventory.
9. Provided GIS training for two employees.
10. Developed GIS database for Madera County housing units by TAZ based upon the 2010 Census demographics at the block level.
11. Worked with Caltrans and the local agencies to adjust the urban boundary limits according to the year 2000 Census.
12. Develop demographic projections and GIS databases for 2010 Madera County traffic model update.
13. Developed layer and database of disadvantaged communities for use in funding applications.
14. MCTC staff coordinated with local agencies to acquire bicycle and pedestrian counts within disadvantaged communities to be used in the database for use in funding applications.
15. Developed database of transit routes and stops.

Product

1. Maintenance of GIS databases and related map layers for use by local agencies, tribal governments and the State for describing existing conditions on transportation facilities within Madera County.
2. Maintenance of demographic database for Madera County with projections by TAZ as needed to support air quality analysis requirements for amendments to the 2018 RTP and 2019 FTIP.
3. Continuous coordination with local agencies, neighboring counties, and Caltrans.
4. Continuous GIS training for MCTC staff.

Tasks

	Task Description	Work Schedule	% of Work
110.1	Participate with Madera County agencies and other transportation planning agencies, including tribal governments, on the San Joaquin Valley Regional GIS Council and in development of the San Joaquin Valley GIS system.	Quarterly	10%
110.2	Update Madera County traffic model layer to include latest planning assumptions related to TAZ boundaries, significant roadway network and observed demographics data.	Monthly	25%
110.3	Maintain or reconfigure as needed layer data and database for regionally significant local roads to include “as built” configuration, planned configuration, pavement condition, maintenance status, and congestion levels.	Quarterly	15%
110.4	Maintain layer and database for bridges.	Quarterly	5%
110.5	Maintain layer and database for bicycle, pedestrian, and transit networks.	Monthly	20%
110.6	Maintain administrative layers for land use and zoning.	Monthly	10%
110.7	Maintain layer and database for disadvantaged communities and acquire bicycle and pedestrian counts to be used in this database.	Monthly	5%
110.8	Provide training for MCTC staff.	2019-20	10%
			100%

FTE: .20

110 Regional Planning Database			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	7,221	MCTC	62,956
MCTA			
FHWA-PL	55,735		
FTA-Section 5303			
STIP - PPM			
Other			
Total	62,956	Total	62,956

WORK ELEMENT: 111 TRAFFIC MONITORING PROGRAM

Objective

To maintain the Madera County Traffic Monitoring Program as a source of current traffic information for use by local agencies, tribal governments and the public, and as a validation tool for the county wide traffic model and VMT monitoring requirements.

Discussion

MCTC utilizes contracts with survey professionals to conduct traffic counts and MCTC then prepares the Traffic Monitoring Program report. Staff and the consultant developed a standardized triennial regional count program with the assistance from the local agencies.

MCTC also maintains the regional traffic monitoring program as a source of data to support traffic modeling activities. The Madera County Traffic Monitoring report is published annually to provide local planners and the public with up to date information about travel characteristics on the streets and highways system. Counts taken pursuant to this program are according to an established schedule and are not intended to supplant local agency count programs.

Highway Performance Monitoring System (HPMS)

The HPMS is a nationally recognized highway information system that collects and analyzes data on the extent, condition, performance, use and operating characteristics of the Nation's highways. Annually, local agencies, through their MPO, are requested to provide sample data on arterials and collectors for inclusion in the HPMS. MCTC coordinates the data submission to Caltrans.

Previous Work

1. Published Madera County Traffic Monitoring – 2018 Annual Report.
2. Developed a triennial Regional Traffic Count program to enhance the calibration of the MCTC Travel Demand Model.
3. Speed studies; accident diagrams and traffic warrants as required.

Product

1. Madera County Traffic Monitoring – 2019 Annual Report.
2. Traffic counts.
3. HPMS data submission to Caltrans.
4. Document tribal government-to-government relations.

Tasks

	Task Description	Work Schedule	% of Work
111.1	Conduct traffic counts at various locations. Issue Report.	Mar-May-20	70%
111.2	Provide traffic monitoring support to local agencies, including tribal governments.	2019-20	15%
111.3	Collect data from local agency and Caltrans traffic count programs.	2019-20	10%
111.4	Coordinate the submission of HPMS data to Caltrans from local agencies as required.	2019-20	5%
			100%

FTE: .04

Traffic Monitoring Program			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	2,057	MCTC	10,890
MCTA		Consultant Services	7,000
FHWA-PL	15,833		
FTA-Section 5303			
STIP - PPM			
Other			
Total	17,890	Total	17,890

WORK ELEMENT: 112 REGIONAL TRANSPORTATION MODELING

Objective

To maintain a regional travel demand model for support in transportation and air quality planning activities.

Discussion

The Madera County travel demand model was initially developed in 1993-94 with major updates in 2001, 2012, and 2015. It was last updated as part of the San Joaquin Valley Model Improvement Program utilizing the Cube Base/Voyager software system.

MCTC participated in the San Joaquin Valley Model Improvement (MIP) Plan which updated all of the San Joaquin Valley transportation demand models. As a result, the new transportation demand model has been updated to improve its sensitivity to smart growth strategies and improve interregional travel estimates. These improvements were required to respond to the requirements of Assembly Bill 32, the Global Solutions Warming Act of 2006, and Senate Bill 375 which requires the development of a Sustainable Community Strategy (SCS) in our Regional Transportation Plan (RTP). Phase 2 of the MIP was completed in late-2016 so it may be used for future planning activities related to the 2018 RTP/SCS and EIR as well as subsequent Federal air quality conformity determinations.

The Madera CTC MIP model with 2010 base year and 2040 analysis year was used for the 2014 RTP/SCS process as the basis for scenario evaluation through performance measures. The Madera CTC MIP Model was approved with the 2014 RTP/SCS in July 2014.

An additional second round of San Joaquin Valley model improvements was completed at the end of 2016. Training for the second phase of the MIP model was completed in 2018. The second round enhanced and revalidated the traffic model using 2010 California Household Travel Survey data, American Community Survey data and the 2010 Census Transportation Planning Package (CTPP) data. These new data sources facilitate numerous model improvements, e.g.: better interregional estimates and forecasts, better trip distribution, gateway station and friction factor estimates; and improved volume-capacity and speed flow relationships. The horizon year the model forecasted to for the 2018 RTP/SCS was 2042.

The model is used in support of traffic analyses for plans, programs, and projects carried out by the City of Chowchilla, the City of Madera, Madera County, Tribal Governments, and Caltrans. In addition, the model is used by Madera County as the basis for its traffic impact fee program. This work element provides for network database maintenance (i.e. reflecting newly constructed roads) and enhancements necessary to provide air quality modeling capabilities as well as support for ongoing streets and roads planning.

This element also includes the costs for maintenance of the modeling software itself in addition to providing for on-call technical planning/modeling consultant support to address technical planning and modeling issues as they may arise.

Air quality issues are increasingly driving traffic model application. The San Joaquin Valley transportation planning agencies have jointly sponsored a comprehensive review of modeling needs within the valley with the intent of identifying a strategic plan for model development in order to satisfy air quality requirements. By an agreement executed in 1999 between the San Joaquin Valley Regional Transportation Planning Agencies and the California Air Resources Board, a new modeling software platform has been implemented.

The software represents a significant improvement in the state of the art and in particular is expected to provide a higher level of information for use in ongoing air quality planning activities.

MCTC staff retained Kittleson & Associates, Inc. to update the traffic model to a 2010 base year with projected models developed in five-year increments to 2040. The updated model incorporates many improvements originally developed for the Rio Mesa area model update and the Madera County Blueprint process, including: a master network, feedback loop, and equilibrium assignment. The current three-county model network has been pared down to represent Madera County alone, with gateway nodes at the county borders. Trip generation and assignment was recalibrated using the most recent traffic count and InfoUSA land use data.

MCTC staff and consultants retained for the development of the 2014 RTP/SCS are utilizing UPlan scenario modeling software to evaluate how the Plan and its policies will impact land use. The UPlan land use model uses a combination of computer based Geographic Information System, or “GIS” tools to accomplish the land use modeling tasks. The primary tool, UPlan, was developed by the University of California, Davis. It is a land use modeling software used to generate future growth models. The key components of UPlan modeling are projected populations, general plan land use, attraction areas, discouragement areas, and masks. UPlan is used in conjunction with ESRI’s ArcGIS software, allowing the results of UPlan models to be displayed visually as easy to understand maps.

As part of the San Joaquin Valley Blueprint Planning Process, MCTC retained Kittleson & Associates, Inc. to prepare a 2050 Blueprint model scenario. The Blueprint process seeks to integrate land use and transportation planning through the development of modeling tools to optimize land use decisions to enable the most efficient allocation of transportation resources and to promote alternative modes of transportation. The result of the Blueprint effort was the selection of a Blueprint preferred scenario. Since the Blueprint process is now a familiar concept within the county, MCTC decided to use the Blueprint scenarios as the base for the SCS scenario development for the 2014 RTP update. Based upon this directive, Community Design and Architecture (the MCTC consultant firm) prepared the data inputs for the MCTC updated UPLAN software, utilizing the parcel-based databases from the Blueprint process, as well as the MCTC Blueprint scenario definitions.

MCTC staff retained Fehr and Peers in 2013 to develop a TxD Model Post Processor for use in SCS and RTP scenario analysis. The TxD process adjusts vehicle trips and vehicle miles traveled results from MCTC’s Cube Model based on statistical analysis of the difference in sensitivity of the travel model to small-scale land use changes compared to the sensitivity of set parcel-based regression models. The data, findings, and tools in the TxD Model Post Processor will provide the ability to better capture the effects of smart growth strategies in the travel modeling they employ for regional scenario evaluation and planning.

Subsequent to the adoption of the 2014 RTP/SCS, the MCTC regional modeling planning database was reviewed for accuracy and updated and validated as needed with assistance from traffic engineering and modeling consultants. In 2015 and 2016 this update saw enhancements made to the significant roadway network, traffic analysis zone (TAZ) boundaries and socio-economic demographic profile of the model base year (2010) and SB 375 control year (2005) to more accurately convey observed conditions in the Madera Region for use in future year projections. In 2015 and 2016 this update saw enhancements made to the significant roadway network, traffic analysis zone (TAZ) boundaries and socio-economic demographic profile

of the model base year (2010) and SB 375 control year (2005) to more accurately convey observed conditions in the Madera Region for use in future year projections.

MCTC staff worked with the other seven Valley MPOs to implement the Central Valley I-PLACE3S Pilot Project. This project involved the development of an I-PLACE3S application that enables planners and the public to evaluate land use scenarios using quantifiable criteria. The project was funded by the Strategic Growth Council Model Incentives Grant Program.

MCTC staff worked with the other seven Valley MPOs, UC Davis, and the California Air Resources Board on an interregional San Joaquin Valley model improvement project. This project developed a new tour-based travel demand model for the San Joaquin Valley and a web-based travel model storage system that allows model data to be shared across the Valley.

In 2014 the Protect and Improve Critical Transportation Planning Tools for Rural and Growing Counties Project proposed by Amador, Calaveras, and Tuolumne Counties was awarded a Caltrans Partnership Planning for Sustainable Transportation Grant. Madera, Glenn, and Lassen Counties agreed to help pay the local match for this grant. The grant and contract agreement is with UC Davis and includes a task wherein the model update/upgrade, when it's completed, will be brought to these three counties and installed with assistance. MCTC staff coordinated with and helped facilitate the development of the Protect and Improve Critical Transportation Planning Tools for Rural and Growing Counties Project as requested and provided Local Match funding. The Tool development was completed in the winter of 2016. Review and training for the software was completed in in the Fall of 2017.

A similar modeling approach will be utilized for the development of the 2018 RTP/SCS as was used for the development of the 2014 RTP/SCS. As part of the development of the 2018 RTP/SCS, MCTC staff will regularly meet with local and state agencies to refine the significant roadway network, traffic analysis zone boundaries and socioeconomic demographic characteristics to account for differences between data used in the 2014 RTP/SCS development and planning data as it currently exists and is projected.

Work Element 112.1 Model Update

MCTC has begun the process of updating the model to a new base year necessary for further utilization of the tool for state and federal air quality analysis. Staff will be reviewing the capabilities of the existing modeling platform and investigating new technical tools able to be utilized in conjunction with current or future tools. Updating these planning tools began in the 18/19 fiscal year and will extend into the 19/20 fiscal year with a goal of completion in 2020 and initial use to begin with the 2022 RTP/SCS and 2023 FTIP.

Current model update activities will focus on two key aspects: updating necessary data inputs with the latest available planning assumption and enhancing scenario building and multi-modal analysis tools. The first phase of this update will allow the model to be used for development of the 2021 FTIP Conformity analysis in the winter of 2019 and 2020. The second phase will enhance modeling tools for use in the 2022 RTP/SCS scenario development process in the summer of 2021. Where identified through consultation, additional improvements to the overall model functionality, efficiency, and reliability will be implemented throughout the model update process.

An official request for proposals was issued to traffic modeling consultants in February of 2019. Three proposals were received and scored by a scoring committee of MCTC staff members. Elite Transportation Group (ETG) was the successful proposal. In April of 2019 MCTC contracted with ETG with work expected to continue for 18 months into the 2020/21 fiscal year. Pursuant to an agreement with the Kings County

Association of Governments (KCAG) and Caltrans, MCTC has been given funding resources in the amount of \$200,000 from Federal PL funds to help fund the model update project.

Previous Work

1. Developed and Updated Traffic Analysis Zones, Land Use Assumptions and Model Network for 2018 RTP/SCS and EIR projects and Federal Air Quality Conformity Determinations for various criteria pollutants.
2. Network development for the 2025 Rio Mesa Area Traffic Model.
3. Installation and implementation of Cube Base/Voyager traffic modeling software system.
4. Provided data for various transportation planning studies.
5. Network development for the 2050 Blueprint Model.
6. Model runs in support of Blueprint scenario planning process.
7. Implement San Joaquin Valley Model Improvement Program utilizing Prop 84 funding (in kind).
8. Implement Central Valley MPOs I-PLACE3S Pilot Project (in kind).
9. Implement the UCD/ARB San Joaquin Valley model improvement project (in kind).
10. Developed 2010 update of countywide travel demand model, with projected models developed in five year increments to 2040.

Product

1. Maintain the current traffic model for the Madera regional area.
2. Model runs in support of air quality analysis, environmental studies, and project development activities.
3. Network updates and model runs producing VMT and speed bin data supporting air quality conformity analysis for 2019 FTIP & 2018 RTP amendments as needed.
4. Develop model runs for the 2018 RTP and SCS, as needed.
5. 2018 Model Update

Tasks

	Task Description	Work Schedule	% of Work
112.0.1	Maintain network and zonal database for year 2010 and projected years to 2042.	2019-20	20%
112.0.2	Organize Model Coordinating Committee Meetings as needed.	cont.	5%
112.0.3	Local and regional project model runs.	2019-20	5%
112.0.4	Utilize modeling tools in support of SJ Valley Blueprint.	2019-20	5%
112.0.5	Participate and coordinate with other valley agencies in model improvement activities.	2019-20	10%
112.1.1	Continue work on 2018 Model Update	July – June 2020	55%
			100%

FTE: .33

112.0 Regional Transportation Modeling			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	16,300	MCTC	87,614
MCTA		Technical/Modeling On-Call Services (Consultant)	50,000
FHWA-PL	125,814	Cloud Computing (Valley)	1,000
FTA-Section 5303		Software Maintenance (Valley)	3,500
STIP - PPM			
Other			
Total	142,114	Total	142,114

112.1 Model Update			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	21,055	MCTC	20,568
MCTA		2018 Model Update (Consultant)	163,000
FHWA-PL			
Carryover	162,513		
FTA-Section 5303			
STIP - PPM			
Other			
Total	183,568	Total	183,568

WORK ELEMENT: 113 AIR QUALITY TRANSPORTATION PLANNING

Objective

To maintain an ongoing coordinated transportation/air quality planning process consistent with the goal of attaining and maintaining Federal and State air quality standards.

Discussion

Ongoing air quality planning incorporates all activities necessary to ensure compliance with Federal and State air quality standards. The United States Environmental Protection Agency (EPA) has designated the entire San Joaquin Valley Air Basin as an “Extreme” 8-Hour Ozone and PM 2.5 non-attainment area. MCTC participates with the eight San Joaquin Valley Transportation Planning Agencies, the San Joaquin Valley Air Pollution Control District, and State and Federal agencies to proactively address air quality issues. Focus is maintained on support of improved technical analyses of transportation related issues, development of effective transportation control measures, and addressing the overall air quality problem through staying informed and engaged in a broad range of efforts to identify solutions. The San Joaquin Valley Interagency Consultation Group (IAC) serves as the conduit for interagency consultation required for air quality conformity determinations and for coordinating member agency commitments to implement TCMs consistent with the approved attainment demonstration plans.

The San Joaquin Valley Air Pollution Control District (Air District) holds primary responsibility for development and adoption of attainment plans for the San Joaquin Valley. The eight Valley transportation planning agencies and the Air District have developed a coordinated, cooperative and consistent planning process through a joint Memorandum of Understanding (MOU). An annual “Work Plan” provides for coordination of work items including (1) submission of Vehicle Miles Traveled (VMT) forecasts for development of emission budgets, (2) updating of attainment demonstration plans, (3) joint evaluation of TCMs, and other opportunities to work jointly on projects or studies that address air quality improvement.

Traditional control methods directed at stationary and mobile sources are reportedly reaching their limits of effectiveness. It is, therefore, necessary to review and broaden assignment of responsibility for the quality of our air. Local government control measures are being implemented to address areas under the jurisdiction of local government. Additionally, as transportation choices made by the general public can significantly affect emissions from motor vehicles, education of the general public regarding effects of behavioral patterns is critical. MCTC coordinates and advises in the development of local government control measures and encourages conscientious travel choices. Pertinent air quality information is disseminated directly to the local tribal governments and MCTC staff is made available to assist with air quality requirements.

