



Meeting of the Madera County Transportation Commission Policy Board

LOCATION

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

or via ZOOM

https://us06web.zoom.us/j/85696766969?pwd=ba1D_csAH00Re0h87h3kSlbgOLtoN_g.KdxF8ZNLHC1lcqBi

Webinar ID: 856 96766969

Passcode: 985044

Telephone: US: +1 408 638 0968

DATE

January 17, 2024

TIME

3:00 PM

Policy Board Members

The Policy Board meets simultaneously as the Transportation Policy Committee, Madera County Transportation Commission, and Madera County 2006 Transportation Authority.

Commissioner Waseem Ahmed, Chair
Commissioner Leticia Gonzalez, Vice Chair
Commissioner Cecelia Gallegos
Commissioner Robert Poythress
Commissioner Jose Rodriguez
Commissioner David Rogers
Caltrans District 6

Councilmember, City of Chowchilla
Madera County Supervisor
Councilmember, City of Madera
Madera County Supervisor
Councilmember, City of Madera
Madera County Supervisor
Policy Committee, Participating Agency



This meeting is also being conducted by teleconference at the following location:
Rural County Representatives of California
Placer Conference Room
1215 K Street, Suite 1650
Sacramento, CA 95814

REASONABLE ACCOMMODATIONS AND ADA

MCTC has adopted a Reasonable Accommodations Policy that provides a procedure for receiving and resolving requests for accommodation to participate in this meeting (see <https://www.maderactc.org/administration/page/reasonable-accommodations-policy>). If you need assistance in order to attend the meeting, or if you require auxiliary aids or services, e.g., listening devices or signing services to make a presentation to the Board, MCTC is happy to assist you. Please contact MCTC offices at (559) 675-0721 so such aids or services can be arranged. Requests may also be made by email to sandy@maderactc.org, or mailed to 2001 Howard Road, Suite 201, Madera, CA 93637. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation; 72 hours in advance is suggested.

AGENDA

At least 72 hours prior to each regular MCTC Policy 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 5 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.

PUBLIC COMMENT

If you are participating remotely and wish to make a comment on a specific agenda item during the meeting, please use the “Raise Hand” feature in Zoom and you will be called on by the chair during the meeting. You can also submit your comments via email to publiccomment@maderactc.org. Comments will be shared with the Policy Board and placed into the record at the meeting. Every effort will be made to read comments received during the meeting into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

Regarding any disruption that prevents the Policy Board from broadcasting the meeting to members of the public, then (1) if public access can be restored quickly, the meeting will resume in five (5) minutes to allow the re-connection of all members of the Board, staff, and members of the public; or (2) if service cannot be restored quickly, the meeting shall stop, no further action shall be taken on the remaining agenda items, and notice of the continued meeting will be provided.

Agenda

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **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 Chairperson of their desire to address the Board when that agenda item is called.

MCTC SITTING AS THE TRANSPORTATION POLICY COMMITTEE

4. 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.

[4-A.](#) California Transportation Commission (CTC) 2023 Annual Report to the California Legislature

Enclosure: No

Action: Information and Discussion Only

[4-B.](#) Broadband for All Update: Draft State Digital Equity Plan Released; Public Comment Period Open

Enclosure: No

Action: Information and Discussion Only

[4-C.](#) Caltrans System Investment Strategy (CSIS) 2024 Winter Public Workshops

Enclosure: No

Action: Information and Discussion Only

[4-D.](#) Call for Applicants for Interagency Equity Advisory Committee

Enclosure: No

Action: Information and Discussion Only

[4-E.](#) Charging Infrastructure for Government Fleets

Enclosure: No

Action: Information and Discussion Only

[4-F.](#) Environmental Protection Agency (EPA) Contingency Measures for the Fine Particulate Matter (PM2.5) National Ambient Air Quality Standards (NAAQS) in the San Joaquin Valley Deferment

Enclosure: No

Action: Information and Discussion Only

[4-G.](#) Pacific Gas & Electric Distributed Resource Planning (DRP) Data & Maps

Enclosure: No

Action: Information and Discussion Only

[4-H.](#) Upcoming Federal Funding Opportunities

Enclosure: No

Action: Information and Discussion Only

[4-I.](#) 2024 San Joaquin Valley Spring Policy Conference

Enclosure: No

Action: Information and Discussion Only

[4-J.](#) Request for Proposals (RFP) – Madera County Regional Growth Forecast Study

Enclosure: No

Action: Authorize circulation of the Madera County Regional Growth Forecast Study RFP

[4-K.](#) Draft 2024 Interregional Transportation Improvement Program (ITIP) Letters of Support

Enclosure: Yes

Action: Information and Discussion Only

[4-L.](#) Letter of Support – reappointment of Lee Ann Eager to the California Transportation Commission

Enclosure: Yes

Action: Information and Discussion Only

[4-M.](#) Letter of Support for FY 2024-25 Caltrans Sustainable Transportation Planning Program, Sustainable Communities Competitive Grant Application for Madera County

Enclosure: Yes

Action: Information and Discussion Only

[4-N.](#) Letter of Support for FY 2024-25 Caltrans Sustainable Transportation Planning Program, Sustainable Communities Competitive Grant Application for the San Joaquin Valley High-Speed Rail, Passenger Rail, and Transit Connectivity and Transit Oriented Development Action Plan

Enclosure: Yes

Action: Information and Discussion Only

[4-O.](#) Letter of Support - Caltrans Sustainable Transportation Planning Grant Program, Climate Adaptation Category, Application for the Valley Transport Resiliency Advancement for Neighborhoods' Sustainable Freight Movement (V-TRANSFRM) Study

Enclosure: Yes

Action: Information and Discussion Only

[4-P.](#) California Transportation Commission (CTC) January Meeting Reception

Enclosure: Yes

Action: Information and Discussion Only

5. TRANSPORTATION ACTION/DISCUSSION ITEMS

[5-A.](#) State Legislative Update – Governor’s FY 2024-25 State Budget

Enclosure: Yes

Action: Information and Discussion Only

MCTC SITTING AS THE MADERA COUNTY TRANSPORTATION COMMISSION

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

7. 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.

7-A. Executive Minutes – November 29, 2023

Enclosure: Yes

Action: Approve November 29, 2023, Meeting Minutes

7-B. Transportation Development Act (LTF, STA) – Allocation, Resolution 23-09 Amendment No. 3, Resolution 23-10 Amendment No. 2

Enclosure: Yes

Action: Approve Resolution 23-09 Amendment No. 3, Resolution 23-10 Amendment No. 2

7-C. Transportation Development Act (TDA) Fund Compliance Audit Report for Fiscal Year ended June 30, 2022: County of Madera

Enclosure: Yes

Action: Accept TDA Compliance Audit Report: County of Madera

7-D. Revised Accounting & Financial Policies and Procedures Manual

Enclosure: Yes

Action: Approve Revised Accounting & Financial Manual

8. ADMINISTRATIVE ACTION/DISCUSSION ITEMS

NONE

MCTC SITTING AS THE MADERA COUNTY 2006 TRANSPORTATION AUTHORITY

9. 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 Authority or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the items 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 Authority concerning the item before action is taken.

9-A. Measure “T” Fund Compliance Audit Report for FY ending June 30, 2022: Madera County

Enclosure: Yes

Action: Accept Measure T Compliance Audit Report for FY ending June 30, 2022:
Madera County

10. AUTHORITY – ACTION/DISCUSSION ITEMS

10-A. Measure T Renewal Update

Enclosure: No

Action: Information and Discussion Only. Direction may be provided

OTHER ITEMS

11. MISCELLANEOUS

11-A. Election of Officers

11-B. Items from Staff

11-C. Items from Caltrans

11-D. Items from Commissioners

12. CLOSED SESSION

NONE

13. ADJOURNMENT

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



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 4-A

PREPARED BY: Patricia Taylor, Executive Director

SUBJECT:

California Transportation Commission (CTC) 2023 Annual Report to the California Legislature

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

The California Transportation Commission (CTC) has submitted their 2023 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 2024 and reviews accomplishments during the year just ended. The full report can be found at: [CTC Annual Report Website](#)

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 4-B

PREPARED BY: Evelyn Espinosa, Senior Regional Planner

SUBJECT:

Broadband for All Update: Draft State Digital Equity Plan Released; Public Comment Period Open

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

The California Department of Technology (CDT) released the state's [Draft Digital Equity Plan](#), a vitally important step towards ensuring every Californian has equitable access to reap the social and economic benefits of the digital world. CDT developed an on-line version of the Draft California Digital Equity Plan, which is available in over 100 languages and compatible with assistive technology. The Draft Digital Equity Plan is open for public comment for 45 days, until **January 25, 2024**.

To assist the development of this Plan, visit the [State Digital Equity Plan page](#) to access the draft, then select the [public comment form](#) and follow the instructions to share feedback.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of January 17, 2023

AGENDA ITEM: 4-C

PREPARED BY: Jeff Findley, Principal Regional Planner

SUBJECT:

Caltrans System Investment Strategy (CSIS) 2024 Winter Public Workshops

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

Caltrans is in the process of preparing the Caltrans System Investment Strategy (CSIS) that intends to advance the State's goals and priorities through the development and implementation of the CSIS. The CSIS, which implements one of the California State Transportation Agency (CalSTA) Climate Action Plan for Transportation Infrastructure (CAPTI) key actions and is envisioned to be an investment framework through a data and performance-driven approach that guides transportation investments and decisions. This framework includes methodologies and processes for how Caltrans should invest billions of dollars in highly competitive fund programs that will address transportation deficiencies while also achieving the CAPTI Guiding Principles.

The California Department of Transportation (Caltrans) seeks to provide our communities, partners, tribal governments, and other stakeholders with an update on the Caltrans System Investment Strategy (CSIS). Following the CSIS Public Workshops conducted in September 2023, Caltrans continued to refine the draft CSIS metrics based on feedback received to date. These public workshops will provide updates to the CSIS Main Document and the Qualitative and Quantitative Metrics.

The following public workshops will be held online:

Urban Perspectives	January 30, 2024
Suburban Perspectives	January 31, 2024
Rural Perspectives	February 1, 2024

Additional information on CSIS may be found on the Caltrans website at:
<https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/corridor-and-system-planning/csis>

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 4-D

PREPARED BY: Sandy Ebersole, Administrative Analyst

SUBJECT:

Call for Applicants for Interagency Equity Advisory Committee

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

California state transportation agencies announced an open call for applicants to serve on the interagency Equity Advisory Committee, which first convened last year in partnership between the California State Transportation Agency (CalSTA), the California Transportation Commission (Commission), and the California Department of Transportation (Caltrans). The 15-member Equity Advisory Committee advises each agency on how to achieve meaningful outcomes in transportation equity, environmental justice, and equitable economic opportunities, especially in transportation planning and programming. Applications for at least two open seats are due Feb. 4.

To apply to participate on the Equity Advisory Committee, please visit the following website: <https://forms.office.com/g/MZXiGf1Tmb>.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 4-E

PREPARED BY: Sandy Ebersole, Administrative Analyst

SUBJECT:

Charging Infrastructure for Government Fleets

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

The California Energy Commission (CEC) has recently released a Grant Funding Opportunity (GFO), which aims to support the electrification of light-duty city, county, and tribal government fleets in California. Applicants can receive up to \$6 million to build reliable and readily accessible electric vehicle charging infrastructure dedicated to these fleets. This program aims to support local government goals of sustainability and climate action plans and reduce vehicle emissions in priority populations.

The GFO is open to all public and private entities, including California Native American Tribes and California Tribal Organizations serving California Native American Tribes. Ineligible applicants include investor-owned utilities. Application deadline is April 5, 2024. For more information visit [CEC Charging Infrastructure for Government Fleets](#).

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 4-F

PREPARED BY: Dylan Stone, Principal Regional Planner

SUBJECT:

Environmental Protection Agency (EPA) Contingency Measures for the Fine Particulate Matter (PM_{2.5}) National Ambient Air Quality Standards (NAAQS) in the San Joaquin Valley Deferment

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

On December 20, 2023, the Federal Register published three notices relating to contingency measures for the fine particulate matter (PM_{2.5}) national ambient air quality standards (NAAQS) in the San Joaquin Valley.

- The first proposes to approve CARB's Smog Check contingency measure State Implementation Plan (SIP) submission.
- The second proposes to approve the San Joaquin Valley PM_{2.5} contingency measure SIP submissions, including the District's contingency measures on wood burning fireplaces and heaters and non-agricultural, rural open areas.
- The third is an interim final rule that, effective December 20, 2023, stays offset sanctions and defers highway sanctions relating to PM_{2.5} contingency measures and to the attainment plan for the 1997 annual PM_{2.5} NAAQS in the San Joaquin Valley.

These actions and associated dockets are available at <http://www.regulations.gov>. The docket ID for the Smog Check contingency measure proposal is EPA-R09-2023-0524. The docket ID for the San Joaquin Valley PM_{2.5} contingency measures proposals and the interim final rule is EPA-R09-2023-0477.

With this action the San Joaquin Valley Metropolitan Planning Organizations (MPOs) can continue processing Transportation Improvement Program (TIP) amendments, conduct conformity demonstrations, and deliver projects as needed in the new year. Please do note that this interim final determination "defers" sanctions pending final Environmental Protection Agency (EPA) action on the three notices. Potential sanction clocks will officially stop once these actions are final.

San Joaquin Valley MPO staff worked with Caltrans on an “at risk” project list to help inform federal partners of the potential impacts of a future funding sanctions regarding the 2018 PM2.5 Plan contingency measures.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 4-G

PREPARED BY: Dylan Stone, Principal Regional Planner

SUBJECT:

Pacific Gas & Electric Distributed Resource Planning (DRP) Data & Maps

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

Pacific Gas & Electric (PG&E) provides details on potential project sites for Distributed Energy Resources (DERs) available on their website for account holders.

The Integration Capacity Analysis (ICA) and Distribution Investment Deferral Framework (DIDF) maps are designed to help contractors and developers find information on potential project sites for DERs. The maps include hosting capacity, forecast data, grid needs, and other information about PG&E's electric distribution grid.

The information on these maps is illustrative and is likely to change or be modified over time. PG&E's electric distribution system is dynamic. Circuits on the distribution system change for various reasons. Examples include, but are not limited to, circuit upgrades, new loads, new DERs, new circuits, and seasonal switching. Over time, a single location may have different results due to these changes.

PG&E has transitioned the PVRAM map data to the ICA and DIDF maps. All data is available on these maps.

[Access ICA map - The ICA map is designed to help contractors and developers find potential projects sites for DERs.](#)

[Access DIDF \(GNA/DDOR\) map - The DIDF \(GNA/DDOR\) map shows assumptions and results of the distribution planning process that yield grid needs related to distribution grid services.](#)

The data and maps on the DRP Data Access Portal do not provide any guarantees. All interconnections are subject to engineering review. Many factors affect interconnection

capability and costs, and the maps do not guarantee that generators or load can interconnect at a specific site or in a specific time frame.

In addition, government permitting procedures may limit the suitability of a site. These procedures are designed to minimize environmental and land use impacts and are independent of PG&E's interconnection process.

[Click here for additional information on the Distributed Resource Planning \(DRP\) data & maps](#)

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 4-H

PREPARED BY: Sandy Ebersole, Administrative Analyst

SUBJECT:

Upcoming Federal Funding Opportunities

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

All Federal grants, including transportation grants, can be found at [grants.gov](https://www.grants.gov). To find transportation related funding opportunities, select "All Department of Transportation" under the "Agency" menu on the left-hand side.

The programs listed in the table below have released a NOFO. This timeline is subject to change.

