



Meeting of the
Madera County Transportation Commission
Policy Board

LOCATION

**Madera County Board Chambers
200 West 4th Street, 1st Floor
Madera, California 93637**

SPECIAL NOTICE: Precautions to address COVID-19 (a.k.a. the “Coronavirus”) will apply to this meeting. See below Special Notice for additional details.

DATE

April 20, 2022

TIME

3:00 PM

Policy Board Members

Commissioner Tom Wheeler, Chair
Commissioner Diana Palmer, Vice Chair
Commissioner Cecelia Gallegos
Commissioner Jose Rodriguez
Commissioner Brett Frazier
Commissioner Robert Poythress

Madera County Supervisor
Councilmember, City of Chowchilla
Councilmember, City of Madera
Councilmember, City of Madera
Madera County Supervisor
Madera County Supervisor

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



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

SPECIAL NOTICE

Important Notice Regarding COVID 19

The meeting of April 20, 2022 will take place remotely in accordance with Government Code Section 54953(e) et seq. (AB 361), and Resolution No. 21-15 Amendment No. 6, as adopted by the Madera County Transportation Commission Policy Board on March 23, 2022. The meeting will be conducted through a hybrid combination of in-person and/or all virtual attendance of the six members of the Policy Board and invited staff at the **Madera County Board Chambers, 200 West 4th Street, 1st Floor, Madera, California 93637** and via teleconference using the GoToWebinar platform. Public is highly encouraged using the virtual platform via a computer, tablet, or smartphone.

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<https://attendee.gotowebinar.com/register/1681053644796044048>

After registering you will receive a confirmation email containing information about joining the webinar

You can also dial in using your phone

1 (213) 929-4221 or 1 (877) 309-2074 (Toll Free)

Access Code: 657-098-138

For participation by teleconference only, please use the above phone number and access code. If you participate by teleconference only, you will be in listen-only mode.

If you wish to make a comment on a specific agenda item during the meeting, please use the “Raise Hand” feature in GoToWebinar and you will be called on by the chair during the meeting. If you are participating via telephone only, you can submit your comments via email to publiccomment@maderactc.org or by calling 559-675-0721 ext. 7. 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 re-connection of all members of the Committee 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

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

INTERPRETING SERVICES

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

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

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 Chairman 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. MCTC 2021 Federal Transportation Improvement Program (FTIP) Amendment No. 7 – (Type 1 – Administrative Modification)

Enclosure: No

Action: Ratify

4-B. MCTC 2021 Federal Transportation Improvement Program (FTIP) Amendment No. 8 – (Type 1 – Administrative Modification)

Enclosure: No

Action: Ratify

4-C. MCTC 2021 Federal Transportation Improvement Program (FTIP) Amendment No. 9 – (Type 2 – Funding Changes)

Enclosure: No

Action: Ratify

4-D. Update Expedited Project Selection Procedures (EPSP)

Enclosure: Yes

Action: Approve the Update to the Expedited Project Selection Procedures (EPSP)

4-E. Unmet Transit Needs Update

Enclosure: Yes

Action: Information and Discussion Only

4-F. 2023 Active Transportation Program Call for Projects Cycle 6

Enclosure: No

Action: Information and Discussion Only

4-G. Department of Transportation FY 2022 Multimodal Project Discretionary Grant Opportunity

Enclosure: No

Action: Information and Discussion Only

4-H. SR 41 South Expressway – Letters of Support

Enclosure: Yes

Action: Information and Discussion Only

4-I. FTA Section 5311 Call for Projects

Enclosure: No

Action: Information and Discussion Only

4-J. State Route 99 Summit – Two Day Event Link

Enclosure: No

Action: Information and Discussion Only

4-K. Continuation of Teleconferenced Meetings – Resolution 21-15 Amendment No. 7

Enclosure: Yes

Action: Approve Continuation of Teleconferenced Meetings by Resolution 21-15 Amendment No. 7

4-L. Madera County Transportation Commission Comment Letter on Draft Regional Early Action Planning Grants of 2021 (REAP 2.0) Guidelines for Metropolitan Planning Organizations

Enclosure: Yes

Action: Information and Discussion Only

5. TRANSPORTATION ACTION/DISCUSSION ITEMS

5-A. Proposed New Definition for Unmet Transit Needs Recommended by the Social Services Transportation Advisory Council (SSTAC)

Enclosure: Yes

Action: Adopt new recommended SSTAC Unmet Transit Needs Definition, Resolution 22-01

5-B. PUBLIC HEARING: 2022-23 Unmet Transit Needs

Enclosure: No

Action: Receive Public Testimony for FY 2022-2023 Unmet Transit Needs

5-C. State Legislative Update

Enclosure: Yes

Action: Information and Discussion Only. Direction may be provided

5-D. 2022 Regional Transportation Plan and Sustainable Communities Strategy Outreach Information

Enclosure: No

Action: Information and Discussion Only

5-E. Madera Station Update

Enclosure: Yes

Action: Direct staff to tender a Letter of Support for Fiscal Year 2022 Federal Multimodal Project Discretionary Grant Program application for the Madera Station Project

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 – March 23, 2022

Enclosure: Yes

Action: Approve March 23, 2022, meeting minutes

7-B. MCTC Financial and Transportation Development Act Fund Audit for Fiscal Year ended June 30, 2021

Enclosure: Yes

Action: Accept MCTC Financial and TDA Fund Audit for FY ended June 30, 2021

7-C. MCTC Employee Manual – April 2022 Update

Enclosure: Yes

Action: Approve MCTC Employee Manual Update

7-D. Time Change – May 18, 2022, MCTC Policy Board Meeting to 1:30 PM

Enclosure: No

Action: Information and Discussion Only

7-E. Transportation Development Act (LTF, STA) – Allocation, Resolution 21-13 Amendment No. 2, Resolution 21-14 Amendment No. 2

Enclosure: Yes

Action: Approve Resolution 21-13 Amendment No. 2, Resolution 21-14 Amendment No. 2

8. ADMINISTRATIVE ACTION/DISCUSSION ITEMS

8-A. Award Contract – Lobbying and Intergovernmental Services

Enclosure: No

Action: Authorize staff to enter a 3-year contract with Khouri Consulting in an amount not to exceed \$63,000 for year 1, \$66,000 for year 2, and \$69,000 for year 3

8-B. Proposed FY 2022-23 Member Assessment Fees

Enclosure: Yes

Action: Approve proposed 2022-23 Member Assessment Fees Schedule and direct staff to contact the local jurisdictions to incorporate the fee in its respective jurisdiction budget

8-C. FY 2022-23 Overall Work Program and Line Item Budget

Enclosure: Yes

Action: Approve 2022-23 Overall Work Program and Line Item Budget – Resolution 22-04

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. Continuation of Teleconferenced Meetings – Resolution 21-1 Amendment No. 7

Enclosure: Yes

Action: Approve Continuation of Teleconferenced Meetings by Resolution 21-1 Amendment No. 7

10. AUTHORITY – ACTION/DISCUSSION ITEMS

10-A. Road 200 Phase 3, Fine Gold Creek Bridge Replacement – Construction Allocation

Enclosure: Yes

Action: Approve Construction Allocation of \$6,980,000 for the Road 200 Phase 3 Fine Gold Creek Bridge Replacement project, Resolution 22-2

10-B. Measure T Citizens’ Oversight Committee Member Appointment

Enclosure: Yes

Action: Appoint Wayne Chapman as a representative for District 2 to the Measure T Citizens’ Oversight Committee

OTHER ITEMS

11. MISCELLANEOUS

11-A. Items from Staff

11-B. Items from Caltrans

11-C. Items from Commissioners

12. CLOSED SESSION

12-A, Public Employee Performance Evaluation (pursuant to Government Code Section 54957(b)(1))

Position: Executive Director

12-B. Conference with Labor Negotiators (Pursuant to Government Code Section 54957.6)
Commission Negotiators Brett Frazier and Jose Rodriguez

Employee: Executive Director

13. ADJOURNMENT

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



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 4-A

PREPARED BY: Jeff Findley, Principal Regional Planner

SUBJECT:

MCTC 2021 Federal Transportation Improvement Program (FTIP) Amendment No. 7 – (Type 1 – Administrative Modification)

Enclosure: No

Action: Ratify

SUMMARY:

The Executive Director of the Madera County Transportation Commission (MCTC), as authorized by the Policy Board, approved Amendment No. 7 to the 2021 FTIP on March 18, 2022. Federal and State approval for Type 1 Amendments has been delegated to the MPO and is not required. The amendment includes the following:

- Decrease Highway Infrastructure Program Funding for Project MAD 102059, per County of Madera request.

Amendment No. 7 to the 2021 FTIP may be found on the [MCTC Website](#).

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 4-B

PREPARED BY: Jeff Findley, Principal Regional Planner

SUBJECT:

MCTC 2021 Federal Transportation Improvement Program (FTIP) Amendment No. 8 – (Type 1 – Administrative Modification)

Enclosure: No

Action: Ratify

SUMMARY:

The Executive Director of the Madera County Transportation Commission (MCTC), as authorized by the Policy Board, approved Amendment No. 8 to the 2021 FTIP on March 25, 2022. Federal and State approval for Type 1 Amendments has been delegated to the MPO and is not required. The amendment includes the following:

- Updates the Highway Bridge Program (HBP) Grouped Project Listing dated 3/22/22, per Caltrans request.
- Adds \$483,000 in Highway Infrastructure Program (HIP) funding to HBP Grouped Project Listing for Project BRLO-5941(089), per County of Madera request.

Amendment No. 8 to the 2021 FTIP may be found on the [MCTC Website](#).

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 4-C

PREPARED BY: Jeff Findley, Principal Regional Planner

SUBJECT:

MCTC 2021 Federal Transportation Improvement Program (FTIP) Amendment No. 9 – (Type 2 – Funding Changes)

Enclosure: No

Action: Ratify

SUMMARY:

The Executive Director of the Madera County Transportation Commission (MCTC), as authorized by the Policy Board, approved Amendment No. 9 to the 2021 FTIP on April 8, 2022. Federal and State approval are required for Type 2 Amendments. The amendment includes the following:

- Adds revenue from the 2022 Interregional Transportation Improvement Program (ITIP) in FY 25/26, for informational purposes.

Amendment No. 9 to the 2021 FTIP may be found on the [MCTC Website](#).

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 4-D

PREPARED BY: Jeff Findley, Principal Regional Planner

SUBJECT:

Update Expedited Project Selection Procedures (EPSP)

Enclosure: Yes

Action: Approve the Update to the Expedited Project Selection Procedures (EPSP)

SUMMARY:

The Expedited Project Selection Procedures (EPSP) is being updated for the 2023 Federal Transportation Improvement Program (FTIP). The State, MCTC, and transit operators have implemented a project selection process for its FTIP as required by Federal Regulations 23 Code of Federal Regulations (CFR) Part 450 and Title 23 United States Code (USC). It has been agreed by all member agencies represented by the MCTC, Caltrans, and the transit operators, per 23 CFR 450.332, that the projects within the first four years of the FTIP may be advanced within the Four-Year Element (Element) of the Federal Statewide Transportation Improvement Program (FSTIP) subject to the conditions of the Expedited Project Selection Procedures.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.

Madera County Transportation Commission

FTIP “Expedited Project Selection Procedures”

The State, the Madera County Transportation Commission, and transit operators have implemented a project selection process for its Federal Transportation Improvement Program (FTIP) as required by Federal Regulations 23 Code of Federal Regulations (CFR) Part 450 and Title 23 United States Code (USC), and as outlined on the following table. The State, the Madera County Transportation Commission, and transit operators have selected all of the projects in the first four years of the FTIP based on the attached table for Project Selection Procedures. It has been agreed by all member agencies represented by the Madera County Transportation Commission, the California Department of Transportation (Caltrans), and the transit operators per 23 CFR 450.332, that the projects within the first four years of the FTIP may be advanced within the Four-Year Element (Element) of the Federal Statewide Transportation Improvement Program (FSTIP) subject to the conditions of the Expedited Project Selection Procedures outlined below.

- The projects within the State Transportation Improvement Program (STIP) may be advanced or delayed; however, the use of the EPSP process is subject to approval by the California Transportation Commission (CTC) to the STIP.
- MCTC and Caltrans agree that the Caltrans State Highway Operation and Protection Program (SHOPP) Program Manager may advance or delay projects programmed in the adopted SHOPP project schedule upon notifying MCTC.
- Projects funded by the Congestion Mitigation and Air Quality Program (CMAQ), Regional Surface Transportation Program (RSTP), and Public Lands Highway (PLH) Program may be advanced or delayed within the 4-year program schedule planning element of the FTIP at the request of the sponsor agency and subject to the approval of MCTC.
- Federal Transit Administration (FTA) administered funds and/or projects may be advanced or delayed within the four-year program schedule planning element of the FTIP at the request of FTA or the sponsor agency, as long as funding is available, and the change does not negatively impact the delivery or availability of funds for other projects ready for obligation.
- The Caltrans Division of Local Assistance has implemented a project selection process in cooperation with the FHWA, MCTC, and the implementing agency for the Active Transportation Program (ATP), Federal Lands Access Program, Highway Infrastructure Program, Highway Safety Improvement Program (HSIP), Highway/Railroad Grade Separation Program, the Highway Bridge Program (HBP), High Risk Rural Roads (HRRR/HR3) Program and other federal funding sources to produce the four-year FTIP, Program Schedule planning list. Projects funded through the programs listed may be advanced or delayed within the four-year element of the FTIP by the authorized Program Managers without amending the FTIP, upon notification to MCTC.

This process was developed in cooperation with the implementing agencies, FHWA, FTA, MCTC, and the HBP Advisory Committee. MCTC and Caltrans agree that the Caltrans Division of Local Assistance may move projects within those programs identified above within the 4-year FTIP Program Schedule Planning Element without formally amending the FTIP/FSTIP.

The projects funded within the RSTP (Exchanged for State Only Funding) and CMAQ program may be moved subject to the Madera County Transportation Commission Expedited Projects Selection Process (attached).

MCTC and Caltrans agree that the Caltrans Program Managers for the following programs may implement projects within the four-year FSTIP element without amending the FTIP/FSTIP.

State Mandated Programs

- 1) State Highway Operation and Protection Program (SHOPP)
- 2) Highway Bridge Program (HBP)
- 3) Safe Routes to School Program
- 4) Highway Safety Improvement Program (HSIP)
- 5) Active Transportation Program (ATP)
- 6) Local Section 130 Grade Crossings
- 7) Regional Recreational Trail Programs
- 8) State Minor Program
- 9) State Transportation Improvement Program (STIP) – subject to amendment approval by CTC

MCTC Managed Programs

- 10) Regional Surface Transportation Program (Exchange)
- 11) Congestion Mitigation and Air Quality Improvement Program (CMAQ)

Federal Transit Administration (FTA) Projects

Generally, FTA funded projects can be advanced using EPSP if additional funding becomes available. EPSP agreements must specify that transit operators have been included in the consultation process and FTA must approve the agreements. In addition, the EPSP agreement must include the following language:

“For FTA administered funds, projects may be moved within the period of the FSTIP at the request of the agency, as long as funding is available and the change does not negatively impact the delivery or availability of funds for other projects ready for obligation.”

Madera County Transportation Commission designates Executive Director, Patricia Taylor, to sign below acknowledging that advancing of projects under such agreement does not invalidate the financial constraint of its FTIP.

Patricia Taylor, Executive Director

Date:

Project Selection Procedures - Consultation and Cooperation Requirements

Region	Project Type	Selecting Agency	Selection Procedure	Consulted/ cooperating Agency
MPO: MCTC	Projects funded with title 23 and Federal Transit Act funds- except: projects on the, NHS, HBP, IM and FLHP funded projects	MPO	Consultation	State, MCTC and Transit Operator
	Projects on the Highway-Railroad Grade Separation, NHS, and projects funded under the HBP and IM programs	State	Cooperation	MPO
	Projects funded with Federal Lands Highway Program (FLHP) funds	Selected in accordance with 23 U.S.C. 204		

Madera County Transportation Commission Expedited Project Selection Process

The MCTC Policy Board hereby establishes guidelines for programming the Regional Surface Transportation Program (RSTP) (RSTP funds are exchanged for State Only funding) and Congestion Mitigation and Air Quality (CMAQ) program to insure timely project delivery within federal and state funding deadlines.

It is understood by all MCTC member agencies, which includes all public transit operators within Madera County, that while the following discussion of project placement within the Four-Year Element explains the method used for initial placement of the region’s projects within the FTIP, approval of this “Expedited Project Selection” process will provide the MCTC Policy Board the flexibility to alter the order of projects within the Four-Year Element of the FTIP to fit the priorities and needs of the transportation program in Madera County without “Formal” or “Administrative” amendments to the approved FTIP. In order to prevent the loss of obligation authority to other regions of the State and to position Madera County to access additional Statewide and National obligation authority, Madera County regional obligation authority will be available to any programmed project in the FTIP based on the ability to deliver the project during the current fiscal year.

It is the responsibility of the implementing agency at the time of programming to understand the requirements and procedures for authorizing a project through Caltrans Local Programs and ensure the deadlines and provisions of project delivery can be met.

MCTC staff will actively monitor all CMAQ projects regarding the funding authorization, implementation schedule, and obligation status in order to identify delivery issues as they arise and make determinations on project placement in the FTIP based on this policy. Appeals to this decision process must be taken through the MCTC committee process to the policy board.

Projects Eligible for Programming

To be eligible for programming in the FTIP, a project must be included in a list of Grant projects authorized by the MCTC Board. MCTC staff will endeavor to provide targets for Grant programs based on estimated apportionments during the life of the federal-aid appropriation.

Grant – Grant targets are determined at the beginning of the federal-aid highway act appropriation cycle. Grant projects are selected by a “Call For Projects” process, generally in conjunction with the new FTIP cycle. Supplemental cycles may be required toward the end of the federal-aid appropriation to adjust for differences in actual appropriation. The selection and scoring criteria to identify these projects has been adopted by the MCTC Policy Board through an extensive regional consensus process in conformance with 23 CFR 450.332. Once selected on regional merits, a Grant project should be delivered. Grant funds from a canceled project, or project savings from closed out Grant projects do not vest with the project sponsor; these funds will be returned to the Grant pot to be applied to the next CMAQ Cycle “Call for Projects”.

Programming the FTIP

Working through the MCTC regional consensus process, staff will program the authorized list of eligible Grant projects in the Four-Year Element of the FTIP until all available programming capacity has been consumed. The remaining projects are then programmed in the “Out Years” of the FTIP. As additional programming capacity becomes available, the “Out Year” projects provide a pool of authorized projects to move into the Four-Year Element. To move Out Year projects into the Four-Year Element requires a formal FTIP amendment including a finding of Financial Constraint on the entire FTIP.

When determining the split between projects in the Four-Year Element and Out Years various factors may be considered:

- The status of the project as a Grant project
- The priority assigned the project on the Call for Projects list.
- The phasing and deliverability schedule of the project or project phase.
- The status of previously programmed project phases.
- The status of the project as a Capital Procurement or Transit Operations (CMAQ).
- The track record of the project sponsor in delivering projects on schedule.
- The status of the project as having been previously programmed in the Four-Year Element or Out Years.