The Valley TPA Directors continue joint funding for a valley-wide air quality coordinator, responsible to the Directors, to ensure that air quality conformity and related modeling within the Valley is accomplished on a consistent and timely basis consistent with the requirements of MAP-21 and the FAST Act. The Federal Clean Air Act requirements are complex and require continual monitoring of changes and interpretations of the requirements. Increased involvement in technical analyses of plans, programs, and projects has been necessary during the last several years to ensure compliance. MCTC remains involved in the air quality conformity process through participation in statewide and regional workshops and committees (i.e. EMFAC 20011-SG, etc.).

MCTC has demonstrated its transportation planning related air quality impacts conform to the 2015 Ozone and 2012 PM2.5 standards. The MCTC Policy board acknowledged these findings and directed MCTC staff to

forward the results of the analysis to appropriate state and Federal authorities who concurred with the findings.

Previous Work

1. Monitored developments of Federal and State Clean Air Acts.
2. Executed MOU with eight Valley TPAs and the Air District to ensure a comprehensive and cooperative approach to air quality transportation planning.
3. Assisted in development of travel and emissions travel forecasts.
4. Projected motor vehicle emission forecasts for Madera County.
5. Continued to work jointly with the Air District in matters pertaining to transportation planning.
6. Provided updated travel factors to the Air District.
7. Completed Reasonably Available Control Measure (RACM) process for Madera County for inclusion in the Air District's Ozone Extreme Plan.
8. Completed the Best Available Control Measure (BACM) process for Madera County for inclusion in the Air District's PM10 Plan.
9. Participated with other Valley TPAs in the San Joaquin Valley Modeling/Air Quality Committee.
10. Developed greenhouse gas reduction targets for Madera County to meet SB 375 mandates.
11. Prepared 8-Hour Ozone, PM 10, and PM 2.5 Air Quality Conformity.
12. Determinations for the 2019 FTIP/ 2018 RTP.
13. Determination for the 2017 FTIP.

Product

1. Contract with Valley Air Quality Consultant (approx. \$10,000).
2. Prepare Conformity Determinations as required for any amendments to the 2019 FTIP or 2018 RTP.
3. Document tribal government-to-government relations.

Tasks

	Task Description	Work Schedule	% of Work
113.1	Participate with other Valley MPOs in the San Joaquin Valley Director's Association-Interagency Consultation Group (IAC), and State agencies to address ongoing pertinent transportation modeling, air quality, modeling, and transportation conformity analysis issues.	2019-20 Monthly, as needed	25%
113.3	Monitor State and Federal guidance related to air quality transportation planning requirements.	2019-20 on-going	10%
113.4	Submit future year travel forecasts to the SJVAPCD and the CARB as requested.	2019-20	5%
113.5	Work with the SJVAPCD and other agencies in determining whether there are TCMs, Reasonably Available Control Measures (RACM) and/or Best Available Control Measures (BACM), which could be pursued for congestion or inclusion in attainment demonstration plans.	2019-20	5%
113.6	Evaluate various alternative modes of transportation as they relate to air quality.	Jan 20 – July 20	10%
113.7	Continue with the ongoing public education process and work to develop outreach programs on conformity and other transportation issues.	2019-20 on-going	5%
113.8	Continue to work with the SJVAPCD and SJV Model Coordinating Committee to jointly evaluate the development of the updated EMFAC (Emissions FACTor model) and current California mobile source control measures on motor vehicle emission projections.	2019-20	10%
113.9	Continue with ongoing coordination, consultation, collaboration and communication and provide necessary technical assistance to the tribal governments. Pertinent air quality information is disseminated directly to the local tribal governments and MCTC staff is made available to assist with air quality requirements.	2019-20	5%
113.10	Prepare conformity finding for amendments to the 2019 FTIP and 2018 RTP and draft 2021 FTIP.	As needed, May 20	25%
			100%

FTE: .23

113 Air Quality Transportation Planning			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	9,282	MCTC	72,923
MCTA		Air Quality Consultant	8,000
FHWA-PL	71,641		
FTA-Section 5303			
STIP - PPM			
Other			
Total	80,923	Total	80,923

WORK ELEMENT: 120 GOODS MOVEMENT & HIGHWAYS PLANNING

Objective

To maintain a continuing, cooperative and coordinated regional Goods Movement Streets and Highways planning process which coordinates with our San Joaquin Valley partners and is also responsive to local needs and to State and Federal planning requirements.

Discussion

The San Joaquin Valley COG Directors commissioned the development of a Valleywide Goods Movement Action Plan. Based on the success of the Route 99 Business Plan and in order to compete for goods movement funding, the valley needed a Goods Movement Action Plan that was similar in nature to the Route 99 Business Plan. The Goods Movement Action Plan identifies the priorities and the necessity of goods movement projects in the valley. In Madera County, there is particular interest in the State Route 99, State Route 152, and State Route 41 Corridors for economic development and goods movement primarily from farm to market.

State Route 99 Coordination

MCTC staff has been in active coordination and consultation with Caltrans regarding the State Route 99 Corridor. Working with the Great Valley Center and Caltrans, a Business Plan was developed for the corridor running through the valley. Partly because of this coordination and Business Plan, the Proposition 1B bond included a State Route 99 earmark, the only transportation earmark in the bond placed before the voters. Those funds have been awarded to needed projects, but there is an additional \$5 Billion plus in projects remaining to be funded. The next objective is to update the Business Plan and develop a Financial Plan for the remaining projects that need to be funded.

Throughout this process is the potential consideration by the State of interstate status for State Route 99. At the prompting of various valley interests, the Governor did issue a letter stating, without any financial commitment, that interstate status should be investigated. Caltrans in consultation with the Federal Highways Administration determined that pursuing interstate status was not feasible at this time, but will re-evaluate in the future.

San Joaquin Valley Interregional Goods Movement Plan

The San Joaquin Valley Interregional Goods Movement Plan was completed in August of 2013. It identifies future preferred goods movement system for the Valley implemented through a comprehensive interregional strategy.

The planning effort involved numerous stakeholders including the Federal Highway Administration, Caltrans, ports, private trucking industry, railroads, regional transportation agencies, the agricultural industry and others. The product of this joint study is a San Joaquin Valley Policy Council planning document. Results of the Plan were included in the 2014 RTP.

San Joaquin Valley Goods Movement Sustainable Implementation Plan

The San Joaquin Valley Goods Movement Sustainable Implementation Plan (SJVGMSIP) will build upon the previously completed San Joaquin Valley Interregional Goods Movement Plan which identified “first and last mile connectivity” (e.g. to-and-from freight hubs located within proximity of highways or agricultural processing centers, distribution centers, intermodal facilities, and industrial and commercial zoned land and other freight hubs), truck routing and parking needs, rural priority corridors, and developing a goods

movement performance and modeling framework for the San Joaquin Valley as critical needs steps for further evaluation and development.

This study is funded through a 2014-15 Caltrans Partnership Planning for Sustainable Transportation grant program for continued evaluation and refinement of the San Joaquin Valley goods movement system. Cambridge Systematics is the prime consultant engaged on this study.

San Joaquin Valley I-5 Goods Movement Plan

Building upon previous goods movement planning efforts, the eight San Joaquin Valley Regional Planning Agencies undertook a study for Interstate 5 and State Route 99, major freight movement corridors identified as part of the United States Department of Transportation (USDOT) National Primary Freight Network and vital to Valley's economy. This study was completed on June 2016.

This study was funded through a 2015-16 Caltrans Emerging Priorities grant for continued evaluation and refinement of the San Joaquin Valley goods movement system. Cambridge Systematics was the prime consultant engaged on this study. MCTC staff joined many other Central California transportation stakeholders to participate on the SJV Goods Movement Technical Advisory Committee. Demonstration project for truck platooning was planned for spring of 2017 but got cancelled by the truck platooning vendor.

Study of Short-Haul Rail Intermodal Facilities in the San Joaquin Valley

A major outcome of the San Joaquin Valley Regional Goods Movement Action Plan 2007 was the proposal of a rail corridor system extending from the Port of Oakland, to the Tehachapi Pass, and connecting to points east of south of the San Joaquin Valley.

The rail corridor system will allow goods currently being trucked through the Valley to be "diverted" to the rail corridor. This will relieve congestion, facility deterioration and air pollution by reducing truck vehicle miles traveled (VMT) – the number one contributor to all of these factors. Cambridge Systematics has been retained to conduct an analysis of Short Haul Rail Intermodal Facilities in the San Joaquin Valley.

Origin/Destination and Fiscal Impact Study

MCTC joined with Fresno COG, Madera County, Fresno County and the City of Fresno in undertaking an Origin/Destination and Fiscal Impact Study. This study provided a comprehensive understanding of transportation movements and subsequent effects between Fresno and Madera Counties. The joint study consisted of two parts. Part one was an analysis of origin and destination traffic movements between the two counties. Part two provided an analysis of the fiscal impacts of such movements on the local and regional economy. The results of the joint study are intended to better inform local decision-making bodies regarding commuter patterns and their economic impacts, while improving the regional planning agencies' abilities to implement their Sustainable Communities Strategies. Phase One of the study was completed in the fall of 2016. Phase Two was completed in the summer of 2017.

Data collected for Phase One of the Fresno-Madera Origin/Destination study will be used to calibrate the MCTC traffic model more accurately along key goods movement corridors during the ongoing update of the traffic model during FY 2019/20 detailed in WORK ELEMENT 113.

MCTC also maintains an active streets and highways planning process which is used to identify and document the need for new facilities and expansion of existing facilities to accommodate projected regional growth.

Future needs are evaluated relative to projections of available financial resources and fundable projects are advanced to the Regional Transportation Plan and the Regional Transportation Improvement Program.

Included in this work element is staff participation in corridor studies, project level traffic studies, review of agency general plan updates, and review of local agency circulation elements for adequacy to meet projected needs. Streets and highways is a major focus of the Regional Transportation Plan (RTP). Passage of Measure “T” provides a needed infusion of funding into the local program. Generally, staff efforts will be directed towards the identification of safety and congestion problems in order to establish priorities for future project funding. Additionally, opportunities for implementation of Intelligent Transportation Systems to problems will be explored.

Funding of transportation infrastructure is a critical need. Staff will work to develop tools necessary to identify costs of improvements needed to accommodate projected regional growth and to assign benefits by geographic area. Staff will also continue efforts to identify and maximize external funding sources to support transportation improvements within Madera County.

Previous Work

1. Provided technical support and participated in the Fresno-Madera County Freeway Interchange Deficiency Study – Phase I & II.
2. San Joaquin Valley Goods Movement Action Plan.
3. Participation in Goods Movement Study.
4. San Joaquin River Regional Transportation Study.
5. Participation on VTA sponsored SR 152 Trade Corridor Study.
6. Participation in SR 99 and SR 41 Congestion Management Plans.
7. Participation in the San Joaquin Valley Interregional Goods Movement Plan.
8. Study of Short-Haul Intermodal Facilities in the San Joaquin Valley.
9. Origin/Destination with Fiscal Impact Study

Product

1. Staff reports on various corridor and project level traffic studies, including SR 41 High Emphasis Focus Route, SR 49 designation, and SR 99.
2. Study of San Joaquin Valley Interregional Goods Movement Plan, San Joaquin Valley Goods Movement Sustainable Implementation Plan, and the San Joaquin Valley I-5/SR 99 Goods Movement Corridor Study.
3. Data pertinent to accurate modeling of travel data on goods movement corridors
4. Document tribal government-to-government relations.

Tasks

	Task Description	Work Schedule	% of Work
120.1	Review local agency circulation elements including goals, policies and objectives.	2019-20	20%
120.2	Prepare staff analysis on impacts of existing, proposed, and new State and Federal funding programs on local agencies.	July 2019- June 2020- as needed when new information becomes available	25%
120.3	Prepare staff analysis on various studies, including the SR 41 High Emphasis Focus Route, SR 49 designation, SR 99 and review local agency traffic studies as required.	July 2019- June 2020 - as needed when new information becomes available	25%
120.4	Participate and provide technical support for planned or ongoing Valleywide Goods Movement Projects.	July 2019- June 2020- as needed	30%
			100%

FTE: .39

120 Goods Movement and Highways Planning			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	13,101	MCTC	114,216
MCTA			
FHWA-PL	101,115		
FTA-Section 5303			
STIP - PPM			
Other			
Total	114,216	Total	114,216

WORK ELEMENT: 122 PROJECT COORDINATION AND FINANCIAL PROGRAMMING

Objective

To prioritize regional transportation projects by monitoring State and Federal funding requirements, including existing and proposed regulations and through coordination with local agencies to establish priorities according to accepted performance measures.

Discussion

Senate Bill 45 provided a new opportunity for regions to utilize State funding (STIP) for improvements to State highways and local streets and roads. Regional Transportation Planning Agencies and local agencies have expanded responsibilities for project development, programming and delivery and are expected to satisfactorily complete all procedural requirements pursuant to State and Federal regulations. This work element provides staff time dedicated to keeping current with all State/Federal regulations affecting project delivery and working with local agencies to ensure that project work activities are responsive to these requirements, are timely, and are processed correctly. Local agencies are responsible for normal engineering and environmental work activities related to project delivery, but are expected to coordinate closely with MCTC staff to ensure that required work activities and products satisfy current State/Federal requirements and are consistent with the Regional Transportation Plan.

It is anticipated that projects will be advanced by local agencies from the priority list of projects in the Regional Transportation Plan. These projects must have a completed Project Study Report, prepared by the implementing agency (City of Chowchilla, City of Madera and County of Madera), prior to proceeding to programming. Once programmed, there are various applications for funds which must be processed as well as requirements for the timely use of funds. State/Federal requirements change in response to new legislative initiatives such as MAP-21, FAST Act and Senate Bill 45, and as guidelines are developed and modified to respond. Rather than have each MCTC member agency try to keep current with all requirements, this work element provides a staff resource to be utilized by each agency with particular emphasis on those activities related to responding to State/Federal agency requirements.

Previous Work

1. Madera County 2014, 2018 Regional Transportation Plans.
2. Madera County 2012, 2014, 2016, 2018 Regional Transportation Improvement Program.
3. Planning, Programming, and Monitoring of STIP projects.

Product

1. Project transportation planning and programming support services.
2. Prioritization and financial cash flow analysis.

Tasks

	Task Description	Work Schedule	% of Work
122.1	Maintain current with all Federal/State project programming and delivery requirements.	2019-20	20%
122.2	Provide staff time dedicated to keeping current with all State/Federal regulations affecting project delivery and working with local agencies to ensure that project planning and programming work activities are responsive to these requirements, are timely, and are processed correctly.	2019-20	30%
122.3	Prioritize projects for inclusion in FTIP and RTP based upon accepted performance measures and financial analysis.	2019-20	45%
122.4	Evaluate Strategic Growth Council's Affordable Housing and Sustainable Communities Program and other State funding programs for applicability and implementation in Madera County.	2019-20	5%
			100%

FTE: .15

122 Project Coordination and Financial Programming			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	42,838	MCTC	42,838
MCTA			
FHWA-PL			
FTA-Section 5303			
STIP - PPM			
Other			
Total	42,838	Total	42,838

WORK ELEMENT: 130 PUBLIC TRANSPORTATION

Objective

To maintain a continuing public transportation planning process pursuant to requirements of the Alquist-Ingalls Act (AB-402, 1977); the Social Service Improvement Act (AB-120, 1979); the Mello Act (SB-157, 1985); the Social Service Transportation Act (SB-498, 1987), and the Specialized Transportation Services: unmet transit needs Act (SB-826, 1988 and SB 807, 1989).

Discussion

Planning to meet the transportation needs of residents of Madera County is a continuing program of MCTC.

MCTC staff has implemented the requirements of the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) pertaining to coordination and the need for developing a locally developed coordinated public-transit human services transportation plan. MCTC last adopted a coordinated plan on July 22, 2015. The coordinated plan will be updated pursuant to MAP-21 and the FAST Act, as necessary to assist the local agencies in applying for funds from Sections 5310 and 5311.

MCTC staff will partner with the County of Madera, City of Madera, City of Chowchilla, the State of California and Tribal Governments in the State’s effort to promote public participation in transportation planning to address common goals of promoting mobility, equity, access, safety and sustainable communities in our area. MCTC staff will continue to collaborate with Caltrans on future transit related projects.

The 2004 Bicycle and Pedestrian Facilities Plan was replaced by the 2018 Madera County Regional Active Transportation Plan (ATP) which includes an audit of the bicycle and pedestrian networks, safety assessments, recommendations, and public outreach. The ATP lays the groundwork for an ongoing active transportation program and will strengthen the multimodal network as a whole.

MCTC staff maintains the Short Range Transit Development Plan, a five year plan completed in 2017/18 and valid through 2021/22.

MCTC staff will continue to work closely with the Transit Advisory Board (TAB) and monitor transit issues in the City of Madera.

MCTC staff will post information related to public transportation on MCTC’s website and social media pages.

MCTC staff will examine transit as it relates to non-social services oriented travel and farmworker transportation needs.

MCTC staff encourages transit operators to update their emergency preparedness plans and to conduct frequent emergency drills and exercises for the safety and security of the transportation system. Performance management is an area of emphasis determined by the FHWA California Division and FTA Region IX.

Partnered with UC Davis, Valley MPOs, and Michael Sigala of Sigala Inc., MCTC staff was involved in a study regarding alternatives for meeting transit needs in rural San Joaquin Valley. The project goal is to develop a pilot program in all eight counties in the Valley for new, technology-driven mobility service that meet transit needs of rural and disadvantaged residents, is cost-effective and financially sustainable, and helps achieve

VMT and GHG targets. The final report was released in September 2017. The next step in this project is to conduct more in-depth evaluation of the proposed concepts and locations to further refine the pilot concepts for implementation.

The North Fork Rancheria of Mono Indians of California operates the North Fork Rancheria Tribal Transit Program (NFRTP), jointly funded through the Tribal Transit Program administered by the Federal Transit Administration and the Tribal Transportation Program administered by the Bureau of Indian Affairs. The NFRTP also serves target populations of elderly, persons with disabilities, and low-income to medical and other essential services.

These tasks together will support the regional planning goals by enhancing transportation system coordination, efficiency, and intermodal connectivity to keep people and goods moving.