Active & Upcoming Notices of Funding Opportunities (NOFOs)

Program	NOFO Close Date	Available Funding	OA	NOFO Link
All Stations Accessibility Program	January 30, 2024	\$343,000,000	FTA	Apply Here
Western TTAP Center	January 31, 2024	\$2,225,000	FHWA	Apply Here
Advanced Transportation Technology and Innovation (ATTAIN) Program	February 2, 2024	\$120,000,000	FHWA	Apply Here
Accelerating Advanced Digital Construction Management Systems Program	February 12, 2024	\$5,000,093	FTA	Apply Here

Innovative Coordinated Access and Mobility Grants	February 13, 2024	\$4,700,000	FTA	Apply Here
RAISE Discretionary Grants	February 28, 2024	\$1,500,000,000	OST	Apply Here
Rural Autonomous Vehicle Research Program	March 13, 2024	\$25,000,000	OST	Apply Here

All Federal grants, including transportation grants, can be found at [grants.gov](https://www.grants.gov). To find transportation related funding opportunities, select "All Department of Transportation" under the "Agency" menu on the left-hand side.

The programs listed in the table below are anticipating releasing a NOFO in the coming months. This timeline is subject to change.

Program	Anticipated NOFO Release	OA
Bridge Investment Program, Planning and Small Projects	Late Fall 2023	FHWA
Railroad Crossing Elimination Grant Program	Late Fall 2023	FRA
Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program	Early Winter 2024	FRA
Restoration and Enhancement Grant Program	Early Winter 2024	FRA
Safe Streets and Roads for All (SS4A) Grant Program	Early Winter 2024	FRA

Upcoming Non-USDOT Funding Opportunities

Program	NOFO Close Date	Available Funding	Agency	NOFO Link
Rural Health Network Development Planning Program	January 26, 2024	\$3,000,000	HHS	Apply Here
Training and Technical Assistance to Improve Water Quality and Enable Small Public Water Systems to Provide Safe Drinking Water	February 2, 2024	\$30,700,000	EPA	Apply Here
Rural Residency Planning and Development (RRPD) Program	February 12, 2024	\$11,250,000	HHS	Apply Here
WaterSMART Water and Energy Efficiency Grants	February 22, 2024	\$50,000,000	DOI	Apply Here

Rural Business Development Grants	February 28, 2024	N/A	USDA	Apply Here
Building Resilient Infrastructure and Communities (BRIC) Program	February 29, 2024	\$1,000,000,000	FEMA	Apply Here
Flood Mitigation Assistance (FMA) Grant Program	February 29, 2024	\$800,000,000	FEMA	Apply Here
Climate Pollution Reduction Grants (CPRG) Implementation Program	April 1, 2024	\$4,300,000,000	EPA	Apply Here

All Federal grants can be found at [grants.gov](https://www.grants.gov). This list is not exhaustive of all federal grant opportunities, rather this list highlights selected federal grants applicable to rural and Tribal communities.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 4-I
PREPARED BY: Patricia Taylor, Executive Director

SUBJECT:

2024 San Joaquin Valley Spring Policy Conference

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

On behalf of the San Joaquin Valley Regional Planning Agencies, we invite you to attend the [2024 San Joaquin Valley Spring Policy Conference](#) to be held April 29 – May 1, 2024. The conference will be hosted this year by the Tulare County Association of Governments on behalf of the eight Valley planning agencies in Visalia, California.

The Policy Conference provides an opportunity for the Valley to come together to discuss what is up and coming in the region, with specific emphasis on transportation and housing. Our attendees include Valley local elected officials, community development and public works directors, executive staff of the Metropolitan Planning Organizations within the Valley, as well as Caltrans executives, business and community organization representatives, and private planning, engineering, and construction firms. MCTC encourages our local jurisdictions to participate.

MCTC extends an invitation to the MCTC Policy Board Members. If you are interested in attending, please contact Sandy Ebersole, Administrative Analyst, at sandy@maderactc.org and appropriate reservations will be made.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 4-J

PREPARED BY: Dylan Stone, Principal Regional Planner

SUBJECT:

Request for Proposals (RFP) – Madera County Regional Growth Forecast Study

Enclosure: No

Action: Authorize circulation of the Madera County Regional Growth Forecast Study RFP

SUMMARY:

The Madera County Transportation Commission (MCTC) relies upon demographic growth forecast data to inform various planning efforts. Reliable demographic growth forecasts are instrumental in determining how future transportation and housing investments are impacted by varying planning strategies in the Madera County region.

MCTC directly applies demographic growth forecast data towards updates to the region's travel demand model which is a key tool used for developing the Madera County Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS). Additionally, the data can be applied to assisting Regional Housing Needs Allocation determinations in collaboration with the Department of Housing and Community Development, informing regional transportation plans related to public transportation, active transportation, zero-emission transportation, affordable housing, and others, and assist in local traffic impact studies and analysis.

The primary characteristics of these forecasts should be the following:

- Households
- Population
- Housing
- Employment

Other demographic characteristics to be considered and reported may include:

- Age Distribution
- Average Household Size
- Household and Group Quarters Population
- Average Income

- Household Type
- Race/Ethnicity
- Employment Type
- School Enrollment

MCTC staff will prepare and release a Request for Proposal (RFP) for professional services to assist in the development of a Madera County Regional Growth Forecast Study. Staff will receive and score proposals and then bring it to the Board for award. The study is expected to be developed and completed by this summer using Senate Bill 1 Sustainable Transportation Planning Grant formula funds, and upon completion its data will be incorporated into the initial 2026 RTP/SCS development.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 4-K

PREPARED BY: Jeff Findley, Principal Regional Planner

SUBJECT:

Draft 2024 Interregional Transportation Improvement Program (ITIP) Letters of Support

Enclosure: Yes

Action: Information and Discussion Only

SUMMARY:

The California Department of Transportation (Caltrans) released the Draft Interregional Transportation Improvement Program (ITIP) on October 28, 2023, that includes proposed funding for projects in the Madera Region. The California Department of Transportation's (Caltrans) five-year ITIP is prepared pursuant to Government Code 14526, Streets and Highways Code Section 164, and the California Transportation Commission's (CTC) 2024 STIP Guidelines. The 2024 ITIP covers Fiscal Years (FY) 2024-25 through 2028-29.

California Government Code Section 14526 specifies that the ITIP fund projects that improve interregional movement for people and goods throughout California on the State Highway System (SHS) and develop Intercity Passenger Rail corridors of strategic importance.

Letters of Support (attached) from various regional agencies have been submitted to the CTC encouraging the adoption of the Draft 2024 ITIP.

North Madera 6 Lane

The North Madera SR 99 6 Lane project is a new project that will enhance freight mobility and relieve traffic congestion by increasing traffic capacity on State Route (SR) 99 from Avenue 17 Overcrossing to Avenue 21½ Overcrossing. Alternative 1 proposes to construct one additional lane in each direction using the existing median. Alternative 2 consists of partial realignment of the SR 99 centerline to the west, before construction of additional lanes.

This segment of SR 99 is essential to the economy of San Joaquin Valley and is critical to the agricultural and commercial transportation in this region. Almonds are the top commodity in both Fresno and Madera counties producing 533,000 tons, valued at \$2 billion. Milk is the second highest leading commodity in Madera County, valued at approximately \$330 million dollars.

SR 99 is also used by interregional travelers and commuters in Madera and Fresno Counties. The 2021 AADT ranges from 70,000 to 73,000. The 2021 average daily truck traffic within the project limits is approximately 20%. SR 99 is part of the National Highway System as a STRAHNET and a STAA truck route serving San Joaquin Valley.

The continuous six-lane cross section that this project will extend will enable the implementation of managed-lane strategies with Vehicle Miles Traveled (VMT) reducing benefits on the SR 99 corridor. Caltrans District 6, in collaboration with the Headquarters (HQ) Sustainability Division, has developed a potential phased approach for the opportunity to implement a managed-lane facility on SR 99. This project would be part of Phase 2 of the approach to implement the managed-lane strategies, estimated to be implemented in 2030. Phase 2 will be one of the last phases needed to complete 325.8 miles of managed lanes on SR 99 within District 6. Managed-lane strategies with VMT reducing benefits will be identified in an interim deliverable (to be completed no later than December of 2023) in the development of the SR 99 Comprehensive Multimodal Corridor Plan (CMCP) currently in progress.

Caltrans is requesting a total of \$4,300,000 in 2024 ITIP funding for the Environmental Phase (PA&ED).

South Madera 6 Lane

The South Madera 6 Lane project is on SR 99 in Madera County from south of Avenue 7 to north of Avenue 12. It is consistent with the CFMP, SR 99 Business Plan, SR 99 Corridor System Management Plan (CSMP) and the Madera County Transportation Commission RTP.

This project will eliminate the 5.8-mile, four lane bottleneck on SR 99 in the southbound and northbound directions, between Fresno and Madera by providing an additional lane in each direction in the median. The scope of work includes increasing vertical clearance at one of the overcrossing structures.

SR 99 in this vicinity is at the upper end of the spectrum for projects with a very high interregional value with 21 percent truck traffic volume and a relatively high Average Annual Daily Traffic (AADT). This project improves operational efficiency on a critical goods movement corridor, providing greater travel-time reliability, throughput, and velocity of freight movement.

This project accomplishes the goals of the 2021 ITSP by balancing local community and interregional needs and improving safety for all users. The project benefits the surrounding disadvantaged communities by increasing connectivity to employment and production

centers, education, services, and other opportunities in the region. The project also meets the needs of the SR 99 Business Corridor Plan.

Madera County's Mid-Cycle RIP funds and SHOPP funds are also currently programmed for this project. Combining this project with the planned SHOPP project in FY 2025-26 achieves significant efficiencies and substantial savings.

A total of \$5,500,000 in 2024 ITIP funding is being requested for additional CON and CON Support.

Madera High-Speed Rail Station Project (for informational purposes only)

The project will construct a new station in Madera County for California's Interim High-Speed Rail (HSR) Service between Merced and Bakersfield. Located along Avenue 12, the station will provide Madera County with direct access to HSR service and better connect it with Fresno, the larger Central Valley region, and the rest of California. Future transit-oriented development along the Avenue 12 Corridor, together with improved transit connectivity, will ensure that Madera County can capture the full economic and environmental benefits of HSR and sustainable growth patterns.

SJIPA completed environmental review for the improvements needed for the Madera HSR Station for Interim Service in accordance with the California Environmental Quality Act (CEQA) on January 22, 2021. SJIPA manages the San Joaquins rail service and is expected to be the Operating Agency for HSR Interim Service. SJIPA is responsible for implementing the improvements needed for the Madera HSR Station. SJIPA is working in partnership with the Madera County Transportation Commission, Madera County, City of Madera, Caltrans, the California State Transportation Agency (CalSTA), and the California High-Speed Rail Authority (CHSRA).

The SJIPA is requesting \$80,000,000 in 2024 ITIP funding.

ITIP Schedule

Action	Date
CTC adopts Fund Estimate and Guidelines	August 16-17, 2023
Caltrans identifies State Highway Needs	September 15, 2023
Caltrans submits draft ITIP	October 15, 2023
CTC ITIP Hearing, South	November 1, 2023
CTC ITIP Hearing, North	November 8, 2023
MCTC adopts 2024 RTIP	November 29, 2023
Regions submit RTIP to CTC	December 15, 2023
Caltrans submits ITIP to CTC	December 15, 2023
CTC STIP Hearing, North	January 25, 2024
CTC STIP Hearing, South	February 1, 2024
CTC publishes staff recommendations	March 1, 2024

CTC Adopts 2024 STIP	March 21-22, 2024
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FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.



November 6, 2023

Chair Lee Ann Eager
Attn: Tanisha Taylor
California Transportation Commission
1120 N Street, Mail Station 52
Sacramento, CA 95814

Tony Tavares, Director
California Department of Transportation
PO Box 942873
Sacramento, CA 94273-0001

Subject: Caltrans ITIP Programming for State Route 99 in Madera and Tulare Counties and HSR Station in Madera County.

Chair Eager and Director Tavares:

We are providing this letter to express support for the inclusion of the SR 99 Ave 7-12 and SR 99 Ave 17-21 projects in Madera County and the SR 99 Delano to Pixley project in Tulare County in the 2024 Interregional Transportation Improvement Program (ITIP). State Route 99 is the transportation backbone of Madera County and the San Joaquin Valley and is a critical north-south goods movement artery for the State. It is because of the need for freight mobility and safety for Madera and Tulare Counties, the San Joaquin Valley and the State as a whole that continued investment in projects like these are critical.

- The San Joaquin Valley (SJV) is the highest producing agricultural region in the United States. In 2022, \$39 billion of California's \$56 billion of agricultural goods came from the San Joaquin Valley. If it were a state, the SJV would be the top agricultural producer in the country.
- These projects have been identified as a priority project in the San Joaquin Valley Goods Movement Plan and the Caltrans State Route 99 Business Plan.
- These projects combined with on-going locally funded interchange and other corridor improvements are part of a systematic effort to improve safety, goods movement and economic opportunity in the San Joaquin Valley. Madera and Tulare Counties are among the most disadvantaged counties (by almost any economic or demographic indicator) in the State.

Additionally, we support the Madera High Speed Rail Station Project managed by the San Joaquin Joint Powers Authority (SJJPA).

Sincerely,

Mattie Mendez
Executive Director

1225 Gill Avenue • Madera, CA 93637 • www.maderacap.org

Administration / Community Services (559) 673-9173 • Fax (559) 673-3223

Child Care Alternative Payment and Resource & Referral Program (559) 661-0779 • Fax (559) 661-0764

Head Start Child Development Services (559) 673-0012 • Fax (559) 661-8459

Fresno Migrant Head Start • 4610 W. Jacquelyn Ave • Fresno, CA 93722 • (559) 277-8641 • Fax (559) 277-2640

Victim Services Center • 812 W. Yosemite Avenue, Suite 101 • Madera, CA 93637 • (559) 661-1000 / (800) 355-8989 • Fax (559) 661-8389

CITY OF CHOWCHILLA CALIFORNIA



November 17, 2023

Chair Lee Ann Eager
Attn: Tanisha Taylor
California Transportation Commission
1120 N Street, Mail Station 52
Sacramento, CA 95814

Tony Tavares, Director
California Department of Transportation
PO Box 942873
Sacramento, CA 94273-0001

Subject: Caltrans ITIP Programming for State Route 99 in Madera and Tulare Counties and HSR Station in Madera County.

Chair Eager and Director Tavares:

We are providing this letter to express support for the inclusion of the SR 99 Ave 7-12 and SR 99 Ave 17-21 projects in Madera County and the SR 99 Delano to Pixley project in Tulare County in the 2024 Interregional Transportation Improvement Program (ITIP). State Route 99 is the transportation backbone of Madera County and the San Joaquin Valley and is a critical north-south goods movement artery for the State. It is because of the need for freight mobility and safety for Madera and Tulare Counties, the San Joaquin Valley and the State as a whole that continued investment in projects like these are critical.

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Additionally, we support the Madera High Speed Rail Station Project managed by the San Joaquin Joint Powers Authority (SJJPA).

Sincerely,
Jason Rogers, Director of Public Works



November 6, 2023

Chair Lee Ann Eager
Attn: Tanisha Taylor
California Transportation Commission
1120 N Street, Mail Station 52
Sacramento, CA 95814

Tony Tavares, Director
California Department of Transportation
PO Box 942873
Sacramento, CA 94273-0001

Subject: Caltrans ITIP Programming for State Route 99 in Madera and Tulare Counties and HSR Station in Madera County.

Chair Eager and Director Tavares:

The Madera County Economic Development Commission (MCEDC) would like to express support for the inclusion of the SR 99 Ave 7-12 and SR 99 Ave 17-21 projects in Madera County and the SR 99 Delano to Pixley project in Tulare County in the 2024 Interregional Transportation Improvement Program (ITIP). State Route 99 is the transportation backbone of Madera County and the San Joaquin Valley and is a critical north-south goods movement artery for the State. It is because of the need for freight mobility and safety for Madera and Tulare Counties, the San Joaquin Valley and the State as a whole that continued investment in projects like these are critical.