Placement in the Four-Year Element

To be considered for placement in the Four-Year Element of the FTIP, a project sponsor must submit an implementation schedule by year showing a logical planned obligation of the various phases (PE, ROW,

Construction). Failure to adhere to this schedule may result in the project being rescheduled. Criteria for this implementation schedule should include but not be limited to:

- Securing political commitments and authorization from local boards
- Securing required matching funds
- Fulfilling the requirements of Caltrans Local Programs
- Securing required permits, certifications, and waivers
- Completion of preliminary environmental and design studies
- Right of way certification
- Completion of final design
- Readiness to bid construction

Depending on the requirements of the project, the implementation schedule may be simple or quite complex. MCTC staff will schedule the projects in the Four-Year Element based on this implementation schedule subject to the availability of programming capacity.

Projects with multiple phases (PE, ROW, Construction) must have a reasonable expectation that the preliminary phases can be completed prior to programming subsequent phases in the current Element Year. Project Sponsors must be cognizant of Local Programs requirements affecting the phasing of their projects. For instance, a project cannot proceed to final design, right of way acquisition, or construction until a Preliminary Environmental Study (PES) identifies the environmental condition of the project area and proposes mitigation if required. Furthermore, final construction cannot begin until Caltrans issues an environmental certification (if required), the local agency has certified Right of Way (if included) and final plans and specs have been submitted to Caltrans along with a PS&E checklist. It follows that any project with significant environmental mitigation requirements identified on the PES, unresolved Right of Way issues, or issues with final design can not be obligated for the affected project phase until those issues are resolved. Project sponsors must identify those issues that can delay their project and document a reasonable expectation, schedule, and commitment to complete required preliminary phases before requesting subsequent project phases be placed in the current Element Year.

Grouped Project Listings programmed in the Four-Year Element must be accompanied by a detailed list identifying the specific deliverable project phases of the Grouped Project Listing. Grouped Project Listing project sponsors must be able to demonstrate the deliverability of the individual projects and project phases.

Failure to Deliver

Projects that are programmed in the current Element year that fail to obligate on schedule represent a potential loss of Apportionment to the region unless another project advances to use the available Apportionment. For this reason, if a project falls behind in schedule it may be necessary to replace it with another project that has a reasonable chance of obligating. Depending on the apparent demonstrated commitment of the project sponsor to deliver the project, the nature of the delay, and the availability of programming capacity in the Four-Year Element, the project may be rescheduled to the second, third, or fourth Element year or to the Out Years.

The FTIP is completely revised every two years. At the end of the first year, projects in the first Element Year that did not obligate or move back are considered “Prior Year” projects. In order to obligate those projects in the subsequent year, an administrative amendment must be processed transferring the projects back into the new current Element Year or an EPSP letter will be required. However, at the end of the two years when the FTIP is revised, all Prior Year projects must be reprogrammed in the Four-Year Element, or they become “Out Year” projects.

Loss of Funds through AB 1012 or decreased apportionment

AB 1012 is apportionment specific. The MPO has three years including the year of apportionment to obligate each apportionment. The estimated amount of available apportionments is calculated when setting the Grant targets. Should actual apportionments come in significantly lower than those estimates or should delayed project delivery cause a loss of apportionments via AB 1012, staff will re-estimate the capacity to deliver the program using remaining apportionments. If this results in removing projects from the pool of Grant project list, staff will identify candidate projects for the MCTC Policy Board to consider for removal. Factors to be considered when identifying projects for removal will include the age of the project and failure to meet committed scheduling.

Project Obligation, Implementation, and Close Out

Projects have seven years (state requirement) from the first obligation to proceed to completion and close out. A one time, one year extension may be requested. Projects that lapse unclosed may be subject to repayment by the local sponsoring agency of federal funds to the funding agency.



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 4-E

PREPARED BY: Evelyn Espinosa, Associate Regional Planner

SUBJECT:

Unmet Transit Needs Update

Enclosure: Yes

Action: Information and Discussion Only

SUMMARY:

The Social Service Transportation Advisory Council (SSTAC) met on April 1, 2022. The SSTAC reviewed the comments received for the updates to the new proposed definition for “unmet transit needs” and approved changes to their recommendation to be forwarded to the MCTC Policy Board at the April 20, 2022, meeting.

Workshops

MCTC staff held an on-line workshop for Unmet Transit Needs on March 29, 2022. The comments provided were similar to those received about the updates to the definition and were discussed during the April 1, 2022, SSTAC meeting. Staff held another online workshop with the Madera County Public Health Department and Resident Champions group, and received comments during their regularly scheduled meeting on April 8, 2022. Additionally, staff held an in-person workshop and received comments for unmet transit needs on April 8, 2022. There was an additional in-person meeting, April 12, 2022, from 6:00-7:00 p.m., at the City of Chowchilla Library, no comments were received.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.



Meeting of the Social Services Transportation Advisory Council

LOCATION

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

SPECIAL NOTICE: Precautions to address COVID-19 (a.k.a the “Coronavirus”) will apply to this meeting. See below Special Notice for additional details.

DATE

April 1, 2022

TIME

1:30 PM

SOCIAL SERVICE TRANSPORTATION ADVISORY COUNCIL MEMBERS

Frank Simonis, Chair	Potential Transit User Who Is Disabled
Fern Facchino	Potential Transit User 60 Years or Older
Rosalind Esqueda	Representative of a Transit Provider
Ellen Moy	Representative of a Transit Provider
Anabel Miranda	Local Social Service Provider for Persons of Limited Means
Vincent Parker	Representative of the Local Social Service Provider for Disabled
Michelle Hernandez	Representative of the Local Social Service Providers for Seniors
Alycia Falley	Representative of the Local Social Service Providers for Disabled
Olga Olivia Saucedo-Garcia	Representative of the Local Social Service Provider for Seniors

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Important Notice Regarding COVID 19

The meeting of April 1, 2022 will take place remotely in accordance with Government Code Section 54953(e) et seq. (AB 361), and Resolution No. 21-15 Amendment No. 6, as adopted by the Madera County Transportation Commission Policy Board on March 23, 2022. The Madera County Transportation Commission (MCTC) Board Room will be closed, and the SSTAC Members and staff will be participating in this meeting via GoToMeeting. In the interest of maintaining appropriate social distancing measures, members of the public may participate in the meeting electronically and shall have the right to observe and offer public comment during the meeting.

You are strongly encouraged to participate by joining the meeting from your computer, tablet, or smartphone.

<https://meet.goto.com/MaderaCTC/sstac-meeting>

You can also dial in using your phone.

United States: United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 694-293-173

If you wish to make a comment on a specific agenda item during the meeting, please use the “Raise Hand” feature in GoToMeeting and you will be called on by the chair during the meeting. If you are participating via telephone only, you can submit your comments via email to publiccomment@maderactc.org or by calling 559-675-0721 ext. 7. Comments will be shared with the SSTAC 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 SSTAC 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 re-connection of all members of the SSTAC 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

At least 72 hours prior to each regular MCTC Social Services Transportation Advisory Council meeting, a complete agenda packet is available for review on the MCTC website at <http://www.maderactc.org> 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 éstos 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

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

Agenda

Item	Description	Enclosure	Action
1.	Call to order		
2.	Public Comment		
3.	New Member Orientation Roles and responsibilities Handout SSTAC Bylaws	Yes	Discussion
4.	Election of Officers Vice-Chair	No	Action
5.	Approve Minutes of the January 28, 2022 SSTAC Meeting	Yes	Action
6.	Approve Minutes of the February 4, 2022 SSTAC Meeting	Yes	Action
7.	SSTAC Member Vacancies – None	No	Discussion
8.	Unmet Transit Needs Definition Comment Letter Workshop Comments Comparison Table Next Steps	Yes	Action
9.	Previous Unmet Transit Needs Comments	Yes	Discussion
10.	Discuss Future Meetings UTN timeline 2022-2023 Quarterly Schedule	Yes	Discussion
11.	Miscellaneous	No	Discussion
12.	Adjournment		

Social Service Transportation Advisory Council

MINUTES

DATE

Friday, January 28, 2022

The regular meeting of the Social Service Transportation Advisory Council held Friday, January 28, 2022 via GoToWebinar and was called to order by Chair, Frank Simonis at 1:08 pm.

MEMBERS PRESENT

Frank Simonis, Chair Potential Transit User Who Is Disabled
 Ellen Moy, Representative of a Transit Provider, Madera County
 Rosalind Esqueda, Representative of a Transit Provider
 Anabel Miranda, Representative of a Local Social Service Provider for Persons of Limited Means
 Michelle Hernandez, Representative of the Local Social Service Provider for Seniors
 Alycia Falley, Representative of the Local Social Service Provider for Disabled

STAFF PRESENT:

Dylan Stone, Madera County Transportation Commission
 Jeff Findley, Madera County Transportation Commission
 Evelyn Espinosa, Madera County Transportation Commission
 Nicholas, Dybas, Madera County Transportation Commission
 Sandy Ebersole, Madera County Transportation Commission

VISITORS PRESENT:

Monty Cox, Madera County
 Nathaniel Findley, Planning Intern

I: Call to Order

Meeting started at 1:08 PM.

II: Public Comment

No public comment received.

III. New Member Orientation

The roles and responsibilities Handout was read out to the council members.
 Overview of the roles and responsibilities and SSTAC bylaws handouts.

IV. Election of Officers

The vice-chair selection was postponed.

V: Minutes of the July 15, 2021, SSTAC Meeting

The minutes were approved with one correction. The name of the voted Chair, Frank Simonis, was included in the minutes.

VI: SSTAC Member Vacancies

The Council was informed of the two agencies vacancies: Representative of Social Services Provider for

Disabled and Representative of Social Services Provider for Seniors. They were informed that these vacancies would be advertised with the Madera County Transportation Commission February agenda among other outreach methods to fill the vacancies.

VII: Unmet Transit Needs Definition- Continued

The Council continued reviewing the definition using the worksheet. A proposed definition was agreed upon to recommend to the MCTC Board. The Council recommended a follow up email to review the updated definition and a short meeting to approve it. The meeting was proposed to be held the following Friday, February 4th. Staff to follow up with the Council members to set the time.

Staff discussed with Council members the next steps in regards to adoption and use of the proposed definition. Staff informed the Council members know that the Proposed New Definition would be released for public comment.

VIII: Short Range Transit Development Plan

Staff gave a brief presentation of the Short-Range Transit Development Plan. Chair requested the link to www.yourmadera2046.com which was shared during the presentation to be sent via email.

IX: Madera County Coordinated Public Transit Human Services Transportation Plan

Staff gave brief presentation.

X: Discuss Future Meetings

Staff to send availability poll.

XI: Miscellaneous

No miscellaneous items were discussed.

XII: Adjournment

**THE SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL MEETING WAS ADJOURNED AT
1:45 PM**

Social Service Transportation Advisory Council

MINUTES

DATE

Friday, February 4, 2022

The regular meeting of the Social Service Transportation Advisory Council held Friday, February 4, 2022 via GoToWebinar and was called to order by Chair, Frank Simonis, at 1:34 pm.

MEMBERS PRESENT

Frank Simonis, Chair, Potential Transit User Who Is Disabled
Ellen Moy, Representative of a Transit Provider, Madera County
Rosalind Esqueda, Representative of a Transit Provider
Anabel Miranda, Representative of a Local Social Service Provider for Persons of Limited Means
Michelle Hernandez, Representative of the Local Social Service Provider for Seniors
Alycia Falley, Representative of the Local Social Service Provider for Disabled

STAFF PRESENT:

Dylan Stone, Madera County Transportation Commission
Jeff Findley, Madera County Transportation Commission
Troy McNeil, Madera County Transportation Commission
Evelyn Espinosa, Madera County Transportation Commission
Nicholas, Dybas, Madera County Transportation Commission
Sandy Ebersole, Madera County Transportation Commission

VISITORS PRESENT:

Monty Cox, Madera County

I: Call to Order

Meeting started at 1:30 PM.

II: Public Comment

No public comment received.

III. Approve the new Draft Unmet Needs Definition, and recommend MCTC Policy Board approval

The Social Service Transportation Advisory Council (SSTAC) recommended to forward the draft unmet needs definition for MCTC Policy Board approval.

IV. Recommend use of new definition for the 2022-23 Unmet Transit Needs, following adoption by the MCTC Policy Board

The Social Service Transportation Advisory Council (SSTAC) recommended the use of the new draft unmet needs definition after it got adopted by the MCTC Policy Board.

V: Adjournment

THE SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL MEETING WAS ADJOURNED AT 1:40 PM



March 10, 2022
 Madera County Transportation Commission
 2001 Howard Rd, Ste 201
 Madera, CA 93637

Submitted electronically via email to: publiccomment@maderactc.org

Re: Comments on Proposed Unmet Transit Needs Definition

Dear Commissioners,

We are writing to provide feedback on MCTC’s proposed unmet transit needs definition. We are grateful for the opportunity to participate in this important public process and ask that the feedback we have received from community members on the ground be taken to heart and incorporated so that all Madera County residents have access to reliable, equitable, and affordable public transportation. Most notably, we are incredibly disappointed to see that the proposed definition does not make any noteworthy changes to the existing “unmet transit needs” definition, a definition under which MCTC has determined that there were no unmet needs that were “reasonable to meet” within Madera County, the City of Chowchilla, or the City of Madera for the past several years despite consistent community feedback about the unreliability of public transit in MCTC’s jurisdiction.

Madera County Transportation Commission (MCTC) must immediately alter its definition of “unmet transit needs” so that the Commission can be truly responsive to comments from the public regarding their unmet transit needs. MCTC’s current definition of “unmet transit needs” only “includes all essential trip requests by transit-dependent persons for which there is no other convenient means of transportation” and for which funding is already available to meet the need, which directly contradicts the Transit Development Act’s requirements for defining “reasonable to meet.”¹ This definition causes harm to communities lacking sufficient public transit options and to the region at large in the following ways.

I. “Persons for Which There is no Other Convenient Means of Transportation” are Not the Only People with Unmet Transit Needs in the Region

First, the definition operates on an assumption that public transit is a last resort for mobility wherever personal vehicles are not available (i.e. “transit-dependent persons *for which there is no other convenient means of transportation*”). As you know, the San Joaquin Valley is the most polluted air basin in the United States, and is consistently in violation of EPA standards for air quality. As the coronavirus pandemic has shown us, through the significant, short-term improvements in air quality correlated with the vast reduction in vehicle miles traveled occurring during the 2020 shelter-in-place orders, a significant amount of pollution in the San Joaquin Valley stems from emissions from vehicles. Rather than solely define unmet transit needs as gaps in access to essential services where no other option is available, MCTC should recognize *all*

¹ [“Transportation Development Act: Statutes and California Codes of Regulations,”](#) CalTrans, May 2003. Pg. 113, section (3)(c).

unmet transit needs in order to address *all* gaps in services that have widespread community acceptance, and move forward towards creating an effective transit system that encourages ridership and reduces vehicle miles traveled in the region. This recommendation is consistent with goal number nine from the current Regional Transportation Plan which commits “to protect the environment and health of our residents by improving air quality and encouraging active transportation,” as well as goal number two which aims to “promote intermodal transportation systems that are fully accessible” (pg. 1-8, 1-9). Beyond the air quality benefits of reducing emissions from single passenger vehicles, we believe that planning transit infrastructure that is well designed based on community input surrounding *all* residents’ needs will draw in greater ridership, thus bringing in more fare revenue to the transit system for a greater return on investments in these programs.

II. Unmet Transit Needs Go Beyond “Essential Trip Requests”

Second, the proposed definition limits MCTC’s understanding of “unmet transit needs” to “essential trip requests by transit-dependent persons.” Furthermore, MCTC has not proposed a definition for “essential trip requests,” thus making the unmet transit needs definition unclear, and further limiting the Commission’s understanding of “unmet transit needs.” Transit-dependent persons and *all* Madera County residents have the right to live full lives that are not solely limited to their homes and to essential services.

III. MCTC’s Definition of Unmet Transit Needs is Too Narrow

Third, as indicated by the issues highlighted above, the current definition is unreasonably narrow. In fact, the Commission’s working definition is so narrowly crafted that it allowed MCTC to determine that none of the public comments received in the last three years’ Unmet Transit Needs process qualified as “unmet needs” that were “reasonable to meet.” These needs included requests for additional bus stops along existing routes, increased frequency of existing routes, improvements to the Dial-a-Ride hotline to make it more consistent, user-friendly, and language-accessible, hygiene improvements to buses, clear signage on buses and bus stops, and pursuit of additional funding to explore innovations to rural transit for unincorporated communities. All of these comments constitute clear needs related to the accessibility, reliability, and effectiveness of the region’s transit system, yet, under this definition, MCTC has determined that “there are no unmet transit needs that are reasonable to meet within the jurisdiction of the City of Madera, County of Madera, and City of Chowchilla” for the past several years.

As a result of these three issues with the working definition of “unmet transit needs,” the definition must be amended to include *all* unmet transit needs of Madera County residents that are reasonable to meet.

IV. MCTC Must Alter the Criteria for Needs that are “Reasonable to Meet”

In addition to changing the definition of “unmet transit needs,” the Commission must alter the criteria being used to determine if a need is “reasonable to meet” in the following ways in order to honor this important public process, meaningfully respond to comments, and work towards accomplishing the goals defined in the Regional Transportation Plan:

- A. The Commission must define “feasible.”
- B. The Commission must define what constitutes serving a “significant number of the population.” Furthermore, the definition of “significant number of the population”

should be based on projected ridership should the unmet needs outlined in public comments be met, rather than on current ridership numbers.

- C. Regarding criteria (4) which indicates that unmet needs which are reasonable to meet must be “economical,” MCTC must publish and present updates to the public to demonstrate that the Commission is making every effort to pursue all relevant funding sources at the regional, state, and federal level that could meet the unmet needs addressed in residents’ comments in an economically feasible way.

Furthermore, according to CalTrans, under the Transit Development Act of 1971, “*the fact that an identified transit need cannot be fully met based on available resources shall not be the sole reason for finding that a transit need is not reasonable to meet.*”² MCTC’s proposed definition for “reasonable to meet” directly contradicts this requirement because the primary funding-related criteria in the proposed definition reads: “*The proposed service can be provided with available Transportation Development Act (TDA) funding and/or other funding sources (per State law, the lack of available resources shall not be the sole reason for finding that a transit need is not reasonable to meet).*”

Please do not hesitate to reach out should you have any questions regarding our comments or your unmet transit needs process requirements under the Transportation Development Act.

Gratefully,

Madeline Harris
Regional Policy Manager

Leticia Casillas Luquin
Policy Advocat

² [“Transportation Development Act: Statutes and California Codes of Regulations,”](#) CalTrans, May 2003. Pg. 113, section (3)(c).