Previous Work

1. Transit Development Plans.
2. Regional Transportation Plan – Public Transportation Element.
3. Social Services Transportation Inventory and Action Plan.
4. Updated Action Plan or Progress Report (SB 826).
5. City of Madera Fixed Route Feasibility Study.
6. Coordinated Public Transit-Human Services Transportation Plan – 2015.
7. Short Range Transit Development Plan – 2017/18 – 2021/22.
8. Participation in the Steering Committee for a new Valley-wide Rideshare Entity.
9. Conduct scientific public survey of Eastern Madera County Residents regarding potential transit system between Fresno and Yosemite National Park – 2013.
10. UC Davis Alternatives for Meeting Transit Needs in Rural San Joaquin Valley Study.
11. Coordinated with member agencies regarding Transit Asset Management (TAM) Plans.

Product

1. Transit services database for Madera County to include GIS maps of service areas.
2. Document tribal government-to-government relations.
3. Review transit operator agreements and update if needed.
4. Coordinate with member agencies regarding Transit Asset Management (TAM) Plans.

Tasks

	Task Description	Work Schedule	% of Work
130.1	Continue to maintain and update information for the transit services inventory.	Monthly	5%
130.2	Monitor information for update of the RTP.	Monthly	30%
130.3	Review transit operator agreements and update as necessary.	Quarterly	5%
130.4	Consultation, coordination and collaboration with tribal governments and farmworker transportation groups as needed to ensure that environmental justice requirements are being addressed/complied with.	Quarterly	15%
130.5	Continue to coordinate and collaborate with Environmental Justice communities and Disadvantage Communities to ensure outreach is being properly conducted.	2019-20	5%
130.6	Participation on Transit Advisory Board and monitor related transit agencies.	Quarterly	10%
130.7	Transit Asset Management (TAM) Plan coordination.	2019-20	5%
130.8	Review Coordinated Plan for any necessary changes and update accordingly.	July-19— Dec-20	25%
			100%

FTE: .32

130 Public Transportation			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	10,677	MCTC	93,088
MCTA			
FHWA-PL			
FTA-Section 5303	82,411		
STIP – PPM			
Other			
Total	93,088	Total	93,088

WORK ELEMENT: 140 OTHER MODAL ELEMENTS

Objective

To maintain a continuing, cooperative, and coordinated transportation planning process for the non-motorized, aviation and rail modes consistent with the principles of livable communities.

Discussion

MCTC monitors local, State and Federal requirements impacting local plans for the non-motorized, aviation and rail transportation modes. Information developed is documented in staff reports and included in the Regional Transportation Plan for action.

MCTC has taken many steps in RTP development to ensure safety and capacity issues are addressed on all roads through better planning and design, and using Travel Demand Management approaches to system planning and operations. As a result of these activities, MCTC has met livability/sustainability Planning Emphasis Area objectives.

The Madera County Bicycle and Pedestrian Facilities Plan was updated in 2004 and recommendations from the Plan were incorporated into the 2014 RTP. Continuing staff support to local agencies in the implementation of the Bicycle and Pedestrian Facilities Plan is provided.

The Bicycle and Pedestrian Facilities Plan was replaced by the 2018 Madera County Regional Active Transportation Plan (ATP) which includes an audit of the bicycle and pedestrian networks, safety assessments, recommendations, and public outreach. The ATP lays the groundwork for an ongoing active transportation program to be utilized in all Madera County jurisdictions.

A Complete Streets Policy Guide was adopted in 2018 to assist local jurisdictions with the adoption of their own Complete Streets Policy. Complete Streets policies ensure a connected network of streets that are accessible to all users which can encourage mode shift to non-motorized transportation that will support the goals and objectives of the Active Transportation Plan and the Sustainable Communities Strategy.

MCTC partnered with the City of Madera and the Technology Transfer Program at University of California, Berkeley's Institute of Transportation Studies in 2015 to conduct a Pedestrian Safety Assessment at various locations within the City of Madera.

MCTC participated in the Valleywide Intelligent Transportation Systems (ITS) Implementation Committee for the San Joaquin Valley. The ITS plan for the San Joaquin Valley was completed in November 2001. The San Joaquin ITS SDP provides an analysis of needed functional areas, development of a regional ITS architecture, and a recommendation of projects for deployment. Staff continues to participate on the San Joaquin Valley.

ITS architecture maintenance team to further develop and strengthen a regional architecture consistent with the Federal Highway Administration ITS Architecture and Standards Final Rule. An ITS Architecture Maintenance Plan was formally adopted in July 2005. Other ITS projects include the deployment of a San Joaquin Valley 511 traveler information system in participation with a working group of Valley MPOs

(included in WE 151). The existing San Joaquin Valley ITS Infrastructure Plan will be amended into the current RTP/SCS plan and added to future RTP/SCS plans until a new ITS plan is developed.

The County of Madera is responsible for the Airport Land Use Compatibility Plan (ALUCP), formerly known as the Comprehensive Land Use Plan (CLUP). The CLUP was adopted in 2015.

MCTC staff will monitor the development of the California High-Speed Train. With the passage of Proposition 1A in November 2008, the High-Speed Train project was given an infusion of \$9.95 billion in bond funding. The California High-Speed Rail Authority has divided the proposed system into several segments for the purpose of Project-level Preliminary Engineering Design and Environmental analysis. Since Madera County sits on the "wye-connection" between three of these segments (San Jose-Merced, Merced-Fresno, and Fresno-Bakersfield), MCTC staff will attend meetings and engage in other forms of stakeholder outreach to ensure that the County is fully represented at every step of the process. The 2012 CHSRA Business Plan funds the construction of the first phase of the segment through Madera and Fresno counties with the sale of Prop 1A bonds to match Federal CHSRA grant funds beginning in 2014. The 2018 RTP/SCS addresses local connectivity to the Merced and Fresno stations focusing on Amtrak along the SR 99 corridor and BRT along the SR 41 corridor into Fresno.

In 2016 the California High Speed Rail Authority released its 2016 Business Plan. The plan called for a transfer of riders from Amtrak and High Speed Rail to take place in Madera due to the proximity of the proposed High Speed Rail alignment and the existing alignment of the BNSF railroad Amtrak currently operates on. MCTC Staff is engaged with staff from Madera County, City of Madera, San Joaquin Joint Powers Authority and CHSRA in planning for an inclusive and effective transfer station between Amtrak and High Speed Rail in Madera. Staff will continue to work with its partners in this planning effort throughout the 19/20 fiscal year.

Previous Work

1. Monitored rail development plans for Multimodal facility in Madera and relocation of Amtrak station.
2. Updated information on bicycle and pedestrian facilities and rail planning for inclusion in the 2014, and 2018 RTPs.
3. San Joaquin Valley ITS Strategic Deployment Plan.
4. Member of the Madera County High Speed Rail Technical Working Group.
5. Incorporated livability/sustainability PEA principles in RTP development.
6. Conducted Pedestrian Safety Assessment with City of Madera.
7. Adopted the Madera County Regional Active Transportation Plan in 2018.
8. Adopted the Complete Streets Policy Guide in 2018.

Product

1. Updated information on bicycle and pedestrian facilities, aviation systems planning (planning only) and rail planning for inclusion in the updates of the RTP.
2. Staff reports on non-motorized, aviation, and rail issues.
3. Participate in updates to the ITS Architecture Maintenance Plan.

Tasks

	Task Description	Work Schedule	% of Work
140.1	Review Planning issues related to bicycle and pedestrian facilities, aviation systems planning, and rail.	July 2019- June 2020- as necessary	20%
140.2	Provide staff analysis of available funding resources for non-motorized, aviation, and rail planning projects.	July 2019- June 2020 – as needed when information regarding funding becomes available	10%
140.3	Review goals, objectives and policies for bicycle and pedestrian, aviation, and rail. Update for inclusion in the RTP as necessary.	July 2019- 2020 – as needed	5%
140.4	Participate in meetings/workshops related to ITS, rail, aviation, bicycle and pedestrian facilities, and other modal elements.	July 2019- June 2020 – monthly and as needed	20%
140.5	Monitor and participate in the EIR/EIS development process for the California High-Speed Rail system, including proposed alignments and potential maintenance facility locations in Madera County and ensure consistency and compliance with the RTP and other plans and products.	July 2019- June 2020 – as needed	5%
140.6	Represent Madera County on the San Joaquin Valley Rail Committee.	July 2019- June 2020 - monthly	5%
140.7	Collect data to support the maintenance of an Active Transportation Plan including bicycle and pedestrian safety assessments.	July 2019- June 2020 – as needed when information becomes available	25%
140.8	Develop and maintain Active Transportation web page.	July 2019- June 2020 - monthly	10%
			100%

FTE: .41

140 Other Modal Elements			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	13,417	MCTC	116,972
MCTA			
FHWA-PL	103,555		
FTA-Section 5303			
STIP - PPM			
Other			
Total	116,972	Total	116,972

WORK ELEMENT: 150 PUBLIC PARTICIPATION PROGRAM

Objective

To develop and maintain an ongoing program with assistance from the public to provide effective public participation in development of MCTC's plans, programs, and decision-making process, consistent with Federal transportation legislation requirements. Provide public with information on activities, meetings, planning documents and reports, and to seek input from the public on MCTC's planning activities. Special emphasis is placed on public participation from environmental justice communities.

Discussion

The Federal Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users – SAFETEA-LU placed emphasis on the need for the transportation planning process to provide an adequate opportunity for participation by interested citizens and consult with the Native American Tribal Governments (North Fork Rancheria and the Picayune Rancheria of the Chukchansi Indians). The Federal Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users – SAFETEA-LU required an early, proactive, and continuing public involvement in the transportation planning process and allow 45 days for public comment and review. The process should provide complete information, timely public notice, full public access to key decisions, and support early and continuing public involvement in developing plans and programs.

This work element develops the structure for both a formal participation program and exploring alternative methods for providing public information about MCTC activities. Improved information access should lead to more public involvement and improved decision making. Early public participation from stakeholders and diverse interests are important and considered in identifying regional transportation problems and issues, and in the development of recommended solutions during project planning and development.

Public hearings, workshops and meetings will be conducted as required. Public hearings and workshops are advertised in local newspapers, and outreach for special events utilizing social media, fliers, mailings, postings, libraries, social centers and newsletters. Most public hearings and workshops will be advertised 30-45 days in advance. MCTC will hold public hearings, workshops, and meetings to solicit input from the public on transportation planning issues in the Madera County area, such as: Unmet Transit Needs Public Hearing; Regional Transportation Plan Workshops; Section 5310 Grant opportunities; Adoption of Federal Transportation Improvement Program; Adoption of Regional Transportation Improvement Program; Air Quality Conformity Determinations; Transportation Control Measures; Active Transportation Plan; Short-Range Transit Development Plan; and other regional planning issues. Input received will be incorporated into the work products developed by staff for recommendation to the Policy Board for review, acceptance established by the Ralph M. Brown Act (Government Code sections 54950-54962) and the Americans with Disabilities Act.

MCTC staff developed a countywide list of low-income, minority, environmental justice, disadvantaged communities, Native American, elderly and disabled organizations to better target traditionally underserved groups (i.e. elderly, disabled, low income and minority, African American, Hispanic, Asian American / Alaskan Native, and Pacific Islander). Additionally, for the Regional Transportation Plan (RTP) update, staff held a specific workshop within the City of Madera to address traditionally underserved communities.

MCTC staff also updated the Public Participation Plan (PPP) per Federal requirements. The Plan documents MCTC's procedure to allow for public input in the development of MCTC's plans and programs. The current PPP is on display at the MCTC office and website.

Title VI and Environmental Justice: Pursuant to 23 CFR 450.316(b)(1), the Federal Highways Administration expects Metropolitan Planning Organizations to have a proactive public involvement process that seeks out and considers the needs of those traditionally underserved groups (i.e. elderly, disabled, low income and minority, African American, Hispanic, Asian American, American Indian, / Alaskan Native, and Pacific Islander) by existing transportation systems, including but not limited to low-income and minority households (23 CFR 450.316(b)(1)(vi)). Staff evaluated the distribution of low-income and minority household benefits and burdens associated with the current transportation planning process and its outcomes. The analysis is detailed in the Environmental Justice Policy and Procedures documents, which was adopted in FY 2014.

Executive Order 12898, Federal Actions to Address Environmental Justice for Minority Populations and Low-Income Populations, mandates that Federal agencies make achieving environmental justice part of their missions. This order requires that disproportionately high and adverse human health or environmental effects on minority and low-income populations be identified and addressed in order to achieve environmental justice. Minority populations are defined in the order as African-American, Hispanic, Asian/Pacific Islander, American Indian and Alaskan Native. Low-income populations are defined in the order as persons whose household income (or in the case of a community or group, whose median household income) is at or below the U.S. Department of Health and Human Services poverty guidelines.

Executive Order 13175 requires agencies to consult and coordinate with local tribal governments. MCTC staff does notify and consult local tribes in Madera County and as needed in the neighboring counties of our planning activities. Tribes in Madera County are invited to participate in MCTC's technical advisory meetings.

Executive Order 13166 states that people who speak limited English should have meaningful access to federally conducted and federally funded programs and activities. It requires that all Federal agencies identify any need for services to those with I, and develop and implement a system to provide those services so all persons can have meaningful access to services. MCTC takes steps to solicit input from non-English speaking residents of Madera. Public notices and flyers advertising particular public hearings are translated into Spanish, as well as subsequent documentation. When warranted or requested, a Spanish language interpreter is made available for public hearings.

MCTC updated its Public Participation Plan (PPP) in preparation for the development of the 2018 RTP consistent with Federal transportation legislation requirements as well as new state requirements related to SB 375. The PPP delineates the mission of the MPO and establishes public involvement requirements and procedures for the development of the various stakeholder groups, regulatory agencies, and input from the general public. MCTC is committed to updating the PPP periodically to ensure that a collaborative interface is fostered and maintained with the public. The PPP was last updated in September of 2017 to more concisely direct Federal public engagement practices.

MCTC participated in The Central Valley Tribal Environmental Justice Project. The Project was a collaborative effort between the eight valley Councils of Governments (COGs) to develop a report containing tribal input on transportation, cultural preservation, participation in decision-making and environmental justice as part of the region's Blueprint process. MCTC has an assigned staff person to serve as a tribal liaison.

As a recipient of Federal dollars, MCTC is required to comply with Title VI of the Civil Rights Act of 1964 and ensure that services and benefits are provided on a non-discriminatory basis. MCTC has in place a Title VI Complaint Procedure, which outlines the process for local disposition of Title VI complaints and is consistent

with guidelines found in the Federal Transit Administration Circular 4702.1B dated October 1, 2012. MCTC adopted a Title VI Plan with Limited English Proficiency (LEP) Plan in July 2014, the most recent updated April 2018.

Previous Work

1. Document tribal government to government relations.
2. San Joaquin Valley Blueprint – Vision and Values and Locally Preferred Scenario workshops.
3. 2017 MCTC Public Participation Plan.
4. Participation in the Central Valley Environmental Justice Project.
5. Conducted extensive outreach efforts with environmental justice communities as part of the 2018 RTP and Unmet Transit Needs.
6. Title VI Analysis for the 2018 RTP.
7. Title VI Plan and Limited English Proficiency Plan.
8. MCTC Public Participation Plan.

Product

1. Document tribal government to government public participation.
2. Title VI Compliance and updates, as necessary.
3. Conduct extensive outreach efforts with environmental justice communities as part of the 2019 Unmet Transit Needs.
4. Maintain and improve MCTC website

Tasks

	Task Description	Work Schedule	% of Work
150.1	Amend as necessary the MCTC Public Participation Plan to comply with Federal and State requirements.	2019-20	15%
150.2	Evaluate the distribution of low-income and minority household benefits and burdens associated with the current transportation planning process and its outcomes.	2019-20	10%
150.3	Provide Spanish language translations.	2019-20 as needed	10%
150.4	Coordinate, Consult, Collaborate with tribal governments.	2019-20	15%
150.5	Implement MCTC Policy for Government-to-Government Consultation with Federal Land Management Agencies and Federally Recognized Native American Tribal Governments.	2019-20	10%
150.6	Develop and implement bicycle and pedestrian safety, education, and encouragement programs.	Jan 20 – June 20	10%
150.7	Maintain and improve website and social media to keep public informed about MCTC activities, public hearings, workshops, and meetings.	2019-20 as needed	15%
150.8	Review CalEPA’s EnviroScreenVersion 3.0 and other relevant analysis tools as they relate to identifying disadvantaged communities, where they are concentrated and how the transportation planning process may impact these communities.	July 20 – Dec 20	10%
150.9	Collaborate with the Madera Community College Center to engage student community in outreach and education activities.	Jan 20 – June 20	5%
			100%

FTE: .22

150 Public Participation Program			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	7,566	MCTC	59,962
MCTA		Public Notices/Brochures	3,800
FHWA-PL	58,396	Translation Services	2,000
FTA-Section 5303		SJV Website	200
STIP - PPM			
Other			
Total	65,962	Total	65,962

WORK ELEMENT: 151 ALTERNATIVE TRANSPORTATION ACTIVITIES

Objective

To provide information to travelers about transportation services available within Madera County and to encourage the use of alternatives to single occupant commuting.

Discussion

MCTC's alternative transportation activities are designed to provide transportation related information to the community in order to promote safety, enhance the quality of life, and protect the environment. Many services and options are available within Madera County that offers alternatives to single occupancy commuting. As our community grows at a steady pace, the selection of transportation modes becomes increasingly important to the quality of life. Among other negative impacts, increased traffic congestion results in increased emissions, loss of productivity, and unpleasant driving conditions.

These activities capture many of the Transportation Control Measure commitments made by the MCTC. Through these activities, MCTC hopes to foster a spirit of concern for the environment and gather community support for the selection of alternative modes of transportation. Staff will continue to work with a variety of regional agencies and committees to gain expertise in this area and enhance its alternative transportation activities. Special effort will be made to reach and engage all segments of the community including Native Americans, minorities, low-income groups and community-based organizations. MCTC staff will continue to address tribal concerns through a consultation process.