- The San Joaquin Valley (SJV) is the highest producing agricultural region in the United States. In 2022, \$39 billion of California's \$56 billion of agricultural goods came from the San Joaquin Valley. If it were a state, the SJV would be the top agricultural producer in the country.
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Additionally, we support the Madera High Speed Rail Station Project managed by the San Joaquin Joint Powers Authority (SJJPA).

Sincerely,

Executive Director

"Madera County, The Perfect Location"



November 7, 2023

9300 Valley Children's Place
Madera, CA 93636

(559) 353-3000
valleychildrens.org

Chair Lee Ann Eager
Attn: Tanisha Taylor
California Transportation Commission
1120 N Street, Mail Station 52
Sacramento, CA 95814

Tony Tavares, Director
California Department of Transportation
PO Box 942873
Sacramento, CA 94273-0001

Subject: Caltrans ITIP Programming for State Route 99 in Madera and Tulare Counties and HSR Station in Madera County.

Chair Eager and Director Tavares:

Valley Children's Healthcare is providing this letter to express support for the inclusion of the SR 99 Ave 7-12 and SR 99 Ave 17-21 projects in Madera County and the SR 99 Delano to Pixley project in Tulare County in the 2024 Interregional Transportation Improvement Program (ITIP). State Route 99 is the transportation backbone of Madera County and the San Joaquin Valley and is a critical north-south goods movement artery for the State. It is because of the need for freight mobility and safety for Madera and Tulare Counties, the San Joaquin Valley and the State as a whole that continued investment in projects like these are critical.

- The San Joaquin Valley (SJV) is the highest producing agricultural region in the United States. In 2022, \$39 billion of California's \$56 billion of agricultural goods came from the San Joaquin Valley. If it were a state, the SJV would be the top agricultural producer in the country.
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- These projects combined with on-going locally funded interchange and other corridor improvements are part of a systematic effort to improve safety, goods movement and economic opportunity in the San Joaquin Valley. Madera and Tulare Counties are among the most disadvantaged counties (by almost any economic or demographic indicator) in the State.

Furthermore, these improvements to SR 99 will help ensure that children in need of emergency services or families traveling to Valley Children's for their children's appointments will arrive as quickly and as safely as possible.

Thank you for your consideration.

Sincerely,



Tim Curley
Director of Community and Government Relations



November 15, 2023

Chair Lee Ann Eager
Attn: Tanisha Taylor
California Transportation Commission
1120 N Street, Mail Station 52
Sacramento, CA 95814

Tony Tavares, Director
California Department of Transportation
PO Box 942873
Sacramento, CA 94273-0001

Subject: Caltrans ITIP Programming for State Route 99 in Madera and Tulare Counties and HSR Station in Madera County.

Chair Eager and Director Tavares:

We are providing this letter to express support for the inclusion of the SR 99 Ave 7-12 and SR 99 Ave 17-21 projects in Madera County and the SR 99 Delano to Pixley project in Tulare County in the 2024 Interregional Transportation Improvement Program (ITIP). State Route 99 is the transportation backbone of Madera County and the San Joaquin Valley and is a critical north-south goods movement artery for the State. It is because of the need for freight mobility and safety for Madera and Tulare Counties, the San Joaquin Valley and the State as a whole that continued investment in projects like these are critical.

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Madera City Hall, 205 W 4th Street, Madera, CA 93637
PHONE: (559) 661-5400 • www.madera.gov

- These projects have been identified as a priority project in the San Joaquin Valley Goods Movement Plan and the Caltrans State Route 99 Business Plan.
- These projects combined with on-going locally funded interchange and other corridor improvements are part of a systematic effort to improve safety, goods movement and economic opportunity in the San Joaquin Valley. Madera and Tulare Counties are among the most disadvantaged counties (by almost any economic or demographic indicator) in the State.

Additionally, we support the Madera High Speed Rail Station Project managed by the San Joaquin Joint Powers Authority (SJJPA).

Sincerely,



Arnoldo Rodriguez
City Manager
City of Madera



JORDAN WAMHOFF, District No. 1
DAVID ROGERS, District No. 2
ROBERT L. POYTHRESS, District No. 3
LETICIA GONZALEZ, District No. 4
BOBBY MACAULAY, District No. 5

KAREN SCRIVNER, Chief Clerk of the Board

November 7, 2023

Chair Lee Ann Eager
Attn: Tanisha Taylor
California Transportation Commission
1120 N. Street, Mail Station 52
Sacramento, CA 95814

Tony Tavares, Director
California Department of Transportation
PO Box 942873
Sacramento, CA 94273-0001

RE: **Caltrans ITIP Programming for State Route 99 in Madera and Tulare Counties and HSR Station in Madera County.**

Chair Eager and Director Tavares:

We are providing this letter to express support for the inclusion of the SR 99 Ave 7-12 and SR 99 Ave 17-21 projects in Madera County and the SR 99 Delano to Pixley project in Tulare County in the 2024 Interregional Transportation Improvement Program (ITIP). State Route 99 is the transportation backbone of Madera County and the San Joaquin Valley and is a critical north-south goods movement artery for the State. It is because of the need for freight mobility and safety for Madera and Tulare Counties, the San Joaquin Valley and the State as a whole that continued investment in projects like these are critical.

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Additionally, we support the Madera High Speed Rail Station Project managed by the San Joaquin Joint Powers Authority (SJJPAA).

Sincerely,

A handwritten signature in blue ink that reads "David B. Rogers". The signature is fluid and cursive, with a large initial "D" and a stylized "R".

David Rogers, Chairman
Madera County Board of Supervisors

November 13, 2023

Tony Tavares, Director
Caltrans
PO Box 942873
Sacramento, CA 94273-0001

Subject: Caltrans ITIP Programming for State Route 99 in Tulare and Madera Counties

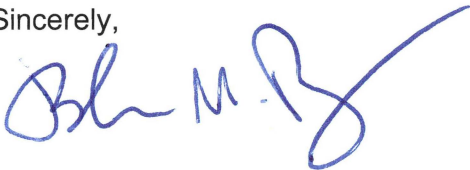
Dear Director Tavares:

We are providing this letter to express support for the inclusion of the SR-99 Delano to Pixley project in Tulare County and the SR-99 Ave 7-12 and SR-99 Ave 17-21 projects in Madera County in the 2024 Interregional Transportation Improvement Program (ITIP). State Route 99 is the transportation backbone of the San Joaquin Valley and is a critical north-south goods movement artery for the State. It is because of the need for freight mobility and safety for Tulare and Madera Counties, the San Joaquin Valley, and the State as a whole that continued investment in projects like these are critical.

- The San Joaquin Valley (SJV) is the highest producing agricultural region in the United States. In 2022, \$39 billion of California's \$56 billion of agricultural goods came from the San Joaquin Valley. If it were a state, the SJV would be the top agricultural producer in the country.
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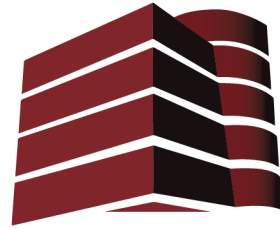
If you have any questions regarding this letter of support, please contact Stacie Guzman at (209) 709-5497 or Stacie.Guzman@mcagov.org.

Sincerely,



Josh Pedrozo
Chair, Merced County Association of Governments

Cc:
Lee Ann Eager, CTC Chair
Tanisha Taylor, CTC Executive Director



November 6, 2023

Chair Lee Ann Eager
Attn: Tanisha Taylor
California Transportation Commission
1120 N Street, Mail Station 52
Sacramento, CA 95814

Tony Tavares, Director
California Department of Transportation
PO Box 942873
Sacramento, CA 94273-0001

Subject: Caltrans ITIP Programming for State Route 99 in Madera and Tulare Counties and HSR Station in Madera County.

Chair Eager and Director Tavares:

We are providing this letter to express support for the inclusion of the SR 99 Ave 7-12 and SR 99 Ave 17-21 projects in Madera County and the SR 99 Delano to Pixley project in Tulare County in the 2024 Interregional Transportation Improvement Program (ITIP). State Route 99 is the transportation backbone of Madera County and the San Joaquin Valley and is a critical north-south goods movement artery for the State. It is because of the need for freight mobility and safety for Madera and Tulare Counties, the San Joaquin Valley and the State as a whole that continued investment in projects like these are critical.

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Additionally, we support the Madera High Speed Rail Station Project managed by the San Joaquin Joint Powers Authority (SJJPA).

Sincerely,

SPAN CONSTRUCTION & ENGINEERING, INC.

Julia Howell

Julia Howell
CFO



November 28, 2023

Lee Ann Eager
Chair, California Transportation Commission
1120 N Street
Sacramento, CA 95814

**Re: Support for the Draft 2024 Interregional Transportation Improvement Program
and Associated Investments in State Route 99**

The undersigned legislators write in support of the Draft 2024 Interregional Transportation Improvement Program (Draft 2024 ITIP) released by the California Department of Transportation (Caltrans) on October 27, 2023. Specifically, we support the proposed investments into projects on State Route 99 (SR 99) which will help make necessary progress towards finishing this critical north-south corridor that moves the San Joaquin Valley's bountiful ag goods up and down the state; supports the movement of other goods from the state's ports of entry; and connects people to jobs, education, health care, recreation, and more.

The Draft 2024 ITIP makes well-rounded investments into multimodal transportation projects ranging from transit and intercity rail projects, strategic investments in state highway projects that serve as critical interregional corridors that support goods movement and farm-to-market needs, and active transportation projects to increase bicycle and pedestrian travel choices. The Draft 2024 ITIP was also vetted under the Governor's Climate Action Plan for Transportation Infrastructure (CAPTI) thus ensuring the state's climate, equity, economic, and many other vitally important goals were considered in the development and selection of projects.

The proposed investments in SR 99 in the Draft 2024 ITIP recognize the role state highways will continue to play in the larger, climate-friendly multimodal transportation system envisioned by

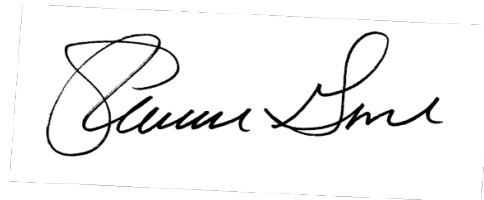
the state. The San Joaquin Valley is already doing significant work to maximize multimodal opportunities– from investing in transit and interregional rail, building safe bicycle and pedestrian infrastructure, developing new inland port facilities to support the movement of freight off the state highway system, and the development of affordable housing in existing urbanized areas. A completed SR 99 is a vital part of the global transportation strategy for the region. The San Joaquin Valley cannot thrive without a completed SR 99. Not only do the bottlenecks on the route pose significant safety issues, but they also cause unnecessary congestion, contribute negatively to air quality and greenhouse gas emissions, and stifle goods movement and economic opportunity.

For these reasons, we support the Draft 2024 ITIP and its investments into key projects to finish SR 99. Should you have any questions, do not hesitate to contact Marisol Ibarra with the Office of Senator Melissa Hurtado, at Marisol.Ibarra@sen.ca.gov or via phone (916) 651-4014.

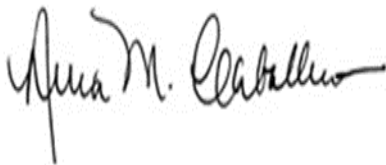
Sincerely,



Senator Melissa Hurtado
16th Senate District



Senator Shannon Grove
12th Senate District



Senator Anna Caballero
14th Senate District



Assemblymember Carlos Villapudua
13th Assembly District



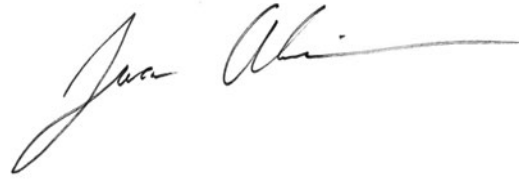
Assemblymember Esmeralda Soria
27th Assembly District



Assemblymember Devon Mathis
33rd Assembly District



Assemblymember Jim Patterson
8th Assembly District



Assemblymember Juan Alanis
22nd Assembly District

cc: Toks Omishakin, Secretary, California State Transportation Agency
Tony Tavares, Director, California Department of Transportation
Tanisha Taylor, Executive Director, California Transportation Commission
Ronda Paschal, Deputy Legislative Secretary, Office of Governor Gavin Newsom
James Hacker, Deputy Cabinet Secretary, Office of Governor Gavin Newsom



November 30, 2023

Lee Ann Eager
 Chair, California Transportation Commission
 1120 N Street
 Sacramento, CA 95814

Re: Finish the 99 Coalition Support for the Draft 2024 Interregional Transportation Improvement Program

The Finish the 99 Coalition, comprised of the undersigned organizations, writes in strong support of the Draft 2024 Interregional Transportation Improvement Program (Draft 2024 ITIP). Specifically, we support the proposed investments in projects on State Route 99 (SR 99) which will help close the existing gaps and create a seamless corridor to three lanes throughout. In doing so, these projects will address significant safety issues, increase the efficiency and effectiveness of the movement of goods throughout the state, including vital agricultural products, reduce negative air quality and other environmental impacts, and increase multimodal travel including supporting intercity rail, transit, and bicycle and pedestrian mobility.

The Draft 2024 ITIP was vetted under the Governor's Climate Action Plan for Transportation Infrastructure (CAPTI) framework thus ensuring the state's climate, equity, economic, and many other vitally important goals were considered in the development and selection of projects. According to the Draft 2023 CAPTI Annual Progress Report, programs like the ITIP that have invested in SR 99 in previous cycles, are becoming even more multimodal, contribute to a reduction of greenhouse gas emissions from the transportation sector, generate fewer vehicle miles traveled per dollar invested, address inequities created by past transportation and land-use decision making, and support jobs and economic growth.

Moreover, the San Joaquin Valley is working with the California Department of Transportation to develop a new multimodal corridor plan which will enhance and add to the already significant work being done to create

sustainable communities, build affordable housing, and increase multimodal opportunities. A completed SR 99 is a vital part of the global strategy for the region.

For these reasons, the Finish the 99 Coalition supports the Draft 2024 ITIP and its investments into key projects to finish SR 99.

Sincerely,

/s/

The Honorable Amy Shuklian
Chair
Tulare County Association of Governments

James Thuerwachter
Legislative Advocate
California State Council of Laborers

The Honorable Waseem Ahmed
Chair
Madera County Transportation Commission

Matt Cremins
Political Director
International Union of Operating Engineers

The Honorable Joshua Pedrozo
Chair
Merced County Association of Governments

Ron Rowlett
Director of Public Relations and Government Affairs
Nor Cal Carpenters Union

The Honorable Robert Poythress
Supervisor
County of Madera

Emily Cohen
Executive Vice President
United Contractors

The Honorable Daron McDaniel
Director
Merced County Association of Governments

Peter Tateishi
Executive Director
Associated General Contractors of California

The Honorable Maribel Reynosa
Mayor
City of Dinuba

Michael Quigley
Executive Director
California Alliance for Jobs

The Honorable Martha A. Flores
Mayor
City of Porterville

Jon Switalski
Executive Director
Rebuild SoCal Partnership

The Honorable Rudy Mendoza
Mayor
City of Woodlake

Shane A. Gusman
Legislative Director
Teamsters

Jeremy Smith
Director of Workforce Development
State Building and Construction Trades Council

Mark Watts
Legislative Advocate
Transportation California

Todd Bloomstein
Legislative Advocate
Southern California Contractors Association

Russel Snyder
Executive Director
California Asphalt Pavement Association

Chris Hiatt
Vice President
American Honey Producers Association

Matthew Conarro
President
Western Regional Association of Pavement
Preservation

Jerry Sinift
Chief Executive Officer
Tulare International Agriculture Center

cc: Toks Omishakin, Secretary, California State Transportation Agency
Tony Tavares, Director, California Department of Transportation
Tanisha Taylor, Executive Director, California Transportation Commission
Ronda Paschal, Deputy Legislative Secretary, Office of Governor Gavin Newsom
James Hacker, Deputy Cabinet Secretary, Office of Governor Gavin Newsom



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 4-L

PREPARED BY: Patricia Taylor, Executive Director

SUBJECT:

Letter of Support – reappointment of Lee Ann Eager to the California Transportation Commission

Enclosure: Yes

Action: Information and Discussion Only

SUMMARY:

MCTC staff has prepared a letter of support for the reappointment of Lee Ann Eager to the California Transportation Commission. The letter of support is included in your packet.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.