Current Definition	SSTAC Recommended Definition	Updated Proposed Definition
<p>The Madera County Transportation Commission has determined that its definition of the term “unmet transit needs” includes all essential trip requests by transit-dependent persons for which there is no other convenient means of transportation.</p>	<p>The Madera County Transportation Commission adopted the following definitions for its Unmet Transit Needs process: <u>UNMET TRANSIT NEEDS</u>: The term “unmet transit needs” includes all essential trip requests by transit-dependent persons for which there are no other convenient means of transportation.</p>	<p>The Madera County Transportation Commission adopted the following definitions for its Unmet Transit Needs process: <u>UNMET TRANSIT NEEDS</u>: An unmet transit need is an expressed or identified need that is not currently being met through existing public transportation services. An unmet transit need also is a need required to comply with the Americans with Disabilities Act (ADA).</p>
<p>The Commission has determined that its definition of the term “reasonable to meet” shall apply to all related public or specialized transportation services that:</p>	<p><u>REASONABLE TO MEET</u>: The term “reasonable to meet” shall apply to public or specialized transportation services that meet the following minimum criteria:</p>	<p><u>REASONABLE TO MEET</u>: The term “reasonable to meet” shall apply to public or specialized transportation services that meet the following minimum criteria:</p>
<p>Are feasible;</p>	<p><u>Feasibility</u></p>	<p><u>Feasibility</u></p>
	<p>The proposed service can be provided with available Transportation Development Act (TDA) funding and/or other funding sources (per State law, the lack of available resources shall not be the sole reason for finding that a transit need is not reasonable to meet).</p> <p>Sufficient ridership potential exists for new, expanded, or revised transit services.</p> <p>The proposed transit service will be safe and comply with local, State and federal law.</p>	<p>The proposed service can be provided with available Transportation Development Act (TDA) funding and/or other funding sources (per State law, the lack of available resources shall not be the sole reason for finding that a transit need is not reasonable to meet per PUC § 99401.5 (c).</p> <p>Sufficient ridership potential exists for the new, expanded, or revised transit service.</p> <p>The proposed transit service complies with local, State, and federal law.</p>
<p>Have community acceptance;</p>	<p><u>Community Acceptance</u></p>	<p><u>Community Acceptance</u></p>
	<p>The proposed transit service has community support from the general public, community groups, and/or community leaders.</p>	<p>The proposed transit service has community support from the general public, community groups, and/or community leaders.</p>
<p>Serve a significant number of the population;</p>	<p><u>Benefit to Population</u></p>	<p><u>Benefit to Population</u></p>
	<p>The proposed transit service serves a significant number of residents where it is needed and would benefit the general public and/or senior and disabled persons as a whole.</p>	<p>The proposed transit service serves a significant number of residents where it is needed and would benefit the general public and/or senior and disabled persons as a whole.</p>
<p>Are economical; and</p>	<p><u>Cost-Effective</u></p>	<p><u>Cost-Effective</u></p>

<p>Can demonstrate cost effectiveness by having a ratio of fare revenues to operating costs at least equal to 10 percent.</p>	<p>The proposed transit service will not affect the ability of the overall system of the implementing agency or agencies to meet the applicable transit system performance objectives or the State farebox ratio requirement after any exemption(s) period(s) if the service is eligible for an exemption(s).</p>	<p>The proposed transit service will not affect the ability of the overall system of the implementing agency or agencies to meet applicable transit system performance objectives or the State farebox ratio requirement after any exemption(s) period(s) if the service is eligible for an exemption(s).</p>
		<p>The proposed transit service, if implemented or funded, would not cause the responsible operator to incur expenditures in excess of the maximum amount of LTF, STA, FTA funds, and fare revenues and local support.</p>
	<p><u>Consistent with Intent of Existing Transit Service(s)</u></p>	<p><u>Consistent with Intent of Existing Transit Service(s) and Plans</u></p>
	<p>Once established, the proposed transit service will not abuse or obscure the intent of existing transit service(s).</p>	<p>Once established, the proposed transit service will not abuse or obscure the intent of existing transit service(s).</p>
		<p>The proposed transit need should be in conformance with the goals included in the Regional Transportation Plan/Sustainable Communities Strategy, and consistent with the intent of the goals of the adopted Short Range Transit Plan.</p>

Note: Proposed Changes in **Bold**

Analysis of Comments Received During the FY 21/22 Unmet Transit Needs Process

Comment #	Agency Affiliation	Transit Service/Jurisdiction	Public Comments	Is it an "Unmet Transit Need"	If identified as an "Unmet Transit Need", is it "Reasonable to Meet"	Notes
Comments submitted via phone						
1	City of Madera	Madera Metro	A bus stop is needed at Roosevelt and Olive across from Sierra Vista Elementary.			
2	City of Madera	Madera Metro	There is currently a bus stop on Sunrise between A and Vineyard, a bus shelter is needed for shade and protection from inclement weather.			
3	City of Madera	Madera Metro	There is currently a bus stop at Olive and Martin near Planet Fitness, a bus shelter is needed for shade and protection from inclement weather.			
Comments submitted via public comment email						
4	County	MCC/Eastern Madera County	Why isn't YARTS year-round on HWY 41? We live in Coarsegold, near YLP. If you don't have a car, unable to get to Oakhurst or Fresno.			
Comments submitted via Unmet Transit Needs Online Survey						
5	ALL	Madera Metro, DAR, Chowchilla Area Transit, Madera County Connection	More on-time schedules.			
6	ALL	Madera Metro, DAR, Chowchilla Area Transit, Madera County Connection	Not being skipped by dial-a-ride			
Comments from Leadership Counsel for Justice and Accountability						
7	City of Madera	Madera Metro	Transit users in the City of Madera report up to one hour wait times for buses on occasion, and expressed the need for routes in the City of Madera to run more frequently.			

8	ALL	ALL	Residents and transit users report a need to expand rate assistance programs to provide free rides to people who are unable to pay their bus fare but who have transit needs nonetheless. This need was raised during the COVID-19 pandemic, during which many transit users have experienced additional financial hardships.
9	County	County	Residents and transit users report a need for street lighting in La Vina and Fairmead to ensure transit users' first and last miles are safely lit.
10	City of Madera	Madera Metro	Residents and transit users continue to elevate the need for wastebaskets at bus stops in the City of Madera.
11	County	County	Residents and transit users in unincorporated communities have identified streets that need repavement and clean mobility infrastructure like sidewalks, crosswalks, and street lighting in order to facilitate their first and last miles, and thus, their use of public transit. A few examples that were elevated in our conversations were sidewalks and street lighting along Avenue 9 and within the subdivision of homes located in La Vina, and road repavement to Rd 26 in Madera Acres, Rd 29 in Parksdale, and Valerie Avenue in Madera Acres.
12	ALL	ALL	Resident and transit users report the need for electronic bus signs on buses and at bus stops. At bus stops, an electronic sign should indicate the estimated time of arrival of the bus and its destination along its current route, and electronic signs on the buses should confirm the direction in which the bus is travelling along its route with its final destination. Residents report that this will greatly improve the user-friendliness of public transit in Madera County and encourage ridership.

13 Madera County Connection MCC/Eastin Arcola-Ripperdan-La Vina Residents and transit users in La Vina continue to elevate the need for more frequent routes between La Vina and the City of Madera. Currently, the bus only runs on Wednesdays and Fridays, leaving transit-dependent persons with no other means of transportation without access to basic amenities (including healthcare, food, and other emergency services) most days of the week.

14 Madera County Connection MCC/Chowchilla-Fairmead Lastly, residents and transit users in Fairmead have elevated the need to continue working towards installation of a second bus stop in Fairmead. As we understand it, the status of this project is pending collaboration between the Fresno EOC and Madera County Public Works. We ask that MCTC direct these agencies to continue their work on this project as soon as possible, and oversee progress to ensure this project stays on track.

15 Madera County Transportation Commission Madera County Transportation Commission Lastly, our organization requests a breakdown of transportation funding (whether from general fund dollars, local tax revenue, grant funding, or any other source of revenue) and expenditures on transportation and transit-related projects during the past two years in Madera County, the City of Madera, and the City of Chowchilla. This will be helpful in order for us to better understand the transportation and transit projects MCTC & other relevant agencies in Madera County have prioritized with the funding that has been available in the last few years.

UNMET TRANSIT NEEDS

Public Comment Process

There will be a PUBLIC HEARING on Wednesday, April 20, 2022 at 3:00 pm at the Madera County Board Chambers at 200 West 4th St, 1st Floor, Madera CA 93637 for public comments on public transit needs in Madera County.

Please register here to participate virtually:

<https://attendee.gotowebinar.com/register/1681053644796044048>

If you wish to call in, you will be in listen only mode unless you register and join online. Listen only phone:

213-929-4221

877-309-2074 (toll free)

Access code: 657-098-138

To participate via telephone only,
submit comments via email to
publiccomment@maderactc.org or
call 559-675-0721 ext. 7

Attendance is not mandatory for participation. If you are unable to attend the GoToWebinar hearing, please send written comments to:

2001 Howard Road, Suite 201
Madera, CA 93637

Or email: evelyn@maderactc.org

Or call: 559-675-0721 ext. 5



NECESIDADES DE TRÁNSITO NO SATISFECHAS

Proceso de comentario público

Habrà una AUDIENCIA PÚBLICA el miércoles 20 de abril de 2022 a las 3:00 p. m. en las Cámaras de la Junta del Condado de Madera en 200 West 4th St, 1st Floor, Madera CA 93637 para comentarios públicos sobre las necesidades de transporte público en el Condado de Madera.

Regístrese aquí para participar virtualmente:

<https://attendee.gotowebinar.com/register/1681053644796044048>

Si desea llamar, estará en modo de solo escuchar a menos que se registre y se una en línea. Para solo escuchar:

213-929-4221

877-309-2074 (gratuito)

Código de acceso 657-098-138

Para participar solo por telefono, envíe comentarios a:

publiccomment@maderactc.org o

llame al 559-675-0721 ext. 7

Ir en persona no es obligatorio para participar. Si no puede asistir a la audiencia de GoToWebinar, envíe sus comentarios por escrito a:

2001 Howard Road, Suite 201

Madera, CA 93637

O correo: evelyn@maderactc.org

Or llame: 559-675-0721 ext. 5



Current Definition	SSTAC Recommended Definition	Updated Proposed Definition
<p>The Madera County Transportation Commission has determined that its definition of the term “unmet transit needs” includes all essential trip requests by transit-dependent persons for which there is no other convenient means of transportation.</p>	<p>The Madera County Transportation Commission adopted the following definitions for its Unmet Transit Needs process: <u>UNMET TRANSIT NEEDS</u>: The term “unmet transit needs” includes all essential trip requests by transit-dependent persons for which there are no other convenient means of transportation.</p>	<p>The Madera County Transportation Commission adopted the following definitions for its Unmet Transit Needs process: <u>UNMET TRANSIT NEEDS</u>: An unmet transit need is an expressed or identified need that is not currently being met through existing public transportation services. An unmet transit need also is a need required to comply with the Americans with Disabilities Act (ADA).</p>
<p>The Commission has determined that its definition of the term “reasonable to meet” shall apply to all related public or specialized transportation services that:</p>	<p><u>REASONABLE TO MEET</u>: The term “reasonable to meet” shall apply to public or specialized transportation services that meet the following minimum criteria:</p>	<p><u>REASONABLE TO MEET</u>: The term “reasonable to meet” shall apply to public or specialized transportation services that meet the following minimum criteria:</p>
<p>Are feasible;</p>	<p><u>Feasibility</u></p>	<p><u>Feasibility</u></p>
	<p>The proposed service can be provided with available Transportation Development Act (TDA) funding and/or other funding sources (per State law, the lack of available resources shall not be the sole reason for finding that a transit need is not reasonable to meet).</p> <p>Sufficient ridership potential exists for new, expanded, or revised transit services.</p> <p>The proposed transit service will be safe and comply with local, State and federal law.</p>	<p>The proposed service can be provided with available Transportation Development Act (TDA) funding and/or other funding sources (per State law, the lack of available resources shall not be the sole reason for finding that a transit need is not reasonable to meet per PUC § 99401.5 (c).</p> <p>Sufficient ridership potential exists for the new, expanded, or revised transit service.</p> <p>The proposed transit service complies with local, State, and federal law.</p>
<p>Have community acceptance;</p>	<p><u>Community Acceptance</u></p>	<p><u>Community Acceptance</u></p>
	<p>The proposed transit service has community support from the general public, community groups, and/or community leaders.</p>	<p>The proposed transit service has community support from the general public, community groups, and/or community leaders.</p>
<p>Serve a significant number of the population;</p>	<p><u>Benefit to Population</u></p>	<p><u>Benefit to Population</u></p>
	<p>The proposed transit service serves a significant number of residents where it is needed and would benefit the general public and/or senior and disabled persons as a whole.</p>	<p>The proposed transit service serves a significant number of residents where it is needed and would benefit the general public and/or senior and disabled persons as a whole.</p>
<p>Are economical; and</p>	<p><u>Cost-Effective</u></p>	<p><u>Cost-Effective</u></p>

<p>Can demonstrate cost effectiveness by having a ratio of fare revenues to operating costs at least equal to 10 percent.</p>	<p>The proposed transit service will not affect the ability of the overall system of the implementing agency or agencies to meet the applicable transit system performance objectives or the State farebox ratio requirement after any exemption(s) period(s) if the service is eligible for an exemption(s).</p>	<p>The proposed transit service will not affect the ability of the overall system of the implementing agency or agencies to meet applicable transit system performance objectives or the State farebox ratio requirement after any exemption(s) period(s) if the service is eligible for an exemption(s).</p>
		<p>The proposed transit service, if implemented or funded, would not cause the responsible operator to incur expenditures in excess of the maximum amount of LTF, STA, FTA funds, and fare revenues and local support.</p>
	<p><u>Consistent with Intent of Existing Transit Service(s)</u></p>	<p><u>Consistent with Intent of Existing Transit Service(s) and Plans</u></p>
	<p>Once established, the proposed transit service will not abuse or obscure the intent of existing transit service(s).</p>	<p>Once established, the proposed transit service will not abuse or obscure the intent of existing transit service(s).</p>
		<p>The proposed transit need should be in conformance with the goals included in the Regional Transportation Plan/Sustainable Communities Strategy, and consistent with the intent of the goals of the adopted Short Range Transit Plan.</p>

Note: Proposed Changes in **Bold**



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 4-F
PREPARED BY: Sandy Ebersole, Administrative Analyst

SUBJECT:

2023 Active Transportation Program Call for Projects Cycle 6

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

The 2023 Active Transportation Program Call for Projects was released on March 16, 2022, following the adoption of the 2023 ATP Guidelines. The [updated guidelines and scoring rubrics are available at the ATP website](#); the deadline for applications is June 15.

It is estimated that there will be approximately \$651 million available for Cycle 6 – which covers four years beginning in 2023 – from all sources, including SB 1 and the Federal Transportation Alternatives Program. The funding will be distributed in three categories, with half going to a statewide competition, ten percent to small urban and rural areas, and forty percent to the larger metropolitan areas.

Eligible Projects:

All eligible projects must apply with an application for one of the following project categories:

- Infrastructure Projects: Capital improvements that will further the goals of this program.
- Non-Infrastructure (NI) Projects: Education, encouragement, and enforcement activities that further the goals of the ATP.
- Combination Projects: A project that combines Infrastructure and Non-Infrastructure components.
- Plans: The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan that is in a disadvantaged community.

For more information visit the [ATP Cycle 6 A website](#).

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 4-G

PREPARED BY: Sandy Ebersole, Administrative Analyst

SUBJECT:

Department of Transportation FY 2022 Multimodal Project Discretionary Grant Opportunity

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

The U.S. Department of Transportation (DOT) has issued a joint Notice of Funding Opportunity (NOFO) for the Fiscal Year [\(FY\) 2022 Multimodal Project Discretionary Grant Opportunity \(MPDG\)](#). There is \$2.85 billion in total funding. The application deadline is **May 23, 2022, at 11:59 p.m. EDT.**

The joint NOFO combines three programs into one comprehensive grant solicitation: Nationally Significant Multimodal Freight and Highways Projects – known as the Infrastructure for Rebuilding America (INFRA) – Grant Program; the National Infrastructure Project Assistance – or Megaprojects (Mega) – Grant Program authorized by the *Bipartisan Infrastructure Law* (PL 117-58); and the Rural Surface Transportation (Rural) Grant Program authorized by the BIL.

All three programs will be evaluated under common project outcome criteria. The purpose of the program is to support surface transportation projects of national or regional significance, including highway, bridge, intercity passenger rail, railway-highway grade crossing or separation, wildlife crossing, public transportation, marine highway, freight, and multimodal projects.

Applicants may apply for one, two, or three programs within the larger MPDG grant opportunity, as eligible projects and objectives may overlap. DOT states that the solicitation “aims to better enable the Department to proactively assist project sponsors in matching projects with the most appropriate grant program(s) and facilitate individual projects in potentially receiving funding from multiple programs.” DOT encourages applicants to apply for multiple programs “to maximize their potential of receiving Federal support.” Multiple entities submitting a joint application must identify a lead applicant as a primary point of contact. Please note that applicants will be considered across all three programs unless they opt out. Lead applicants may submit up to three unique applications per grant program

within the MPDG opportunity. Applicants may also request funding for a network of projects that address the same transportation problem.

Project outcome criteria are as follows: Safety; State of Good Repair; Economic Impacts, Freight Movement, and Job Creation; Climate Change, Resiliency, and the Environment; Equity, Multimodal Options, and Quality of Life; and Innovation Areas in Technology, Project Delivery, and Financing.

For more information visit the [Notice of Funding website](#).

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 4-H

PREPARED BY: Patricia Taylor, Executive Director

SUBJECT:

SR 41 South Expressway – Letters of Support

Enclosure: Yes

Action: Information and Discussion Only

SUMMARY:

Included in your package are the following letters of support for various grants for the SR 41 South Expressway project:

1. FY 2023 Transportation, Housing and Urban Development Appropriations Community Project Request – Congressman Jim Costa
2. FY 2023 Congressionally Directed Spending – Senator Dianne Feinstein
3. FY 2023 Congressionally Directed Spending – Senator Alex Padilla
4. RAISE Grant – letters of support from MCTC, San Joaquin Valley Regional Policy Council, and San Joaquin Valley COG Directors Association.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.



2001 Howard Road, Suite 201
Madera, California 93637

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

April 7, 2022

The Honorable Jim Costa
U.S. Congressman
855 M Street, Suite 940
Fresno, CA 93721

Dear Congressman Costa:

The Madera County Transportation Commission supports the request of the County of Madera for Fiscal Year 2023 Transportation, Housing and Urban Development Appropriations Community Project Request for the Madera 41 South Expressway Project (Project). If awarded, the funding will allow Caltrans and its partners to deliver a meaningful project and advance our region's smart, sustainable growth goals.

This Project is a collaborative effort between Caltrans, Madera County, and the local property owners along State Route 41 (SR 41). The Project will improve approximately 4.5 miles of SR 41 and is necessary to modernize a rural highway into a facility that provides safe and efficient traffic operations for our region. This funding request will be leveraged with local Developer Impact Fees and Tax Increment funds, and current efforts to obtain a Transportation Infrastructure Finance and Innovation Act (TIFIA) loan and Rebuilding American Infrastructure with Sustainability and Equity (RAISE) competitive grant. These funds are necessary to ensure timely construction that is scheduled to begin in 2024.