MCTC is a member of the California Vanpool Authority (CalVans) JPA. The expansion of Kings County's Agricultural Industries Transportation Services (AITS) vanpool program into neighboring counties and beyond emphasized the need for a representative entity that can oversee, adjust, and make improvements to the system. The CalVans JPA was created to fund, operate and otherwise manage public transportation projects and programs aimed at providing qualified agricultural workers with safe and affordable transportation between home and work. Though aimed at providing transportation for agricultural workers, the CalVans program supplies vans for students and employees of other businesses around the valley. CalVans operates as a Public Transit Agency.

The "Intercity Passenger Rail Act of 2012" (AB 1779), was enacted on September 29, 2012. AB 1779 reauthorizes regional government agencies' ability to form the San Joaquin Joint Powers Authority (SJJPA) to take over the governance/management of the existing San Joaquin intercity passenger rail service between Bakersfield-Fresno-Modesto-Stockton-Sacramento-Oakland. Madera County is represented on the SJJPA Board by an MCTC Commissioner backed by an additional MCTC Commissioner as an Alternate.

The San Joaquin Valley Rail Committee (SJVRC) acts as a technical advisory group to the SJJPA Board. Previously, MCTC staff as well as MCTC Policy Board Members were voting members of this group. New bylaws proposed by the SJJPA Board altered the nature of the SJVRC membership. MPO board members and staff are no longer eligible to be representatives for this group. MCTC staff assisted the SJJPA in finding new Madera County representatives for the SJVRC and is committed to assisting these volunteers in the new role in any way possible.

The Central Valley Rail Working Group (CVRWG) was originally composed of four counties – Merced, Stanislaus, San Joaquin, and Sacramento. Since the new push to add early morning passenger rail service from Fresno to Sacramento, elected officials from Madera County as well as MCTC staff have been invited

to participate in CVRWG meetings. This group will focus on improved passenger rail service to Sacramento, station improvements along the corridor, and collaborating with the California High Speed Rail Authority.

In 2016 the California High Speed Rail Authority released its 2016 Business Plan. The plan calls for a transfer of riders from Amtrak and High Speed Rail to take place in Madera due to the proximity of the proposed High Speed Rail alignment and the existing alignment of the BNSF railroad Amtrak currently operates on. MCTC Staff is engaged with staff from Madera County, City of Madera, San Joaquin Joint Powers Authority and CHSRA in planning for an inclusive and effective transfer station between Amtrak and High Speed Rail in Madera. Staff will continue to work with its partners in this planning effort throughout the 19/20 fiscal year.

The 2018 HSR Business Plan proposes to evaluate the construction between Madera and Merced for early service, including understanding the opportunity for connections to the San Joaquins line of Amtrak and Altamont Corridor Express services. This analysis will inform the 2019 Project Report. Staff will continue to work with its partners in this planning effort throughout the 19-20 fiscal year.

MCTC staff is working with a variety of partners on the development of off-model transportation tools. These tools can be utilized in many planning areas MCTC works within including ridesharing/vanpooling, alternative fuel inventory and access, transportation incentive programs, telecommuting and other traffic demand or control measure. These transportation strategies are not traditionally able to be accounted for in MCTC's technical planning framework however the benefits from these transportation investments and strategies are important and should be conveyed as such in an array of MCTC plans including but not limited to the RTP/SCS, Regional ATP Plan and the Madera Region Short Range Transit Development Plan.

MCTC staff has created a transportation guide which contains information about all transit operators in Madera County including Madera Area Express (MAX), Dial-A-Ride (DAR), Chowchilla Area Transit Express (CATX), Madera County Connection (MCC), Eastern Madera County Escort Service, Eastern Madera County Senior Bus, Yosemite Area Regional Transportation System (YARTS), CalVans, and Amtrak in a way that allows users to see how those systems complement each other and can be used in combination to reach most destinations in Madera County and beyond. Staff will engage in public outreach activities that use the transportation guide to educate residents about all their transit options and encourage mode shift to transit. Staff will continue assessing the opportunity to make the transportation guide more accessible by providing a digital version online and supplying member agencies with the digital version as well as the print version. The transportation guide will be updated in FY 2019 to accommodate new information and transit routes in Madera County.

Previous Work

1. Rideshare promotion activities.
2. Contacts with local agencies and Madera County employers.
3. Developed logo, newsletter, and website.
4. Assisted local agencies with the renewal/adoption of Transportation Control Measures according to the Air District's voluntary bump-up to Extreme non- attainment for Ozone.
5. Evaluated and strengthened MCTC Transportation Control Measures.
6. Participated in Phase 1 deployment of the San Joaquin Valley 511 traveler information system.
7. Madera County Transportation Guide - 2016.

Product

1. Maintain and update website and develop promotional materials.
2. Continued update of the 2016 Madera County Transportation Guide.

Tasks

	Task Description	Work Schedule	% of Work
151.1	Represent rideshare program as required.	2019-20	10%
151.2	Provide rideshare promotional materials as required.	2019-20	5%
151.3	Develop/print promotional materials.	2019-20	20%
151.4	Maintain and update TDM activities on MCTC website.	2019-20	15%
151.5	Conduct community outreach activities as needed.	2019-20	15%
151.6	Participate in CalVans joint powers agency.	Monthly	10%
151.7	Participate in activities related to the San Joaquin Joint Powers Authority, San Joaquin Valley Rail Committee and other commuter rail subjects of interest to the Madera region as needed.	2019-20	10%
151.8	Transportation Guide related updates and outreach.	July-19 – Dec-19	10%
151.9	Coordinate with tribes and major employers on employer-based trip reduction programs for existing and future employment centers.	2019-20	5%
			100%

FTE: .22

151 Alternative Transportation Activities			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	65,489	MCTC	65,489
MCTA			
FHWA-PL			
FTA-Section 5303			
STIP - PPM			
Other			
Total	65,489	Total	65,489

WORK ELEMENT: 200 TRANSPORTATION DEVELOPMENT PROGRAM

Objective

To identify transportation improvements proposed for implementation within the four year time frame of the Federal Transportation Improvement Program (FTIP), and other associated documents and plans, in compliance with State and Federal requirements.

Discussion

State law and Federal regulations require regional transportation planning agencies to prepare transportation improvement programs (FTIPs). FTIPs are formulated at three levels: regional, State and Federal. In order for a transportation project to receive State or Federal funding or project approvals, the project must be advanced from an air quality conforming RTP and FTIP. The FTIP is a short-range, four year capital improvement program which is updated biennially to satisfy Federal requirements. Projects are advanced from the Regional FTIP to the Federal STIP by Caltrans following an air quality conformity finding by MCTC as the recognized Metropolitan Planning Organization (transportation planning agency). Work on the 2021 FTIP will begin during Fiscal Year 2019/20 with adoption in Summer 2020.

State legislation (Senate Bill 45) restructured the STIP development process and places increased responsibility on local agencies for identifying and advancing projects for State Transportation Improvement Program (STIP) programming. Funding is now made available on the basis of a 75%/25% county minimum and Caltrans split. The “local share” is apportioned to the county based upon the old “county minimums” formula. The “local share” is now programmed by MCTC pursuant to certain project eligibility requirements as identified in STIP guidelines. The MCTC also has the option to bid for projects in the 25% Caltrans share subject to specific conditions. The STIP has a five year programming period which is updated biennially by the region and approved by CTC. Each year involves considerable effort by staff to monitor developments related to the implementation of revised STIP requirements.

Under Federal transportation legislation, MCTC is responsible for Federal funding programs: Regional Surface Transportation Block Grant Program (RSTP); the Congestion Mitigation and Air Quality Program (CMAQ); and other Federal funding sources. Project funding decisions on these three sources are under the MCTC’s control within Federal program guidance. Appropriate prioritization and selection processes for the region was consistent with the requirements of Federal transportation legislation. MCTC is eligible to exchange its RSTP funds for State funds. Additionally, one (Safety) performance measure has been established for the 2019 FTIP.

Assembly Bill 1012 was enacted into law during February of 1999 in an effort to speed up the delivery of RSTP, and CMAQ. projects. The legislation establishes “Program Delivery Advisory” teams representing State, Regional and Local Transportation Officials. The team’s main goal is to assist in the expeditious delivery of transportation projects and to expedite the use of the large cash balance in the State Highway Account. One of the main objectives of the project delivery teams was to seek ways in which to integrate environmental reviews more extensively into the transportation planning process. The Caltrans’ Environmental Review team and local agencies are investigating ways in which to coordinate activities with resources and permit agencies; to establish increased use of environmental inventories to identify sensitive areas; and improve analytical tools in order to speed up deliver of projects.

The legislation also provides that funds apportioned for Federal transportation programs shall remain available for three Federal fiscal years. The funds are subject to a “use it or lose it” legal requirements. MCTC in conjunction with its member agencies will be responsible for establishing project delivery and obligation authority milestones through preparation of AB 1012 Obligation Plans. These Plans will be prepared utilizing the recommended Caltrans format and will indicate on a monthly basis the amounts of Federal funds anticipated to be obligated.

The State Department of Transportation (Caltrans) in cooperation with State Metropolitan Planning Organizations has developed the California Transportation Improvement Program System (CTIPS). CTIPS is a project programming database that enables secure electronic information sharing between Caltrans and MPOs. The CTIPS project, funded by Caltrans, was initiated several years ago by the Data Base Users Group (DBUG), a joint Caltrans-MPO transportation information and programming group. It was determined that State and regional transportation planning and programming areas should be supported with the best available information and databases. CTIPS has resulted in enhanced State and regional decision making capabilities.

MCTC staff provides continued project monitoring for federally funded projects and assists member agencies with programming projects. MCTC staff will continue to participate with California Financial Planning Group (CFPG) meetings to discuss programming issues statewide. MCTC staff will coordinate with the eight (including MCTC) San Joaquin Valley MPOs with Inter-Agency Consultation (IAC) partners and participate in conference calls as required. Staff will continue with meetings with member agencies and reports to the MCTC Board to help reduce or eliminate obligation delays and loss of funding on projects programmed in the FTIP. MCTC staff will provide oversight and will monitor federally funded projects for timely obligation, project expenditures, and final invoicing between Caltrans and member agencies. MCTC staff will assist member agencies with programming any federally funded project into the FTIP and procuring the authorization to proceed (E-76) from Caltrans District Local Assistance. As part of the monitoring process, an annual obligation plan is submitted to Caltrans to help ensure the obligation of funds has commenced to comply with the provisions of AB 1012 (timely use of funds). Staff conducts meetings as necessary with member agencies to discuss project progress, obligation status, and to provide assistance when needed.

Previous Work

1. Exchanged RSTP.
2. Programmed CMAQ funding consistent with adopted Expedited Project Selection Process (EPSP).
3. Coordinated FTIPs with RTIPs.
4. Provided updated information to member agencies concerning AB 1012 activities and new State requirements for the “timely use” of State and Federal funds.
5. Prepared “local” Obligation Plans for the CMAQ program in order to track regional obligation progress in meeting AB 1012 requirements.
6. Entered into MOU with Caltrans to “Lump-Sum” the State Highway Operation and Protection Program (SHOPP) to help accelerate the delivery of State projects.
7. Adopted previous Madera County FTIPs and Air Quality Conformity Findings.
8. Various FTIP amendments.
9. Adopted RTIPs.
10. Annual Listing of Obligated Projects: 2002-2018.

Product

1. Draft 2021 FTIP and Air Quality Conformity Analysis for MCTC adoption in Summer 2020.
2. Amendments to the 2019 FTIP and Air Quality Conformity Analysis.
3. Staff analysis of project funding available to Madera County.
4. Public Notices and Inter Agency Consultation.
5. RSTP appropriation process.
6. Project selection and implementation of CMAQ Program.
7. Local Obligation Plans for CMAQ per AB 1012 requirements.
8. Federal Annual Listing of Obligated Projects.
9. CMAQ Annual Obligation report.
10. Additional STIP revisions.
11. CMAQ Call for Projects.

Tasks

	Task Description	Work Schedule	% of Work
200.1	Review California Transportation Commission Fund Estimates and policies.	July 2019- June 2020 – as information becomes available	5%
200.2	Review Caltrans proposed IIP and solicit local agency input.	July 2019- June 2020 – as information becomes available	5%
200.3	Prepare Federal Transportation Improvement Program Amendments and Conformity Analysis (as necessary) for submittal to Caltrans, the Federal Transit Administration, and the Federal Highways Administration.	July 2019- June 2020 – as needed/requ ired through entire Fiscal Year	50%
200.4	Coordination of Federal Transportation Improvement Program with Regional Transportation Improvement Program.	July 2019- June 2020 – as needed though entire Fiscal Year	5%
200.5	Prepare, submit, and upload various CMAQ Reports.	4Q 2019	10%
200.6	Prepare and submit AB 1012 report.	1Q 2020	5%
200.7	Participate in the Statewide Data Base Users Group. Program Regional FTIP information utilizing the CTIPS.	July 2019- June 2020 – monthly though entire Fiscal Year	5%
200.8	Prepare Annual Listing of Obligated Projects.	4Q 2019	5%
200.9	Conduct CMAQ Call for Projects process.	July 19 – Feb 20	10%
			100%

FTE: .65

200 Transportation Program Development			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	21,627	MCTC	188,553
MCTA			
FHWA-PL	166,926		
FTA-Section 5303			
STIP - PPM			
Other			
Total	188,553	Total	188,553

WORK ELEMENT: 901 TRANSPORTATION FUNDS ADMINISTRATION

Objective

To administer the Local Transportation Fund, State Transit Assistance Fund, and other related funding programs pursuant to the California Transportation Development Act (TDA), SB 1, and other related legislation.

Discussion

MCTC, as the Regional Transportation Planning Agency and the Local Transportation Commission, is responsible for administering the Local Transportation Fund (LTF), the State Transit Assistance Fund (STA) and Senate Bill 1, the Road Repair and Accountability Act of 2017 (SB 1) funding. These funds, derived from various State taxes, are available to local agencies for transportation planning, bicycle and pedestrian facilities, public transportation services, social services transportation, and streets and roads projects. MCTC's responsibility is to ensure the funds are apportioned, allocated, and expended in accordance with current statutory and administrative code requirements. To facilitate the process, staff assists in claim preparation and monitors related legislative activity.

MCTC staff works closely with the Social Service Transportation Advisory Council (SSTAC) required by SB 498. The SSTAC will participate in the 2019/20 Unmet Transit Needs process by reviewing public testimony and submitting annual recommendations to the MCTC Policy Board regarding any unmet public transit needs in Madera County. If it is found that there are unmet transit needs which are reasonable to meet, TDA funding must be used to address those unmet needs before being released to local agencies for local streets and roads expenditures.

With the passage of Proposition 1B in November 2006, MCTC staff has been tasked with the administration of the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA). MCTC currently suballocates PTMISEA funds to local agencies by population. For the PTMISEA program, MCTC is also responsible for review and submission of project applications, disbursement of funds to local agencies, and project tracking, including semi-annual reporting to Caltrans.

MCTC is charged with distributing funding from the Low Carbon Transit Operations Program (LCTOP) to transit agencies pursuant to the Transit, Affordable Housing, and Sustainable Communities Program, which was established by the California Legislature in 2014 by Senate Bill 862 (SB 862). These programs have a goal of reducing greenhouse gas emissions and are funded by auction proceeds from the California Air Resource Board's (ARB) Cap-and-Trade Program. These funds have their own statutory requirements under SB 862, but are also required to meet the statutory requirements of the Transportation Development Act.

MCTC staff assists local agencies (including tribal governments) and attends relevant workshops in preparation of Sections 5307, 5310, 5311, and 5339 grant applications to fund purchase of new transit vehicles or provide operating funds pursuant to the guidelines. MCTC staff has informed local agencies (including tribal governments) about the Job Access and Reverse Commute (JARC) grant program that is now part of the Section 5311 program. The JARC program provided competitive grants to assist States and local communities in developing flexible transportation services to connect welfare recipients and other low-income persons to employment and support services.

SB 1 provides a new revenue source with the implementation of the State of Good Repair (SGR) program. MCTC currently suballocates SGR funds to local agencies by population. For the SGR program, MCTC is also

responsible for review and submission of project lists, disbursement of funds to local agencies, and project tracking, including annual reporting.

Previous Work

1. Records of LTF/STA apportionment, allocations and claims.
2. LTF/STA fiscal and performance audits.
3. Social Services Transportation Advisory Council meetings.
4. Unmet Transit Needs Hearings.
5. 2014 Triennial Performance Audit
6. 2017 Triennial Performance Audit.
7. Prop 1B: PTMISEA administration.
8. LCTOP administration.
9. SB 1 State of Good Repair administration

Product

1. LTF/STA finding of apportionment, allocations and claims.
2. LTF/STA fiscal audits.
3. Project Lists and Reporting for related funding programs.
4. Social Services Transportation Advisory Council meetings as required.
5. Unmet Transit Needs Hearing and staff report.
6. Documentation of FY 2019/20 Unmet Needs Process.
7. Prop 1B: PTMISEA suballocation, application processing, tracking and reporting.
8. LCTOP allocation, application processing, tracking and reporting.
9. SGR suballocation, project list processing, tracking and reporting.

Tasks

	Task Description	Work Schedule	% of Work
901.1	Prepare finding of apportionment for LTF/STA and make allocations.	May-20	5%
901.2	Review and Process LTF/STA claims – review for conformance with applicable TDA law, the RTP, and SRTDP.	2019-20	20%
901.3	Prepare LTF/STA financial reports.	Dec-19	20%
901.4	Conduct meeting of the SSTAC.	March – May-20	5%
901.5	Conduct Unmet Transit Needs hearing.	Apr-20	5%
901.6	Prepare Unmet Transit Needs staff report.	Apr-20	21%
901.7	Maintain appropriate financial activity records.	2019-20	5%
901.8	Contract for appropriate fiscal audits.	Aug-19	2%
901.9	Administer Prop 1B transit program – PTMISEA	2019-20	5%
901.10	Assist local agencies in development of project applications for Section 5311, 5311 (f), Section 5310; Section 5304; Section 5307	2019-20	2%
901.11	Administer LCTOP Program	2019-20	5%
901.12	Administer SGR Program	2019-20	5%
			100%

FTE: .46

901 Transportation Funds Administration			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	117,625	MCTC	72,625
MCTA		Audits	12,000
FHWA-PL		Translation Services	2,000
FTA-Section 5303		Public Notices	1,000
STIP - PPM		Other Costs	30,000
Other			
Total	117,625	Total	117,625

WORK ELEMENT: 902 OVERALL WORK PROGRAM

Objective

To develop an Overall Work Program and Budget consistent with State and Federal funding priorities and responsive to local agency needs.