2001 Howard Road, Suite 201
Madera, California 93637

559.675.0721 • maderactc.org

January 8, 2024

Governor Gavin Newsom
Attn. Appointments Unit
1021 O Street, Suite 9000
Sacramento, CA 95814

Re: Letter of Support –Lee Ann Eager Re-appointment to the California Transportation Commission

Dear Governor Newsom,

The Madera County Transportation Commission (MCTC) is writing to express our strong support for the reappointment of Ms. Lee Ann Eager to the California Transportation Commission.

Ms. Eager has served with distinction and has proven herself to be an invaluable asset to the commission, demonstrating an unwavering commitment to the advancement of multimodal transportation improvements that benefit all Californians.

In her current role as Chair, Ms. Eager has exhibited exceptional leadership, earning the respect of her peers, staff, and transportation advocates. One of Ms. Eager's notable strengths lies in her ability to be a consensus builder and foster collaboration among stakeholders from the various sectors of the transportation industry.

Ms. Eager's background as the former President/CEO of the Fresno County Economic Development Corporation (EDC) is an asset that cannot be overlooked. This experience allows her to draw essential connections between infrastructure funding, community health, and economic well-being. Her sensitivity to the needs of all community members, coupled with her inclusive approach, ensures that transportation initiatives are balanced and address the diverse needs of our population.

In conclusion, we strongly recommend Ms. Eager's reappointment to the California Transportation Commission and firmly believe that her continued presence as Chair will contribute significantly to the commission's ongoing success and its ability to address the complex transportation challenges facing our state. Thank you for considering our recommendation.

Sincerely,


Waseem Ahmed (Jan 8, 2024 20:52 PST)

Waseem Amed, Chair
Madera County Transportation Commission



Patricia Taylor, Executive Director
Madera County Transportation Commission

cc: Lee Ann Eager
cc: Tanisha Taylor

MEMBER AGENCIES: City of Madera, City of Chowchilla, Madera County



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 4-M

PREPARED BY: Sandy Ebersole, Administrative Analyst

SUBJECT:

Letter of Support for FY 2024-25 Caltrans Sustainable Transportation Planning Program, Sustainable Communities Competitive Grant Application for Madera County

Enclosure: Yes

Action: Information and Discussion Only

SUMMARY:

Madera County has prepared a grant application proposing a project under the FY 2024-25 Caltrans Sustainable Transportation Planning Program, Sustainable Communities Competitive Grant.

If successful, this grant will provide funds to conduct a study and prepare a Safe Routes to School (SRTS) Plan covering the Madera Unified School District's service area in the City of Madera and surrounding communities in Madera County.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.



2001 Howard Road, Suite 201
Madera, California 93637

559.675.0721 • maderactc.org

January 9, 2024

County of Madera
Community and Economic Development Department
200 W 4th Street, Suite 3100
Madera, CA 93637
ATTN: Matthew Treber, Chief of Development Services

Subject: Letter of Support for FY 2024-25 Caltrans Sustainable Transportation Planning Program, Sustainable Communities Competitive Grant Application for Madera County

Dear Mr. Treber,

The Madera County Transportation Commission (MCTC) is pleased to provide support for Madera County's application to the FY 2024-25 Caltrans Sustainable Transportation Planning Program, Sustainable Communities Competitive Grant for funds to conduct a study and prepare a Safe Routes to School Plan (SRTS Plan) covering the Madera Unified School District's (MUSD) service area in the City of Madera (City) and surrounding communities in Madera County (County). We are excited to hear this planning project will be completed as a collaborative partnership between the County, the City, and MUSD.

MCTC understands the proposed project represents a multipronged planning and outreach effort under which MUSD, along with the County and City, would assess the location, conditions, and safety concerns and other issues of existing pedestrian, bicycle, and vehicle facilities along select study road segments that provide important linkages between schools, residential areas, and other prominent community destinations – the routes used by students to get to and from school. The project would identify motorized and non-motorized design improvement options (e.g., sidewalk connectivity, pedestrian and road safety features, bicycle facilities, education programs, etc.) that would provide an opportunity to make walking and bicycling to school safer and more accessible for children, including those with disabilities, and to increase the number of children who choose to walk and bicycle to local schools and other community destinations. The projects recommended in the plan could then be implemented at a future date by the County, City, and MUSD using grants such as the Caltrans Active Transportation Program as well as other local, state, and federal funding sources. Successful development of the SRTS Plan and completion of recommended improvement options could also provide a blueprint for similar efforts in other Madera County communities as well as throughout the San Joaquin Valley region.

The SRTS Plan helps advance the objectives outlined in Madera County's Regional Transportation Plan and Sustainable Communities Strategy by providing equitable access to transportation options for all, regardless of race, income, national origin, age, location, physical ability, or any other factor, develop a transportation network able to support the safe and efficient movement of people and goods, supporting the development and implementation of innovative and emerging transportation technologies, and improving mobility for all travelers through a variety of accessible modal options.

MEMBER AGENCIES: City of Madera, City of Chowchilla, Madera County

MCTC is pleased to support this collaborative project to develop an SRTS Plan for the MUSD service area as the safety improvements ultimately resulting from this project will improve safety; help enhance student health and well-being; ease traffic congestion near various MUSD schools; improve air quality; and improve overall quality of life for students and community members.

Sincerely,

A handwritten signature in black ink, appearing to read 'PTaylor', with a long horizontal flourish extending to the right.

Patricia Taylor, Executive Director
Madera County Transportation Commission



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 4-N

PREPARED BY: Dylan Stone, Principal Regional Planner

SUBJECT:

Letter of Support for FY 2024-25 Caltrans Sustainable Transportation Planning Program, Sustainable Communities Competitive Grant Application for the San Joaquin Valley High-Speed Rail, Passenger Rail, and Transit Connectivity and Transit Oriented Development Action Plan

Enclosure: Yes

Action: Information and Discussion Only

SUMMARY:

Madera County Transportation Commission staff has drafted a letter of support (enclosed) for the San Joaquin Regional Rail Commission, and the eight San Joaquin Valley MPOs for the development of the San Joaquin Valley High-Speed Rail, Passenger Rail, and Transit Connectivity and Land Use Integration Action Plan (Plan) for submission to the California Department of Transportation (Caltrans) Sustainable Transportation Planning (STP) Grant.

The Plan will involve a high-level analysis of future High-Speed Rail (HSR) connectivity with the existing and future San Joaquins, Altamont Corridor Express (ACE), Cross Valley Rail, and other potential local/regional rail and bus services throughout the San Joaquin Valley. This analysis will evaluate connectivity amongst these modes in the context of land use to achieve a safe, secure, and sustainable transportation system. The plan involves engaging underserved communities and stakeholder working groups to develop transportation and land use recommendations, reduce transportation barriers, and determine regional mobility needs. This planning effort will help to expand passenger rail and transit services, promote transit-oriented development, and ensure regional connectivity for the San Joaquin Valley.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.



2001 Howard Road, Suite 201
Madera, California 93637

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January 18, 2024

Caltrans District 6
1352 W. Olive Avenue
Fresno, CA 93778-2616
Attn: Lorena Mendibles and Edgar Hernandez

Re: San Joaquin Valley High-Speed Rail, Passenger Rail, and Transit Connectivity and Transit Oriented Development Action Plan

Dear Ms. Mendibles and Mr. Hernandez

The Madera County Transportation Commission supports the San Joaquin Joint Powers Authority (SJJPA), in association with the San Joaquin Regional Rail Commission, San Joaquin Council of Governments (SJCOG), Stanislaus Council of Governments (StanCOG), Merced County Association of Governments (MCAG), Madera County Transportation Commission (MCTC), Fresno Council of Governments (Fresno COG), Tulare County Association of Governments (TCAG), Kings County Association of Governments (KCOG), and Kern Council of Governments (Kern COG), for the development of the San Joaquin Valley High-Speed Rail, Passenger Rail, and Transit Connectivity and Land Use Integration Action Plan (Plan) for submission to the California Department of Transportation (Caltrans) Sustainable Transportation Planning (STP) Grant.

The Plan will involve a high-level analysis of future High-Speed Rail (HSR) connectivity with the existing and future San Joaquin, Altamont Corridor Express (ACE), Cross Valley Rail, and other potential local/regional rail and bus services throughout the San Joaquin Valley. This analysis will evaluate connectivity amongst these modes in the context of land use to achieve a safe, secure, and sustainable transportation system. The plan involves engaging underserved communities and stakeholder working groups to develop transportation and land use recommendations, reduce transportation barriers, and determine regional mobility needs. This planning effort will help to expand passenger rail and transit services, promote transit-oriented development, and ensure regional connectivity for the San Joaquin Valley.

MCTC appreciates your continued support of this Project. Please don't hesitate to reach out with questions.

Sincerely,

Patricia Taylor, Executive Director
Madera County Transportation Commission

MEMBER AGENCIES: City of Madera, City of Chowchilla, Madera County



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 4-O

PREPARED BY: Dylan Stone, Principal Regional Planner

SUBJECT:

Letter of Support - Caltrans Sustainable Transportation Planning Grant Program, Climate Adaptation Category, Application for the Valley Transport Resiliency Advancement for Neighborhoods' Sustainable Freight Movement (V-TRANSFRM) Study

Enclosure: Yes

Action: Information and Discussion Only

SUMMARY:

The Madera County Transportation Commission (MCTC) staff drafted a letter in support (enclosed) for the Tulare County Association of Governments' (TCAG) Sustainable Transportation Planning grant application to develop and administer the V-TRANSFRM Study in partnership with the seven other San Joaquin Valley Metropolitan Planning Organizations (Valley MPOs).

The objective of the study is to assess climate change vulnerabilities of the San Joaquin Valley corridor and resiliency connectors, and leverage and advance critical projects that implement adaptive climate measures. The study will focus on three main components:

1. Vulnerability/Resiliency Assessment
2. Adaptation Mitigation/Co-Benefit Analysis
3. Expedite Implementation

Partners and collaborators will include local disadvantaged communities, stakeholders, and agencies including Caltrans Districts 6 & 10, and the 8-San Joaquin Valley MPOs to ensure that the adaptation measures are effective. The goal is to expedite implementation of climate adaptation mitigation, reduce impacts of extreme weather events while enhancing freight transportation resilience and realizing the benefits for all communities in this economically disadvantaged region of the state.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.



2001 Howard Road, Suite 201
Madera, California 93637

559.675.0721 • maderactc.org

January 12, 2024

Amy Shuklian, Chair, Board of Governors
Tulare County Association of Governments
210 N. Church Street, Suite B
Visalia, CA 93291

Re: Caltrans Sustainable Transportation Planning Grant Program, Climate Adaptation Category, Application for the Valley Transport Resiliency Advancement for Neighborhoods' Sustainable Freight Movement (V-TRANSFRM) Study

Chair Shuklian:

On behalf of the Madera County Transportation Commission (MCTC), I am writing to express our support for the Tulare County Association of Governments' (TCAG) Sustainable Transportation Planning grant application to develop and administer the V-TRANSFRM Study in partnership with the seven other San Joaquin Valley Metropolitan Planning Organizations (Valley MPOs).

The objective of this study is to assess the climate change vulnerabilities of the San Joaquin Valley corridor and resiliency connectors, and to leverage and advance critical projects that implement adaptive climate measures. The study will focus on three main components: 1) Vulnerability/Resiliency Assessment; 2) Adaptation Mitigation/Co-Benefit Analysis; and 3) Expedite Implementation. Partners and collaborators will include local disadvantaged communities, stakeholders, and agencies including Caltrans Districts 6 & 10, and the 8-San Joaquin Valley MPOs to ensure that the adaptation measures are effective. The goal is to expedite implementation of climate adaptation mitigation, reduce impacts of extreme weather events while enhancing freight transportation resilience and realizing the co-benefits for all communities in this economically disadvantaged corridor.

The San Joaquin's Valley's role as the top national agricultural producer means that goods, specifically America's food, are constantly flowing in and out of the region on local, state, and interstate roads. To continue feeding America, the valley must plan for a future where the transportation and goods movement strategies are resilient in the face of constant change. With more people moving in every year, and more job growth in the region, there will need to be a focus on sustainable infrastructure to move more people and goods in the decades to come.

MEMBER AGENCIES: City of Madera, City of Chowchilla, Madera County

MCTC supports TCAG's request for funding on behalf of the eight Valley MPOs for the San Joaquin Valley Transport Resiliency Advancement for Neighborhoods' Sustainable Freight Movement (V-TRANSFRM) Study and encourages Caltrans' favorable consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read 'PTJ', with a long horizontal flourish extending to the right.

Patricia Taylor, Executive Director
Madera County Transportation Commission



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 4-P

PREPARED BY: Patricia Taylor, Executive Director

SUBJECT:

California Transportation Commission (CTC) January Meeting Reception

Enclosure: Yes

Action: Information and Discussion Only

SUMMARY:

Stanislaus Council of Governments will be hosting a reception in honor of the California Transportation Commission (CTC) Thursday, January 25, 2024, 5:30 pm to 7:00 pm at the Doubletree Hotel Napa Room, 1150 9th Street, Modesto, California. For more information, see the attached invitation.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.

BY INVITATION ONLY
LIMITED SPACE

JOIN US
FOR A RECEPTION IN HONOR OF THE
CALIFORNIA TRANSPORTATION COMMISSION
(CTC)

THURSDAY 25 JANUARY
2024

DOUBLETREE HOTEL
NAPA ROOM
1150 9TH STREET
MODESTO
5:30 PM TO 7:00 PM

RSVP IS REQUIRED TO ATTEND
EMAIL: LGONZALEZ@STANCOG.ORG
OR CALL 209-525-4600



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 5-A

PREPARED BY: Patricia Taylor, Executive Director

SUBJECT:

State Legislative Update – Governor’s FY 2024-25 State Budget

Enclosure: Yes

Action: Information and Discussion Only

SUMMARY:

Gus Khouri, Khouri Consulting, prepared the enclosed memorandum regarding the proposed FY 2024-25 State Budget. Mr. Khouri will provide a verbal update during the MCTC Policy Board meeting.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.



January 10, 2024

TO: Board Members, Madera County Transportation Commission
 FROM: Gus Khouri, President
 Khouri Consulting LLC

RE: STATE LEGISLATIVE UPDATE – GOVERNOR’S FY 2024-25 STATE BUDGET

On January 10, Governor Newsom released his proposed FY 2024-25 State Budget. The 2024-25 Budget, which contains \$208.7 billion in General Fund spending (\$291.5 billion with special funds), is projected to have a deficit of \$37.86 billion. This is a sharp turn from the past few years following surpluses in the FY 22-23 State Budget (\$101.4 billion) and the FY 21-22 State Budget (\$74.3 billion) surplus, predominantly used for one-time expenditures rather than long-term obligations. This was attributable to a 55% increase in revenue from personal income tax, corporate tax, and capital gains revenue during the pandemic. A portion of the deficit is attributable to the 33% reduction in capital gains, which contributed to the collection of only \$18 billion of the \$42.9 billion expected in tax receipts. Due to last winter’s severe storms, the Internal Revenue Service delayed tax collection to November 16 in 55 of 58 counties, impacting 99% of all state taxpayers and the late estimates. Had the tax collection delay not been in place, most of the \$31.7 billion deficit for FY 23-24 would have been more significant due to lower tax receipts reflected in the May Revision and a smaller shortfall for FY 24-25.