The SR 41 Expressway project is located north of the Fresno-Madera County border in one of the fastest-growing communities in Madera County and the San Joaquin Valley. In addition, SR 41 provides access to several rural, disadvantaged, and remote communities leading into the Sierra Nevada. It is a crucial commute corridor between rural eastern Madera County and employment centers in urban valley communities. Nationally, this corridor helps to transport the agricultural commodities of the San Joaquin Valley to rail, freight, and port terminals for worldwide distribution and is also the most utilized travel facility used by local, state, national, and international visitors to Yosemite National Park each year.

This segment of SR 41 is currently one lane in each direction. The demand of the corridor causes significant congestion-related travel delay, exacerbated by growth in through travel and the area's households and employment centers, including two large regional medical facilities. This Project will provide crucial roadway safety improvements and congestion relief at a

heavily utilized regional travel convergence point. Safety improvements will involve reducing conflict points caused by unprotected left-hand turns, widening of shoulders, and developing a center median to provide separation between opposing travel directions.

The national importance of this route cannot be understated as SR-41 is a direct route to Yosemite National Park, a national and international destination, with four and a half million visitors each year. It also supports the transport of agricultural goods from one of the most productive agricultural regions in the world. In 2020 Madera County was ranked 18th in agricultural production in the United States, and as such, the economic impact of supporting infrastructure reaches far beyond Madera.

As with many rural corridors in California, this route serves as a reliable primary and alternative evacuation route for communities living in nearby high-risk fire zones. In the last four years, seven wildfires greater than 5,000 acres required SR 41 to be used as an evacuation route. As wildfire seasons in California continue to become more severe and deadly, these primary evacuation routes must be improved to sustain access for residents to escape the fires and for emergency personnel to access them.

This Project is vital to Madera County residents and is a critical infrastructure project that the community has selected as part of the region's preferred Sustainable Community Strategy. This Project is part of a long-range community vision to help Madera County reduce harmful emissions, improve traveler safety, and support a robust and vibrant economy.

This project is consistent with the Madera County Transportation Commission's 2021 Federal Transportation Improvement Program and the 2018 Regional Transportation Plan/Sustainable Communities Strategy, as amended.

The Madera County Transportation Commission strongly supports the Madera 41 South Expressway project. Thank you for considering this request.

Sincerely,



Patricia Taylor, Executive Director
Madera County Transportation Commission



2001 Howard Road, Suite 201
Madera, California 93637

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

April 1, 2022

The Honorable Dianne Feinstein
U.S. Senator for California
2500 Tulare Street, Suite 4290
Fresno, CA 93721

Dear Senator Feinstein:

The Madera County Transportation Commission supports the request of the County of Madera for Fiscal Year 2023 Congressionally Directed Spending for the Madera 41 South Expressway Project (Project). If awarded, the funding will allow Caltrans and its partners to deliver a meaningful project and advance our region's smart, sustainable growth goals.

This Project is a collaborative effort between Caltrans, Madera County, and the local property owners along State Route 41 (SR 41). The Project will improve approximately 4.5 miles of SR 41 and is necessary to modernize a rural highway into a facility that provides safe and efficient traffic operations for our region. This funding request will be leveraged with local Developer Impact Fees and Tax Increment funds, and current efforts to obtain a Transportation Infrastructure Finance and Innovation Act (TIFIA) loan and Rebuilding American Infrastructure with Sustainability and Equity (RAISE) competitive grant. These funds are necessary to ensure timely construction that is scheduled to begin in 2024.

The SR 41 Expressway project is located north of the Fresno-Madera County border in one of the fastest-growing communities in Madera County and the San Joaquin Valley. In addition, SR 41 provides access to several rural, disadvantaged, and remote communities leading into the Sierra Nevada. It is a crucial access corridor between rural eastern Madera County and employment, retail and service centers. Nationally, this corridor helps to transport the agricultural commodities of the San Joaquin Valley to rail, freight, and port terminals for worldwide distribution and is also the most utilized travel facility used by local, state, national, and international visitors to Yosemite National Park each year.

This segment of SR 41 is currently one lane in each direction. The demands of the corridor causes significant congestion-related travel delay, exacerbated by growth in through travel and the area's households and employment centers, including two large regional medical facilities. This Project will provide crucial roadway safety improvements and congestion relief at a

heavily utilized regional travel convergence point. Safety improvements will involve reducing conflict points caused by unprotected left-hand turns, widening of shoulders, and developing a center median to provide separation between opposing travel directions.

The national importance of this route cannot be understated as SR 41 is the most utilized direct route to Yosemite National Park, a national and international destination, with four and a half million visitors each year. It also supports the transport of agricultural goods from one of the most productive agricultural regions in the world. In 2020 Madera County was ranked 18th in agricultural production in the United States, and as such, the economic impact of supporting infrastructure reaches far beyond Madera.

As with many rural corridors in California, this route serves as a reliable primary and alternative evacuation route for communities living in nearby high-risk fire zones. In the last four years, seven wildfires greater than 5,000 acres required SR 41 to be used as an evacuation route. As wildfire seasons in California continue to become more severe and deadly, these primary evacuation routes must be improved to sustain access for residents to escape the fires and for emergency personnel to access them.

This Project is vital to Madera County residents and is a critical infrastructure project that the community has selected as part of the region's preferred Sustainable Community Strategy. This Project is part of a long-range community vision to help Madera County reduce harmful emissions, improve traveler safety, and support a robust and vibrant economy.

The Madera County Transportation Commission strongly supports the Madera 41 South Expressway project. Thank you for considering this request.

Sincerely,



Patricia Taylor, Executive Director
Madera County Transportation Commission



2001 Howard Road, Suite 201
Madera, California 93637

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

April 1, 2022

The Honorable Alex Padilla
U.S. Senator for California
2500 Tulare Street, Suite 5290
Fresno, CA 93721

Dear Senator Padilla:

The Madera County Transportation Commission supports the request of the County of Madera for Fiscal Year 2023 Congressionally Directed Spending for the Madera 41 South Expressway Project (Project). If awarded, the funding will allow Caltrans and its partners to deliver a meaningful project and advance our region's smart, sustainable growth goals.

This Project is a collaborative effort between Caltrans, Madera County, and the local property owners along State Route 41 (SR 41). The Project will improve approximately 4.5 miles of SR 41 and is necessary to modernize a rural highway into a facility that provides safe and efficient traffic operations for our region. This funding request will be leveraged with local Developer Impact Fees and Tax Increment funds, and current efforts to obtain a Transportation Infrastructure Finance and Innovation Act (TIFIA) loan and Rebuilding American Infrastructure with Sustainability and Equity (RAISE) competitive grant. These funds are necessary to ensure timely construction that is scheduled to begin in 2024.

The SR 41 Expressway project is located north of the Fresno-Madera County border in one of the fastest-growing communities in Madera County and the San Joaquin Valley. In addition, SR 41 provides access to several rural, disadvantaged, and remote communities leading into the Sierra Nevada. It is a crucial access corridor between rural eastern Madera County and employment, retail and service centers. Nationally, this corridor helps to transport the agricultural commodities of the San Joaquin Valley to rail, freight, and port terminals for worldwide distribution and is also the most utilized travel facility used by local, state, national, and international visitors to Yosemite National Park each year.

This segment of SR 41 is currently one lane in each direction. The demands of the corridor causes significant congestion-related travel delay, exacerbated by growth in through travel and the area's households and employment centers, including two large regional medical facilities. This Project will provide crucial roadway safety improvements and congestion relief at a

heavily utilized regional travel convergence point. Safety improvements will involve reducing conflict points caused by unprotected left-hand turns, widening of shoulders, and developing a center median to provide separation between opposing travel directions.

The national importance of this route cannot be understated as SR 41 is the most utilized direct route to Yosemite National Park, a national and international destination, with four and a half million visitors each year. It also supports the transport of agricultural goods from one of the most productive agricultural regions in the world. In 2020 Madera County was ranked 18th in agricultural production in the United States, and as such, the economic impact of supporting infrastructure reaches far beyond Madera.

As with many rural corridors in California, this route serves as a reliable primary and alternative evacuation route for communities living in nearby high-risk fire zones. In the last four years, seven wildfires greater than 5,000 acres required SR 41 to be used as an evacuation route. As wildfire seasons in California continue to become more severe and deadly, these primary evacuation routes must be improved to sustain access for residents to escape the fires and for emergency personnel to access them.

This Project is vital to Madera County residents and is a critical infrastructure project that the community has selected as part of the region's preferred Sustainable Community Strategy. This Project is part of a long-range community vision to help Madera County reduce harmful emissions, improve traveler safety, and support a robust and vibrant economy.

The Madera County Transportation Commission strongly supports the Madera 41 South Expressway project. Thank you for considering this request.

Sincerely,



Patricia Taylor, Executive Director
Madera County Transportation Commission



2001 Howard Road, Suite 201
Madera, California 93637

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

April 8, 2022

The Honorable Pete Buttigieg
Secretary of the United States Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

Dear Secretary Buttigieg:

The Madera County Transportation Commission supports the application of the County of Madera to the United States Department of Transportation's (USDOT) Rebuilding American Infrastructure with Sustainability and Equity (RAISE) competitive grant program for the Madera 41 South Expressway Project (Project). If awarded, the funding will allow Caltrans and its partners to deliver a meaningful project and advance our region's smart, sustainable growth goals.

This Project is a collaborative effort between Caltrans, Madera County, and the local property owners along State Route 41 (SR 41). The Project will improve approximately 4.5 miles of SR 41 and is necessary to modernize a rural highway into a facility that provides safe and efficient traffic operations for our region. This request is for \$25 million, which will be leveraged with \$26 million through local Developer Impact Fees and local Tax Increment to improve this corridor. The County is also obtaining a Transportation Infrastructure Finance and Innovation Act (TIFIA) loan to ensure timely construction that is scheduled to begin in 2024.

The SR 41 Expressway project is located north of the Fresno-Madera County border in one of the fastest-growing communities in Madera County and the San Joaquin Valley. It is a crucial commute corridor between rural eastern Madera County and employment centers in urban valley communities. In addition, SR 41 provides access to several rural, disadvantaged, and remote communities leading into the Sierra Nevada. Improved multimodal access is critical to ensuring our most disadvantaged communities have reliable transportation to job locations, healthcare, and other services. The Project will include bicycle facilities and enhanced access to transit services. The Project will also improve air quality and promote and support electric vehicles.

Nationally, this corridor helps to transport the agricultural commodities of the San Joaquin Valley to rail, freight, and port terminals for worldwide distribution and is also the most

utilized travel facility used by local, state, national, and international visitors to Yosemite National Park each year.

This segment of SR 41 is currently one lane in each direction. The demands of the corridor causes significant congestion-related travel delay, exacerbated by growth in through travel and the area's households and employment centers, including two large regional medical facilities.

This Project will provide crucial roadway safety improvements and congestion relief at a heavily utilized regional travel convergence point. Safety improvements will involve reducing conflict points caused by unprotected left-hand turns, widening of shoulders, and developing a center median to provide separation between opposing travel directions.

The national importance of this route cannot be understated as SR-41 is the most utilized direct route to Yosemite National Park, a national and international destination, with four and a half million visitors each year. It also supports the transport of agricultural goods from one of the most productive agricultural regions in the world. In 2020 Madera County was ranked 18th in agricultural production in the United States, and as such, the economic impact of supporting infrastructure reaches far beyond Madera.

As with many rural corridors in California, this route serves as a reliable primary and alternative evacuation route for communities living in nearby high-risk fire zones. In the last four years, seven wildfires greater than 5,000 acres required SR 41 to be used as an evacuation route. As wildfire seasons in California continue to become more severe and deadly, these primary evacuation routes must be improved to sustain access for residents to escape the fires and for emergency personnel to access them.

This Project is vital to Madera County residents and is a critical infrastructure project that the community has selected as part of the region's preferred Sustainable Community Strategy. This Project is part of a long-range community vision to help Madera County reduce harmful emissions, improve traveler safety, and support a robust and vibrant economy.

The Madera County Transportation Commission strongly supports the Madera 41 South Expressway project. Thank you for considering this request.

Sincerely,



Patricia Taylor, Executive Director
Madera County Transportation Commission



Secretary Pete Buttigieg
U.S. Department of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590

April 1, 2022

Re: Madera 41 South Expressway Project, RAISE Grant Application

Honorable Secretary Buttigieg:

The San Joaquin Valley Regional Planning Agencies Policy Council is writing to express our strong support for Madera County’s application to the RAISE Program for the Madera 41 South Expressway Project (Project).

This Project is a collaborative effort with Caltrans and will improve approximately 4.5 miles of SR 41 and is necessary to modernize a rural highway into a facility that provides safe and efficient traffic operations for our region. This request is for \$25 million, which will be leveraged with \$26 million through local Developer Impact Fees and local Tax Increment to improve this corridor. The County is also obtaining a Transportation Infrastructure Finance and Innovation Act (TIFIA) loan to ensure timely construction that is scheduled to begin in 2024.

The SR 41 Expressway project is located north of the Fresno-Madera County border in one of the fastest-growing communities in Madera County and the San Joaquin Valley. In addition, SR 41 provides access to several rural, disadvantaged, and remote communities leading into the Sierra Nevada. It is a crucial commute corridor between rural eastern Madera County and employment centers in urban valley communities. Nationally, this corridor helps to transport the agricultural commodities of the San Joaquin Valley to rail, freight, and port terminals for worldwide distribution and is also the most utilized travel facility used by local, state, national, and international visitors to Yosemite National Park each year.

As with many rural corridors in California, this route serves as a reliable primary and alternative evacuation route for communities living in nearby high-risk fire zones. In the last four years, seven wildfires greater than 5,000 acres required SR 41 to be used as an evacuation route. As wildfire seasons in California continue to become more severe and deadly, these primary evacuation routes must be improved to sustain access for residents to escape the fires and for emergency personnel to access them.

This Project is vital to Madera County residents and is a critical infrastructure project that the community has selected as part of the region's preferred Sustainable Community Strategy. This Project is part of a long-range community vision to help Madera County reduce harmful emissions, improve traveler safety, and support a robust and vibrant economy.

Thank you for your attention to this request.

Sincerely,

Robert Poythress
Chair of the San Joaquin Valley Regional Planning Agencies Policy Council
Madera County Supervisor

(559) 266-6222

(559) 314-6015

1401 19th Street, Suite 300
Bakersfield, CA 93301

<http://sjvcogs.org/>



April 8, 2022

Secretary Pete Buttigieg
U.S. Department of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590

Re: Madera 41 South Expressway Project, RAISE Grant Application

Honorable Secretary Buttigieg:

The San Joaquin Valley Regional Planning Agencies' Directors' Committee is writing to express our strong support for Madera County's application to the RAISE Program for the Madera 41 South Expressway Project (Project).

This Project is a collaborative effort with Caltrans and will improve approximately 4.5 miles of SR 41 and is necessary to modernize a rural highway into a facility that provides safe and efficient traffic operations for our region. This request is for \$25 million, which will be leveraged with \$26 million through local Developer Impact Fees and local Tax Increment to improve this corridor. The County is also obtaining a Transportation Infrastructure Finance and Innovation Act (TIFIA) loan to ensure timely construction.

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Thank you for your attention to this request.

Sincerely,

Ahron Hakimi
Executive Director for the Kern Council of Governments
Chair of the San Joaquin Valley Regional Planning Agencies' Directors' Committee

Kern Council of Governments
Ahron Hakimi - Chair

San Joaquin Council of Governments
Diane Nguyen - Vice Chair

Tulare County Association of Governments
Ted Smalley

Madera County Transportation Commission
Patricia Taylor

(559) 266-6222
(559) 314-6015 (Fax)

<http://sjvcogs.org>

Stanislaus Council of Governments
Rosa Park

Merced County Association of Governments
Stacie Guzman

Kings County Association of Governments
Terri King

Fresno Council of Governments
Tony Boren

1401 19th Street, Suite 300
Bakersfield, CA 93301



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 4-l

PREPARED BY: Sandy Ebersole, Administrative Analyst

SUBJECT:

FTA Section 5311 Call for Projects

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

The Division of Rail and Mass Transit (DRMT) is pleased to announce the Call for Projects for FFY 2022 and FFY 2023 FTA Section 5311.

The overall goal of the FTA Section 5311 program is to enhance the availability of public transit in rural areas and provide public transportation opportunities to residents in rural areas for access to employment, education and health care, shopping, and recreation.

All applications are due April 29, 2022, at 2:00 pm.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: Enter Item Number
PREPARED BY: Patricia Taylor, Executive Director

SUBJECT:

State Route 99 Summit – Two Day Event Link

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

Caltrans District 6 and 10, in collaboration with the San Joaquin Valley Regional Planning Agency Directors Committee, successfully hosted the State Route 99 Summit the afternoon of March 3, 2022, and the morning of March 4, 2022, at the Tulare International Agri-Center.

The purpose of the Summit was to bring partners together and move towards a shared vision for the State Route 99 Corridor through the San Joaquin Valley that both supports the region and aligns with State goals and priorities. The event consisted of robust panel discussion from transportation professionals covering a range of important topics. Topics included safety, multimodal opportunities, goods movement, and air quality.

The Summit can be viewed here:

Day 1 – [March 3, 2022](#)

Day 2 – [March 4, 2022](#)

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of April 20, 2022

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

SUBJECT:

Continuation of Teleconferenced Meetings – Resolution 21-15 Amendment No. 7

Enclosure: Yes

Action: Approve Continuation of Teleconferenced Meetings by Resolution 21-15 Amendment No. 7

SUMMARY:

In accordance with recent amendments to the Brown Act open meetings law (AB 361), it is recommended that the MCTC Policy Board approve Resolution 21-15 Amendment No. 7, allowing for continued remote teleconferenced public meetings for all MCTC Policy Board and its Committees based upon a continued state of emergency related to the COVID-19 pandemic as well as recommendations from state officials regarding social distancing.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.

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

In the matter of
**FINDING OF A PROCLAMATION OF A STATE
OF EMERGENCY BY THE GOVERNOR'S
ORDER DATED 3-4-20 PERSISTS, AND
AUTHORIZING REMOTE TELECONFERENCE
MEETINGS OF THE POLICY BOARD AND ITS
COMMITTEES OF THE MADERA COUNTY
TRANSPORTATION COMMISSION FOR THE
PERIOD OF MAY 1 THROUGH MAY 31, 2022
PURSUANT TO BROWN ACT PROVISIONS**

Resolution No.: **21-15**
Amendment No. **7**

WHEREAS, the Madera County Transportation Commission (Commission) is committed to preserving and nurturing public access and participation in meetings of the Policy Board and its committees; and

WHEREAS, all meetings of the Commission are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Commission conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the Madera County's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Policy Board previously adopted Resolution 21-15 on September 30, 2021, finding that the requisite conditions exist for the Policy Board and its committees to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, such conditions persist in Madera County, specifically, a state of emergency has been declared due to the COVID-19 pandemic; and

WHEREAS, State and local officials continue to recommend social distancing measures to help combat the spread; and

WHEREAS, the Policy Board does hereby find that the COVID-19 state of emergency has caused, and will continue to cause, conditions of peril to the safety of persons within Madera County that are likely to be beyond the control of services, personnel, equipment, and facilities of the Commission; and

WHEREAS, as a consequence of the emergency, the Policy Board does hereby find that the Policy Board of Madera County Transportation Commission and all of its committees shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such the Commission shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, measures have been taken to ensure access for the public including the ability to participate virtually and provide comment.