Discussion

The Overall Work Program is prepared by MCTC staff and reflects State and Federal funding priorities balanced against local agency needs for transportation planning services. It is used to document annual grant

funding to the MCTC and includes a discussion of the organization, significant transportation issues, proposed work activities, and the annual program budget and MCTC line item budget.

Previous Work

MCTC Overall Work Program and Budget.

Product

1. 2020-21 MCTC Overall Work Program and Budget.
2. Quarterly Reports.

Tasks

	Task Description	Work Schedule	% of Work
902.1	Initiate OWP development process/review IPG and State OWP guidelines.	Nov-19	10%
902.2	Identify local project needs through public input.	Oct-May-19-20	5%
902.3	Complete Quarterly Reports.	Quarterly	20%
902.4	Develop & circulate Draft OWP and Budget for public and agency review.	Dec-Feb-20	45%
902.5	Complete & adopt Final OWP with compliance certifications and process agreement.	June-20	10%
			100%

FTE: .21

902 Overall Work Program & Budget			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	5,462	MCTC	47,619
MCTA			
FHWA-PL	42,157		
FTA-Section 5303			
STIP - PPM			
Other			
Total	47,619	Total	47,619

WORK ELEMENT: 903 SR 233 CORRIDOR STUDY

Objective

The objective of the SB-1 Sustainable Communities Planning grant program is to encourage local and regional multimodal transportation and land use planning that furthers the region's RTP/SCS, contributes to the State's GHG reduction targets and other State goals, including but not limited to, the goals and best practices cited in the 2017 RTP Guidelines, addresses the needs of disadvantaged communities, and also assists in achieving the Caltrans Mission and Grant Program Overarching Objectives. MCTC will conduct a SR 233 Corridor Study with the grant funds.

Discussion

Caltrans created the Sustainable Transportation Planning Grant to support its Mission: *Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability.* The California Legislature passed, and Governor Edmund G. Brown Jr. signed into law, Senate Bill (SB) 1, the Road Repair and Accountability Act of 2017, a transportation funding bill that will provide a reliable source of funds to maintain and integrate the State's multi-modal transportation system. In addition to the \$9.3 million in traditional State and federal grants, approximately \$25 million in SB 1 funds for Sustainable Communities Grants is available for the Fiscal Year (FY) 2019-2020 grant cycle. Metropolitan Planning Organizations in the State receive half of this funding or \$12.5 million in Sustainable Communities Formula Grants. The SB 1 grant funding is intended to support and implement the RTP/SCS and to ultimately achieve the State's GHG reduction target of 40 and 80 percent below 1990 levels by 2030 and 2050, respectively.

Grant Program Overarching Objectives

The sustainable communities overarching objectives are:

Sustainability – Promote reliable and efficient mobility for people, goods, and services, while meeting the State's GHG emission reduction goals, preserving the State's natural and working lands, and preserving the unique character and livability of California's communities.

Preservation – Preserve the transportation system through protecting and/or enhancing the environment, promoting energy conservation, improving the quality of life, and/or promoting consistency between transportation improvements and State and local planning growth and economic development patterns.

Mobility – Increase the accessibility of the system and mobility of people and freight.

Safety – Increase the safety and/or security of the transportation system for motorized and active transportation users.

Innovation – Promote the use of technology and innovative designs to improve the performance and social equity of our transportation system and provide sustainable transportation options.

Economy – Support the economic vitality of the area (i.e. enables global competitiveness, enables increased productivity, improves efficiency, increases economic equity by enabling robust economic opportunities for individuals with barriers to employment and for Disadvantaged Business Enterprises (DBEs), etc.).

Health – Decrease exposure to local pollution sources, reduce serious injuries and fatalities on the transportation system, and promote physical activity especially through transportation means.

Social Equity – All of these overarching objectives should promote transportation solutions that focus on and prioritize the needs of communities most affected by poverty, air pollution and climate change, and promote solutions that integrate community values with transportation safety and performance while encouraging greater than average public involvement in the transportation decision making process.

Examples of types of projects eligible to apply for this grant are outlined in **Appendix J** but are not limited to those presented in the list. However, communication and approval from Caltrans of any project type not

listed is necessary to ensure applicability. In general, types of projects that plan for reductions in GHG and VMT, and/or integrate Land Use and Transportation planning are eligible pending confirmation from Caltrans. **Appendix J** also provides a list of costs eligible for funding, as well as, ineligible activities and expenses list that would result in application disqualification.

As part of this program, MCTC is eligible to receive an estimated \$164, 209 in SB-1 Sustainable Communities Formula Funds for FY 19-20 and will administer these funds to carry out the objectives of the grant program. This project is a multi-year project and consists of two phases which will include funding from FY 18-19 and FY 19-20: 1) Phase 1 of this study is the preparation of a Public Participation and Outreach Plan and Existing Conditions / Needs Assessment Study for State Route 233; 2) Phase 2 of this study will build on the results of phase 1 and result in the completion of the SR 233/Robertson Boulevard Corridor Planning Study and Downtown Core Master Plan. Phase 2 of this study will be funded by MCTC's formula allocation for FY 2019-20.

INTRODUCTION:

MCTC, in collaboration with stakeholders, will commission a Public Participation and Outreach Plan and a Corridor Planning Study / Downtown Master Plan of SR 233/Robertson Boulevard from SR 152 to Rd 19, with an emphasis area in Downtown Chowchilla (See **Appendix K**).

RESPONSIBLE PARTIES:

MCTC will be the grantee. The project will be carried out through a joint collaboration of stakeholders, including community groups, Caltrans District 6, City of Chowchilla, Consultant Services, and MCTC. MCTC will hire consultant services to prepare a community outreach and engagement plan and to perform a corridor planning study.

MCTC and the City of Chowchilla will be collaborating closely on this project due to a parallel SB 1 Sustainable Communities Competitive Planning Grant the City of Chowchilla was awarded. Their Truck and Signage study have been integrated into this scope of work, funded from a different source, because SR 233 is the main trucking route and main street in the City of Chowchilla, as well as, part of the significant road system for the region which connects with SR 99 and SR 152.

OVERALL PROJECT OBJECTIVES:

When complete, the study will incorporate many of the objectives below and others that are found feasible.

- A road diet to improve bike, pedestrian and transit connectivity for residents of nearby homes and other essential destinations.
- Add bicycle lanes (Class I, II, III, and IV) or markings as found feasible either on SR 233 or nearest parallel streets.
- Include conceptual design for improved traffic signals, bulb outs, refuge islands, lighted bollards, and crosswalks treatments.
- Install pedestrian-scale street lighting along SR 233 that is energy efficient.
- Apply “green street” concepts, such as storm water planter boxes, shading trees, and porous pavers where possible.
- Install street furniture and other design features.
- Increase and make parking more accessible, by either creating diagonal parking or clearly marking parking spots.
- Make recommendations for necessary maintenance of sidewalks, curbs and streets, including re-surfacing as needed to address both physical deterioration and ADA deficiencies such as gaps, and infrastructure deficiencies for storm drainage.

- Coordinate transit routes and/or scheduling to best reflect the region’s diverse land use, socioeconomic conditions, travel patterns and mitigate roadway congestion.
- Create traffic calming design such as parklets along sidewalks and bulb outs on medians as found to be feasible within the preferred design.

MCTC’s primary objective of this study is that all components from the RTP/SCS, Complete Streets, Short Range Transit Development Plan, Active Transportation Plan, Social Services Technical Advisory Committee, and City of Chowchilla’s Design Guidelines are combined to serve all elements of well-planned multi-modal complete street concept while also providing a sense of place for the residents, business, and visitors.

The following sub-sections explain the scope of work, tasks, and deliverables per each phase of this project. Section 903.1 details the scope of work for Phase 1 of the SR 233 Corridor Study and tasks 1 through 3. Section 903.2 continues this scope of work into Phase 2 of the project for FY 19-20 and details task 4. Task 5 is an administrative task, therefore the deliverables in that task will apply to both phases.

903.1 State Route 233 Corridor Study: Public Participation Plan and Existing Conditions Report

PHASE 1: (FY 2018-19 FUNDING)

1. Community Outreach and Existing Conditions/ Needs Assessment

Task 1.1 Project Kick-Off Meeting # 1

- MCTC will hold a meeting with Caltrans staff to develop the Project Team, discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information. Meeting summary will be documented.
- **Responsible Party:** MCTC

Task 1.2 Procure Consultant for Community Outreach/Data Collection/ Study/ Master Plan

- Complete RFP process for selection of consultant for Phase 1 and 2 using the proper procurement procedures.
- **Responsible Party:** MCTC

Task 1.3 Identify Stakeholders

- Identify, invite, and confirm individual stakeholders (senior managers and resident representatives) that represent specific sectors to serve on a Stakeholder Committee to meet face-to-face.
- Caltrans to review and provide comment.
- **Responsible Party:** Consultant

Task 1.4 Develop a Stakeholder Advisory Committee

- The purpose of the Stakeholder Committee as a decision-making body within the project governance structure is to provide, review and monitor strategic direction and policy guidance to the Project Team and other stakeholders.
- The Committee will provide recommendations on project approaches and participate in discussing general strategies and opportunities for project planning and implementation. Meeting summaries will be documented.
- Caltrans to review and provide comment.
- **Responsible Party:** Consultant

Task 1.5 Stakeholder Committee Kick-Off Meeting

- MCTC will hold a meeting with community partners’ staff to discuss grant procedures and project expectations including meeting schedules/timeline, invoicing/in-kind accountability, quarterly reporting, and all other relevant project information. Meeting summary will be documented.
- **Responsible Party:** Consultant

Task 1.6 Staff Coordination

- Monthly face-to-face Project Team meeting to ensure good communication on upcoming tasks and to make sure the project remains on time and within budget. Caltrans District 6 will serve as member of the Project Team.
- Meetings to include Consultant(s) or Community partners as appropriate.
- **Responsible Party:** MCTC, Consultant

Task	Deliverable
1.1	<i>Meeting Notes</i>
1.2	<i>Copy of Procurement Procedures and Executed Consultant Contract</i>
1.3	<i>Stakeholder Contact List</i>
1.4	<i>Formation of Stakeholder Committee and Meeting Notes</i>
1.5	<i>Meeting Notes</i>
1.6	<i>Monthly Meeting Notes</i>

2. Public Participation/Outreach Plan

Task 2.1 Develop Public Participation & Outreach Plan (PPOP)

- Develop and use a documented PPOP that defines a process for providing residents, disadvantaged community members, and key stakeholders with reasonable opportunities to be involved, informed, and actively engaged in the Robertson Boulevard Corridor Planning Study development. Examples of this processes include: community workshops, focus groups, surveys, and joint commission/committee meetings.
- The PPOP includes but not be limited to: process and timing for press advisories, development of web-based and social media interaction, participant satisfaction data, process for development of “Cultural Brokers” to promote meaningful engagement by the average ‘lay person’ in the planning process.
- **Responsible Party:** Consultant

Task 2.2 Review and Approval of Public Participation & Outreach Plan

- Caltrans to review, provide comment and approve the PPOP.
- PPOP to be reviewed and approved by Stakeholder Advisory Committee prior to implementation.
- **Responsible Party:** MCTC/Caltrans

Task 2.3 Community Workshop #1

- Workshop and walking tour. This workshop will introduce the project to the public, define project parameters, inform the community of project opportunities and constraints, and solicit opinions from the community to shape Task 3.1, Develop a Corridor Planning Study Concept.
- Ensure Outreach Organization notifies public of meeting; uses available grant resources to mitigate barriers to attendance; and utilizes PPOP to support meaningful engagement.
- **Responsible Party:** MCTC, Consultant

Task 2.4 Stakeholder Advisory Committee Meeting #1

- An interactive workshop that will present the information from Community Workshop #1, streetscape design concept alternatives, and will use clicker technology, modeling tools, and maps as needed. Solicit feedback from the committee to shape Task 6.4, Develop Downtown Core Master Plan and 6.5 Draft SR 233 SR 233 Corridor Master Plan and Downtown Master Plan.
- Ensure Outreach Consultant notifies public of meeting; mitigates barriers to attendance.
- **Responsible Party:** MCTC, Consultant

Task	Deliverable
2.1	<i>MCTC's Public Participation & Outreach Plan</i>
2.2	<i>Final Public Participation & Outreach Plan</i>
2.3	<i>PowerPoint Presentation, Workshop Summary, Photos</i>
2.4	<i>Meeting Notes</i>

3. SR 233/ Robertson Boulevard Existing Conditions Corridor Report

Task 3.1 Data Collection/Identify Existing Conditions

- Gather existing conditions and background data by identifying opportunities and constraints as well as standards that should be used to guide preparations of the Planning Study such as existing and planned land uses, population characteristics, and travel projections within downtown Chowchilla.
- Identify and collect all available information that currently exists relative to the study limits. Information includes, but may not be limited to:
 - RTP/SCS 2018
 - Short Range Transit Development Plan
 - 2018 ATP
- Review Smart Mobility Framework place types and conduct location efficiency analysis along SR 233 (Robertson Boulevard) and nearest parallel streets.
- Conduct pedestrian, bicycle and vehicle counts at select locations, and acquire transit ridership data for the corridor.
- Take Physical measurements of all distinctly different street sections throughout the study limits including side streets. Use information in the evaluation and possible change in street cross sections proposed for the purposes of providing complete street components where reasonably possible.
- Coordinate with Chowchilla, ATP, and Consultant to ensure inventory and evaluation of existing ridership, bicycle and pedestrian facilities and nearby apartments and homes in downtown Chowchilla.
- Create a digital database report listing type of data, locations, and other technical elements collected.
- Submit database to MCTC

- **Responsible Party:** Consultant

Task 3.2 Stakeholder Advisory Committee Meeting # 2

- An interactive workshop that will use clicker technology, modeling tools, and maps to present the streetscape design concept alternatives. Community will decide on preferred alternatives. Continue to solicit feedback from the community to shape Task 4.4.
- Ensure Outreach Consultant notifies public of meeting; mitigates barriers to attendance
- **Responsible Party:** Consultant

Task 3.3 Develop Existing Conditions Report

- Draft Existing Conditions Report
- **Responsible Party:** Consultant

Task 3.4 Presentation to Committee

- Present conditions report to Council and Committee members
- **Responsible Party:** MCTC/Consultant

Task 3.5 Presentation to Chowchilla City Council

- Present conditions report to Council members
- **Responsible Party:** MCTC/Consultant

Task 3.6 MCTC Board Presentation

- Present conditions report to MCTC Board
- **Responsible Party:** MCTC/Consultant

Task	Deliverable
3.1	<i>Database Development and Inventory Submittal</i>
3.2	<i>PowerPoint Presentation, Workshop Summary, Photos</i>
3.3	<i>Draft Existing Conditions and Opportunities Report</i>
3.4	<i>PowerPoint Presentation, Workshop Summary, Photos</i>
3.5	<i>PowerPoint Presentation, Workshop Summary, Photos</i>
3.6	<i>PowerPoint Presentation, Workshop Summary, Photos</i>

903.2 State Route 233 Corridor Study and Downtown Core Master Plan

PHASE 2: (FY 2019-20 FUNDING)

Phase 2 starts with Task 4 as it is a continuation of the previous 3 tasks’ results by the same consultant team. Phase 2 of the State Route 233 Corridor Study and Downtown Core Master Plan builds on the results of Phase 1, Existing Conditions and Opportunities Report and the Public Participation and Outreach Plan to produce a Corridor Concept for SR 233. This is achieved by developing Corridor Planning Study Concepts and continuing to gather community feedback through two more community workshops and one last stakeholder advisory meeting. After refining the concept alternatives and producing a downtown core Master Plan conceptual design, a projects implementation matrix that reviews and identifies potential

funding sources for future implementation of the preferred alternative will be also included in the final report.