Thankfully, the Governor is not predicting a recession. The FY 24-25 State Budget has a \$38 billion reserve to help address the shortfall and stave off deep cuts. Governor Newsom proposes using \$18.8 billion from the Rainy Day Fund, \$11.9 billion in reductions/funds shifts, and \$7.2 billion in delays and deferrals. Over \$18.4 billion would remain in reserves, and \$11.1 billion would be in the Rainy Day Fund.

The Governor’s Budget economic forecast projects U.S. headline inflation will continue to moderate as the Federal Reserve maintains its current restrictive monetary policy through the middle of 2024. Inflation is projected to slow to historical rates of between 2 and 3 percent for both the nation and the state (somewhat higher in California) by late 2024.

Funding For Climate Change

The 2021 and 2022 Budget Acts allocated approximately \$54 billion over five years to advance the state’s climate agenda. The Budget maintains 89 percent of these investments (roughly \$48.3 billion) and continues to prioritize equity and investments in populations facing disproportionate harm from pollution and the climate crisis. Given the projected decline in General Fund revenues, the Budget includes reductions across several climate programs,

partially offset by shifts to other fund sources. Additionally, the state will pursue additional federal funding through the Inflation Reduction Act and the Infrastructure Investment and Jobs Act. Most climate reductions are included in the trigger, so if there is sufficient General Fund in January 2024, these reductions will be restored.

The 2021 and 2022 Budget Acts committed \$10 billion over five years in investments to the state's ZEV agenda—from cleaning up drayage trucks and school buses to accelerating equitable electrification of passenger vehicles—coupled with infrastructure and incentives for in-state manufacturing. Below is a list of where adjustments are being made.

Significant Budget Adjustments

- **Expenditure Reductions** – A reduction of \$38.1 million General Fund for various programs, including Drayage Trucks and Infrastructure Pilot Project (\$23.5 million), ZEV Manufacturing Grants (\$7.3 million) and Emerging Opportunities (\$7.3 million).
- **Fund Shifts** – A shift of \$475.3 million in General Fund to the Greenhouse Gas Reduction Fund (GGRF) in the current year for various programs, including ZEV Fueling Infrastructure Grants (\$218.5 million); Drayage Trucks and Infrastructure (\$157 million); Transit Buses and Infrastructure (\$28.5 million); and Clean Trucks, Buses and Off-Road Equipment (\$71.3 million).
- **Funding Delays** -A delay of \$600 million in GGRF from FY 2024-25 to FY 2027-28 across various programs, including Clean Cars 4 All and Other Equity Projects (\$45 million), ZEV Fueling Infrastructure Grants (\$120 million), Equitable At-home Charging (\$80 million), Drayage Trucks and Infrastructure (\$98 million), Clean trucks, Buses and Off-Road equipment (\$137 million), Community-Based Plans, projects and Support/Sustainable Community Strategies (\$100 million), and Charter Boats Compliance (\$20 million). This delay enables a \$600 million General Fund expenditure to shift to the GGRF for other programs.

Impact on Transportation

The 2022-23 Budget Act included \$13.8 billion for transportation programs and projects aligned with the state's climate goals. The Budget maintains \$13.6 billion of these investments but includes \$200 million in reductions, \$791 million in fund shifts, and \$3.1 billion in delays across various programs.

Significant Budget Adjustments

- **Transit Intercity Rail Capital Program**—A delay, from FY 24-25 to 25-26, of \$1 billion of formulaic Transit and Intercity Rail Capital Program funds provided in SB 125, leaving \$1 billion for this program in FY 24-25. Additionally, the Budget proposes to shift \$261.4 million of the remaining \$1 billion in FY 24-25 from the General Fund to the GGRF. This fund shift will have no programmatic impact.
- **Active Transportation Program**—A reduction of \$200 million, leaving \$850 million in one-time funding. To ensure no impact on previously awarded projects, the \$200 million will be backfilled from ATP funding that was anticipated to be available for future cycles.

HOUSING

Given the scale of California's housing shortfall, the state has taken a variety of actions in recent years to address the issue. This includes investing billions of state and federal dollars in a variety of affordable housing programs since 2019, passing legislation to streamline the

approval of much-needed housing, and taking executive action to make excess state properties available for housing development.

Despite the budget shortfall, this work will continue. The Administration is identifying opportunities to pursue additional federal funding that supports housing development and to streamline and rationalize the process by which the state and local governments plan for housing. Additionally, the Administration is advancing and developing strategies to facilitate housing construction and adaptive reuse in infill areas, as well as strategies to reduce the cost of housing construction overall. The Administration will continue to engage with tribal partners and the Legislature to help address tribal housing needs.

Addressing The Problem

Since 2019, the state has invested approximately \$5.2 billion General Fund into affordable housing and homeownership programs. The Governor's Budget includes over \$1.2 billion General Fund in reductions over the multiyear period for various housing programs that received recent investments, leaving the total General Fund investment in affordable housing and homeownership programs at approximately \$4 billion since 2019. To address the projected budget shortfall, the Budget proposes General Fund solutions to achieve a balanced budget. These include:

- **Regional Early Action Planning Grants 2.0 (REAP 2.0)**—A reversion of \$300 million General Fund for REAP 2.0.
- **Multifamily Housing Program**—A reversion of \$250 million General Fund for the Multifamily Housing Program, which leaves \$75 million in 2023-24 for this purpose.
- **Foreclosure Intervention Housing Preservation Program**—A reduction of \$247.5 million General Fund for the Foreclosure Intervention Housing Preservation Program over the next three years (\$85 million in 2024-25, \$100 million in 2025-26, and \$62.5 million in 2026-27).
- **Infill Infrastructure Grant Program**—A reversion of \$200 million General Fund for the Infill Infrastructure Grant Program, which leaves \$25 million in 2023-24 for this purpose.
- **CalHome Program**—A reversion of \$152.5 million General Fund for CalHome Program.



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 7-A

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

Executive Minutes – November 29, 2023

Enclosure: Yes

Action: Approve November 29, 2023, Meeting Minutes

SUMMARY:

Attached are the Executive Minutes for the November 29, 2023, Policy Board Meeting.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.

EXECUTIVE MINUTES

Date: November 29, 2023

Time: 3:00 pm

Place: Madera County Transportation Commission
In person and Zoom

Members Present: Commissioner Waseem Ahmed
Commissioner Cecelia Gallegos
Commissioner Jose Rodriguez
Commissioner David Rogers
Commissioner Robert Poythress

Members Absent: Commissioner Leticia Gonzalez

Policy Advisory Committee: Above Members
Michael Navarro, Caltrans District 06, Deputy Director

MCTC Staff: Patricia Taylor, Executive Director
Troy McNeil, Deputy Director/Fiscal Supervisor
Dylan Stone, Principal Regional Planner
Jeff Findley, Principal Regional Planner
Evelyn Espinosa, Senior Regional Planner
Natalia Austin, Senior Regional Planner
Sandy Ebersole, Administrative Analyst
Samantha Saldivar, Accounting Technician



1. CALL TO ORDER by Chair Ahmed

2. PLEDGE OF ALLEGIANCE

3. 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 Chair of their desire to address the Board when that agenda item is called.

Chair Ahmed opened the floor for public comment. No public comment was received.

MCTC SITTING AS THE TRANSPORTATION POLICY COMMITTEE

4. 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.

4-A. 2024 Meeting Schedule

Action: Information and Discussion Only

4-B. MCTC 2023 Federal Transportation Improvement Program (FTIP) Amendment No. 13 – (Type 1 – Administrative Modification)

Action: Ratify

4-C. 2023 Annual Listing of Projects with Federal Funding

Action: Information and Discussion Only

4-D. Draft SB 1121 State and Local Transportation System Needs Assessment Interim Report and Workshop Announcement

Action: Information and Discussion Only

4-E. Upcoming Federal Funding Opportunities

Action: Information and Discussion Only



Transportation Consent Calendar Action on Items 4A-4E

Upon motion by Commissioner Rodriguez, seconded by Commissioner Gallegos, to approve the Transportation Consent Items 4A-4E. A vote was called, and the motion carried.

Roll call for votes:

Commissioner Ahmed	Yes
Commissioner Gallegos	Yes
Commissioner Gonzalez	Absent
Commissioner Poythress	Yes
Commissioner Rodriguez	Yes
Commissioner Rogers	Yes

Vote passed 5-0

5. TRANSPORTATION ACTION/DISCUSSION ITEMS

5-A. 2023 State Budget and Legislative Update

Action: Information and Discussion Only

5-B. Draft 2024 Interregional Transportation Improvement Program (ITIP) Update

Action: Information and Discussion Only

5-C. 2024 Madera County Regional Transportation Improvement Program (RTIP)

Action: Approve the 2024 Madera County Regional Transportation Improvement Program (RTIP) by Resolution 23-12 and direct staff to submit to the California Transportation Commission by December 15, 2023

Transportation Action/Discussion Action on Item 5C

Upon motion by Commissioner Poythress, seconded by Commissioner Rodriguez, to approve the Transportation Action/Discussion Item 5C. A vote was called, and the motion carried.

Roll call for votes:

Commissioner Ahmed	Yes
Commissioner Gallegos	Yes
Commissioner Gonzalez	Absent
Commissioner Poythress	Yes
Commissioner Rodriguez	Yes
Commissioner Rogers	Yes

Vote passed 5-0

5-D. Proposed SB 125 Transit Program Project List and Funding Allocations for the Madera Region

Action: Approve the SB 125 Transit Program regional project list and funding



allocations by Resolution 23-13 and direct staff to submit an Initial Allocation Package to the California State Transportation Agency by December 31, 2023

Transportation Action/Discussion Action on Item 5D

Upon motion by Commissioner Poythress, seconded by Commissioner Rodriguez, to approve the Transportation Action/Discussion Item 5D. A vote was called, and the motion carried.

Roll call for votes:

Commissioner Ahmed	Yes
Commissioner Gallegos	Yes
Commissioner Gonzalez	Absent
Commissioner Poythress	Yes
Commissioner Rodriguez	Yes
Commissioner Rogers	Yes

Vote passed 5-0

5-E. Transportation Funding Programs Update

Action: Information and Discussion Only

MCTC SITTING AS THE MADERA COUNTY TRANSPORTATION COMMISSION

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

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

Roll call for votes:

Commissioner Ahmed	Yes
Commissioner Gallegos	Yes
Commissioner Gonzalez	Absent
Commissioner Poythress	Yes
Commissioner Rodriguez	Yes
Commissioner Rogers	Yes

Vote passed 5-0

7. 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.

7-A. Executive Minutes – October 25, 2023

Action: Approve October 25, 2023, Meeting Minutes

7-B. Transportation Development Act (LTF) Allocations – Resolution 21-13 Amendment No. 4, Resolution 22-09 Amendment No. 3, and Resolution 23-09 Amendment No. 2

Action: Approve Resolution 21-13 Amendment No. 4, Resolution 22-09 Amendment No. 3, and Resolution 23-09 Amendment No. 2

7-C. MCTC Employee Manual – November 2023 Update

Action: Approve MCTC Employee Manual Update

7-D. FY 2023-24 Overall Work Program & Budget (OWP) – Amendment No. 4

Action: Approve OWP & Budget – Amendment No. 4

Administrative Consent Action on Items 7A-7D

Upon motion by Commissioner Rogers, seconded by Commissioner Poythress, to approve the Administrative Consent Items 7A-7D. A vote was called, and the motion carried.

Roll call for votes:

Commissioner Ahmed	Yes
Commissioner Gallegos	Yes
Commissioner Gonzalez	Absent
Commissioner Poythress	Yes
Commissioner Rodriguez	Yes
Commissioner Rogers	Yes

Vote passed 5-0

8. ADMINISTRATIVE ACTION/DISCUSSION ITEMS

8-A. Award Contract – Triennial Performance Audits

Action: Authorize staff to enter a contract with Moore & Associates to conduct the Triennial Performance Audits for fiscal years 2020-21 through 2022-23

Administrative Action/Discussion on Item 8A

Upon motion by Commissioner Rogers, seconded by Commissioner Rodriguez, to approve the Administrative Action/Discussion Item 8A. A vote was called, and the motion carried.

Roll call for votes:

Commissioner Ahmed	Yes
Commissioner Gallegos	Yes
Commissioner Gonzalez	Absent
Commissioner Poythress	Yes



Commissioner Rodriguez Yes
 Commissioner Rogers Yes
 Vote passed 5-0

MCTC SITTING AS THE MADERA COUNTY 2006 TRANSPORTATION AUTHORITY

9. 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 Authority or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the items 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 Authority concerning the item before action is taken.

9-A. 2024 Meeting Schedule

Action: Information and Discussion Only

9-B. HdL Newsletter 2nd Quarter 2023

Action: Information and Discussion Only

Administrative Consent Calendar Action on Items 9A-9B

Upon motion by Commissioner Rodriguez, seconded by Commissioner Poythress, to approve the Administrative Consent Items 9A-9B. A vote was called, and the motion carried.

Roll call for votes:

Commissioner Ahmed	Yes
Commissioner Gallegos	Yes
Commissioner Gonzalez	Absent
Commissioner Poythress	Yes
Commissioner Rodriguez	Yes
Commissioner Rogers	Yes

Vote passed 5-0

10. AUTHORITY – ACTION/DISCUSSION ITEMS

10-A. Measure T Renewal Update – Polling Survey Results

Action: Information and Discussion Only. Direction may be provided.

10-B. 2023 Focus on the Future Conference Recap

Action: Information and Discussion Only

OTHER ITEMS

11. MISCELLANEOUS

11-A. Items from Staff

- Director Taylor wished everyone Happy Holidays and safe New Year

11-B. Items from Caltrans

- Michael Navarro, Caltrans District 06, Deputy Director, provided a brief update on future funding opportunities and regional projects.

11-C. Items from Commissioners

- Commissioner Gallegos announced the 2023 Madera Downtown Christmas Light Parade

12. CLOSED SESSION

NONE

13. ADJOURNMENT

Meeting adjourned at 4:55 pm.

Next meeting scheduled for Wednesday, January 17, 2024

Respectfully Submitted,



Patricia S. Taylor
Executive Director
Madera County Transportation Commission



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 7-B

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

Transportation Development Act (LTF, STA) – Allocation, Resolution 23-09 Amendment No. 3, Resolution 23-10 Amendment No. 2

Enclosure: Yes

Action: Approve Resolution 23-09 Amendment No. 3, Resolution 23-10 Amendment No. 2

SUMMARY:

The County of Madera has submitted its FY 2023-24 TDA Applications for approval and has requested to allocate its apportionments.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.