NOW, THEREFORE, THE POLICY BOARD OF THE MADERA COUNTY TRANSPORTATION COMMISSION DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Policy Board hereby considers the conditions of the state of emergency in Madera County and proclaims that a local emergency persists.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Policy Board ratifies that the Governor of the State of California issued a Proclamation of a State of Emergency, effective as of its issuance date of March 4, 2020, which remains in effect.

Section 4. Imminent Public Health and Safety Risk. The Policy Board finds that as a result of the emergency, meeting in person could present imminent risks to the health or safety of attendees.

Section 5. Remote Teleconference Meetings. The Executive Director and the Policy Board of Madera County Transportation Commission are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 6. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) November 30, 2021, or such time the Policy Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Policy Board of Madera County Transportation Commission may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

The foregoing resolution was adopted this 20th day of April 2022 by the following vote:

Commissioner Tom Wheeler	_____
Commissioner Diana Palmer	_____
Commissioner Cecelia Gallegos	_____
Commissioner Jose Rodriguez	_____
Commissioner Brett Frazier	_____
Commissioner Robert Poythress	_____

Chairman, Madera County Transportation Commission

Executive Director, Madera County Transportation Commission



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 4-L

PREPARED BY: Jeff Findley, Principal Regional Planner

SUBJECT:

Madera County Transportation Commission Comment Letter on Draft Regional Early Action Planning Grants of 2021 (REAP 2.0) Guidelines for Metropolitan Planning Organizations

Enclosure: Yes

Action: Information and Discussion Only

SUMMARY:

The State of California has released Draft Regional Early Action Planning Grants of 2021 (REAP 2.0) Guidelines for Metropolitan Planning Organizations for comment and review. Included in your package is a copy of a comment letter prepared by MCTC staff and comments and questions for consideration.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.



2001 Howard Road, Suite 201
Madera, California 93637

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

April 15, 2022

Gustavo Velasquez, Director
California Department of Housing & Community Development
2020 West El Camino Avenue
Sacramento, CA 95833

RE: Draft Regional Early Action Planning Grants of 2021 (REAP 2.0) Guidelines for Metropolitan Planning Organizations

Dear Mr. Gustavo:

The Madera County Transportation Commission (MCTC) offers the following comments on the Draft Regional Early Action Planning Grants of 2021 (REAP 2.0) Guidelines for Metropolitan Planning Organizations.

Recent changes to the Regional Early Action Plan Program of 2021 (REAP) program adversely effects important project eligibility of transportation projects. The REAP grants were to provide the first discretionary funds to Metropolitan Planning Organizations (MPOs) specifically in support of SB 375 implementation. AB 140 listed a multitude of eligible project types that increased infill housing and reduced vehicle miles travelled. The idea was to give each MPO funding to implement a flexible program that met the needs of that region. However, the draft guidelines do not appear to follow the intent of the enabling legislation.

The problem is in the type of funds that the state is now using for the program. The \$600 million program is funded by \$100 million from the state general fund and \$500 million in funding from the specifically the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) from the American Rescue Plan Act (ARPA). As AB 140 was being drafted, the indication was that the \$500 million in ARPA funds would come the “revenue lost” portion, which was the only “pot” of SLFRF funds that was flexible enough to fund transportation projects like transit, pricing, and most VMT reduction projects.

Instead, the \$500 million is now coming from the “pandemic economic impacts” source of SLFRF funding. These funds are much more limited to specific types of housing projects and related project infrastructure. As a result, there is a significant mismatch between AB 140’s goals of supporting infill housing and VMT reduction and the more limited uses allowed by “pandemic economic impacts” funding program. Although the REAP program still retains a \$100 million of more flexible general fund revenues, it will not be enough to bridge to the objectives of the program.

Transportation related uses are listed as ineligible, and the housing related uses seem narrower than what REAP 2.0 intends. Due to the proposed funding sources, funding for affordable housing and the infrastructure to support affordable housing is an issue that needs to be resolved in REAP 2.0.

MCTC supports the need for a program like REAP 2.0 but feel that draft guidelines will hinder the ability to successfully achieve the program goals with the current funding sources. AB 140 set very ambitious goals, requiring projects to achieve multiple housing, equity, and VMT reduction goals. The expectation that MPOs can now achieve these goals with this category of SLFRF and eligible uses is worrisome.

This program could be a critical turning point in MCTC's ability to implement their SCS and for the state to achieve its climate, housing, and equity goals. However, without a change to the funding source, MPOs ability to meet the expectations outlined in AB 140 will be severely constrained. Additional questions and comments are attached.

Thank you for your consideration.

Sincerely,



Patricia Taylor, Executive Director
Madera County Transportation Commission

Attachment

Additional MCTC Comments and Questions

Section 203: Thresholds.

- (A) 2. Applicants must explain how each Proposed Use demonstrates a nexus to all REAP 2.0 objectives, provide a reasonable and verifiable methodology, and utilize form in a manner prescribed by the Department and State Collaborative Partners. Proposed Used may be at a program level, combine eligible uses, and may be combined with planning and implementation efforts not proposed in the REAP 2.0 application to demonstrate a nexus to all REAP 2.0 objectives if those efforts are demonstrated to have a reasonable relationship, including timing and completion, to REAP 2.0 Proposed Uses.

Comment: Will every proposed project have to demonstrate a nexus to **all** REAP 2.0 objectives? Some of our historically disadvantaged communities have specific needs that might not apparently advance some of these goals.

- (B) 8. Eligible Entities must employ outreach that is unique to the REAP 2.0 program. Eligible Entities may utilize closely related outreach efforts but should not solely rely on those efforts.

Comment: We have received feedback from the community about outreach fatigue, with repeated requests to implement the ideas and projects already stated in our current plans.

Section 204. Eligible Uses

- (E) 1 F. Performing infrastructure planning and investing in upgrading infrastructure specifically for housing development, including for sewers, water systems, or other public facilities necessary to accelerate infill development that facilitates housing supply, choice, and affordability.

Comment: Are broadband infrastructure improvements an eligible use?

- (I) Eligible activities must have a significant geographic or region-wide benefit for impacted households and, unless a proposed activity demonstrates a geographic or region-wide benefit for impacted households, are not intended to fund individual project that are relatively small in scope.

Comment: Elaborate how region-wide benefit for impacted households will have to be demonstrated and how small will be determined for projects.

Section 205. Ineligible Uses

B.14 Costs associated with ongoing provisions of internet service.

Comment: Please clarify what “ongoing provisions” mean.

B.18 Street construction or repair to benefit vehicular traffic, as applicable with the SLFRF Final Rule.

Comment: Would Street repair to accommodate ped/bike infrastructure be ineligible?



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 5-A

PREPARED BY: Evelyn Espinosa, Associate Regional Planner

SUBJECT:

Proposed New Definition for Unmet Transit Needs Recommended by the Social Services Transportation Advisory Council (SSTAC)

Enclosure: Yes

Action: Adopt new recommended SSTAC Unmet Transit Needs Definition, Resolution 22-01

SUMMARY:

The current definition for the Unmet Transit Needs process is as follows:

- A. UNMET TRANSIT NEEDS: The term “unmet transit needs” includes all essential trip requests by transit-dependent persons for which there is no other convenient means of transportation.
- B. REASONABLE TO MEET: The term “reasonable to meet” shall apply to all related public or specialized transportation services that:
 1. Are feasible;
 2. Have community acceptance;
 3. Serve a significant number of the population;
 4. Are economical; and
 5. Can demonstrate cost effectiveness by having a ratio of fare revenues to operating costs at least equal to 10 percent.

The definition of the term “reasonable to meet” shall apply to all service requests which do not abuse or obscure the intent of such transportation services once they are established.

The Social Service Transportation Advisory Council (SSTAC) and MCTC staff met and discussed the current Unmet Transit Needs definition. Over the course of these meetings, the SSTAC provided comments and recommended a new draft definition for the Unmet Transit Needs process. The proposed new draft definition underwent a 30-day public comment and review period, from February 16, 2022, to March 18, 2022, which was published in the Madera Tribune; it was also posted on Facebook, emailed to stakeholders, and fliers were posted on transit vehicles. One comment letter was received and discussed with the SSTAC during the April 1, 2022, meeting. Changes to the previously recommended definition were approved by

the SSTAC. This new definition is being presented to the MCTC Policy Board for its consideration. Below is the recommended definition:

- A. UNMET TRANSIT NEEDS: An unmet transit need is an expressed or identified need that is not currently being met through existing public transportation services. An unmet transit need also is a need required to comply with the Americans with Disabilities Act (ADA).
- B. REASONABLE TO MEET: The term “reasonable to meet” shall apply to public or specialized transportation services that meet the following minimum criteria:
 1. Feasibility
 - The proposed service can be provided with available Transportation Development Act (TDA) funding and/or other funding sources (per State law, the lack of available resources shall not be the sole reason for finding that a transit need is not reasonable to meet per PUC § 99401.5 (c).
 - Sufficient ridership potential exists for new expanded, or revisited transit services.
 - The proposed transit service will be safe and comply with local, State, and federal law.
 2. Community Acceptance
 - The proposed transit service has community support from the general public, community groups, and /or community leaders.
 3. Benefit to Population
 - The proposed transit service serves a significant number of residents where it is needed and would benefit the general public and/or senior and disabled persons as a while.
 4. Cost-Effective
 - The proposed transit service will not affect the ability of the overall system of the implementing agency or agencies to meet applicable transit system performance objectives or the State TDA farebox ratio requirement after any exemption(s) period(s) if the service is eligible for an exemption(s) per CCR 6633.2.
 - The proposed transit service, if implemented or funded, would not cause the responsible operator to incur expenditures in excess of the maximum amount of LTF, STA, FTA funds, and fare revenues and local support.
 5. Consistent with Intent of Existing Transit Service(s) and Plans
Once established, the proposed transit service will not abuse or obscure the intent of existing transit service(s).

The proposed transit need should be in conformance with the goals included in the Regional Transportation Plan/Sustainable Communities Strategy, and consistent with the intent of the goals of the adopted Short Range Transit Plan.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.

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

In the matter of
**UPDATE TO THE MCTC UNMET TRANSIT
NEEDS DEFINITIONS ADOPTION**

Resolution No.: **22-01**

WHEREAS, the Madera County Transportation Commission (MCTC) is a regional Transportation Planning Agency and a Metropolitan Planning Organization, pursuant to State and Federal Designation; and

WHEREAS, the Madera County Transportation Commission has given consideration to the requirements pursuant to Public Utilities Code, Section 99401.5; and MCTC must define the terms “unmet transit need” and “reasonable to meet”. The definition adopted by the transportation planning agency for the terms “unmet transit needs” and “reasonable to meet” shall be documented by resolution or in the minutes of the agency; and

WHEREAS, the Madera County Transportation Commission has consulted with the Social Service Transportation Advisory Council (SSTAC) and the SSTAC has recommended a new definition for “Unmet Transit Needs” and “reasonable to meet”; and

WHEREAS, the Madera County Transportation Commission publicized the changes and opened a 30 day review and comment period from February 16, 2022 to March 18, 2022.

NOW, THEREFORE, BE IT RESOLVED, that the Madera County Transportation Commission Policy Committee defines the term “unmet transit need” and “reasonable to meet” as follows:

- A. **UNMET TRANSIT NEEDS**: An unmet transit need is an expressed or identified need that is not currently being met through existing public transportation services. An unmet transit need also is a need required to comply with the Americans with Disabilities Act (ADA).
- B. **REASONABLE TO MEET**: The term “reasonable to meet” shall apply to public or specialized transportation services that meet the following minimum criteria:
 - 1. **Feasibility**
 - The proposed service can be provided with available Transportation Development Act (TDA) funding and/or other funding sources (per State law, the lack of available resources shall not be the sole reason for finding that a transit need is not reasonable to meet per PUC § 99401.5 (c).
 - Sufficient ridership potential exists for new, expanded, or revised transit services.
 - The proposed transit service will be safe and comply with local, State and federal law.

2. Community Acceptance
 - The proposed transit service has community support from the general public, community groups, and/or community leaders.
3. Benefit to Population
 - The proposed transit service serves a significant number of residents where it is needed and would benefit the general public and/or senior and disabled persons as a whole.
4. Cost-Effective
 - The proposed transit service will not affect the ability of the overall system of the implementing agency or agencies to meet the applicable transit system performance objectives or the State TDA farebox ratio requirement after any exemption(s) period(s) if the service is eligible for an exemption(s) per CCR 6633.2.
 - The proposed transit service, if implemented or funded, would not cause the responsible operator to incur expenditures in excess of the maximum amount of LTF, STA, FTA funds, and fare revenues and local support.
5. Consistent with Intent of Existing Transit Service(s) and Plans
 - Once established, the proposed transit service will not abuse or obscure the intent of existing transit service(s).
 - The proposed transit need should be in conformance with the goals included in the Regional Transportation Plan/Sustainable Communities Strategy, and consistent with the intent of the goals of the adopted Short Range Transit Plan.

The foregoing resolution was adopted this 20th day of April 2022 by the following vote:

Commissioner Wheeler	_____
Commissioner Palmer	_____
Commissioner Gallegos	_____
Commissioner Rodriguez	_____
Commissioner Frazier	_____
Commissioner Poythress	_____

Chairman, Madera County Transportation Commission

Executive Director, Madera County Transportation Commission



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 5-B

PREPARED BY: Evelyn Espinosa, Associate Regional Planner

SUBJECT:

PUBLIC HEARING: 2022-23 Unmet Transit Needs

Enclosure: No

Action: Receive Public Testimony for FY 2022-2023 Unmet Transit Needs

SUMMARY:

This time is reserved for public comments related to “Unmet Transit Needs” within Madera County. For those wishing to provide comments in Spanish, an interpreter will be provided.

Under the California Transportation Development Act (TDA), this hearing is held annually by the Madera County Transportation Commission (MCTC) to receive testimony on potential unmet transit needs within the region. The MCTC Policy Board must determine which transit requests are unmet needs and if so, whether they are reasonable to meet. After all “reasonable” needs have been met through the expansion of existing services, or the creation of new transit systems, the MCTC may release remaining TDA funds for street and road purposes (repair, reconstruction, etc.)

The Social Services Transportation Advisory Council (SSTAC) will meet to review the testimony from this hearing and will make their recommendation along with MCTC staff at the MCTC Policy Board’s next meeting on May 18, 2022. At that time, the MCTC Policy Board must determine that public transportation needs within Madera County will be reasonably met in FY 2022-23, prior to approving claims of Local Transportation Funds (LTF) for streets and roads purposes.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 5-C
PREPARED BY: Patricia Taylor, Executive Director

SUBJECT:

State Legislative Update

Enclosure: Yes

Action: Information and Discussion Only. Direction may be provided

SUMMARY:

Attached are copies of letters that have been submitted related to the current legislative policy and budget cycle. Below are the items included in your agenda package:

1. State Budget Request
 - A. SR 99 – Funding to Close Gaps on SR 99
 - B. \$2.7B Transportation Budget Augmentation Request- Safety, Mobility, and Climate Resiliency
2. AB 2237 (Friedman) Transportation planning: regional transportation improvement plan: sustainable communities’ strategies: Oppose. A San Joaquin Valley Regional Policy Council letter opposing AB 2237 is included in your package.
3. AB 2438 (Friedman) Transportation funding: alignment with state plans and greenhouse gas emissions reduction standards: Oppose, unless amended. A San Joaquin Valley Regional Policy Council letter opposing AB 2438 is included in your package.
4. AB 285 Comment Letter: Comments on California Transportation Assessment Report Pursuant to AB 285.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.



March 28, 2022

The Honorable Nancy Skinner
Chair, Senate Budget Committee
1021 O Street, Suite 8630
Sacramento, CA 95814

The Honorable Phil Ting
Chair, Assembly Budget Committee
1021 O Street, Suite 8230
Sacramento, CA 95814

The Honorable Maria Elena Durazo
Chair, Senate Budget Sub #5
1021 O Street, Suite 7530
Sacramento, CA 95814

The Honorable Richard Bloom
Chair, Assembly Budget Sub #3
1021 O Street, Suite 8130
Sacramento, CA 95814

Re: Funding to Close Gaps in State Route 99

Dear Chairs:

The undersigned legislators write to respectfully request \$465.5 million in the 2022-2023 State Budget to finish the expansion of State Route 99 (SR 99). This funding will allow the San Joaquin Valley to continue to move California's Agricultural production up and down the state, and continue to make it the lead agricultural producer in the nation. Ninety percent of freight that moves through the San Joaquin Valley moves by truck, and it does so, primarily on SR 99. This funding will support the movement of freight throughout CA, as 1.3 million trips are made on this road every day.

In 2005, Caltrans published the SR 99 Business Plan, which outlined a strategic approach to transform SR 99 into a safe and efficient trade corridor. The plan set forth Caltrans' long-term goals for the route and a corresponding list of projects to achieve those goals, in an effort to streamline funding decisions for corridor improvements. A key priority for this work was completing widening projects necessary for SR 99 to be a six-lane corridor. Where SR 99 changes from four lanes to six lanes and back to four lanes again bottlenecks create congestion and serious safety issues.

Today, the goal established in the Business Plan to widen SR 99 from four to six lanes from Kern County to San Joaquin County, remains unfinished. As a result, the corridor is needlessly congested and unsafe, hampering economic activity, negatively affecting the quality-of-life in the San Joaquin Valley, and adversely affecting air quality and the environment.

We the undersigned legislators are seeking State General Funding for the following projects, which, combined with other regional, state, and federal resources, will make significant progress toward the SR 99 Business Plan's goals and objectives:

Specifically, the allocation would include the following:

1. City of Tulare Rehabilitation, Widening, and Paige Avenue Interchange Improvements

\$150 million (\$25 million for right-of-way, \$125 million for construction) This project is located along SR 99, within the City of Tulare. It includes safety and goods movement upgrades to five miles of the mainline SR 99 corridor and reconstruction of a deficient overcrossing and interchange at Paige Avenue, to allow for multi-modal access between the east and west sides of the City.

2. Madera County Reconstruction and Widening

\$144.5 million (\$50 for environmental, right-of-way, and design; \$94.5 million for construction) This project is located along SR 99, within the County of Madera. The project will rehabilitate and widen a five-mile segment of SR 99 to support goods movement, motorist safety, and to reduce commuter delays.

3. Downtown Merced and Atwater

\$3 million for a preliminary feasibility study to determine portions for the project. There are gaps on SR 99 in Merced County that need to be closed to complete the corridor throughout the San Joaquin Valley. Funding will support the Merced and Atwater gap closure projects and would kick-start a preliminary, but comprehensive study of solutions, including feasibility of various options and alternatives.

4. Tulare Gap Closure

\$168 million (\$6 million for environmental; \$7 million for design; \$5 million for right-of-way, \$150 million for construction) This project would finish the SR 99 gaps in Tulare County. It would fill the gap between the Delano SR 99 project to the south and the SR 99 project within the City of Tulare. It would include a full environmental analysis, designing the project and acquiring the needed property for right-of-way to build these lanes. After these steps, the project would be ready to construct.