4. SR 233/Robertson Boulevard Corridor Planning Study and Downtown Core Master Plan

Task 4.1 Develop SR 233 Corridor Concept

- Based on the existing conditions report and the community input from Workshop #1, a Corridor Planning Study Concept will be developed. The conceptual design will incorporate complete streets elements and will include plans, sketches, and photos to accommodate bicycles, pedestrians, vehicles (including freight trucks), transit and parking.
- **Responsible Party:** MCTC/Consultant

Task 4.2 Community Workshop #2

- Present Draft Corridor Concept and continue to solicit feedback for public comments to shape Tasks 4.4 and 4.5
- Ensure Outreach Consultant notifies public of meeting; mitigates barriers to attendance
- **Responsible Party:** MCTC, Consultant(s)

Task 4.3 Stakeholder Advisory Committee Meeting # 3

- An interactive workshop that will use clicker technology, modeling tools, and maps to present the streetscape design concept alternatives. Community will decide on preferred alternatives. Continue to solicit feedback from the community to shape Task 4.6, Draft a Projects Implementation Matrix.
- Ensure Outreach Consultant notifies public of meeting; mitigates barriers to attendance
- **Responsible Party:** Consultant(s)

Task 4.4 Develop Downtown Core Master Plan

- Based on the existing conditions report and the community input from Workshop #1, Downtown Core Master Plan will be developed. The conceptual design will incorporate complete streets elements and will include plans, sketches, and photos to accommodate bicycles, pedestrians, vehicles (including freight trucks), transit and parking.
- Develop a Projects Implementation Matrix that reviews and identifies potential funding sources for future implementation of preferred alternative.
- **Responsible Party:** MCTC/Consultant

Task 4.5 Draft SR 233/Robertson Boulevard Planning Study Plan/Report

- Based on the preferred design alternative chosen in Workshop #2, a draft report will be prepared. The draft report will be presented at Workshop #3 for public comment. Submit the Draft SR 233/Robertson Boulevard Planning Study Plan to Caltrans for review and approval.
- **Responsible Party:** MCTC, Consultant

Task 4.6 Presentation to Committee

- Coordinate a joint session among the committee to review the draft report and conceptual design alternative. Solicit feedback, respond to any questions, and resolve any critical issues.
- **Responsible Party:** MCTC, Consultant

Task 4.7 Produce Final SR 233/Robertson Boulevard Planning Study / Master Plan

- Complete the final report that addresses the comments given from Workshop #3 and the Joint Commission Meeting. Submit Final SR233/Robertson Boulevard Planning Study for Caltrans review and approval. Four hard-copies and four electronic copies of the final report will be submitted to Caltrans. Credit of the financial contribution of the grant program will be credited on the cover of the report.
- **Responsible Party:** MCTC, Consultant

Task 4.8 Presentation to Chowchilla City Council

- Present the final report and conceptual design alternative. Solicit feedback, respond to any questions, and resolve any critical issues.
- **Responsible Party:** MCTC, Consultant

Task 4.9 MCTC Board Presentation

- Present the final SR233/Roberson Boulevard Planning Study at a MCTC Board Meeting. Resolve any critical issues.
- **Responsible Party:** MCTC/ Consultant

Task	Deliverable
4.1	<i>Sketches, illustrations</i>
4.2	<i>Public Notices, PowerPoint Presentation, Meeting Notes, Photos</i>
4.3	<i>Public Notices, PowerPoint Presentation, Meeting Notes, Photos</i>
4.4	<i>Sketches, illustrations, etc.</i>
4.5	<i>Draft Report</i>
4.6	<i>PowerPoint Presentation, Meeting Summary, Photos</i>
4.7	<i>Final Report</i>
4.8	<i>Chowchilla City Council Presentation, and Presentation Materials</i>
4.9	<i>MCTC Board Presentation Materials</i>

Administrative Tasks that pertain to both phases

5. Fiscal Management

Task 5.1 Invoicing

- Submit complete invoice packages to Caltrans district staff based on milestone completion – at least quarterly, but no more frequently than monthly.
- **Responsible Party:** MCTC

Task 5.2 Quarterly Reports

- Submit quarterly reports to Caltrans district staff providing a summary of project progress and grant/local match expenditures.
- **Responsible Party:** MCTC

Task	Deliverable
5.1	<i>Invoice Packages</i>
5.2	<i>Quarterly Reports</i>

Previous Work

1. SB 1 Sustainable Communities Planning Funds Administration.
2. Coordination with City of Chowchilla for SB 1 grant
3. Scope of work
4. Project Timeline
5. Start of Phase 1

Product

Phase I

1. Public Participation Plan.
2. Existing Conditions Report.

Phase 2

1. SR 233 Corridor Study.
2. Downtown Master Plan.

Tasks

	Task Description	Work Schedule	% of Work
903.1.1	Conduct kick-off meetings with Caltrans and Stakeholder Committee	July 2018, June 2019	2%
903.1.2	Procure Consultant Services	Dec 2018-Feb 2019	1%
903.1.3	Identify Stakeholders/Develop Advisory Committee	March-May 2019	2%
903.1.4	Conduct Project Team meetings and Staff Coordination	On-going	8%
903.1.5	Develop PPOP and submit to Caltrans	June-July 2019	2%
903.1.6	Conduct Community Workshops and Stakeholder Advisory Meetings	Various times	9%
903.1.7	Collect data from all pertinent sources for Existing Conditions Report	April-August 2019	34%
903.1.8	Develop Existing Conditions Report	July- Oct 2019	33%
903.1.9	Existing Conditions Report presentations to Committee, Chowchilla City Council, and MCTC Board	December 2019	7%
903.1.10	Submit Existing Conditions Report to Caltrans	December 2019	1%
903.2.1	Develop SR 233 Corridor Concept	Dec 2019 – April 2020	35%
903.2.2	Develop Downtown Core Master Plan Concept	July - Oct 2020	35%
903.2.3	Conduct Community Workshops and Stakeholder Advisory Meetings	May – June 2020	9%
903.2.4	Produce SR 233/Robertson Boulevard Corridor Planning Study	Sept - Jan 2021	11%
903.2.5	SR 233 Corridor Study presentations to Committee, Chowchilla City Council, and MCTC Board	February 2021	8%
903.2.6	Submit SR 233 Corridor Study to Caltrans	March 2021	1%
903.2.7	Submit invoices and quarterly reports to Caltrans for review and approval	Quarterly	2%
		903.1	100%
		903.2	100%

FTE: .07

903.1 SR 233 Corridor Study Phase I			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	19,400	MCTC	4,163
MCTA		Consultant	164,973
FHWA-PL			
FTA-Section 5303			
STIP - PPM			
SB-1 Sustainable Communities Grant			
FY 18-19 Carryover	149,736		
Total	169,136	Total	169,136

903.2 SR 233 Corridor Study Phase 2			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	17,095	MCTC	9,548
MCTA		Consultant	139,492
FHWA-PL			
FTA-Section 5303			
STIP - PPM			
SB-1 Sustainable Communities Grant			
FY 19-20	131,945		
Total	149,040	Total	149,040

WORK ELEMENT: 905 PROJECT PRIORITIZATION STUDY

Objective

To develop a Project Prioritization Study (study) for the Madera County region to address traffic congestion, maintenance, transit needs, or vehicle alternatives, such as bicycle and pedestrian travel. The study will identify currently planned projects, identify projects not currently planned for, establish cost to complete identified projects, establish relevant facility conditions, estimate projected revenue available for transportation in the next 25 years and identify the funding shortfall resulting from these projections. Once comprehensively listed, a methodology will be developed to prioritize the projects the results of which will inform the planning and investment decision making process.

Discussion

MCTC previously completed a Project Prioritization Study in 2005. The previous study established the foundation upon which project listings were utilized for various subsequent planning documents and activities including the Regional Transportation Plan, Federal Transportation Improvement Program, and the Measure "T" Investment Plan. The new study will be conducted in three phases with oversight from an MCTC staff project manager and a committee of local agency representative stakeholders. MCTC will retain professional consultant services to assist in the study development. The procurement of said activities will take place in the Winter of 2019-20. Project kickoff and coordination will occur following the retaining of consultant services.

The first phase will focus on Data Collection. Data collection will focus on the collection and analyses of existing project data as well as developing a method for the identifying of unidentified projects data. The listings will be combined into a comprehensive list. Phase one activities will occur in the Spring of 2020.

The second phase will focus on Data Analysis. Based upon the results of the first phase project scope, staging and costs will be identified. A methodology/approach for project prioritization will be developed and finally, the prioritization of the projects using said approach will commence. Activities for phase two will take place in the Summer/Fall of 2020.

The results of the prioritization will be presented to stakeholders and implemented into the regional planning process. The final phase will focus on application of the prioritized projects towards planning activities and analysis performed in the development or updates of the RTP/SCS, FTIP, ATP, Measure "T" Program extension, traffic model network revisions, and other pertinent planning exercises including activities overseen by local agency partners. MCTC will evaluate the need for future updates of this study after completion. Activities for phase three will take place in late fall of 2020.

The study will be funded with FY 19-20 and FY 20-21 SB 1 Sustainable Communities Planning Formula Grants.

905.1 Project Prioritization Study Phase 1

PHASE 1: (FY 2019-20 FUNDING)

1. Project Kickoff

Task 1.1 Project Kick-Off Meeting

- MCTC will hold a meeting with the consultant to develop or refine project scope, schedule and reporting procedures as necessary.
- Meeting summary will be documented.
- **Responsible Party:** MCTC, Consultant

Task 1.2 Project Oversight Committee

- Identify members for Project Oversight Committee.
- Committee to be comprised of agency staff responsible for project oversight and delivery or other relevant stakeholders.
- The committee will review project progression, methods and results and provide feedback on project tasks.
- Roster of committee members will be created.
- Stakeholder Advisory Committee meeting will be held after group is formed.
- Meeting summary will be documented.
- **Responsible Party:** MCTC, Consultant

Task	Deliverable
1.1	<i>Meeting Notes</i>
1.2	<i>Stakeholder Advisory Committee roster, Meeting Notes</i>

2. Data Collection

Task 2.1 Collection of Existing Project Data

- Listing of existing project data from all available sources.
- A master project database will be created to house this information.
- **Responsible Party:** Consultant

Task 2.2 Develop Unidentified Project Data Identification Methodology

- Consultant will work with MCTC and Study Advisory Committee to develop appropriate project identification criteria using available resources to identify any new projects for inclusion in the study.
- A memorandum about the chosen methodology will be developed.
- **Responsible Party:** Consultant

Task 2.3 Establish Unidentified Project List/Data

- Consultant will utilize method established in Task 2.2 to identify new projects to be analyzed for the study.
- Newly identified projects will be added to the master project database.
- **Responsible Party:** Consultant

905.2 Project Prioritization Study Phase 2

PHASE 2: (FY 2020-21 FUNDING)

Task 2.4 Finalize Master Project Database

- Consultant will normalize all project data by mode.
- Meeting to review database with Study Advisory Committee.
- Meeting notes and final master database to be created.
- **Responsible Party:** MCTC, Consultant

Task	Deliverable
2.1	<i>Master Project Database – Existing Projects</i>
2.2	<i>Unidentified Project Identification Methodology Memorandum</i>
2.3	<i>Master Project Database – New Projects</i>
2.4	<i>Final Master Project Database, Meeting Notes</i>

PHASE 2: (FY 2020-21 FUNDING)

3. Prepare Draft Study Report

Task 3.1 Develop Prioritization Methodology

- Consultant shall consider an array of transportation goals at local, regional, state and federal levels as they pertain to the study projects.
- Consultant will create an objective scoring process based around the effectiveness in meeting these goals.
- A draft memorandum will be created with the proposed prioritization methodology.
- **Responsible Party:** Consultant

Task 3.2 Review Methodology with Study Oversight Committee

- A meeting will be held to review the proposed project methodology with the Advisory Stakeholder Committee.
- Changes will be made to the methodology as necessary
- Consultant will prepare a memorandum detailing the final project prioritization methodology.
- **Responsible Party:** MCTC, Consultant

Task 3.3 Prioritization of Projects

- Consultant will prioritize projects using agreed upon methodology.
- Project prioritization results will be listed into the master database.
- **Responsible Party:** Consultant

Task 3.4 Prioritization Results Review

- Meeting will be held with the Study Oversight Committee to review prioritization results.
- Consultant shall prepare meeting notes.
- **Responsible Party:** MCTC, Consultant

Task	Deliverable
3.1	<i>Draft Memorandum of Project Prioritization Methodology</i>
3.2	<i>Memorandum of Project Prioritization Methodology</i>
3.3	<i>Project Database</i>
3.4	<i>Meeting Notes</i>

Task 4.3 Finalize Draft Study Report

Publish Draft Study Report.

PHASE 3: (FY 2020-21 FUNDING)

4. Prepare Draft Study Report

Task 4.1 Prepare Internal Draft Study Report

- Preparation of Draft Study Report Including the following elements:
 - Study Goals
 - Existing Projects
 - New Projects

- New Project Identification Methodology
- Analysis/Prioritization Factors
- Prioritization Methodology
- Prioritization Results
- Applicability of Study for local/regional planning activities
- **Responsible Party:** Consultant

Task 4.2 Study Oversight Committee Review

- Distribute Draft Study Report to Study Oversight Committee.
- Revise Draft Study Report as necessary.
- **Responsible Party:** Consultant

Task 4.3 Finalize Draft Study Report

- Prepare a finalized Draft of the Study Report for review
- Publish Draft Study Report for review in accessible formats online or made available in hard copy at MCTC offices.
-
- **Responsible Party:** MCTC, Consultant

Task	Deliverable
4.1	<i>Initial Draft Study Report</i>
4.2	<i>Finalized Draft Study Report</i>
4.3	<i>Draft Study Report, published for review</i>

5. Finalize Study Report

Task 5.1 Incorporate Comment Responses

- Review comments and responds as necessary.
- **Responsible Party:** MCTC, Consultant

Task 5.2 Prepare Study Report in Final Form

- Consultant shall make final revisions to the Draft Study Report.
- **Responsible Party:** Consultant

Task 5.3 Presentations/Meetings

- Consultant and MCTC staff will engage in meetings or presentations regarding the Draft and/or Final Study Report as needed.
- Notes or PowerPoints from the meetings will be provided.
- **Responsible Party:** MCTC, Consultant

Task 5.3 Approve and Publish Final Study Report

- Final Study Report approved by MCTC Board.
- Final Study Report published in accessible formats online or made available in hard copy at MCTC offices.
- **Responsible Party:** MCTC, Consultant

Task	Deliverable
5.1	<i>Responses to Comments received on the Draft Study Report</i>
5.2	<i>Quarterly Reports</i>
5.3	<i>Presentation/Meeting notes, handouts, powerpoints</i>
5.4	<i>Final Study Report approved and published</i>

Fiscal Management Tasks

Invoicing

- Submit complete invoice packages to Caltrans district staff based on milestone completion – at least quarterly, but no more frequently than monthly.
- **Responsible Party:** MCTC

Quarterly Reports

- Submit quarterly reports to Caltrans district staff providing a summary of project progress and grant/local match expenditures.
- **Responsible Party:** MCTC

Task	Deliverable
	<i>Invoice Packages</i>
	<i>Quarterly Reports</i>

Previous Work

New element.

Product

- Master database of currently and not currently identified projects by mode subject to prioritization analysis

Tasks

	Task Description	Work Schedule	% of Work
905.1.1	Begin Phase 1 of Study – Project Initiation/Coordination Meeting	Jan-20 Mar-20	6%
905.1.2	Obtain Available Data on Currently Identified Multi-modal projects	Apr-20 June-20	30%
905.1.3	Develop Unidentified Project Data Identification Methodology	May 20 – June 20	24%
905.1.4	Establish Unidentified Project List/Data	May 20 – June 20	40%
			100%

FTE: .01

905.1 Project Prioritization Study Phase I			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	4,808	MCTC	1,634
MCTA		Consultant	40,286
FHWA-PL			
FTA-Section 5303			
STIP - PPM			
Other- SB-1 Sustainable Communities Grant			
FY 19-20	37,112		
Total	41,920	Total	41,920

WORK ELEMENT: 907 BOARD COSTS & OTHER EXPENSES

Objective

To allow for Board and staff representation at State and Valley wide transportation conferences and events as well as legislative tracking and reporting.

Discussion

To allow for Board and staff representation at State and Valley wide conferences and events. To provide Policy Board members a stipend and travel for attendance of Policy Board meetings.

To provide funding for annual Valley Voice advocacy trips to Sacramento and Washington, D.C.

Staff provides legislative tracking and reporting.

Previous Work

1. Valley Voice Program – Sacramento and Washington, D.C.
2. CALCOG Conference.
3. Stipend and Travel.
4. Participated in meetings and activities of the Valley Legislative Affairs Committee.

Product

1. Valley Voice Program – Sacramento and Washington, D.C.
2. CALCOG Conference and meetings.
3. Stipend and Travel.
4. Legislative tracking and reporting.

Tasks

	Task Description	Work Schedule	% of Work
907.1	Valley Voice Program - Washington, D.C. and Sacramento.	Sep-19 / Mar-20	35%
907.2	Legislative tracking.	2019-20	5%
907.3	Stipend and Travel.	2019-20	30%
907.4	CALCOG Conference and meetings.	April 20	10%
907.5	CALCOG Annual Fees.	June-20	20%
			100%

FTE: .08

907 Board Costs and Other Expenses			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF	15,642	MCTC	14,642
MCTA		Board Ex/Other Costs	29,000
FHWA-PL			
FTA-Section 5303			
STIP - PPM			
Other-Member Assessment	28,000		
Total	43,642	Total	43,642

WORK ELEMENT: 910 MCTA ADMINISTRATION

Objective

To provide effective administrative and fiscal support to the Madera County Transportation Authority pursuant to the enabling legislation and adopted authority procedures.

Discussion

The Madera County Transportation Authority was formed in 2007 (approved by Madera County voters in November 2006) and is responsible for administering the proceeds of the 1/2 percent sales tax enacted in Measure "T". The Authority contracts with MCTC for provision of the Measure "T" Investment Plan and Annual Work Program, agency administrative functions, and funds administration. The Executive Director also serves as the Authority's Executive Director and performs all staff administrative functions required to support the activities of the Authority.

The Authority produces an annual report of Measure T activities, which is widely distributed to the public and other interested stakeholders by mail and posted on the MCTA website.

The Authority also provides staffing for the Measure T Citizens' Oversight Committee, an appointed body of community representatives that provide independent review and oversight of Authority compliance audits. The Committee issues an Annual Report to the Public summarizing Authority audit findings and recommendations presented to the Authority board.

Previous Work

1. Meeting of the Madera County Transportation Authority and Technical Advisory Committee.
2. Annual Fiscal Audits.
3. MCTA Policies and Procedures.
4. Organization and administration of Citizens' Oversight Committee.
5. Planning, Programming and Monitoring of Measure "T" projects and develop financial analysis and cash flow analysis.

Product

1. Annual Fiscal Audits (approx. \$10,000).
2. Review and process project claims.
3. Prepare financial reports.
4. MCTA Operating Budget.
5. Annual Work Program.
6. Administration of Citizens' Oversight Committee.
7. Planning, Programming and Monitoring of Measure "T" projects.
8. Financial assistance and cash flow analysis.
9. Publication of Measure T Annual Report.