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

In the matter of
**ALLOCATION OF FY 2023-24
LOCAL TRANSPORTATION FUND**

**Resolution No.: 23-09
Amendment No. 3**

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, \$120,000 has been apportioned for Administration, \$150,529 has been reserved for Pedestrian and Bicycle facilities, and

WHEREAS, the Local Agencies have agreed to a MCTC expenditure of \$225,794 for shared system planning costs, per Section 99233.2 of the Transportation Development Act; and

WHEREAS, there is the sum of \$7,150,135 to be allocated from LTF, 2023-24;

WHEREAS, the Madera County Transportation Commission has made the finding in Resolution No. 23-05 that there are no substantial unmet transit needs that are reasonable to meet in FY 2023-24 within the jurisdictions of the County of Madera, the City of Madera, and the City of Chowchilla, and

WHEREAS, the County of Madera has submitted its application and requests to allocate its apportionment, and

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		\$ 337,875
Pedestrian & Bicycle Projects		\$ 59,811
MCTC Planning Services	\$ 19,406	
Street & Road Projects	\$ 276,642	

(B) City of Madera

Madera Metro, DAR, Intermodal, Fixed Route Ops	\$ 742,907
Pedestrian & Bicycle Projects	\$ 62,383

MCTC Planning Services	\$ 93,574
Street & Road Projects	\$ 2,220,265

C) <u>County of Madera</u>		
MCC & Demand Response		\$ 235,012
Amtrak		\$ 25,000
Pedestrian & Bicycle Projects		\$ 75,209
MCTC Planning Services	\$ 112,814	
Street & Road Projects	\$ 3,312,434	
Unallocated	\$ 0	

The foregoing resolution was adopted this 17th day of January 2024 by the following vote:

Commissioner Waseem Ahmed	_____
Commissioner Leticia Gonzalez	_____
Commissioner Cecelia Gallegos	_____
Commissioner Robert Poythress	_____
Commissioner Jose Rodriguez	_____
Commissioner David Rogers	_____

 Chair, 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 2023-24 STATE TRANSIT ASSISTANCE FUND	Resolution No.: 23-10 Amendment No. 2
---	--

WHEREAS, State Transit Assistance funds have been made available to the Madera County Transportation Commission by the State Controller in the amount of \$2,020,796, an increase of \$104,915 compared to 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 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 two entities allocations from the State Transit Assistance Fund does not exceed the amount that each claimant is eligible to receive;

WHEREAS, the County of Madera has submitted its application and requests to allocate its apportionment;

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>2023-24 STA</u>
City of Chowchilla	
CATX	\$ 163,990
Unallocated	\$ 48,504
City of Madera	
Madera Metro, DAR, Intermodal, Transit Center	\$ 757,090
Madera Metro, Fixed Route, Intermodal Capital Improvements	\$ 49,010
Unallocated	\$ 19,031

County of Madera

MCC & Demand Response	\$ 945,791
Unallocated	\$ 37,380

The foregoing resolution was adopted this 17th day of January 2024 by the following vote:

Commissioner Waseem Ahmed	_____
Commissioner Leticia Gonzalez	_____
Commissioner Cecelia Gallegos	_____
Commissioner Robert Poythress	_____
Commissioner Jose Rodriguez	_____
Commissioner David Rogers	_____

Chairman, Madera County Transportation Commission

Executive Director, Madera County Transportation Commission



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 7-C

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

Transportation Development Act (TDA) Fund Compliance Audit Report for Fiscal Year ended June 30, 2022: County of Madera

Enclosure: Yes

Action: Accept TDA Compliance Audit Report: County of Madera

SUMMARY:

MCTC has received the Fund Compliance Report for Transportation Development Act (TDA) allocations for the Fiscal Year ended June 30, 2022, for the County of Madera. This report (enclosed) was completed in accordance with Section 99245 of the Public Utilities Code by The Pun Group.

We are pleased to report that there are no adverse findings.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.

County of Madera Transportation Development Act Funds

Madera, California

Independent Auditors' Reports and Financial Statements

For the Years Ended June 30, 2022 and 2021

County of Madera
Transportation Development Act Funds
For the Years Ended June 30, 2022 and 2021

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200 E. Sandpointe Avenue, Suite 600
Santa Ana, California 92707



INDEPENDENT AUDITORS' REPORT

www.pungroup.cpa



To the Board of Supervisors
of the County of Madera
Madera, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the Transportation Development Act Funds (the "TDA Funds") of the County of Madera, California (the "County"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the TDA Funds of the County as of June 30, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits 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. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the County, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

2021 Financial Statements

The TDA Fund's financial statements for the year ended June 30, 2021, were audited by other auditors whose report thereon dated July 13, 2022, expressed an unmodified opinion.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the TDA Funds' and do not purport to, and do not, present fairly the financial positions of the County as of June 30, 2022 and 2021, the change in financial position, or, where applicable, its cash flows, for the years then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

To the Board of Supervisors
of the County of Madera
Madera, California
Page 2

Responsibilities of Management for the Financial Statements

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

To the Board of Supervisors
of the County of Madera
Madera, California
Page 3

Required Supplementary Information

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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. Our opinion on the basic financial statements are not affected by this missing information.

Other Reporting Required by *Government Auditing Standards* and the Rules and Regulations of the Transportation Development Act

In accordance with *Government Auditing Standards*, we have also issued our report dated November 22, 2023, on our consideration of the TDA Funds' 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 TDA Funds' 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 TDA Funds' internal control over financial reporting and compliance.

The Pw Group, LLP

Santa Ana, California
November 22, 2023

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FINANCIAL STATEMENTS

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County of Madera
Transportation Development Act Funds
Balance Sheets
June 30, 2022 and 2021

	2022	2021
ASSETS		
Intergovernmental receivable	\$ 2,970,539	\$ 2,323,527
Total assets	<u>\$ 2,970,539</u>	<u>\$ 2,323,527</u>
LIABILITIES AND FUND BALANCE		
Liabilities:		
Accounts payable	\$ 2,970,539	\$ 2,323,527
Total liabilities	<u>2,970,539</u>	<u>2,323,527</u>
Fund Balance:		
Unassigned	<u>-</u>	<u>-</u>
Total fund balance	<u>-</u>	<u>-</u>
Total liabilities and fund balance	<u>\$ 2,970,539</u>	<u>\$ 2,323,527</u>

County of Madera
Transportation Development Act Funds
Statements of Revenues, Expenditures, and Changes in Fund Balance
For the Years Ended June 30, 2022 and 2021

	2022	2021
REVENUES:		
LTF non-transit allocations	\$ 2,822,428	\$ 1,834,419
LTF/STA transit allocations - Madera County Connection	791,078	684,577
LTF transit allocations - Amtrak	5,363	6,414
PTMISEA distributions	19,875	67,252
Total revenues	<u>3,638,744</u>	<u>2,592,662</u>
EXPENDITURES:		
Road construction and maintenance	2,822,428	1,834,419
Madera County Connection Transit costs	791,078	684,577
Amtrak costs	5,363	6,414
Transit facility improvements (non-operating)	19,875	67,252
Total expenditures	<u>3,638,744</u>	<u>2,592,662</u>
NET CHANGES IN FUND BALANCE	-	-
FUND BALANCE:		
Beginning of year	-	-
End of year	<u>\$ -</u>	<u>\$ -</u>

NOTES TO THE FINANCIAL STATEMENTS

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County of Madera
Transportation Development Act Funds
Index to the Notes to the Financial Statements
For the Years Ended June 30, 2022 and 2021

NOTE	DESCRIPTION	PAGE
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County of Madera
Transportation Development Act Funds
Notes to the Financial Statements
For the Years Ended June 30, 2022 and 2021

Note 1 – Summary of Significant Accounting Policies

The Reporting Entity

The accompanying financial statements present only the Transportation Development Act Funds of the County of Madera (the “TDA Funds”) and are not intended to present fairly the financial position, changes in financial position, or cash flows of the County of Madera, California (the “County”) with accounting principles generally accepted in the United States of America (“U.S. GAAP”). The financial statements of the TDA Funds of the County have been prepared in conformity with U.S. GAAP as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the TDA Funds’ accounting policies are described below.

Financial Statements

The Transportation Development Act (“TDA”) provides funding of public transportation through regional planning and programming agencies. Funds are allocated to the County through the county transportation planning agency, the Madera County Transportation Commission (“MCTC”). The TDA Funds account for the County’s share of the TDA allocations, which are legally restricted for specific purposes as detailed in applicable sections of the Public Utilities Code.

The accompanying financial statements present only the TDA Funds of the County and are not intended to present fairly the financial position, changes in financial position, or cash flows of the County in conformity with U.S. GAAP.

Fund Accounting

The accounts of the TDA Funds are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The TDA Funds consist of the following:

Special Revenue Funds – TDA Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Measurement Focus and Basis of Accounting

The **Transportation Development Act Special Revenue Funds** are reported using “*current financial resources*” measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they become measurable and available and expenditures are recognized when the fund liabilities are incurred. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The County uses an availability period of 60 days. Revenues that are susceptible to accrual include local transportation fund allocations and investment earnings.

Intergovernmental revenues (primarily grants and subventions), which are received as reimbursement for specific purposes or projects, are recognized based upon the expenditures recorded. Intergovernmental revenues, which are usually unrestricted as to use and are revocable only for failure to meet prescribed compliance requirements, are reflected as revenues at the time of receipts or earlier, if they meet the availability criteria.

County of Madera
Transportation Development Act Funds
Notes to the Financial Statements (Continued)
For the Years Ended June 30, 2022 and 2021

Note 1 – Summary of Significant Accounting Policies (Continued)

Measurement Focus and Basis of Accounting (Continued)

The County contracts all bus services from Fresno Economic Opportunities Commission (Fresno EOC). This includes services in the Madera, Chowchilla, Bass Lake, Oakhurst, Ahwahnee, and Coarsegold areas. Fresno EOC operates four fixed route bus routes, as well as on-demand services marketed as the Eastern Madera County Senior Bus, the Medical Escort and Dial-A-Ride service (County areas around the cities of Madera & Chowchilla). The Fresno EOC contract includes fixed and variable rates (net of revenue collected). The bus services are available on various schedules, primarily Monday thru Friday with some exceptions. The County Medical Escort service provides transportation between Oakhurst, North Fork, Madera and Fresno two days a week. Madera Dial-A-Ride Service is provided Monday through Friday from 7:00am to 6:30pm, Saturday from 9:00am to 4:00pm and on Sunday from 8:30am to 2:30pm. The agreement is a five-year agreement with two option years, funded with a combination of Transportation Development Act Funds, Federal Transit Administration section 5307 and 5311 funds, and fare revenue. When both restricted and unrestricted resources are available for use, it is the TDA Funds' policy to use restricted resources first, and then unrestricted resources as they are needed.

When both restricted and unrestricted resources are available for use, it is the TDA Funds' policy to use restricted resources first, and then unrestricted resources as they are needed.

Grants

Grant revenues and amounts due from other governmental agencies are recorded when earned on grants that have been approved and funded by the grantor. Grant sources include Federal Transit Administration (FTA), State Transit Assistance (STA), Local Transportation Funds (LTF), Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) and Transit System Safety, Security and Disaster Response Account (TSSSDRA) established pursuant to Proposition 1B approved by the voters of the State of California on November 7, 2006, and Measure T.

Due from Local Governmental Agencies

Claims made for reimbursement of costs incurred during the fiscal year have been accrued as due from the Madera County Transportation Commission or from other governmental agencies in the same fiscal year.

Due to County

These amounts resulted from temporary reclassifications made at June 30, 2022 and 2021, to cover cash shortfalls pending reimbursement from Madera County Transportation Commission or from other governmental agencies.

Fund Balance

The TDA Funds report fund balance as nonspendable, restricted, committed, assigned, or unassigned based primarily on the extent to which the County is bound to honor constraints on how specific amounts can be spent. Fund balances are categorized as follows:

Nonspendable - This amount indicated the portion of funds balances which cannot be spent because they are either not in spendable form, such as prepaid items, inventories or loans receivable, or legally or contractually required to be maintained intact, such as the principal portion of an endowment.

County of Madera
Transportation Development Act Funds
Notes to the Financial Statements (Continued)
For the Years Ended June 30, 2022 and 2021

Note 1 – Summary of Significant Accounting Policies (Continued)

Measurement Focus and Basis of Accounting (Continued)

Fund Balance (Continued)

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.

Committed - This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board of Supervisors. These amounts cannot be used for any other purpose unless the Board of Supervisors 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.

Assigned - This classification includes amounts that are constrained by the County's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the County Council or through the Board of Supervisors delegating this responsibility to the Finance Director through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund.

Unassigned - This amount indicates the portion of fund balance that does not fall into one of the above categories. However, in governmental funds if expenditures incurred for specific purposes exceed the amounts that are restricted, committed or assigned for those purposes, it may be necessary to report negative unassigned fund balance in that particular fund.

When expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) fund balances are available, the County's policy is to first apply restricted fund balance. When expenditures are incurred for purposes for which committed, assigned, or unassigned fund balances are available, the County's policy is to first apply committed fund balance, then assigned fund balance, and finally unassigned fund balance.

The County's Board establishes, modifies, or rescinds fund balance commitments and assignments by passage of an ordinance or resolution. This is done through adoption of the budget and subsequent budget amendments that occur throughout the year.

Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Note 2 – Restrictions

Funds received pursuant to TDA Article 8 in Street Construction and Intermodal Building Operations Special Revenue Funds may only be used for local streets and roads and projects for use by pedestrian and bicycles.

County of Madera
Transportation Development Act Funds
Notes to the Financial Statements (Continued)
For the Years Ended June 30, 2022 and 2021

Note 2 – Restrictions (Continued)

Funds received pursuant to TDA Article 8c in the Local Transit Enterprise Fund may only be used to provide local public transportation services for transit contracts.

As outlined in Public Utilities Code (PUC) Section 99233, LTF funds are restricted for transit services, bicycle and pedestrian facilities and projects, transportation planning and programming, and street construction and maintenance projects.

Note 3 – Fare Ratio

The County is required to maintain a minimum fare revenue to operating expenses ratio of 15% in accordance with the Transportation Development Act. The calculation of the fare revenue ratios for the Madera County Connection are as follows for the years ended June 30, 2022 and 2021:

	2022	2021
Passenger fares	\$ 42,213	\$ 36,569
Total fares	<u>\$ 42,213</u>	<u>\$ 36,569</u>
Operating expenses	<u>\$ 1,674,539</u>	<u>\$ 1,250,089</u>
Fare revenue ratio	<u>2.52%</u>	<u>2.93%</u>

Although the County is required to maintain a fare revenue ratio of 15%, Assembly Bill 90 waived the fare revenue ratio penalty for operators not meeting the ratio requirement for the fiscal years ending June 30, 2022 and 2021.

Note 4 – Proposition 1B (PTMISEA)

In November 2006, California Voters passed a bond measure enacting the Highway Safety Traffic Reduction, Air Quality and Port Security Bond Act of 2006. Of the \$19.925 billion of State general obligation bonds authorized, \$4 million was set aside by the State, as instructed by statute, as the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements and for rolling stock procurement, rehabilitation or replacement.

Proposition 1B activities during the fiscal years ended June 30, 2022 and 2021 was as follows

	2022	2021
Unspent PTMISEA Funds, beginning of year	\$ -	\$ -
Funds received	19,875	67,252
Funds used	<u>(19,875)</u>	<u>(67,252)</u>
Unspent PTMISEA Funds, end of year	<u>\$ -</u>	<u>\$ -</u>

County of Madera
Transportation Development Act Funds
Notes to the Financial Statements (Continued)
For the Years Ended June 30, 2022 and 2021

Note 5 – Contingencies

Litigation

There are several lawsuits and unresolved disputes involving the County or its employees in which the County is represented by the County counsel and outside counsel. However, in the opinion of the County counsel and outside counsel these actions will not, in the aggregate, have a material adverse effect upon the operations or financial position of the TDA funds.

TDA Funds

The TDA funds are subject to program compliance audits by the grantors and their representatives. Any liability for reimbursement which may arise as the result of these audits is not believed to be material.

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COMPLIANCE REPORT

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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*

Independent Auditors' Report

To the Board of Supervisors
of the County of Madera
Madera, California

We have audited, in accordance with generally accepted auditing standards 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 accompanying financial statements of the Transportation Development Act Funds (the "TDA Funds") of the County of Madera, California (the "County"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the TDA Transit Funds' financial statements, and have issued our report thereon dated November 22, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the TDA Funds' internal control over financial reporting (internal control) as a basis for designing 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 TDA Funds' internal control. Accordingly, we do not express an opinion on the effectiveness of the TDA Funds' 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 entity'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 or significant deficiencies may exist that have not been identified.

To the Board of Supervisors
of the County of Madera
Madera, California
Page 2

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the TDA Fund'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 one instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, described in the accompanying schedule of findings as item 2022-001.