The San Joaquin Valley has demonstrated that they can meet the state's aggressive greenhouse gas emission (GHG) reduction goals, while finishing SR 99 through the development, adoption, and state approval of its SB 375 mandated Sustainable Communities Strategy.

A safe and efficient multimodal transportation system is the heart of a strong economy, and in the San Joaquin Valley, that backbone is SR 99. It is a critical corridor for moving our bountiful agricultural goods up and down the state on their way to feed people across the nation. It is a connector of people and jobs, of students and education, of workers and opportunity. SR 99 is a quality-of-life corridor for the San Joaquin Valley and beyond. While progress on SR 99 has been made, much work does remain. This is much needed funding for the San Joaquin Valley – to save lives, to support the economy and jobs, and to improve overall quality of life.

Thank you for your time and consideration of this request. Should you have any questions, do not hesitate to contact Marisol Ibarra in my office at Marisol.Ibarra@sen.ca.gov or via phone (916) 651-4014.

Sincerely,

Melissa Hurtado, Senator
Senate District 14

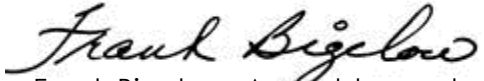
Devon Mathis, Assemblymember
Assembly District 26

Shannon Grove, Senator
Senate District 16

Rudy Salas, Assemblymember
Assembly District 32

Heath Flora, Assemblymember
Assembly District 12

Andreas Borgeas, Senator
Senate District 8



Frank Bigelow, Assemblymember
Assembly District 5



Adam Gray, Assemblymember
Assembly District 21



Vince Fong, Assemblymember
Assembly District 34



Carlos Villapudua, Assemblymember
Assembly District 13

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P.O. BOX 942849
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Assemblymember.Villapudua@assembly.ca.gov



DISTRICT OF Item 5-5-C.
31 EAST CHANNEL STREET
STOCKTON, CA 95202
(209) 948-7479
FAX (209) 465-5058

March 31, 2022

The Honorable Nancy Skinner
Senate Budget Committee, Chair.
1021 O Street, Suite 8630
Sacramento, CA 95814

The Honorable Phil Ting
Assembly Budget Committee, Chair
1021 O Street, Suite 8230
Sacramento, CA 95814

The Honorable Maria Elena Durazo
Senate Budget Subcommittee #5, Chair
1021 O Street, Suite 7530
Sacramento, CA 95814

The Honorable Richard Bloom
Assembly Budget Subcommittee #3
1021 O Street, Suite 8130
Sacramento, CA 95814

RE: \$2.7B Transportation Budget Augmentation Request - Safety, Mobility, and Climate Resiliency

Dear Budget and Budget Subcommittee Chairs:

We are writing to ask for your support in considering a combination of investments, which we believe will help advance the state's interest in accelerating our response to climate change by providing historic investments into multi-modal options such as bus, rail, and bicycle and pedestrian projects, as well as enhancing safety, accommodating goods movement, and disaster response along the state highway system.

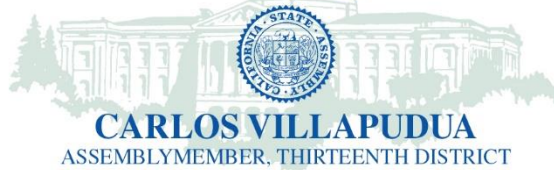
At least \$55 billion in federal and state resources for transportation investments are possible due to over \$20 billion in unencumbered General fund surplus after obligations to Propositions 2 (Rainy Day Fund) and 98 (education) are made, as well as investments from the Infrastructure Investment and Jobs Act (IIJA), which includes \$25.3 billion for federal aid highways \$9.45 billion for public transportation. The Governor's FY 2022-23 State Budget also contains an FY 21-22 carryover of \$3.4 Billion funds, and \$1.1 billion in Road Maintenance and Rehabilitation Account (RMRA) interest, which has no current statutory claim that the Governor made available through his veto of AB 604 (Daly). Our proposal would also include appropriating the remaining \$4.2 billion of Proposition 1A of 2008 (Safe, Reliable, High-Speed Passenger Train Bond Act for the 21st Century) to deliver a true statewide rail network, \$1.2 billion for goods movement, \$970 million for transit and passenger rail, and an additional \$500 million (\$1 billion total) for active transportation.

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Assembly
California Legislature



DISTRICT OF Item 5-5-C.
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Goods Movement Infrastructure Modernization, Disaster Response on Lifeline Routes- \$1.2 Billion

The state must consider areas where capacity expansion is necessary to address climate adaptation and resiliency or to close gaps on evacuation routes to prepare for natural disasters or other climate events. State Route (SR) 99 is the San Joaquin Valley’s “main street,” serves as the main arterial for the region, and is the spine for interstate commerce. The same is true for State Route 101, which is the Central Coast’s equivalent of “main street,” a critical arterial for most of the region, a lifeline and evacuation route, and is integral for interstate commerce. When Interstate 5 closes annually due to inclement weather over the Grapevine, the 101 becomes the only-north-south arterial in the state. East-west connector routes Enhancing access and throughput by completing gap closures is essential to help move goods and people in a safe manner. East-west connectors such as State Routes 46 and 132 are vital to facilitating commerce, especially with the focus on constructing inland ports to accommodate supply chain needs.

The San Joaquin Valley represents one of the most productive agricultural regions in the nation, if not the world. The San Joaquin Valley annually generates over \$35 billion and produces 25 percent of the nation’s food supply. Over \$50 billion in freight movement is also conducted along the Central Coast, particularly in the Salinas Valley, making east-west connector, such as Highway 41 and 46 critical. Fresh produce cannot be delayed when going to processing or to market. This necessitates a more balanced planning approach, which supports sustainable economic development across all of California and recognizes the diversity and interconnectedness of all regions. We have nearly 27 million registered drivers in this state, all of whom do not have the same travel destinations. The state’s population has more than tripled since the highway system was built in the 1950s (13.3 million to over 40 million today), which has exacerbated the challenge, particularly with 50% of all imports and exports in the nation moving through the Ports of Oakland and Los Angeles/Long Beach and utilizing the San Joaquin Valley’s arterials to get goods to market. We must continue to accommodate the exponential growth in goods movement, and build a system is more befitting of accommodating a 21st century economy. The Governor is also proposing \$10 billion over the next six years for electric vehicle infrastructure and incentives. The San Joaquin Valley and Central Coast should be a priority given the lack of density. The following is not a “wish” list, but rather critical projects that need funding to improve safety, throughput, of people and goods.

Closing Gaps on State Route 99: The Spine for Goods Movement

City of Tulare SR 99 Gap Closure Rehabilitation and Interchange Improvements \$150 Million

This project is located along SR 99, within the City of Tulare. It includes safety and goods movement upgrades to five miles of the mainline SR 99 corridor and reconstruction of a deficient

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Item 5-5-C.

overcrossing and interchange at Paige Avenue, allowing for multi-modal access between through the city.

Madera County Reconstruction and Widening \$144.5 Million

This project is located along SR 99, within the County of Madera. The project will rehabilitate and widen a five-mile segment of SR 99 to support goods movement, motorist safety, reducing commuter delays.

Atwater-Merced Expressway \$16.57 Million

The Atwater-Merced Expressway (AME) is a multi-phase expressway project that will improve access from Highway 99 to Castle Commerce Center (formerly Castle Air Force Base), UC Merced, and the cities of Atwater and Merced.

Merced County SR 99 Intermodal Corridor Study \$3 Million

A comprehensive study is needed to examine options for the two remaining segments of SR 99 in Merced County in need of widening from 4 to 6 lanes as part of the region's multi-modal transportation network. These segments are four miles through the City of Atwater and seven miles through the City of Merced, at the heart of which are the unprecedented, planned investments for passenger rail with the Altamont Corridor Express (ACE), High-Speed Rail (HSR), and the Amtrak San Joaquins service.

Tulare Gap Closure \$168 Million

This project would finish the SR 99 gaps in Tulare County. It would fill the gap between the Delano SR 99 project to the south and the SR 99 project within the City of Tulare. It would include a full environmental analysis, designing the project and acquiring the needed property for right-of-way to build these lanes.

South Fresno SR 99 Corridor Project: North Avenue Interchange - \$31.4 Million

The project will include reconstructing the split interchange on SR 99 at North and Cedar Avenues by expanding the North Avenue interchange to a full interchange and bringing it into compliance with current Caltrans design standards, thereby improving traffic operations at this location.

South Fresno SR 99 Corridor Project: American Avenue Interchange- \$49.8 Million

The project will include reconstructing the existing half interchange on SR 99 at American Avenue by expanding the interchange to a full interchange and bringing it into compliance with current Caltrans design standards, thereby improving the traffic operations at this location.



San Joaquin SR 99/120 Interchange Connector - \$25 Million

SR 120 is a major connector between Interstate 5 and SR 99. The project reconstructs the SR 99/120 interchange, which is subject to significant congestion, delays, seven times higher than the statewide average for a similar facility. The project improves air quality by reducing passenger delays by 30% and 45% in throughput.

Kern Southwest U.S Goods Movement Hub Interchange Improvement- \$25 Million

This project would connect eastbound SR 58 to northbound SR 99 on the west extension to the 1-40/SR 58 Transcontinental Corridor, as well as the North approach of SR 99 to the West approach of SR 58 Centennial Corridor new route. SR 58 connects I-40/15 in Barstow to I-5 near Buttonwillow. This project would complete the interchange movements at this nationally significant corridor.

Vital East-West Connectors

SR 132 West Goods Movement Project -Stanislaus- \$100 Million

(SR-132) corridor is the main east/west arterial and freight corridor from the City of Modesto to San Joaquin County and the San Francisco Bay Area. The two-lane conventional highway provides an interregional connection between Interstate 5 (I-5) near the City of Tracy to the west and State Route 99 (SR-99) in Modesto to the east. The facility is the only east-west highway with access across the Tuolumne, San Joaquin, and Stanislaus rivers from Modesto. As such, SR-132 has increasingly served the San Joaquin Valley and has become a major truck route between I-5 and SR-99. The purpose of the SR-132 West Project is to improve mobility through western Stanislaus County by converting SR-132, west of State Route 99, to a four-lane freeway/expressway along an adopted realignment route. This will provide a safer and more efficient east-west connection between State Route 99 and Interstate 5. The project includes grade separations, elimination of intersections and driveways, reduction of truck idling times, and construction of sidewalks and bicycle lanes associated with the project are expected to improve air quality, reduce the number and severity of traffic collisions, improve safety for cyclists and pedestrians, and improve quality of life for residents.

State Route 46 Overcrossing- Paso Robles-\$52.5 Million

State Route 46 East has state, regional, and local significance given that it is a heavily traveled goods movement and tourism corridor. The route connects the state to the two main north-south highways - US 101 and Highway 5 - and is the only major east-west goods movement corridor between Ventura and Gilroy (274 miles). The route supports the \$7 billion of annual goods shipments, accounting for 575,000 jobs in the region. SR 46 also supports the \$5 billion Central Coast tourism industry serving national and international travelers. The project would build an overcrossing allowing for the city to create parallel local routes to remove local traffic off SR 46,

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DISTRICT OF Item 5-5-C.
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creating more room for commercial trucks. The state has invested nearly \$700 million in the corridor, to eliminate head-on collisions on 46, which has experienced several fatal collisions that exceed the state average. This project provides an immediate safety and mobility enhancement for residents, tourists, and commuters, while concurrently improving goods movement throughput.

State Route 41 – Multi-modal Corridor Improvements- 50 Million

The SR 41 Expressway Phase 1 is a public/private partnership that will improve a 4.5-mile segment of roadway from a two-lane rural highway to a controlled access four-lane facility. This project will improve safety through the reduction of unprotected left turns, new center median, improved sight distance, widen shoulders, installation of Intelligent (ITS) technologies, and modern pedestrian and bicycle infrastructure at intersections.

State Route 41 in Madera County between Fresno and Yosemite National Park serves a wide variety of different daily travelers by purpose. The facility is the primary route utilized by all foothill and mountain communities in eastern Madera County providing key access to education, employment, medical and other destinations in the City of Madera and City of Fresno on the valley floor. The route provides to the only children’s hospital in the San Joaquin Valley. The State Route 41 corridor within the project area is the fastest growing housing and employment area of Madera County and additionally serves as the most utilized route for travelers from all over the world who access Yosemite National Park via the south gate park entrance. The growing regional demand on this facility has been increasingly exasperated by natural disasters such as destructive 2020 Creek Fire. These events have demonstrated the need for safety improvements as State Route 41 is the primary evacuation route for the foothill and mountainous areas of Eastern Madera County. This area includes the communities of Oakhurst, Coarsegold, Yosemite Lakes Park, Bass Lake and North Fork. This is a major population center in the southern Sierra Nevada Mountains and is a vital part of Madera’s economy providing services to national and international tourists as well as retail and employment to Madera County residents. Traffic served on State Route 41 ranges from average annual daily traffic of 47,500 vehicles per day from the Madera/Fresno County Line to 21,500 to the juncture with SR 49 in Oakhurst.

Delivering Lifeline Routes Projects

The CTC comprehensively vetted and recently approved Cycle 2 of the Solutions for Congested Corridors Program (SCCP) in December 2020 with remaining highly ranked projects that could utilize the funding for delivery of statewide priority projects. According to the CTC, the SCCP projects will save 250 million-person hours of travel time over the next 20 years, reduce approximately 64 million vehicle miles traveled, reduce approximately 3.5 million tons in GHG emissions, and create 27,000 jobs. Our recommendation is to provide \$400 million to the SCCP Program Cycle 2 backlog. Examples include:

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Item 5-5-C.

Santa Barbara US 101 Multimodal Corridor- \$256 Million

in Santa Barbara County, the Santa Barbara County Association of Governments and Caltrans have been partnering for over twenty years to deliver on multimodal improvements between Santa Barbara and Ventura Counties. Only 2.5 miles are left in completing the HOV lane network to promote carpooling and transit use, continuation of interregional transit from Ventura County, peak hour passenger rail service, and completion of gaps on the California Coastal Trail to increase biking and walking. In 2017, the Thomas Fire (then the largest in state history) and Montecito mudslides underscored the importance of addressing this lifeline route.

US 101 San Luis Obispo Managed Lane Project- \$63 Million

This project would convert a shoulder into a part-time managed lane in Pismo Beach during peak hours to alleviate congestion and allow for greater transit throughput reliability. : improve operations on U.S. 101 during weekday peak hours, summer/seasonal peak hours, and weekend peak traffic events; reduce traffic congestion and improve the traffic operations at the U.S. 101/Avila Beach Drive interchange and improve access to multimodal transportation options; provide bicycle and pedestrian facilities that serve all user types and abilities, improve active transportation network connectivity between southern San Luis Obispo county communities and the city of San Luis Obispo, and maximize users' contact with the natural environment while minimizing environmental impacts.

US 101 South of Salinas Safety Improvements - \$30 Million

The US 101 Safety Improvements - South of Salinas project will create a new interchange, remove non-standard features, remove left turn movements, and construct a network of frontage roads to improve safety and facilitate goods movement on US 101 from the Abbott Street interchange south of the city of Salinas to the Chualar overcrossing in Monterey County. This segment of US 101 is currently a 4-lane expressway with 12 at-grade intersections, some acceleration lanes, some deceleration lanes, and numerous private driveways within the project limits. Truck, cars, and farm equipment currently must turn left across two lanes of traffic typically traveling 65-75 MPH to access homes, businesses and farm properties served by county roads perpendicular to US 101.

US 101, California's major north-south coastal route between Los Angeles and San Francisco, is a vital asset to national, state and local economies. In the Salinas Valley, the "Salad Bowl to the World", US 101 is a major trade corridor for distribution of fresh produce, as well as wine grapes and wine, to markets around the country. The highway also serves as the primary route for low income, Latino farmworkers living in Chualar and south Monterey County to commute to jobs in the fields or to hospitality jobs on the Monterey Peninsula.



The original project study report for this project from 2003 proposed to convert Route 101 from an expressway to freeway in Monterey County from the Main Street Overcrossing in Chualar to the Airport Boulevard Overcrossing in Salinas. Improvements consisted of realigning the existing expressway, controlling access along the project limits, providing new interchanges, new grade separations, and providing a frontage road system.

TAMC and Caltrans have spent the last two years re-envisioning this project to better align with CAPTI while still meeting the safety and goods movement goals identified in the projects purpose and needs statement. The current project reduces impacts to prime agricultural land and has the support of a wide range of community stakeholders.

Transit and Passenger Rail Investments-\$970 Million

High-speed rail is only one component of the California State Rail Plan. We need to make additional prudent, synergistic investments into commuter and intercity rail systems, particularly between the Bay Area and San Joaquin Valley, to maximize our ability to encourage mode shift, reduce greenhouse gas emissions, and improve safety and congestion on our roads. The proposed investments below provide the greatest opportunity to encourage mode shift, particularly for daily super commuters, many of whom live in disadvantaged communities.

Valley Link Initial Operating Segment– \$450 Million

Valley Link is leading innovation with a vision to be a model of sustainability connecting the Northern California megaregion with the first passenger rail system in California running on self-produced green hydrogen and a hydrogen fuel production facility able to support other transit and heavy truck operators. Our request is that \$450 million be directed to build 26 miles of track for the initial operating segment of Valley Link, to extend rail service from the Dublin/Pleasanton BART station in Alameda County to the Mountain House station in San Joaquin County including two stations in Livermore, and construct two stations and an operations and maintenance facility. Valley Link will ultimately provide a close a critical gap in the statewide rail system with a 42-mile, 7 station rail connection between the Dublin/Pleasanton BART station and the North Lathrop Altamont Corridor Express (ACE) station with all day service on BART frequencies during peak periods. It will provide a clean, reliable alternative to congestion on Interstates 205 and 580 for more than 105,000 Bay Area workers now commuting daily from their homes in Northern San Joaquin County. It would remove 33,000 cars (not counting people carpooling) off the Altamont Corridor and provide nearly 500 miles of commuter and intercity rail with more than 130 stations in the Northern California Megaregion and remove up to 42,650 metrics tons of greenhouse gas emissions, while creating 22,000 jobs. Valley Link is leveraging over \$748 million in local funding towards this prospective \$450 million state investment opportunity. The system will run on hydrogen. In 2012, the legislature made a similar decision with the initial appropriation of

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Proposition 1A when SB 1029 (Leno), Chapter 152, Statutes of 1029, was enacted, and funds were appropriated to electrify Caltrain, and expand Capitol Corridor to San Jose and Metrolink service in Los Angeles, among other systems.