Tasks

	Task Description	Work Schedule	% of Work
910.1	Conduct MCTA and TAC meetings.	2019-20	10%
910.2	Prepare MCTA Budget.	May-20	5%
910.3	Maintain MCTA financial records.	2019-20	20%
910.4	Review and process project claims.	2019-20	10%
910.5	Prepare Annual Work Program.	June-20	20%
910.6	Administration of Citizens' Oversight Committee.	2019-20	10%
910.7	Conduct Fiscal Audit.	Oct-19	10%
910.8	Planning, programming and monitoring of Measure "T" projects.	2019-20	10%
910.9	Attend Conferences, including Focus on the Future.	November 19	5%
			100%

FTE: .35

910 MCTA Administration			
<i>Revenue by Source</i>		<i>Expenditure by Agency</i>	
LTF		MCTC	62,806
MCTA Admin & Planning	116,306	Financial Assistance; Audits; Annual Report	35,000
FHWA-PL		MCTA Conf/Travel/Other Costs	8,500
FTA-Section 5303		Public Outreach	10,000
STIP - PPM			
Other			
Total	116,306	Total	116,306

APPENDICES



STAFF REPORT

AGENDA ITEM 9.A

DATE: February 19, 2020

TO: MCTC Policy Board sitting as the Madera County 2006 Transportation Authority

FROM: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT: MCTA FY 2018-19 Audit Report

RECOMMENDED ACTION: Accept MCTA FY 2018-19 Audit Report

SUMMARY: MCTA has received the Measure "T" Audit Report for the Fiscal Year ended June 30, 2019 for the Madera County Transportation Authority. This report was done in accordance with Section 99245 of the Public Utilities Code by Price, Paige, and Company.

We are pleased to report that there are no adverse findings.

Staff from Price, Paige, and Company will give a brief presentation of the audit report.

FISCAL IMPACT: There is no impact to MCTC's 2019-20 Fiscal Year Budget.

**MADERA COUNTY TRANSPORTATION
AUTHORITY**

FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
JUNE 30, 2019**

MADERA COUNTY TRANSPORTATION AUTHORITY

JUNE 30, 2019

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INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Madera County Transportation Authority
Madera, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Madera County Transportation Authority (the "Authority") as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Authority's preparation and fair presentation of the financial statements 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 Authority's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

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 Authority, as of June 30, 2019, 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.

677 Scott Avenue
Clovis, CA 93612
tel 559.299.9540
fax 559.299.2344

Other Matters

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 34-35 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 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.

Other Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The Schedule of Measure T Sales Tax Receipts is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Schedule of Measure T Sales Tax Receipts is the responsibility of management and was derived from and relates 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, the Schedule of Measure T Sales Tax Receipts is fairly stated, in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 22, 2020, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely 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 effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.



Clovis, California
January 22, 2020

MANAGEMENT DISCUSSION AND ANALYSIS

**MADERA COUNTY TRANSPORTATION AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019**

As management of the Madera County Transportation Authority (the "Authority"), we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2019. We encourage the readers to consider the information presented here in conjunction with the Authority's financial audit.

Financial Highlights

1. The assets of the Authority exceeded its liabilities at the close of the fiscal year by \$52,122 (net position).
2. The Authority's total net position for the fiscal year ended June 30, 2019, increased by \$84,218 primarily because of lower expenditures on budgeted capital expenditures.
3. As of the close of the current fiscal year, the Authority's governmental funds reported a combined ending net assets balance of \$11,743,269, a decrease of \$1,598,425 in comparison with the prior year. Approximately \$10,955,008 is reserved for specific regional capital projects and road improvements.

Overview of the Financial Statements

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

Basic Financial Statements

The first two statements in the basic financial statements are **Government-Wide Financial Statements**. They provide both short and long-term information about the Authority's financial status.

The next statements are **Fund Financial Statements**. These statements focus on the activities of the individual parts of the Authority's government. These financial statements provide more detail than the government-wide statements. There are two parts to the Fund Financial Statements: 1) the governmental fund statements and 2) the fiduciary and agency fund statements.

The next section of the basic financial statements is the **Notes**. The notes to the financial statements explain in detail some of the data contained in those statements.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the Authority's finances, in a manner like a private-sector business, and consist of the following two statements:

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

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

**MADERA COUNTY TRANSPORTATION AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019**

The government-wide financial statements report on the functions of the Authority that are principally supported by sales tax revenues. The Authority's function is to provide administration and planning services for the Measure T program.

The government-wide financial statements can be found on pages 10 to 11 of this report.

Fund financial statements. 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 Madera County Transportation Authority, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, tax revenue fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

The basic governmental fund financial statements can be found on pages 14 through 17 of this report.

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 fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Trust funds. Trust funds are used to account for Measure T resources held for the benefit of local agencies (City of Madera, County of Madera, and the City of Chowchilla). The Authority has one trust fund (Measure T Trust Funds). Trust funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support Authority's programs.

The basic trust fund financial statements can be found on pages 18 through 19 of this report.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 22 through 32 of this report.

Other information. This report also presents certain required supplemental information concerning compliance with the Authority's annual budget for the general fund which is the Authority's main operating fund. This information and associated notes immediately follow the basic financial statements and their accompanying notes.

**MADERA COUNTY TRANSPORTATION AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019**

Government-Wide Financial Analysis

Following are the government-wide financial statements for the fiscal year ended June 30, 2019:

Net position may serve over time as a useful indicator of a government's financial position. In the case of the Authority, assets exceeded liabilities by \$52,122 at the close of the fiscal year 2018-2019.

**MCTA Net Position
Figure 1**

	<u>2019</u>	<u>2018</u>	<u>% Change</u>
Assets:			
Current assets	\$ 10,133,767	\$ 8,439,395	20%
Noncurrent assets	<u>3,070,422</u>	<u>7,834,804</u>	-61%
Total assets	<u>13,204,189</u>	<u>16,274,199</u>	
Liabilities:			
Current liabilities	1,659,876	3,157,906	-47%
Long-term liabilities	<u>11,492,191</u>	<u>13,148,389</u>	-13%
Total liabilities	<u>13,152,067</u>	<u>16,306,295</u>	
Net position:			
Restricted	3,070,911	-	100%
Unrestricted	<u>(3,018,789)</u>	<u>(32,096)</u>	9305%
Total net position	<u>\$ 52,122</u>	<u>\$ (32,096)</u>	

**MADERA COUNTY TRANSPORTATION AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019**

**MCTA Changes in Net Position
Figure 2**

	<u>2019</u>	<u>2018</u>	<u>% Change</u>
Revenues:			
Program revenues:			
Operating grants and contributions	\$ 83,882	\$ 93,362	-10%
General revenues:			
Sales taxes	5,203,253	4,675,244	11%
Interest income	<u>208,555</u>	<u>161,563</u>	29%
Total revenues	<u>5,495,690</u>	<u>4,930,169</u>	11%
Expenses:			
Public ways and facilities	4,820,909	1,529,110	215%
Interest on long-term debt	<u>590,563</u>	<u>667,768</u>	-12%
Total expenses	<u>5,411,472</u>	<u>2,196,878</u>	146%
Change in net position	84,218	2,733,291	-97%
Net position - beginning	<u>(32,096)</u>	<u>(2,765,387)</u>	-99%
Net position - ending	<u>\$ 52,122</u>	<u>\$ (32,096)</u>	

Governmental Activities: The Authority's net position increased by \$84,218 for the fiscal year ended June 30, 2019. The Figure 2 table above indicates the change in net position for governmental activities. The key elements of this increase are primarily attributable to lower capital project expenditures than anticipated. Budget and fund financial statements reflect the modified accrual basis of accounting under U.S. generally accepted accounting principles. Under this approach, capital assets purchased and debt principal payments are recorded as expenditures. Further, revenues are accrued if measurable and available within the Authority's availability period established at 90 days. Conversely, the statement of activities is reported under the accrual basis of accounting, which capitalizes capital asset purchases, reduces liabilities by principal payments and recognizes revenues collected after the 90-day period.

The Authority's Funds

As the Authority completed this year, our governmental funds reported a combined fund balance of \$11,743,269, which is a decrease of \$1,598,425 from last year.

The primary reasons for these changes are:

1. The general fund is our principal operating fund. The fund balance in the general fund changed by \$1,408 due to interest earned.
2. The capital projects fund decreased by \$1,599,833 due to expenditures on capital projects.

**MADERA COUNTY TRANSPORTATION AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019**

General Fund Budgetary Highlights

During the year there was no change between the original budget and the final budget for the General Fund. Actual revenues were more than the final budget by \$13,357 and expenditures were more than the final budget by \$11,949. The net effect of these differences results in a change of \$1,408 in the fund balance in the general fund.

Long-Term Obligations

At the end of 2019, the Authority had \$11,492,191 in debt outstanding. The debt consisted of Series 2009 and 2010 of the sales tax revenue bonds (see Note 7).

Economic Factors and Next Year's Budget

The Authority began to receive sales tax revenues under Measure T in 2007/08. As approved by Madera County voters in November 2006, Measure T provides funding for all modes of transportation and enables agencies within the County to address the needs of residents, businesses, and major industries in providing for road improvements, public transit, and other programs that improve mobility and air quality.

The following economic factors were considered in preparing the Authority's fiscal year 2019-20 budget:

- Projected an increase of 4% in sales tax receipts in 2019-20 compared to actual sales tax receipts in 2018-19
- Estimated expenditures for capital projects in the amount of \$9,592,709
- Bond Debt Service in the amount of \$2,278,126

Contacting Madera County 2006 Transportation Authority's Financial Manager

This financial report is designed to provide citizens, taxpayers, and creditors with a general overview of the Authority's finances and to demonstrate the Authority's accountability for the money it receives. Additional financial information can be obtained by contacting Patricia Taylor, Executive Director, Madera County 2006 Transportation Authority, 2001 Howard Road, Suite 201, Madera, California 93637.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

**MADERA COUNTY TRANSPORTATION AUTHORITY
STATEMENT OF NET POSITION
JUNE 30, 2019**

	Governmental Activities
ASSETS	
Cash and investments	\$ 9,208,666
Measure T sales tax receivable	925,101
Restricted assets:	
Cash and investments	3,070,422
Total assets	13,204,189
LIABILITIES	
Accounts payable	24,705
Interest payable	198,956
Due to trust funds	1,296,528
Due to other governments	139,687
Long-term liabilities:	
Portion due or payable within one year:	
Bond payable	1,690,000
Portion due or payable after one year:	
Bond payable	9,802,191
Total liabilities	13,152,067
NET POSITION	
Restricted for:	
Debt service	771,406
Capital projects	2,299,505
Unrestricted	(3,018,789)
Total net position	\$ 52,122

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION AUTHORITY
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019**

Functions/Programs	Expenses	Program Revenues		Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Governmental Activities
Primary government:				
Governmental activities:				
Public ways and facilities	\$ 4,820,909	\$ -	\$ 83,882	\$ (4,737,027)
Interest on long-term debt	<u>590,563</u>	<u>-</u>	<u>-</u>	<u>(590,563)</u>
Total primary government	<u>\$ 5,411,472</u>	<u>\$ -</u>	<u>\$ 83,882</u>	<u>(5,327,590)</u>
General revenues:				
Taxes:				
Sales taxes				5,203,253
Interest income				<u>208,555</u>
Total general revenues				<u>5,411,808</u>
Change in net position				84,218
Net position - beginning				<u>(32,096)</u>
Net position - ending				<u>\$ 52,122</u>

The accompanying notes are an integral part of these financial statements.

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FUND FINANCIAL STATEMENTS

**MADERA COUNTY TRANSPORTATION AUTHORITY
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2019**

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
ASSETS			
Cash and investments	\$ 2,048,551	\$ 7,160,115	\$ 9,208,666
Restricted cash and investments	-	3,070,422	3,070,422
Due from other funds	-	643,624	643,624
Receivables:			
Measure T sales tax	<u>18,976</u>	<u>906,125</u>	<u>925,101</u>
 Total assets	 <u>\$ 2,067,527</u>	 <u>\$ 11,780,286</u>	 <u>\$ 13,847,813</u>
LIABILITIES			
Accounts payable	\$ -	\$ 24,705	\$ 24,705
Due to other funds	643,624	-	643,624
Due to trust funds	1,296,528	-	1,296,528
Due to other governments	<u>110,520</u>	<u>29,167</u>	<u>139,687</u>
 Total liabilities	 <u>2,050,672</u>	 <u>53,872</u>	 <u>2,104,544</u>
FUND BALANCES			
Restricted:			
Debt service	-	771,406	771,406
Capital projects	-	2,299,505	2,299,505
Assigned:			
Road improvements	-	8,655,503	8,655,503
Unassigned	<u>16,855</u>	<u>-</u>	<u>16,855</u>
 Total fund balances	 <u>16,855</u>	 <u>11,726,414</u>	 <u>11,743,269</u>
 Total liabilities and fund balances	 <u>\$ 2,067,527</u>	 <u>\$ 11,780,286</u>	 <u>\$ 13,847,813</u>

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION AUTHORITY
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION
JUNE 30, 2019**

Amounts reported for governmental activities in the statement of net position are different because:

Total fund balances - governmental funds	\$ 11,743,269
Long-term liabilities are not due and payable in the current period and, therefore, are not reported as liabilities in the funds:	
Bonds payable	(11,492,191)
Unmatured interest on long-term debt is not accrued in the governmental funds, but rather is recognized as an expenditure when due.	<u>(198,956)</u>
Net position of governmental activities	<u>\$ 52,122</u>

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2019**

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
REVENUES			
Sales tax	\$ 106,733	\$ 5,096,520	\$ 5,203,253
Federal revenue	-	83,882	83,882
Interest revenue	<u>1,924</u>	<u>206,631</u>	<u>208,555</u>
Total revenues	<u>108,657</u>	<u>5,387,033</u>	<u>5,495,690</u>
EXPENDITURES			
Current:			
Public ways and facilities:			
Administration and planning	107,249	29,167	136,416
Debt service:			
Principal	-	1,605,000	1,605,000
Interest	-	671,254	671,254
Capital outlay - road improvements	<u>-</u>	<u>4,681,445</u>	<u>4,681,445</u>
Total expenditures	<u>107,249</u>	<u>6,986,866</u>	<u>7,094,115</u>
Excess (deficiency) of revenues over (under) expenditures	<u>1,408</u>	<u>(1,599,833)</u>	<u>(1,598,425)</u>
Net change in fund balances	1,408	(1,599,833)	(1,598,425)
Fund balances - beginning	<u>15,447</u>	<u>13,326,247</u>	<u>13,341,694</u>
Fund balances - ending	<u>\$ 16,855</u>	<u>\$ 11,726,414</u>	<u>\$ 11,743,269</u>

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION AUTHORITY
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019**

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds	\$ (1,598,425)
<p>Proceeds from long-term debt provide current financial sources to governmental funds; however, issuing debt increases long-term liabilities in the statement of net position. Repayment of long-term debt is an expenditure in the governmental funds, however, in the statement of net position the repayment reduces long-term liabilities.</p>	
Repayment of long-term debt	1,605,000
<p>Premiums on bonds are amortized over the term of the bond in the government-wide statements but are recorded as an other source of funds in the year of issue on the governmental fund statements.</p>	
	51,198
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.</p>	
Change in interest payable	<u>26,445</u>
Change in net position of governmental activities	<u>\$ 84,218</u>

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION AUTHORITY
STATEMENT OF FIDUCIARY NET POSITION
PRIVATE-PURPOSE TRUST FUND
JUNE 30, 2019**

	Trust Fund
ASSETS	
Cash and investments	\$ 3,600
Measure T sales tax receivable	972,542
Due from general fund	1,296,528
Total assets	\$ 2,272,670
LIABILITIES	
Due to other governments	\$ 2,269,067
Total liabilities	2,269,067
NET POSITION	
Held in trust	3,603
Total net position	3,603
Total liabilities and net position	\$ 2,272,670

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION AUTHORITY
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
PRIVATE-PURPOSE TRUST FUND
FOR THE YEAR ENDED JUNE 30, 2019**

	Trust Fund
ADDITIONS	
Sales tax	\$ 5,470,087
Investment income	29,376
Total additions	5,499,463
DEDUCTIONS	
Disbursements to local agencies	5,499,450
Total deductions	5,499,450
Change in net position	13
Net position - beginning	3,590
Net position - ending	\$ 3,603

The accompanying notes are an integral part of these financial statements.

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NOTES TO THE BASIC FINANCIAL STATEMENTS

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Scope of Financial Reporting Entity

The Madera County Transportation Authority (the “Authority”) was created by the approval of Measure T by the voters of Madera County (the “County”) in November 2006. Measure T authorized the imposition of a ½% retail transaction and use tax (“sales tax”) in the County for 20 years through the year 2027.

The proceeds from Measure T are principally reserved for regional projects, local transportation, public transportation, and environmental enhancement.

The sales tax revenues received by the Authority under Measure T, after deducting certain administrative costs, are to be spent for programs as set forth in the investment plan included in Measure T and approved by the voters of the County.

The primary elements of the Measure T Program consist of the following:

Commute Corridor/Farm to Market Program (Regional Transportation Program) – authorizes major new projects to improve freeway interchanges, adds additional lanes, increases safety as determined by the local jurisdictions, and improves and reconstructs major commute corridors.

Safe Routes to Schools and Jobs Program (Local Transportation Program) – goal of this program is to improve each individual City’s and the County’s local transportation systems.

Transit Enhancement Program (Public Transportation Program) – goal of this program is to expand or enhance public transit programs that address the transit dependent population and have a demonstrated ability to get people out of their cars and improve air quality.

Environmental Enhancement Program – goal of this program is to improve air quality and the environment through four programs: environmental mitigation, air quality, bicycle/pedestrian facilities, and car/van pools.

Administration and Planning Program – funding is provided to the Authority to prepare investment plan updates, develop allocation program requirements, and administer and conduct specified activities identified in the other four programs.

Madera County Transportation Authority Structure Under the Measure T Program

The Authority administers the Measure T Program in compliance with PUC 180000. The Authority is responsible for administering the Measure T Program in accordance with plans and programs outlined in the Investment Plan and any subsequent updates.

PUC180000 includes provisions regarding the number of members on the Authority Board. Specifically, the Authority is represented by six (6) members including:

- ♦ Three (3) members of the Board of Supervisors, appointed by the Board.
- ♦ Two (2) members representing the City of Madera, consisting of members of the city council, appointed by the city council.
- ♦ One (1) member representing the City of Chowchilla consisting of a member of the city council, appointed by the city council.

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basic Financial Statements

The basic financial statements consist of the following:

- ♦ Government-wide financial statements
- ♦ Fund financial statements
- ♦ Notes to the basic financial statements

The government-wide financial statements consist of the statement of net position and the statement of activities, and report information on all of the non-fiduciary activities of the Primary Government. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. All internal balances in the statement of net position have been eliminated.