In connection with our audit referred to above, we also performed an audit for compliance with the Transportation Development Act, the *California Code of Regulations*, and the rules and regulations and allocation instructions of the Imperial County Transportation Commission, for the year ended June 30, 2022. In connection with our audit, we performed to the extent applicable, the compliance audit tasks set forth in Sections §6666 and §6667 of Title 21, Division 3, Chapter 2, Article 5.5 of the *California Code of Regulations*. The results of performing the tasks specified above disclosed one instance of noncompliance with the applicable statutes, rules, and regulations of the Act, and the allocation instructions and resolutions of the Madera County Transportation Commission. In our opinion, the funds allocated to and received by the TDA Funds for the year ended June 30, 2022, pursuant to the Transportation Development Act, were accounted for and expended in conformance with the Transportation Development Act, the *California Code of Regulations*, and the rules and regulations and allocation instructions of the Imperial County Transportation Commission.

The County's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the County's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The County's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

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 to express an opinion on the compliance of the TDA Funds with the Transportation Development Act, the California Code of Regulations, and the allocation instructions and resolutions of the Madera County Transportation Commission, and not to provide an opinion on the effectiveness of the TDA Funds' internal control or on other compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the TDA Funds' internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

The PwC Group, LLP

Santa Ana, California
November 22, 2023

**County of Madera
Transportation Development Act Funds
Schedule of Findings
For the Year Ended June 30, 2022**

Finding 2022-001 – Late Submission of Certified Fiscal Audit

Criteria:

Pursuant to the California Public Utilities Code section 99245 and California Code of Regulations, Title 21, sections 6663 and 6664, “requires that each claimant expending transit and funds submit a fiscal and compliance report issued by an independent auditor to the State Controller’s Office annually and within 180 days after the end of the fiscal year. The responsible entity (transportation planning agency, county transportation commission, or metropolitan transit development board) may grant an extension to the claimant of up to 90 days as it deems necessary. Except for the claimant’s first report, the report must also include the audited amounts for the fiscal year prior to the fiscal year audited. If a claimant has delinquent transit or audit reports, the responsible entity will suspend payments until the claimant’s audit report submissions are current.”

Condition:

The County has experienced significant delays in the preparation and issuance of the 2022 TDA financial statements as required under Public Utilities Code (PUC) Section 99245 and California Code of Regulations (CCRs), Title 21, Sections 6663 and 6664.

Cause:

The County has experienced significant turnover in key personnel in the County’s finance department in past years. Absent robust accounting policies and procedures, when vacancies occur information can be lost and as individuals are getting up to speed, some processes may not be fully executed if they are manual and not fully embedded into an automated system. Staff had to take on additional responsibilities and did not have sufficient resources to review and reconcile the sub-ledger to the general ledger in a timely manner.

Context:

The County’s TDA financial statements were not submitted within the required time frame under the TDA requirements.

Effect:

Delays in processing year-end closing procedures caused the financial statements release to be delayed. In addition, the County is neither in compliance with PUC and CCRs, nor is it meeting its current demands for external financial reporting.

Recommendation:

The Auditor-Controller Department should look at increasing the amount of experienced finance staff to help facilitate year-end closing processes and the preparation of its basic financial statements. Because the basic financial statements are the responsibility of the County, it is in its own best interest to closely monitor the accounting process to ensure that financial position and operating results are accurately and timely reported. The following steps could be used to avoid future delays:

- Assign additional qualified accounting personnel to help process complex transactions;
- Identify critical due dates and develop a listing of assignment, including department coordinated items, based on available resources to meet those due dates;
- Hold periodic meetings to monitor the progress of assignments and responsibilities; and
- Conduct management review of financial statements and audit schedules prior to presenting them to the auditors.

**County of Madera
Transportation Development Act Funds
Schedule of Findings (Continued)
For the Year Ended June 30, 2022**

Finding 2022-001 – Late Submission of Certified Fiscal Audit (Continued)

Management's View and Corrective Action Plan:

County Management concurs with the comments and recommendations. The Auditor - Controller's Office is regularly attempting to obtain and retain a full complement of experienced finance and accounting staff, within normal budgetary constraints. This was difficult for us in late 2022 and early 2023. With our current staffing level, we will perform the last three steps recommended above.



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 7-D

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

Revised Accounting & Financial Policies and Procedures Manual

Enclosure: Yes

Action: Approve Revised Accounting & Financial Manual

SUMMARY:

The Accounting & Financial Policies and Procedures Manual has been updated to reflect recent changes. The following was updated:

- Meals per diem rates were updated to be consistent with the published 2024 federal rates;
- One employee title was updated throughout to reflect the current title;
- Lease section was updated to reflect GASB Statement No. 87;
- Software section was updated to reflect GASB Statement No. 96; and
- Some minor grammatical corrections were made.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.



Accounting & Financial Policies and Procedures Manual

Adopted
January 19, 2011
Revised September 2012
Revised June 2014
Revised April 2015
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Revised July 2017
Revised March 2018
Revised February 2020
Revised February 2022
Revised January 2024

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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 Transportation Policy Committee and the Technical Advisory Committee. The Commission staff includes an Executive Director; a Deputy Director/Fiscal Supervisor; two Principal Planners; two ~~Associate~~ Senior Regional Planners; an Administrative Analyst; and an ~~Office Assistant~~ Accounting Technician. 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 Transportation Policy Committee (TPC) 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 TPC 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

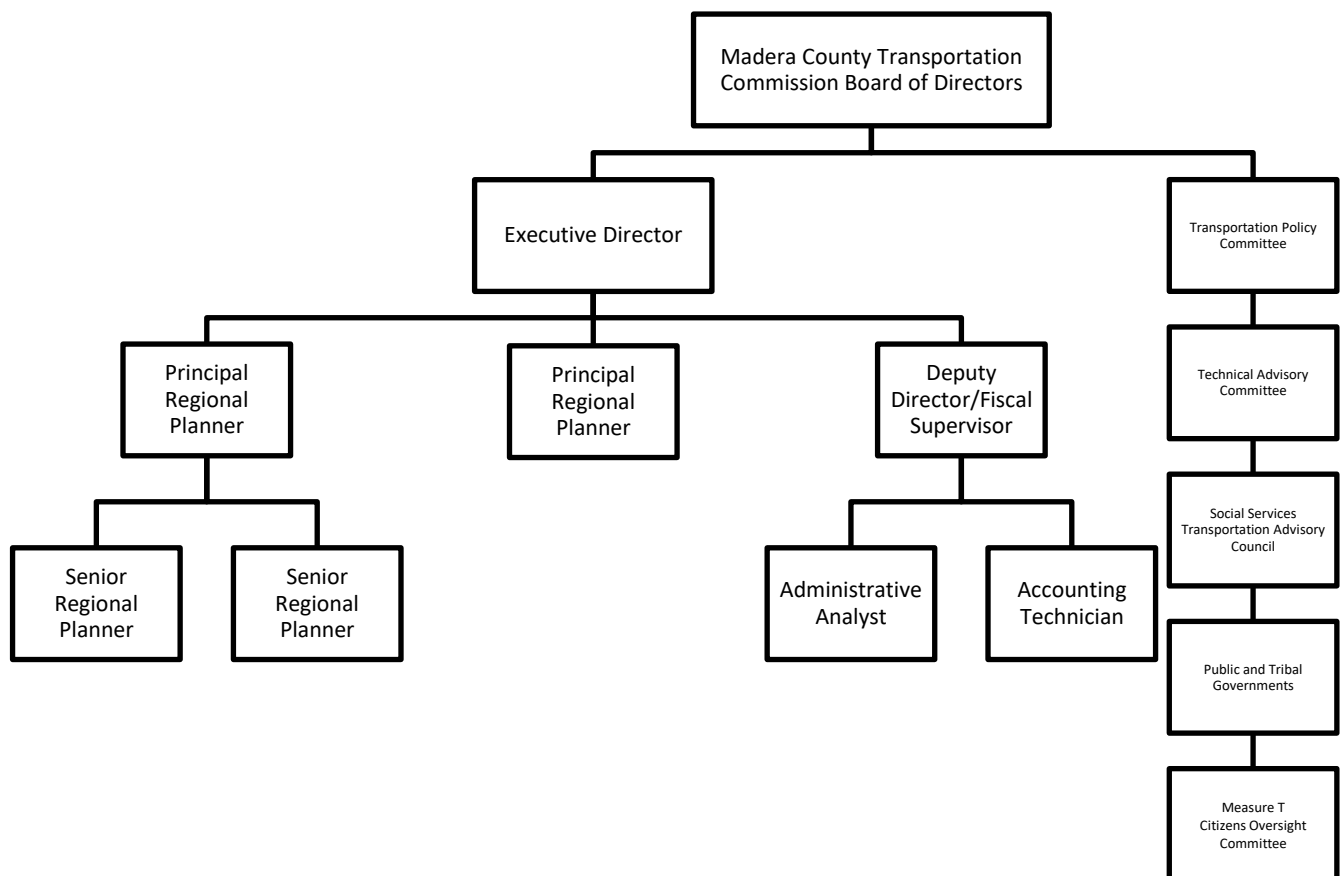
Accurate minutes of all meetings of the Board of Directors will be prepared and retained by the ~~Office Assistant~~ Administrative Analyst, following all the applicable guidelines and procedures for meetings of the Commission. The Executive Director will receive and review a copy of all minutes of the 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 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 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 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 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 Commission office. Access to this cabinet shall be by keys in the possession of the Administrative Analyst and ~~Office Assistant~~Accounting Technician.

Petty cash is stored in a drawer locked with a key. The ~~Office Assistant~~Accounting Technician and the 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 on the County of Madera – Deposit Permit form.
- In the event that the Fiscal Supervisor is absent or on leave, the ~~Office Assistant~~ Accounting Technician or Administrative Analyst will record the cash receipts.
- After the Deposit Permit form is completed, staff will coordinate with the County Auditor-Controller's Office to receive a cash receipts batch proof.
- The deposit permit and batch proof, with accompanying checks, are 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 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 Planner
 Senior Regional Planner
 Associate Regional Planner
 Administrative Analyst
~~Office Assistant~~ Accounting Technician

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~~ Accounting Technician or 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~~Accounting Technician or 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~~Accounting Technician or 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~~Administrative Analyst 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 based on 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	\$ <u>16</u> .00	\$ <u>19</u> .00
Lunch	<u>17</u> .00	<u>22</u> .00
Dinner	<u>31</u> .00	<u>38</u> .00
Total	\$ <u>64</u> .00	\$ <u>79</u> .00

The following counties are considered to be High Cost: Alameda, Contra Costa, El Dorado, Los Angeles, Marin, Mariposa, Mendocino, Mono, Monterey, Napa, Nevada, Orange, Placer, San Diego, San Francisco, San Joaquin, Santa Barbara, Santa Clara, San Luis Obispo, San Mateo, City of Santa Monica, Sonoma, and Ventura. 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. Except for 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~~weekly 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~~Accounting Technician or 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, a Principal Regional Planner, and all the Board Commissioners with check signing authority. All authorized signers need to have their information and signature on file with the appropriate bank before any checks are signed by a respective individual.

All original supporting documentation should be reviewed and initialed prior to the printing and signing of the checks by the ~~Office Assistant~~Accounting Technician or 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~~Accounting Technician or 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~~Accounting Technician 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~~Accounting Technician 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~~Accounting Technician 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~~Accounting Technician 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~~Accounting Technician 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 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~~Accounting Technician. 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/Accounting Technician or 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~~Accounting Technician or 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~~Accounting Technician or Administrative Analyst processes the payroll in-house payroll system.

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

The ~~Office Assistant~~Accounting Technician or Administrative Analyst should not change or correct timesheets. However, the ~~Office Assistant~~Accounting Technician or 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

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
- Principal Regional Planner
- All 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 ensure 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 4/5 of the asset's basis (accumulated depreciation at the end of year four) and 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

GASB Statement No. 87 changed the way that leases are reported by governments. The objective of Statement No. 87 is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. Statement No. 87 increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, the Commission is required to recognize a lease liability and an intangible right-to-use lease asset, thereby enhancing the relevance and consistency of information about the Commission's leasing activities.

Definition of a Lease

A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. Any contract that meets this definition should be accounted for under the lease's guidance, unless specifically excluded in Statement No. 87.

Lease Term

The lease term is defined as the period during which the Commission has a noncancelable right to use an underlying asset, plus the following periods, if applicable:

- a. Periods covered by the Commission's option to extend the lease if it is reasonably certain, based on all relevant factors, that the Commission will exercise that option
- b. Periods covered by the Commission's option to terminate the lease if it is reasonably certain, based on all relevant factors, that the Commission will not exercise that option

A fiscal funding or cancellation clause should affect the lease term only when it is reasonably certain that the clause will be exercised.

The Commission should reassess the lease term only if one or more of the following occur:

- a. The Commission elects to exercise an option even though it was previously determined that it was reasonably certain that the Commission would not exercise that option.
- b. The Commission elects not to exercise an option even though it was previously determined that it was reasonably certain that the Commission would exercise that option.
- c. An event specified in the lease contract that requires an extension or termination of the lease takes place.

Short-Term Leases

A short-term lease is defined as a lease that, at the commencement of the lease term, has a maximum possible term under the lease contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. The Commission should recognize short-term lease payments as outflows of resources based on the payment provisions of the lease contract.

Accounting

The Commission should recognize a lease liability and a lease asset at the commencement of the lease term, unless the lease is a short-term lease, or it transfers ownership of the underlying asset. The lease liability should be measured at the present value of payments expected to be made during the lease term (less any lease incentives). The lease asset should be measured at the amount of the initial measurement of the lease liability, plus any payments made to the lessor at or before the commencement of the lease term and certain direct costs.

The Commission should reduce the lease liability as payments are made and recognize an outflow of resources (for example, expense) for interest on the liability. The Commission should amortize the lease asset in a systematic and rational manner over the shorter of the lease term or the useful life of the underlying asset. The notes to financial statements should include a description of leasing arrangements, the amount of lease assets recognized, and a schedule of future lease payments to be made.

Contracts with Multiple Components and Contract Combinations

Generally, the Commission should account for the lease and nonlease components of a lease as separate contracts. If a lease involves multiple underlying assets, lessees and lessors in certain cases should account for each underlying asset as a separate lease contract. To allocate the contract price to different components, the Commission should use contract prices for individual components as long as they do not appear to be unreasonable based on professional judgment, or use professional judgment to determine their best estimate if there are no stated prices or if stated prices appear to be unreasonable. If determining a best estimate is not practicable, multiple components in a lease contract should be accounted for as a single lease unit. Contracts that are entered into at or near the same time with the same counterparty and that meet certain criteria should

be considered part of the same lease contract and should be evaluated in accordance with the guidance for contracts with multiple components.

Lease Modifications and Terminations

An amendment to a lease contract should be considered a lease modification, unless the Commission's right to use the underlying asset decreases, in which case it would be a partial or full lease termination. A lease termination should be accounted for by reducing the carrying values of the lease liability and lease asset by the Commission with any difference being recognized as a gain or loss. A lease modification that does not qualify as a separate lease should be accounted for by remeasuring the lease liability and adjusting the related lease asset by a lessee and remeasuring the lease receivable and adjusting the related deferred inflows of resources by the Commission.

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

GASB Statement No. 96 changed the way that these types of costs are treated. Statement No. 96 provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended.

A SBITA is defined as a contract that conveys control of the right to use another party's (a SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.

The subscription term includes the period during which the Commission has a noncancellable right to use the underlying IT assets. The subscription term also includes periods covered by an option to extend (if it is reasonably certain that the Commission or SBITA vendor will exercise that option) or to terminate (if it is reasonably certain that the Commission or SBITA vendor will *not* exercise that option).

Under Statement No. 96, the Commission generally should recognize a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability. The Commission should recognize the subscription liability at the commencement of the subscription term, —which is when the subscription asset is placed into service. The subscription liability should be initially measured at the present value of subscription payments expected to be made during the subscription term. Future subscription payments should be discounted using the interest rate the SBITA vendor charges the Commission, which may be implicit, or the Commission's incremental borrowing rate if the interest rate is not readily determinable. The Commission should recognize amortization of the discount on the subscription liability as an outflow of resources (for example, interest expense) in subsequent financial reporting periods.