Valley Rail Program- ACE/ San Joaquins Connectivity \$450 Million

The Valley Rail Program includes the expansion of San Joaquins and ACE passenger rail services from Merced to Sacramento and to the Bay Area and connecting and integrating these services with High-Speed Rail Interim Service in 2028/29 at a new downtown multi-modal Merced Station. The Valley Rail Program is a key part of a passenger rail/Thruway bus network connecting HSR Interim Service throughout California. Valley Rail includes new joint ACE/San Joaquins stations at Merced, Lodi, Elk Grove, Sacramento City College, Midtown, Old North Sacramento, Natomas, new ACE stations at North Lathrop, Manteca, Ripon, Modesto, Ceres, Turlock, and Livingston, and new San Joaquins stations at Oakley and Madera (along Avenue 12). The next steps for implementing the Valley Rail Program include the ACE extension from Ceres to Turlock, the Madera HSR Station costs assumed for Interim Service, BNSF track improvements to enable an additional San Joaquins round-trip to be extended to Merced to connect with future HSR Interim Service, and station funding to account for increased costs for center-loaded platforms. These improvements have CEQA clearance except for the BNSF track improvements (which is expected to only require a negative declaration).

Kings Area Rural Transit Center- \$20 Million

Kings County Area Public Transit Agency (KCAPTA) is Kings County's regional public transportation provider. It serves the cities of Hanford, Corcoran, Lemoore, and Avenal; the unincorporated communities of Armona, Grangeville, Hardwick, Kettleman City, Laton, and Stratford; and selected communities in Fresno and Tulare counties. The new transit center will modernize the transit system allowing KCAPTA to improve reliability and convenience by expanding the fixed route service, reduce travel/transfer time, replace an inefficient and costly flex route system, reduce operational costs, increase frequency, and support a growing transit dependent population. It will include EV Car share, micro transit, and bike lockers. The new transit center will eliminate gaps in current route network and connect to the future Kings/Tulare High Speed Rail station and to Amtrak.

Coachella Valley-San Gorgonio Rail Corridor Service Project (CV Link) - \$50 Million

Riverside County Transportation Commission (RCTC), Coachella Valley Association of Governments (CVAG), and the California Department of Transportation (Caltrans) propose daily passenger rail service between Los Angeles to Indio. The Inland Empire is the only region of its size and population in the state without intercity rail service. This project would be transformational for the region, creating economic opportunity in disadvantaged communities, improving access to job centers and attractions, providing alternatives to traveling on I-10, and

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reducing emissions to improve air quality. RCTC, CVAG, and Caltrans have recently made swift progress, including adding the project to the State Rail Plan, initial planning study performed by Caltrans; local business and civic support; ongoing local funding source in a Coachella Valley bus/rail funding split and state bond funding for post study construction; and a phase 1 service development plan underway. The NEPA/CEQA Tier I environmental study, which evaluated service-level impacts of the proposed service, has gone through public comment, and is expected to be approved in early 2022.

Augment Active Transportation Funding - \$1 Billion (\$500 million more than Governor's Proposal)

While the proposed FY 22-23 State Budget proposes \$500 million in General Fund revenues for ATP projects, that would only have funded a handful of Cycle 5 projects with a score of 86. Using Cycle 5 as an example, increasing the amount to \$1 billion would have allowed the California Transportation Commission (CTC) to fund an additional 160 projects that scored above 78, providing for greater geographic equity statewide. Los Angeles County would have received an additional \$140M, Orange over \$110M, Central Coast over \$90M, Riverside over \$80M, and \$78M for the San Joaquin Valley.

We appreciate all your effort in examining our request and look forward to working together towards strengthening our economy, improving our transportation infrastructure, and addressing climate change. If you have any questions please do not hesitate to contact Israel Landa in my office at israel.landa@asm.ca.gov, (916) 319-2013.

Sincerely,

CARLOS VILLAPUDUA
Assemblymember, 13th District

REBECCA BAUER-KAHAN
Assemblymember, 16th District

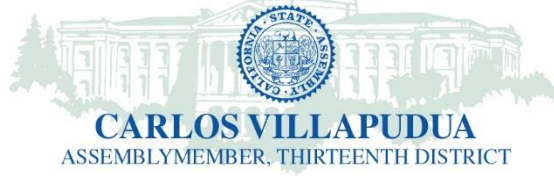
MONIQUE LIMÓN
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STEVE BENNETT
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Assemblymember, 32nd District

ADAM GRAY
Assemblymember, 21st District

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Assemblymember, 56th District

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Assemblymember, 14th District

ANNA CABALLERO
Senator, 12th District

JOHN LAIRD
Senator, 17th District



March 24, 2022

The Honorable Laura Friedman
 Assembly Transportation Committee, Chair
 1020 N Street, Room 112
 Sacramento, CA 95814

RE: AB 2237 (Friedman) – Transportation Planning: regional transportation improvement plan: sustainable communities strategies - Oppose

Dear Chair Friedman:

On behalf of the San Joaquin Valley Regional Policy Council, representing the eight metropolitan planning organizations (MPOs) in the San Joaquin Valley (Fresno, Kern, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare) we write to express our **opposition to AB 2237**, which would undermine local control and our fiduciary responsibility to deliver projects on voter-approved projects.

AB 2237 severs the state and local partnership by fully empowering the Strategic Growth Council, in consultation with the State Air Resources Board, the Department of Housing and Community Development, and the Transportation Agency, to review the duties and responsibilities of MPOs and to define what constitutes a “sustainable community.” The bill would also require for the SGC, in consultation with the Governor’s Office of Planning and Research, and California Air Resources Board (CARB), redirection of funds from projects in a regional transportation improvement plan if they are not CAPTI-compliant.

All eight MPOs in the San Joaquin Valley strongly support California’s climate goals and are deeply committed to improvements to passenger and freight rail systems, GHG and vehicle miles traveled (VMT) reduction where feasible, and improving public transportation, walking, biking, and other modes of transportation. Our region also supports transportation investments aligned with housing and economic development. Each MPO is already required to include a sustainable communities strategy in its regional transportation plan providing for ample coordination with the California Air Resources Board (CARB).

AB 2237 however is duplicative of existing law and fails to recognize the fiduciary obligation that these counties have to voters in making improvements on the state highway system and assisting with state and regional mobility priorities. The San Joaquin Valley has six counties (Fresno, Madera, Merced, San Joaquin, Stanislaus, and Tulare) of the 25 statewide with locally voter-approved sales

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tax measures that include over \$4 billion of investments on the state highway system, which is owned and operated by Caltrans. CAPTI could adversely impact our ability to fulfill our fiduciary responsibility to voters by denying investments on the state highway system. These measures require comprehensive public engagement, extensive polling, contain diverse investments in multi-modal options, and ultimately require a 2/3 vote for passage so they must appeal to vast constituencies. Our region has made a commitment to the voters and our public to deliver the investments that our expenditure plans promised. A key part of keeping our promises is to secure state matching funds since each county does not generate enough in local sales tax revenues to make up for the disproportionate cost of delivering projects. This funding gap makes continued access to state funding imperative for delivering a multi-modal range of projects. Our needs and revenue generation are disproportionate to the level of investment that is needed to achieve state and regional targets for improved air quality. Therefore, a strong partnership with the state is mandatory. AB 2237 severs that relationship.

In 2017, the legislature enacted SB 1 to address mobility, safety and congestion, in addition to maintaining infrastructure. The San Joaquin initiated the discussion and worked with our delegation to advocate for the creation of the vehicle registration fee as a carbon-neutral funding source to address congestion and multi-modal options; the creation of the State Rail Assistance Program, dedicating operations funding for passenger rail service; and augmentation of the Transit and Intercity Rail Capital Program. In 2018 voters rejected Proposition 6 (the repeal of SB 1) and supported Proposition 69 (protecting SB 1). It is important to support the intent of the voters to maintain the public trust, by preserving all modes supported in the enactment of SB 1.

Our request is to maintain the state and local partnership, and maximize the return on previous investments, by allowing for local sales tax measures to continue leveraging state dollars to deliver highway capacity projects, which would also help facilitate public transportation service.

For these reasons, we must **oppose AB 2237**. We look forward to partnering with you and the appropriate state agencies to develop pragmatic solutions to meet the objectives articulated in the Executive Orders, while maintaining the legislative intent of SB 1, and respecting the will of voters in the usage of traditional funding sources, including local sales tax measures, to address all modes, climate change and deliver more multi-modal options. We ask that state investments be responsive to the unique needs and characteristics of each region: urban, rural, valley and coastal, and that MPOs maintain their role in helping to deliver taxpayer funded projects.

If you have any questions, please feel free to contact our legislative advocate, Gus Khouri, via phone at (916) 605-8975 or via email gus@khouriconsult.com.

Sincerely,



Robert Poythress

Chair of the San Joaquin Valley Regional Planning Agencies Policy Council
Madera County Supervisor

cc: Members of the Assembly Transportation Committee
The Honorable Joaquin Arambula, Assembly Member, 31st District
The Honorable Frank Bigelow, Assembly Member, 5th District
The Honorable Andreas Borgeas, Senator, 8th District
The Honorable Anna Caballero, Senator, 12th District
The Honorable Jim Cooper, Assembly Member, 9th District
The Honorable Susan Talamantes Eggman, Senator, 5th District
The Honorable Heath Flora, Assembly Member, 12th District
The Honorable Vince Fong, Assembly Member, 34th District
The Honorable Adam Gray, Assembly Member, 21st District
The Honorable Melissa Hurtado, Senator, 14th District
The Honorable Devin Mathis, Assembly Member, 26th District
The Honorable Jim Patterson, Assembly Member, 23rd District
The Honorable Rudy Salas Jr., Assembly Member, 32nd District
The Honorable Carlos Villapudua, Assembly Member, 13th District



March 24, 2022

The Honorable Laura Friedman
 Assembly Transportation Committee, Chair
 1020 N Street, Room 112
 Sacramento, CA 95814


RE: AB 2438 (Friedman) – Transportation Funding Conformity with Greenhouse Gas Emissions Reduction- Oppose unless Amended


Dear Chair Friedman:


On behalf of the San Joaquin Valley Regional Policy Council, representing the eight metropolitan planning organizations (MPOs) in the San Joaquin Valley, we write to express our position of **oppose unless amended** to AB 2438, which would mandate a “one size fits all” approach to tackling mutual goals of addressing critical air quality and mobility issues by constraining all state funds for purposes of complying with the Governor’s Executive order to implement the Climate Action Plan for Transportation Infrastructure (CAPTI) and California Transportation Plan.


We understand that the California State Transportation Agency (CalSTA) announced the adoption of CAPTI. The purpose of CAPTI is to implement Governor Newsom’s Executive Orders N-19-19 and N-79-20. Those Executive Orders collectively aim to reduce greenhouse gas emissions (GHGs) and vehicle miles traveled (VMT) through limiting capacity projects along the state highway system, discouraging the use of single-occupant, gas-powered vehicles, while encouraging mode shift through accelerated investments into public transportation, bicycle and pedestrian programs, and electric vehicle infrastructure.

AB 2438 mandates an all or nothing approach to compelling mode shift and reducing GHGs, severely limiting progress on addressing air quality, which is worst when cars are idling or navigating through bottlenecks in the most populated state in the nation and 5th largest economy in the world. The bill impacts programs that address safety and maintenance programs, such as the State Highway Operations and Protection Program (SHOPP) and Local Streets and Roads funding, as well as congestion management and mobility programs, such as the State Transportation Improvement Program (STIP), and Senate Bill 1 competitive programs (Local Partnership Program, Solutions for Congested Corridors, and Trade Corridor Enhancement Program), hindering the ability of metropolitan planning organizations to address safety, congestion, goods movement, and mobility, particularly for disadvantaged communities, on the state highway system and local infrastructure.

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The San Joaquin Valley resides in a non-attainment air district, and our constituents suffer from poor air quality that is predominantly caused by our geographic “bowl” shaped valley, walled off by mountains, weather patterns (winds blowing West to East), vast agricultural farmland, heavy goods movement traffic, and the jobs-housing imbalance, leading to the daily migration of hundreds of thousands of daily commuters into the Bay Area and Los Angeles Basin. We acknowledge that CAPTI serves as an important document to work collectively on those efforts.

All eight MPOs in the San Joaquin Valley strongly support California’s climate goals and are deeply committed to improvements to passenger and freight rail systems, GHG and vehicle miles traveled (VMT) reduction where feasible, and improving public transportation, walking, biking, and other modes of transportation. Each metropolitan planning organization in the San Joaquin Valley is already required to include a sustainable communities strategy in its regional transportation plan providing for ample coordination with the California Air Resources Board (CARB). Our region also supports transportation investments aligned with housing and economic development. While the San Joaquin Valley Regional Policy Council is in strong support of addressing climate change, success will require creative, flexible, and pragmatic solutions to account for the unique opportunities and challenges that face each region. Our suggestions are as follows:

1. Allow Flexibility in State Funding Programs to Address All Modes

SB 1 provides thoughtful, wide-ranging opportunities to address our infrastructure and mobility needs through the various programs that have been enacted. State funding programs should continue to provide flexibility to regions so that they can address all modes as efficiently as possible to maximize safety, mobility, goods movement, and throughput to expedite the response to climate change, especially on the state highway system. We request that AB 2438 recognize smaller urban/rural areas that still need to plan, fund and deliver projects on the state highway system that address safety and congestion.

The state must also consider areas where capacity expansion is necessary to address climate adaptation and resiliency or to close gaps on evacuation routes to prepare for natural disasters or other climate events. Highway 99 is the San Joaquin Valley’s “main street,” serves as the main arterial for the region, and is integral for interstate commerce. Enhancing access and throughput by completing gap closures is essential to help move goods and people in a safe manner.

Our region represents one of the most productive agricultural regions in the nation, if not the world. The San Joaquin Valley annually generates over \$35 billion and produces 25 percent of the nation’s food supply. Fresh produce cannot be delayed when going to processing or to market. We have nearly 27 million registered drivers in this state, all of whom do not have the same travel destinations. The state’s population has quadrupled since the highway system was built in the 1950s, which has exacerbated the challenge, particularly with 50% of all imports and exports in the nation moving through the Ports of Oakland and Los Angeles/Long Beach and

utilizing the San Joaquin Valley's arterials to get goods to market. We must continue to accommodate the sustained growth in goods movement and population (159% increase in the Valley since 1980) and provide pragmatic solutions. Investment in regional goods movement transportation corridors will remain a priority for our region, and heavy truck traffic is expected to increase, along with our region's population. This necessitates a more balanced planning approach, which supports sustainable economic development across all of California and recognizes the diversity and interconnectedness of all regions, including the San Joaquin Valley.

Recommendation:

Our request is that rather than prioritizing non-capacity inducing projects on the state highway system, we request that state funding programs, particularly the SB 1 competitive programs – Local Partnership Program, Solutions for Congested Corridors, and Trade Corridor Enhancement Program – provide greater flexibility to address all modes, such as more funding for grade separations, passenger rail, and active transportation projects, so that state resources are flexible and are used as efficiently as possible to maximize safety, mobility, and throughput, in order to expedite the response to curbing climate change on and off of the state highway system. Augmenting oversubscribed programs, such as the Active Transportation Program (ATP), would also help, but highway capacity must still be considered and not devalued, particularly when it is the only option in some areas to address congestion and safety. We need to complete highway gaps to maximize congestion management, safety, and realize full benefit of previous investments on antiquated infrastructure to service a 21st century economy.

This is achievable with the \$20 billion net in available General Fund surplus, \$25 billion in funding from the Infrastructure Investment and Jobs Act, and additional prospective surplus from the May Revise. Holding the SHOPP and local streets and roads funding, which are dedicated for maintenance and constitutional protected, will not help the state achieve air quality objectives.

2. Support Additional Strategies that Reduce Greenhouse Gas Emissions-Not a Cookie Cutter Approach

Density is an issue in the Valley in terms of transit use and support. The Bay Area has a population of 6.8 million over 7,300 square miles, Los Angeles County has 10 million people living over 4,700 square miles, while the Valley has 4.3 million people spread out over 27,000 square miles. The Bay Area has nearly 60 percent more people living in an area a quarter the size of the Valley. Los Angeles has more than 2.5 times the population over 1/6 of the area.

According to Cal EnviroScreen, the San Joaquin Valley has seven out of the 10 most disadvantaged communities because the region's density and infrastructure are not compelling to get residents to ditch their car as the primary mode of transportation. The automobile represents the most viable access to educational, career, and recreational opportunities. It is often not feasible for Valley residents to take public transportation or ride a bike to go to work, school, or conduct daily activities, such as grocery shopping, taking children to soccer practice,

or running other household errands. This makes VMT reduction difficult in some cases. VMT was not intended for rural or suburban areas.

As noted above, our region fully supports investments in public transportation, but transit is not the universal answer to reduce greenhouse gas emissions. Transit ridership was down in 31 metropolitan areas pre-pandemic, including the Bay Area. Most transit systems statewide do not provide 15-minute headway, which is still not convenient for people to conduct daily activities. As of 2017, only 5 percent of all trips in densely populated regions, such as the San Francisco Bay Area, were made using transit. Per-capita transit ridership in the region decreased 12 percent between 1991 and 2016. In FY 2017-18, the Amtrak San Joaquins service carried more than 1.1 million passengers, and 1.5 million passengers boarded the Altamont Corridor Express, a total of 2.6 million passenger trips. Despite this success, it is a fraction of the total number of individual drivers; and it simply is not realistic or viable to expect that a significant shift to heavy investment in transit (or bike/ped) will be as effective in the Valley.

Transit is also expensive to build and operate and is not always a pragmatic or efficient solution for a constituency's daily mobility needs. This is because transit typically lacks flexibility (traditional service is fixed-route service without options for route deviation and schedules), it can be unreliable, or have long headways, and is sometimes limited or non-existent in more remote unincorporated areas.

The widespread impact of COVID-19 on public transportation has exacerbated this predicament due to the shelter in place order and social distancing protocols. Choice riders often utilize transportation network companies, leaving society's most vulnerable, such as seniors, school kids, those on a fixed income and the physically challenged, to cover the cost of operating expenses. Grocery shopping or taking kids to soccer practice is not ideal when waiting for 15-minute headways, at best, which are less frequent in many areas in the Valley. The Valley's transit operators are working tirelessly to provide the most efficient and frequent service possible, particularly for on-demand services, which as costly to provide for the medically challenged, and seniors. The recent passage of AB 149 (Committee on Budget), Chapter 81, Statutes of 2021, provides more flexibility in meeting farebox recovery requirements to maintain, if not expand service, but our residents are price sensitive to fares, which poses a challenge. The emergence of transportation network companies, which provide on-demand, personalized service, has eroded the base of choice riders for our transit system. More investments need to be made into microtransit (frequent vanpools) to make service more frequent for our most vulnerable constituents. Transit investment needs to focus on frequent, accessible, time-saving solutions for the public.

The pandemic's crash course in teleworking has proven to be effective at reducing travel while maintaining the productivity needs of employers and employees in many industries. It demonstrated that technology can be a solution to alleviating traffic congestion, improving air quality and quality of life for families striving to achieve a work-life balance, rather than spending countless hours on the road.

Recommendation:

We request that expanded investment in broadband, particularly in underserved areas, to support enhanced telecommuting, and consider additional strategies such as state support for local implementation of transportation demand management strategies, vanpools and park-and-ride lots, and VMT-mitigation credits, as well as a statewide telework incentive program (starting with the state workforce), which has strong potential to expedite addressing climate change. We appreciate the Legislature's \$6 billion investment into broadband infrastructure approved in the FY 2021-22 State Budget that is intended to improve speed and reliability in rural and lower-income communities, as well as the \$10 billion proposed over the next 6 years, to invest more into zero-emission infrastructure and rebates.