Both of the government-wide and fund financial statements distinguish functions of the Authority that are principally supported by taxes and intergovernmental revenues (governmental activities).

The statement of activities demonstrates the degree to which the direct and indirect expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or activity. Indirect expenses are allocated based on the annual cost allocation plan. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or activity; and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Other items, not properly included among program revenues, are reported instead as general revenues.

Separate fund financial statements are provided for governmental funds and trust funds, even though the latter are excluded from the government-wide financial statements.

Measurement Focus, Basis of Accounting and Financial Statement

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the trust funds financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

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. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Authority considers revenues to be available if they are collected within 90 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred. However, debt service expenditures and claims and judgments, are recorded only when payment is due and payable.

The fund financial statements provide information about the Authority's individual funds including governmental and trust funds. Separate statements for each fund category are presented. The balance sheet and the statement of revenues, expenditures and changes in fund balances focus on the presentation of major governmental funds – the general fund and capital projects funds. These two statements are used to report information regarding the Authority's own operations and programs. The statement of fiduciary net position and the statement of changes in fiduciary net position provide information regarding the sales tax proceeds and related disbursements, which are exclusively restricted for local agencies for the support of regional public transit, local transportation and regional transportation within the County. Disbursements of Measure T funds during the fiscal year ended June 30, 2019 were made to the Cities of Madera and Chowchilla and the County of Madera.

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting and Financial Statement (Continued)

The Authority reports the following major governmental funds:

General Fund – the Authority’s primary operating fund – used to account for all the financial resources and the legally authorized activities of the Authority except those required to be accounted for in other specialized funds.

Capital Projects Fund – used to account for the accumulation of resources to be used to pay the costs of capital projects designated by Measure T.

Additionally, the Authority reports the following fiduciary fund:

Private-purpose Trust Fund – used to account for Measure T sales tax funds held by the Authority in a trustee capacity.

Cash and Cash Equivalents

The Authority considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. The Authority does not consider amounts invested in external investment pools, such as the Madera County Treasury, to be cash equivalents.

Deposits with the Madera County Treasury

The Authority deposits all funds received in the County Treasury. Funds in the County Treasury participate in the County’s pooled investments, an external investment pool. The County Treasurer invests the Authority’s excess cash in an external investment pool on behalf of the Authority and other governments maintaining cash in the County Treasury. The County apportions a portion of the interest earned on pooled investments on the basis of the fund’s average balance. Investment policies and associated risk factors applicable to the Madera County Transportation Authority are those of the County of Madera. All of the County’s investments in securities are insured, registered, or are held by the County or its agents in the County’s name.

The County of Madera Board of Supervisors exercises primary oversight responsibility for the County of Madera’s investments. The County Treasurer manages the portfolio and reports results to the Board. A Madera County Treasury Oversight Committee consisting of the County Treasurer, the Auditor-Controller, and a third member representing the County schools (the primary external pool participant) also monitors the Treasury’s investment on a regular basis. No regulatory agency outside of the County of Madera exercises any regulatory responsibilities over the County’s investments. The County’s pool is not registered with the SEC as an investment company.

Interfund Balances

Sales tax receipts from the State are deposited into the General Fund upon receipt and subsequently transferred to the Capital Projects and Trust Funds. Amounts that have not been transferred between funds at the end of the fiscal year, as well as all other outstanding balances between funds are reported as “due to/from other funds”. Internal balances are eliminated in the statement of net position.

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Accounts Payable

Accounts payable reported in the financial statements of the Authority are amounts that are due and payable at year-end and, thereby, accrued as an expense and liability. Accounts payable primarily consist of capital outlay costs for road improvements.

Interest Payable

In the government-wide financial statements, interest payable of long-term debt is recognized as the liability is incurred for governmental fund types and proprietary fund types.

In the fund financial statements, proprietary fund types recognize the interest payable when the liability is incurred.

Long-Term Obligations

In the government-wide financial statements, long-term debt obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources, while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Fund Balance Classification

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Authority is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- **Nonspendable:** This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The Authority did not have any nonspendable resources as of June 30, 2019.
- **Restricted:** This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance Classification (Continued)

- Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board Commissioners. These amounts cannot be used for any other purpose unless the Board Commissioners removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Authority did not have any committed resources as of June 30, 2019.
- Assigned: This classification includes amounts that are constrained by the Authority's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board Commissioners or through the Board Commissioners delegating this responsibility to the Authority Manager through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund.
- Unassigned: This classification includes amounts that have not been assigned to other funds or restricted, committed or assigned to a specific purpose within the Authority.

The Authority's policy is to use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

Net Position

The government-wide financial statements utilize a net position presentation. Net position is categorized as restricted and unrestricted.

Restricted Net Position – This category presents external restrictions imposed by creditor, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position – This category represents net position of the Authority, not restricted for any project or other purpose.

When an expense is incurred for purposes for which both restricted and unrestricted net position area available, the Authority's policy is to apply restricted net position first.

Use of Management Estimates

The preparation of the basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the basic financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Accordingly, actual results could differ from those estimates.

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 2 – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

A reconciliation of the total fund balances for governmental funds to the total net position of governmental activities has been prepared as part of the basic financial statements, including explanations of differences.

A reconciliation of the total net change in fund balances for governmental funds to the total changes in net position of governmental activities has been prepared as part of the basic financial statements, including explanations of differences.

NOTE 3 – SUMMARY OF RELATED PARTY TRANSACTIONS

Madera County Transportation Commission (the “Commission”) maintains the Madera County Transportation Authority’s accounting records and incurs various administrative and other expenses on behalf of the Authority. Expenses incurred by the Authority to the Commission in the 2018-2019 fiscal year totaled to \$136,416. The total accounts payable to the Commission was \$139,687 for the year ended June 30, 2019.

NOTE 4 – CASH AND INVESTMENTS

Cash and investments as of June 30, 2019 are classified in the accompanying financial statements as follows:

Statement of Net Position:	
Cash and investments	\$ 9,208,666
Restricted cash and investments	3,070,422
Statement of Fiduciary Net Position:	
Trust fund	<u>3,600</u>
 Total cash and investments	 <u>\$ 12,282,688</u>

Cash and investments as of June 30, 2019 consist of the following:

County investment pool	\$ 11,511,771
Investments	<u>770,917</u>
 Total cash and investments	 <u>\$ 12,282,688</u>

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 4 – CASH AND INVESTMENTS (Continued)

Investments Authorized by the California Government Code and the Authority's Investment Policy

The table below identifies the investment types that are authorized for the Authority by the California Government Code (or the Authority's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the Authority's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptances	180 days	40%	None
Commercial Paper	270 days	None	None
Negotiable Certificates of Deposit	5 years	None	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	None	None
Medium-Term Notes	5 years	None	None
Mutual Funds	n/a	None	None
Money Market Mutual Funds	n/a	None	None
Mortgage Pass-Through Securities	5 years	None	None
County Pooled Investment Funds	n/a	100%	None
Local Agency Investment Fund (LAIF)	n/a	None	None

Investments Authorized by Debt Agreements

Investments of debt proceeds held by the bond trustee are governed by provisions of the debt agreements, in accordance with the provisions of the Government Code of the State of California. All funds of the Authority have been invested in the commingled investment pool of the County of Madera, California.

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 4 – CASH AND INVESTMENTS (Continued)

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates.

Information about the sensitivity of the fair values of the Authority’s investments to market interest rate fluctuations is provided by the following table that shows the distribution of the Authority’s investment by maturity:

Investment Type	Amount	Remaining Maturity Date
Governmental Activities:		
County investment pool	\$ 11,511,771	12 months or less
Held by bond trustee:		
BlackRock Treasury Trust Institutional	<u>770,917</u>	12 months or less
Total	<u>\$ 12,282,688</u>	

Disclosures Related to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the Authority’s investment policy, and the actual rating as of year-end for each investment type.

Investment Type	Amount	Rating as of Year-End	
		AAAm	Not Rated
Governmental Activities:			
County investment pool	\$ 11,511,771	\$ -	\$ 11,511,771
Held by bond trustee:			
BlackRock Treasury Trust Institutional	<u>770,917</u>	<u>770,917</u>	<u>-</u>
Total	<u>\$ 12,282,688</u>	<u>\$ 770,917</u>	<u>\$ 11,511,771</u>

Concentration of Credit Risk

The investment policy of the Authority contains no limitations on the amount that can be invested in any one issuer, with the exception to Banker’s Acceptances, which has a maximum percentage of 40%.

Investments in any one issuer that represent 5 percent or more of total investments by reporting unit is as follows:

- The Authority holds investments of \$770,917 in Blackrock Treasury Trust Institutional.

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 4 – CASH AND INVESTMENTS (Continued)

Fair Value Hierarchy

The Authority categorizes its fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

Fair value measurements of the Authority's investments are as follows at June 30, 2019.

- Investment in the County's pooled investments: valued at \$11,511,771. The County invests in numerous types of investments ranging all levels in the fair value hierarchy. Accordingly, the County's pool investments are not an investment type that can be categorized in any particular level in the fair value hierarchy.
- Investments held by bond trustee: valued at \$770,917, invested in BlackRock Treasury Trust Institutional, a Level 1 input.

NOTE 5 – INTERFUND BALANCES

Due To/Due From

Interfund receivable and payable balances arise from interfund transactions and are recorded by all funds affected in the period in which transactions are executed and are expected to be paid shortly after the end of the fiscal year.

Activities within due from/due to other fund balances at June 30, 2019 are as follows:

	Due from	Due to	
General Fund	\$ -	\$ 1,940,152	
Capital Projects Fund	643,624	-	
Total Governmental Funds	643,624	1,940,152	
Trust Funds	1,296,528	-	
Total	\$ 1,940,152	\$ 1,940,152	

NOTE 6 – NOTES RECEIVABLE

In April 2009, the Authority's Board of Commissioners approved an inter-program loan in the amount of \$1,575,000 to the City of Chowchilla to accelerate the delivery of the City of Chowchilla's Measure T Improvement Projects. The loan is due in ten annual principal payments of \$157,500 beginning June 30, 2010, plus interest at a variable rate based on the LAIF rates. The note receivable was paid off as of June 30, 2019.

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 7 – LONG-TERM LIABILITIES

Long-term liabilities activity for the year ended June 30, 2019 consisted of the following:

	Balance July 1, 2018	Additions	Reductions	Balance June 30, 2019	Due within One Year
Sales Tax Revenue Bonds:					
Series 2009	\$ 3,535,000	\$ -	\$ (440,000)	\$ 3,095,000	\$ 475,000
Series 2010	9,255,000	-	(1,165,000)	8,090,000	1,215,000
Series 2010-premiums, net of amortization	<u>358,389</u>	-	<u>(51,198)</u>	<u>307,191</u>	<u>-</u>
Total	<u>\$ 13,148,389</u>	<u>\$ -</u>	<u>\$ (1,656,198)</u>	<u>\$ 11,492,191</u>	<u>\$ 1,690,000</u>

Payments on the sales tax revenue bonds are made by the Capital Projects Fund.

SERIES 2009

The series 2009 bonds were issued on October 28, 2009, with a maturity date of September 1, 2024, and an interest rate of 7.44%. Annual principal reductions on the bonds range from \$80,000 to \$335,000. The bonds are secured by sales tax revenues. There is a provision in the bonds whereby in the event of default the lender may declare the entire unpaid principal and interest immediately due and payable.

Annual debt service requirements to maturity of the series 2009 bonds are as follows:

Fiscal Years Ending June 30	Principal	Interest	Total
2020	\$ 475,000	\$ 221,526	\$ 696,526
2021	510,000	185,628	695,628
2022	550,000	146,940	696,940
2023	590,000	105,276	695,276
2024	635,000	60,636	695,636
2025	<u>335,000</u>	<u>12,462</u>	<u>347,462</u>
Total	<u>\$ 3,095,000</u>	<u>\$ 732,468</u>	<u>\$ 3,827,468</u>

SERIES 2010

The series 2010 bonds were issued on June 29, 2010, with a maturity date of March 1, 2025, and an interest rate between 2.00-4.00%. Annual principal reductions on the bonds range from \$630,000 to \$1,505,000. The bonds are secured by sales tax revenues. There is a provision in the bonds whereby in the event of default the lender may declare the entire unpaid principal and interest immediately due and payable.

Annual debt service requirements to maturity of the series 2010 bonds are as follows:

Fiscal Years Ending June 30	Principal	Interest	Total
2020	\$ 1,215,000	\$ 366,600	\$ 1,581,600
2021	1,260,000	318,000	1,578,000
2022	1,315,000	267,600	1,582,600
2023	1,365,000	215,000	1,580,000
2024	1,430,000	146,750	1,576,750
2025	<u>1,505,000</u>	<u>75,250</u>	<u>1,580,250</u>
Total	<u>\$ 8,090,000</u>	<u>\$ 1,389,200</u>	<u>\$ 9,479,200</u>

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 8 – RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets, injuries to employees, and natural disasters. The Authority manages and finances these risks by purchasing commercial insurance for which a \$1,000 deductible applies. There have been no significant reductions in insurance coverage from the previous year, nor have settled claims exceeded the Authority's commercial insurance coverage in any of the past three years.

NOTE 9 – COMMITMENTS AND CONTINGENCIES

The Authority has entered into various cooperative agreements with governmental entities amounting to a total commitment of approximately \$44,705,714. The Authority has made cumulative expenditures of \$42,424,818 on these commitments through June 30, 2019; therefore, the Authority's outstanding commitments at June 30, 2019, total \$2,280,896.

As of June 30, 2019, the Authority had the following commitments with respect to the unfinished capital projects:

Project	Amount	Completion Date
SR 41 Passing Lanes	\$ 988,072	12/31/19
SR 99/Ave 12 Interchange	469,972	12/31/19
SR 99 - Ave 12 to Ave 17 Widening (E&P, PS&E, R/W)	104,991	12/31/19
Oakhurst Mid Town Connector (Through R/W)	700,891	06/30/20
SR 233 Interchange Operational Improvements (Through E&P)	16,970	06/30/20
	<u>\$ 2,280,896</u>	

REQUIRED SUPPLEMENTARY INFORMATION

**MADERA COUNTY TRANSPORTATION AUTHORITY
 BUDGETARY COMPARISON SCHEDULE
 GENERAL FUND
 FOR THE YEAR ENDED JUNE 30, 2019**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Sales tax	\$ 95,300	\$ 95,300	\$ 106,733	\$ 11,433
Interest revenue	<u>-</u>	<u>-</u>	<u>1,924</u>	<u>1,924</u>
Total revenues	<u>95,300</u>	<u>95,300</u>	<u>108,657</u>	<u>13,357</u>
EXPENDITURES				
Administration and planning	<u>95,300</u>	<u>95,300</u>	<u>107,249</u>	<u>(11,949)</u>
Total expenditures	<u>95,300</u>	<u>95,300</u>	<u>107,249</u>	<u>(11,949)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>-</u>	<u>-</u>	<u>1,408</u>	<u>1,408</u>
Net change in fund balances	-	-	1,408	1,408
Fund balance - beginning	<u>15,447</u>	<u>15,447</u>	<u>15,447</u>	<u>-</u>
Fund balance - ending	<u>\$ 15,447</u>	<u>\$ 15,447</u>	<u>\$ 16,855</u>	<u>\$ 1,408</u>

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED JUNE 30, 2019**

BUDGETS AND BUDGETARY DATA

The Authority adopts a legal annual operating budget for its general fund. All budget transfers and expenditures are approved by the Board or by the Authority Administrator prior to disbursement. The legal level of budgetary control is at the account balance level. The final budget revenue and expenditure amounts represent the original budget modified by any amendments and adjustments that have occurred during the year. Unencumbered appropriations lapse at year-end.

A budgetary comparison schedule for the general fund is presented on page 34. Its purpose is to demonstrate compliance with the approved budget for fiscal year 2018-2019. Actual expenditures appearing on the schedule are presented using the accrual method of accounting.

EXCESS OF EXPENDITURES OVER APPROPRIATIONS

As of June 30, 2019, expenditures exceeded appropriations in individual funds as follows:

<u>Appropriations Category</u>	<u>Excess Expenditures</u>
General Fund:	
Administration and planning	\$ 11,949

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SUPPLEMENTARY INFORMATION

**MADERA COUNTY TRANSPORTATION AUTHORITY
SCHEDULE OF MEASURE T SALES TAX RECEIPTS
JUNE 30, 2019**

Fiscal Year	Total Sales Tax Receipts *	Changes from Previous Year
2007/08	\$ 7,707,106	--
2008/09	7,311,825	-5.13%
2009/10	6,118,354	-16.32%
2010/11	6,939,324	13.42%
2011/12	7,775,292	12.05%
2012/13	7,960,277	2.38%
2013/14	8,439,910	6.03%
2014/15	9,017,126	6.84%
2015/16	9,327,292	3.44%
2016/17	9,521,593	2.08%
2017/18	9,810,897	3.04%
2018/19	10,398,296	5.99%

* Net of State Board of Equalization fees

OTHER AUDITOR'S REPORT

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Commissioners
Madera County Transportation Authority
Madera, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Madera County Transportation Authority (the "Authority") as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated January 22, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

677 Scott Avenue
Clovis, CA 93612

tel 559.299.9540
fax 559.299.2344

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. 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. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Madera County Transportation Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Price Paige & Company

Clovis, California
January 22, 2020

**MADERA COUNTY TRANSPORTATION AUTHORITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2019**

SECTION I – SUMMARY OF AUDITOR’S RESULTS

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
Material weaknesses identified?	_____ Yes <u> X </u> No
Significant deficiencies identified that are not considered to be material weaknesses?	_____ Yes <u> X </u> None Reported
Noncompliance material to financial statements noted?	_____ Yes <u> X </u> No

SECTION II – FINANCIAL STATEMENT FINDINGS

No findings reported.

**MADERA COUNTY TRANSPORTATION AUTHORITY
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2019**

FINANCIAL STATEMENT FINDINGS

No findings reported.