The subscription asset should be initially measured as the sum of (1) the initial subscription liability amount, (2) payments made to the SBITA vendor before commencement of the subscription term, and (3) capitalizable implementation costs, less any incentives received from the SBITA vendor at or before the commencement of the subscription term. The Commission should recognize amortization of the subscription asset as an outflow of resources over the subscription term.

Activities associated with a SBITA, other than making subscription payments, should be grouped into the following three stages, and their costs should be accounted for accordingly:

- Preliminary Project Stage, including activities such as evaluating alternatives, determining needed technology, and selecting a SBITA vendor. Outlays in this stage should be expensed as incurred.
- Initial Implementation Stage, including all ancillary charges necessary to place the subscription asset into service. Outlays in this stage generally should be capitalized as an addition to the subscription asset.
- Operation and Additional Implementation Stage, including activities such as subsequent implementation activities, maintenance, and other activities for the Commission's ongoing operations related to a SBITA. Outlays in this stage should be expensed as incurred unless they meet specific capitalization criteria.

In classifying certain outlays into the appropriate stage, the nature of the activity should be the determining factor. Training costs should be expensed as incurred, regardless of the stage in which they are incurred.

If a SBITA contract contains multiple components, the Commisison should account for each component as a separate SBITA or nonsubscription component and allocate the contract price to the different components. If it is not practicable to determine a best estimate for price allocation for some or all components in the contract, the Commission should account for those components as a single SBITA.

Statement No. 96 provides an exception for short-term SBITAs. Short-term SBITAs have a maximum possible term under the SBITA contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. Subscription payments for short-term SBITAs should be recognized as outflows of resources.

Statement No. 96 requires the Commission to disclose descriptive information about its SBITAs other than short-term SBITAs, such as the amount of the subscription asset, accumulated amortization, other payments not included in the measurement of a subscription liability, principal and interest requirements for the subscription liability, and other essential information.**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:

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.

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~~Accounting Technician.

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.

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 for maintaining 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 street and road 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
Board Meeting of January 17, 2024

AGENDA ITEM: 9-A

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

Measure "T" Fund Compliance Audit Report for FY ending June 30, 2022: Madera County

Enclosure: Yes

Action: Accept Measure T Compliance Audit Report for FY ending June 30, 2022: Madera County

SUMMARY:

MCTA has received the Measure "T" Compliance Audit Report for the Fiscal Year ended June 30, 2022, for Madera County. This report was completed (enclosed) in accordance with all applicable government codes by The Pun Group.

We are pleased to report that there are no adverse findings.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.

County of Madera Measure “T” Fund

Madera, California

Independent Auditors’ Reports and Financial Statements

For the Year Ended June 30, 2022

County of Madera
Measure “T” Fund
For the Year Ended June 30, 2022

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200 E. Sandpointe Avenue, Suite 600
Santa Ana, California 92707



INDEPENDENT AUDITORS' REPORT

www.pungroup.cpa



To the Board of Supervisors
of the County of Madera
Madera, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the Measure "T" Fund (the "Measure "T" Fund") of the County of Madera, California (the "County"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Measure "T" Fund of the County as of June 30, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits 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. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the County, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Measure "T" Fund and do not purport to, and do not, present fairly the financial position of the County as of June 30, 2022, the change in financial position, or, where applicable, its cash flows, for the years then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Measure "T" Fund's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

To the Board of Supervisors
of the County of Madera
Madera, California
Page 2

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

Required Supplementary Information

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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. Our opinion on the basic financial statements are not affected by this missing information.

To the Board of Supervisors
of the County of Madera
Madera, California
Page 3

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Measure "T" Fund financial statements. The Balance Sheet by Funding Source and the Schedule of Revenues, Expenditures and Changes in Fund Balance by Funding Source are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information 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. The 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 Balance Sheet by Funding Source and the Schedule of Revenues, Expenditures and Changes in Fund Balance by Funding Source are 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 November 22, 2023, on our consideration of the County'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 Measure "T" Fund'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 Measure "T" Fund's internal control over financial reporting and compliance.

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Santa Ana, California
November 22, 2023

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FINANCIAL STATEMENTS

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County of Madera
Measure "T" Fund
Balance Sheet
June 30, 2022

	Measure "T" Fund
ASSETS	
Cash and investments	\$ 16,802,661
Intergovernmental receivable	635,773
Total assets	\$ 17,438,434
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	
Liabilities:	
Due to the County	\$ 1,226,041
Total liabilities	1,226,041
Deferred inflows of resources:	
Unavailable revenue	635,776
Total deferred inflows of resources	635,776
Fund Balance:	
Restricted	15,576,617
Total fund balance	15,576,617
Total liabilities, deferred inflows of resources, and fund balance	\$ 17,438,434

See accompanying Notes to the Basic Financial Statements.

County of Madera
Measure "T" Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Year Ended June 30, 2022

	Measure "T" Fund
REVENUES:	
Measure "T" sales tax	\$ 3,951,706
Investment income	54,147
Total revenues	<u>4,005,853</u>
EXPENDITURES:	
Current:	
Highways and streets	2,626,201
Total expenditures	<u>2,626,201</u>
NET CHANGES IN FUND BALANCE	1,379,652
FUND BALANCE:	
Beginning of year	14,196,965
End of year	<u>\$ 15,576,617</u>

NOTES TO THE FINANCIAL STATEMENTS

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County of Madera
Measure "T" Fund
Index to the Notes to the Financial Statements
For the Year Ended June 30, 2022

NOTE	DESCRIPTION	PAGE
1	Summary of Significant Accounting Policies	13
2	Deposits in the County's Pool	15
3	Restrictions	16
4	Contingencies	16
5	Due to County	16

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County of Madera
Measure “T” Fund
Notes to the Financial Statements
For the Year Ended June 30, 2022

Note 1 – Summary of Significant Accounting Policies

The Reporting Entity

The Measure “T” Sales Tax Program (“Measure “T””) is administered by the Madera County Transportation Authority (the “Authority”) was created by the approval of Measure “T” by the voters of the County in November 2006. Measure “T” authorized the imposition of a one half percent (1/2%) 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 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.

The financial statements of the Measure “T” Sales Tax Fund (the “Measure “T” Fund”), a Special Revenue Fund of the County of Madera, California (the “County”) have been prepared in conformity with accounting principles generally accepted of the United States of America (“U.S. GAAP”) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the Measure “T” Fund’s accounting policies are described below.

Financial Statements

The Measure “T” enabling legislation provides funding of highway and streets projects. Funds are allocated to the County through the county transportation planning agency, the Madera County Transportation Authority. The Measure “T” Funds account for the County’s share of the Measure “T” sales tax allocations, which are legally restricted for specific purposes as detailed in Section 99245 of the Public Utilities Code.

The accompanying financial statements present only the Measure “T” Fund of the County and are not intended to present fairly the financial position, changes in financial position, or cash flows of the County in conformity with accounting principles generally accepted in the United States of America.

County of Madera
Measure “T” Fund
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2022

Note 1 – Summary of Significant Accounting Policies (Continued)

Fund Accounting

The accounts of the County are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

The Measure “T” Fund is a governmental fund specifically categorized as a special revenue fund. Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Measurement Focus and Basis of Accounting

The **Measure “T” Fund** is reported using “*current financial resources*” measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they become measurable and available and expenditures are recognized when the fund liabilities are incurred. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The County uses an availability period of 60 days. Revenues that are susceptible to accrual include Measure “T” sales tax allocations and investment earnings. Intergovernmental revenues (primarily grants and subventions), which are received as reimbursement for specific purposes or projects, are recognized based upon the expenditures recorded. Intergovernmental revenues, which are usually unrestricted as to use and are revocable only for failure to meet prescribed compliance requirements, are reflected as revenues at the time of receipt or earlier, if they meet the availability criterion.

Cash and Cash Equivalents

The cash is held by the Measure “T” Fund as part of the County’s pooled cash and investments. The pooled funds are invested in accordance with the County’s investment policy established pursuant to state law. All monies not required for immediate expenses are invested or deposited to earn maximum yield consistent with safety and liquidity. Interest earnings is allocated to the fund based on its proportionate share of the pool. Refer to the County’s Basic Financial Statements for disclosures of cash and investments and related risk categorization.

Deferred Outflows/Inflows of Resources

In addition to assets, the Measure “T” Fund balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of fund balance that applies to a future period(s) and thus, will not be recognized as an outflow of resources (expense/expenditure) until then. The Measure “T” Fund has no items to report in this category.

In addition to liabilities, the Measure “T” Fund balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The County has items that qualifies for reporting in this category that is related to unavailable revenue. Unavailable revenue is recorded when transactions have not yet met the revenue recognition criteria based on the modified accrual basis of accounting. The County records unavailable revenue for transactions for which revenues have been earned, but for which funds are not available to meet current financial obligations. The Measure “T” Fund had unavailable revenue in the amount of \$635,776 as of June 30, 2022.

County of Madera
Measure “T” Fund
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2022

Note 1 – Summary of Significant Accounting Policies (Continued)

Fund Balances

The Measure “T” Fund reports fund balance as nonspendable, restricted, committed, assigned, or unassigned based primarily on the extent to which the County is bound to honor constraints on how specific amounts can be spent. Fund balances are categorized as follows:

Nonspendable - This amount indicated the portion of funds balances which cannot be spent because they are either not in spendable form, such as prepaid items, inventories or loans receivable, or legally or contractually required to be maintained intact, such as the principal portion of an endowment.

Restricted - This amount indicates the portion of fund balances which has been restricted; a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; b) imposed by law through constitutional provisions or enabling legislation.

Committed - This amount indicates the portion of fund balances which can only be used for specific purposes pursuant to formal resolution or ordinance of the Board of Supervisors.

Assigned - This amount indicates the portion of fund balances which is constrained by the County’s intent to be used for specific purpose, but is neither restricted nor committed. The County’s Finance Director is authorized to determine and define the amount of assigned fund balances.

Unassigned - This amount indicates the portion of fund balance that does not fall into one of the above categories.

The Board of Supervisors establishes, modifies, or rescinds fund balance commitments and assignments by passage of an ordinance or resolution. This is done through adoption of the budget and subsequent budget amendments that occur throughout the year.

When expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) fund balances are available, the County’s policy is to first apply restricted fund balance. When expenditures are incurred for purposes for which committed, assigned, or unassigned fund balances are available, the County’s policy is to first apply committed fund balance, then assigned fund balance, and finally unassigned fund balance.

Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Note 2 – Deposits in the County’s Pool

The County has pooled its cash and investments in order to achieve a higher return on investments while facilitating management of cash. Cash in excess of current requirements is invested in various interest-bearing accounts and other investments for varying terms. The balance of the Measure “T” Funds’ cash and investments, as of June 30, 2022 was \$16,802,661.

County of Madera
Measure “T” Fund
Notes to the Financial Statements (Continued)
For the Year Ended June 30, 2022

Note 2 – Deposits in the County’s Pool (Continued)

The Measure “T” Fund’s cash is deposited in the County’s internal investment pool, which is reported at fair value. The Measure “T” Fund does not own specifically identifiable securities in the County’s pool. The balance of cash deposited in the County’s pool was \$16,802,661 as of June 30, 2022.

Investments earnings is allocated based on average cash balances. Investment policies and associated risk factors applicable to the Measure “T” Fund are those of the County and are included in the County’s basic financial statements.

Note 3 – Restrictions

Funds received pursuant to the Measure “T” enabling legislation in the Measure “T” Fund may only be used for highways and streets.

Note 4 – Contingencies

The Measure “T” funds are subject to program compliance audits by the grantors and their representatives. Any liability for reimbursement which may arise as the result of these audits is not believed to be material.

Note 5 – Due to County

At June 30, 2022, the Funds owes the County in the amount of \$1,226,041 to cover a reimbursement for a project paid for by other County funds.

SUPPLEMENTARY INFORMATION

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County of Madera
Measure "T" Fund
Balance Sheet By Funding Source
June 30, 2022

	Commute Corridors/ Farm to Market	Safe Routes to School and Jobs	Transit Enhancement	Environmental Enhancement	Total
ASSETS					
Cash and investments	\$ 9,739,864	\$ 6,780,684	\$ 127,684	\$ 154,429	\$ 16,802,661
Intergovernmental receivable	310,133	298,721	2,109	24,810	635,773
Total assets	\$ 10,049,997	\$ 7,079,405	\$ 129,793	\$ 179,239	\$ 17,438,434
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES					
Liabilities:					
Due to County	\$ 1,210,835	\$ 15,206	\$ -	\$ -	\$ 1,226,041
Total liabilities	1,210,835	15,206	-	-	1,226,041
Deferred inflows of resources:					
Unavailable revenue	310,134	298,722	2,109	24,811	635,776
Total deferred inflows of resources	310,134	298,722	2,109	24,811	635,776
Fund Balances:					
Restricted	8,529,028	6,765,477	127,684	154,428	15,576,617
Total fund balances	8,529,028	6,765,477	127,684	154,428	15,576,617
Total liabilities, deferred inflows of resources, and fund balances	\$ 10,049,997	\$ 7,079,405	\$ 129,793	\$ 179,239	\$ 17,438,434

County of Madera
Measure "T" Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances By Funding Source
For the Year Ended June 30, 2022

	Commute Corridors/ Farm to Market	Safe Routes to School and Jobs	Transit Enhancement	Environmental Enhancement	Total
REVENUES:					
Measure "T" sales tax	\$ 1,927,660	\$ 1,856,725	\$ 13,108	\$ 154,213	\$ 3,951,706
Investment income	33,345	19,048	408	1,346	54,147
Total revenues	<u>1,961,005</u>	<u>1,875,773</u>	<u>13,516</u>	<u>155,559</u>	<u>4,005,853</u>
EXPENDITURES:					
Current:					
Highways and streets	2,585,201	41,000	-	-	2,626,201
Total expenditures	<u>2,585,201</u>	<u>41,000</u>	<u>-</u>	<u>-</u>	<u>2,626,201</u>
NET CHANGES IN FUND BALANCES	(624,196)	1,834,773	13,516	155,559	1,379,652
FUND BALANCES:					
Beginning of year	9,153,224	4,930,704	114,168	(1,131)	14,196,965
End of year	<u>\$ 8,529,028</u>	<u>\$ 6,765,477</u>	<u>\$ 127,684</u>	<u>\$ 154,428</u>	<u>\$ 15,576,617</u>



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**INDEPENDENT AUDITORS' 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* AND
THE RULES AND REGULATIONS OF THE MEASURE "T" ENABLING LEGISLATION**

Independent Auditors' Report

To the Board of Supervisors
of the County of Madera
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 Measure "T" Special Revenue Fund (the "Measure "T" Fund") of the County of Madera, California (the "County"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Measure "T" Fund financial statements, and have issued our report thereon dated November 22, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control), as it relates to the Measure "T" Fund, as a basis for designing 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 County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County'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 County's Measure "T" Fund 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 and therefore, material weaknesses or significant deficiencies may exist that have not been identified.

To the Board of Supervisors
of the County of Madera
Madera, California
Page 2

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Measure “T” Fund 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 financial statements. Our audit was further made to determine that allocations made and expended by the County were made in accordance with the Measure “T” Enabling Legislation. 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 Measure “T” Fund’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 Measure “T” Fund’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "The PwC Group, LLP". The signature is written in a cursive, flowing style.

Santa Ana, California
November 22, 2023



STAFF REPORT
Board Meeting of January 17, 2024

AGENDA ITEM: 10-A

PREPARED BY: Patricia Taylor, Executive Director

SUBJECT:

Measure T Renewal Update

Enclosure: No

Action: Information and Discussion Only. Direction may be provided

SUMMARY:

A verbal update from staff and DKS Associates will be provided regarding the Measure T Renewal efforts.

FISCAL IMPACT:

No fiscal impact to the approved 2023-24 Overall Work Program and Budget.