Additionally, our ask is that low-income residents in the San Joaquin Valley be considered a priority for rebates for zero-emission vehicle (ZEV) purchases and charging infrastructure deployment as a critical opportunity to help the region realize its air quality and mobility goals. Homes should be retrofitted to have outlets that will accommodate ZEVs. The focus on VMT alone could have the unintended consequence of exacerbating the problem for disadvantaged communities, farmworkers, and laborers where driving is the only option.

Provide greater incentives for businesses to locate or expand operations in the San Joaquin Valley. This would reduce GHGs, VMT, and is a greater return on investment than building expensive high-density housing in already densely populated, high-cost metropolitan areas.

Proportionality needs to be applied in the assessment of VMT reduction, which was never intended for rural and suburban jurisdictions. Otherwise, not meeting metrics intended for urban areas will, by default, send all the money to other parts of the state that do not have similar air quality concerns.

3. Support the Will of the Voters to Complete Projects and Maximize Investments

AB 2438 fails to recognize the fiduciary obligation that these counties have to voters in making improvements on the state highway system and assisting with state and regional mobility priorities. The San Joaquin Valley has six counties (Fresno, Madera, Merced, San Joaquin, Stanislaus, and Tulare) of 25 statewide with locally voter-approved sales tax measures that include over \$4 billion of investments on the state highway system, which is owned and operated by Caltrans. CAPTI could adversely impact our ability to fulfill our fiduciary responsibility to voters by denying investments on the state highway system. These measures require comprehensive public engagement, extensive polling, contain diverse investments in multi-modal options, and ultimately require a 2/3 vote for passage so they must appeal to vast constituencies. Our region has made a commitment to the voters and our public to deliver the investments that our expenditure plan promised. A key part of keeping our promises is to secure state matching funds since each county does not generate enough in local sales tax revenues to make up for the disproportionate cost of delivering projects. This funding gap makes continued access to state funding imperative for delivering a multi-modal range of

projects. Our needs and revenue generation are disproportionate to the level of investment that is needed to achieve state and regional targets for improved air quality. Therefore, a strong partnership with the state is essential.

In 2017, the legislature enacted SB 1 to address mobility, safety and congestion, in addition to maintaining infrastructure. The San Joaquin Valley initiated the discussion and worked with our delegation to advocate for the creation of the vehicle registration fee as a carbon-neutral funding source to address congestion and multi-modal options; the creation of the State Rail Assistance Program, dedicating operations funding for passenger rail service; and augmentation of the Transit and Intercity Rail Capital Program. In 2018 voters rejected Proposition 6 (the repeal of SB 1) and supported Proposition 69 (protecting SB 1). It is important to support the intent of the voters to maintain the public trust, by preserving all modes supported in the enactment of SB 1.

Recommendation:

Our request is to maintain the state and local partnership, and maximize the return on previous investments, by allowing for local sales tax measures to continue leveraging state dollars to deliver highway capacity projects, which would also help facilitate public transportation service.

For these reasons, we must **oppose AB 2438 unless amended** to consider our recommendations. We look forward to partnering with you and the appropriate state agencies to develop pragmatic solutions to meet the objectives articulated in the Executive Orders, while maintaining the legislative intent of SB 1, and respecting the will of voters in the usage of traditional funding sources, including local sales tax measures, to address all modes, climate change and deliver more multi-modal options, but we ask that state investments be responsive to the unique needs and characteristics of each region: urban, rural, valley and coastal.

If you have any questions, please feel free to contact our legislative advocate, Gus Khouri, via phone at (916) 605-8975 or via email gus@khouriconsult.com.

Sincerely,



Robert Poythress

Chair of the San Joaquin Valley Regional Planning Agencies Policy Council
Madera County Supervisor

cc: Members of the Assembly Transportation Committee
The Honorable Joaquin Arambula, Assembly Member, 31st District
The Honorable Frank Bigelow, Assembly Member, 5th District
The Honorable Andreas Borgeas, Senator, 8th District

The Honorable Anna Caballero, Senator, 12th District
The Honorable Jim Cooper, Assembly Member, 9th District
The Honorable Susan Talamantes Eggman, Senator, 5th District
The Honorable Heath Flora, Assembly Member, 12th District
The Honorable Vince Fong, Assembly Member, 34th District
The Honorable Adam Gray, Assembly Member, 21st District
The Honorable Melissa Hurtado, Senator, 14th District
The Honorable Devin Mathis, Assembly Member, 26th District
The Honorable Jim Patterson, Assembly Member, 23rd District
The Honorable Rudy Salas Jr., Assembly Member, 32nd District
The Honorable Carlos Villapudua, Assembly Member, 13th District



2001 Howard Road, Suite 201
Madera, California 93637

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

April 11, 2022

Mr. Samuel Assefa
Strategic Growth Council, Chair
1400 10th Street
Sacramento, CA 95814

RE: Comments on California Transportation Assessment Report Pursuant to AB 285

Dear Chair Assefa,

On behalf of the Madera County Transportation Commission (MCTC), we appreciate the opportunity to provide comments on the findings in the California Transportation Assessment Report as required by the enactment of AB 285 (Friedman), Chapter 605, Statutes of 2019. The San Joaquin Valley resides in a non-attainment air district, and our constituents suffer from poor air quality that is predominantly caused by our geographic “bowl” shaped valley, walled off by mountains, weather patterns (winds blowing West to East), vast agricultural farmland, heavy goods movement traffic, and the jobs-housing imbalance, leading to the daily migration of hundreds of thousands of daily commuters into the Bay Area and Los Angeles Basin. We understand and appreciate the goals that the California Transportation Plan and Climate Action Plan for Transportation Infrastructure are trying to accelerate meeting our 2030 objectives to reduce greenhouse gas emissions. There are some assumptions made by the report that require additional context and solutions that we hope you would consider working collaboratively to address mutual goals revolving around mobility and greenhouse gas emissions (GHG) reduction.

The report makes several findings, including:

- Too much money is spent on highway widening and projects that increase vehicle travel, and reliance on cars, which creates a gap in achieving climate goals given infrastructure funding decisions.
- Projects, which take decades to plan, do not adjust and consider multimodal options, and are rarely reevaluated.
- Too many plans resulting from many layers of decision makers (State, regional, and local)
- Metropolitan Planning Organizations (MPO) are limited in their scope of addressing land use and usage of local source to address mode-shift.
- More involvement by state agencies should be considered to help compel alignment with state climate goals.

Until the passage of SB 1 in 2017, the last time ongoing transportation funding was made available was with the passage of Proposition 116, which increased the gas tax in 1993. SB 1 is addressing massive backlogs on highways built in the 1950s, when the state’s population was one-third of what it is today. We have nearly 27 million registered drivers in this state, all of whom do not have the same travel destinations.

The Valley does not have the same population density as other regions, meaning transit and bicycle infrastructure is not practical everywhere. We also have a disproportionate number of disadvantaged communities, where the automobile represents the most viable access to educational, career, and recreational opportunities.

Vehicle miles traveled (VMT) reduction is not always possible given the lack of population density, discretionary income, travel patterns/needs, overall practicality of using a bicycle, bus, or train as an option to go to school, work, take kids to soccer practice, or goods to market. VMT is a regressive metric that may disqualify the Madera Region from being competitive for state funding, further hurting disadvantaged communities.

MCTC strongly supports California's climate goals and are deeply committed to improvements to passenger and freight rail systems, GHG and VMT reduction where feasible, and improving public transportation, walking, biking, and other modes of transportation. Our agency is already required to include a sustainable communities strategy in its regional transportation plan, providing for ample coordination with the California Air Resources Board (CARB). We support transportation investments aligned with housing and economic development. While MCTC is in strong support of addressing climate change, success will require creative, flexible, and pragmatic solutions to account for the unique opportunities and challenges that face each MPO. Our suggestions are as follows:

1. Allow Flexibility in State Funding Programs to Address All Modes

SB 1 provides thoughtful, wide-ranging opportunities to address our infrastructure and mobility needs through the various programs that have been enacted. State funding programs should continue to provide flexibility to regions so that they can address all modes as efficiently as possible to maximize safety, mobility, goods movement, and throughput to expedite the response to climate change, especially on the state highway system. We request that smaller urban/rural areas that still need to plan, be recognized to fund and deliver projects on the state highway system that address safety and congestion.

The state must also consider areas where capacity expansion is necessary to address climate adaptation and resiliency or to close gaps on evacuation routes to prepare for natural disasters or other climate events. State Route 99 is the San Joaquin Valley's "main street," serving as the main arterial route for the region and is integral for interstate commerce. Enhancing access and throughput by completing gap closures is essential to help move goods and people in a safe manner. One such gap closure on State Route 99 from Avenue 7 to Avenue 12 will have the additional benefit of providing access to the proposed California High Speed Rail station and the Madera Amtrak station relocation projects and to plan for and establish large-scale multi-modal coordination.

Our regions represent one of the most productive agricultural regions in the nation, if not the world. The San Joaquin Valley annually generates over \$35 billion and produces 25 percent of the nation's food supply. Fresh produce cannot be delayed when going to processing or to market. We have nearly 27 million registered drivers in this state, all of whom do not have the same travel destinations. The state's population has quadrupled since the highway system was built in the 1950s, which has exacerbated the challenge, particularly with 50% of all imports and exports in the nation moving through the Ports of Oakland and Los Angeles/Long Beach and utilizing the San Joaquin Valley's arterials to get goods to market. We must continue to accommodate the sustained growth in goods movement and population (159% increase in the Valley since 1980) and provide pragmatic solutions. Investment in regional goods movement transportation corridors will remain a priority for our region, and heavy truck traffic is

expected to increase, along with our region's population. This necessitates a more balanced planning approach, which supports sustainable economic development across all of California and recognizes the diversity and interconnectedness of all regions, including the San Joaquin Valley.

Recommendation:

Our request is that rather than prioritizing non-capacity inducing projects on the state highway system, we request that state funding programs, particularly the SB 1 competitive programs – Local Partnership Program, Solutions for Congested Corridors, and Trade Corridor Enhancement Program, provide greater flexibility to address all modes of transportation, such as increased funding for grade separations, passenger rail, and active transportation projects, so that state resources are flexible and are used as efficiently as possible to maximize safety, mobility, and throughput, in order to expedite the response to curbing climate change on and off of the state highway system. Augmenting oversubscribed programs, such as the Active Transportation Program (ATP), would also help, but highway capacity must still be considered and not devalued, particularly when it is the only option in some areas to address congestion and safety. We need to complete highway gaps to maximize congestion management, safety, and realize the full benefit of previous investments on antiquated infrastructure to service a 21st century economy.

This is achievable with the \$20 billion net in available General Fund surplus, \$25 billion in funding from the Infrastructure Investment and Jobs Act, and additional prospective surplus from the May Budget Revise. Holding the SHOPP and local streets and roads funding, which are dedicated for maintenance and constitutionally protected, will not help the state achieve air quality objectives.

2. Support Additional Strategies that Reduce Greenhouse Gas Emissions-Not a Cookie Cutter Approach

Population density is an issue in Madera County, which only has two cities (Chowchilla and Madera) and a population under 160,000 over 2,153 square miles. The Bay Area has a population of 6.8 million over 7,300 square miles, Los Angeles County has 10 million people living over 4,700 square miles, and the San Joaquin Valley has 4.3 million people spread out over 27,000 square miles. The Bay Area has nearly 60% more people living in an area a quarter the size of the Valley. Los Angeles County has more than 2.5 times the population over one-sixth of the area.

According to Cal EnviroScreen, the San Joaquin Valley has 7 out of the 10 most disadvantaged communities because the region's density and infrastructure are not compelling to get residents to ditch their car as the primary mode of transportation. The automobile represents the most viable access to educational, career, and recreational opportunities. It is often not feasible for Madera Region residents to take public transportation or ride a bike to go to work, school, or conduct daily activities, such as grocery shopping, taking children to soccer practice, or running other household errands. This makes VMT reduction difficult in some cases. VMT was not intended for rural or suburban areas.

While MCTC fully supports investments in public transportation, transit is not the universal answer to reduce GHGs. Transit ridership was down in 31 metropolitan areas pre-pandemic, including the Bay Area. Most transit systems statewide do not provide 15-minute headway, which is still not convenient for people to conduct daily activities. As of 2017, only 5 percent of all trips in densely populated regions, such as the San Francisco Bay Area, were made using transit. Per-capita transit ridership in the region decreased 12 percent between 1991 and 2016. In FY 2017-18, the Amtrak San Joaquins service carried more than 1.1 million passengers, and 1.5 million passengers boarded the Altamont Corridor Express, a total of 2.6 million passenger trips. Despite this success, it is a fraction of the total number of individual

drivers; and it simply is not realistic or viable to expect that a significant shift to heavy investment in transit (or bike/ped) will be as effective in the Madera Region.

Transit is also expensive to build and operate and is not always a pragmatic or efficient solution for a constituency's daily mobility needs. This is because transit typically lacks flexibility (traditional service is fixed-route service without options for route deviation and schedules), it can be unreliable, or have long headways, and is sometimes limited or non-existent in more remote unincorporated areas.

The widespread impact of COVID-19 on public transportation has exacerbated this predicament due to the shelter in place order and social distancing protocols. Choice riders often utilize transportation network companies, leaving society's most vulnerable, such as seniors, school kids, those on a fixed income and the physically challenged, to cover the cost of operating expenses. Grocery shopping or taking kids to soccer practice is not ideal when waiting for 15-minute headways, at best, which are less frequent in many areas in the Valley. The Valley's transit operators are working tirelessly to provide the most efficient and frequent service possible, particularly for on-demand services, which as costly to provide for the medically challenged, and seniors. The recent passage of AB 149 (Committee on Budget), Chapter 81, Statutes of 2021, provides more flexibility in meeting farebox recovery requirements to maintain, if not expand service, but our residents are price sensitive to fares, which poses a challenge. The emergence of transportation network companies, which provide on-demand, personalized service, has eroded the base of choice riders for our transit system. More investments need to be made into microtransit (frequent vanpools) to make service more frequent for our most vulnerable constituents. Transit investment needs to focus on frequent, accessible, time-saving solutions for the public.

The pandemic's crash course in teleworking has proven to be effective at reducing travel while maintaining the productivity needs of employers and employees in many industries. It demonstrated that technology can be a solution to alleviating traffic congestion, improving air quality and quality of life for families striving to achieve a work-life balance, rather than spending countless hours on the road.

Recommendation:

We ask for continued investments to build out the existing San Joaquins and Altamont Corridor Express systems and bring high-speed rail and ValleyLink in the northern San Joaquin Valley to fruition.

We request that expanded investment in broadband, particularly in underserved areas, to support enhanced telecommuting, and pursuit of additional strategies, such as state support for local implementation of transportation demand management strategies, vanpools, park-and-ride lots, and VMT-mitigation credits, as well as a statewide telework incentive program (starting with the state workforce), which has strong potential to expedite addressing climate change. We appreciate the Legislature's \$6 billion investment into broadband infrastructure approved in the FY 2021-22 State Budget that is intended to improve speed and reliability in rural and lower-income communities, as well as the \$10 billion proposed over the next 6 years, to invest more into zero-emission infrastructure and rebates.

Additionally, our ask is that low-income residents in the Madera Region be considered a priority for rebates for zero-emission vehicle (ZEV) purchases and charging infrastructure deployment as a critical opportunity to help the region realize its air quality and mobility goals. Homes should be retrofitted to have outlets that will accommodate ZEVs. The focus on VMT alone could have the unintended consequence of exacerbating the problem for disadvantaged communities, farmworkers, and laborers where driving is the only option.

Greater incentives for businesses to locate or expand operations in the San Joaquin Valley. Perhaps the development of an Inland port as proposed by the Governor (\$1.2 billion in January FY 22-23 Budget) will help meet this objective. This would reduce GHGs, VMT, and is a greater return on investment than building expensive high-density housing in already densely populated, high-cost metropolitan areas.

Proportionality needs to be applied in the assessment of VMT reduction, which was never intended for rural and suburban jurisdictions. Otherwise, not meeting metrics intended for urban areas will, by default, send all the money to other parts of the state that do not have similar air quality concerns.

3. Support the Will of the Voters to Complete Projects and Maximize Investments

The state always has the ultimate say on what resources are used on its assets, like the state highway system. The San Joaquin Valley has six counties (Fresno, Madera, Merced, San Joaquin, Stanislaus, and Tulare) of 25 statewide with locally voter-approved sales tax measures that include over \$4 billion of investments on the state highway system, which is owned and operated by Caltrans. These measures require comprehensive public engagement, extensive polling, contain diverse investments in multi-modal options, and ultimately require a 2/3 vote for passage so they must appeal to vast constituencies. Our region has made a commitment to the voters and our public to deliver the investments that our expenditure plan promised. A key part of keeping our promises to the voters is to secure state matching funds since each county does not generate enough in local sales tax revenues to make up for the disproportionate cost of delivering projects. This funding gap makes continued access to state funding imperative for delivering a multi-modal range of projects. Our needs and revenue generation are disproportionate to the level of investment that is needed to achieve state and regional targets for improved air quality. Therefore, a strong partnership with the state is essential.

MCTC helped initiate the discussion and worked with our legislative delegation on SB 1 to advocate for the creation of the vehicle registration fee as a carbon-neutral funding source to address congestion and multi-modal options; the creation of the State Rail Assistance Program, dedicating operations funding for passenger rail service; and augmentation of the Transit and Intercity Rail Capital Program. In 2018 voters rejected Proposition 6 (the repeal of SB 1) and supported Proposition 69 (protecting SB 1). It is important to support the intent of the voters to maintain the public trust, by preserving all modes supported in the enactment of SB 1.

Recommendation:

Our request is to maintain the state and local partnership, and maximize the return on previous investments, by allowing for local sales tax measures to continue leveraging state dollars to deliver highway capacity projects, which would also help facilitate public transportation service.

4. Assessing MPO and local government roles and responsibilities

Recommendation:

The inclusion of a broad spectrum of MPOs and local government agencies is imperative in any discussions, recommendations, and decisions regarding specific authorities and institutional structures. These agencies must be at the table and part of the decision-making process involving any proposed changes, including roles, responsibilities, authority over local transportation and land use plans, geographic scope, cross-border relations, board composition, voting rules, assignments of responsibility, and financial capacity. MCTC is opposed to MPO boundary changes and altering governing structures.

5. Report Assessment of Projects included in RTP/SCS

The authors of the report attempted to evaluate the projects contained in the most recent RTP/SCS within the state. It is important to note that some “road” projects contribute to the reduction of ozone precursors, such as particulate matter. For example, shoulder paving projects in the Madera Region reduce particulate matter along rural roads by reducing the amount of dust that is kicked up by vehicles, particularly by larger vehicles, that are hauling agricultural commodities. A secondary use of these paved+ shoulders is that bicycle lanes can be added once enough connected projects are completed.

The MCTC RTP/SCS does include highway projects. State Route 99 is a critical goods movement corridor with gaps in the Madera Region. The inclusion of completing these gaps that only have two lanes in each direction to three lanes is important for safety and the timely movement of goods.

Recommendation:

The report needs to recognize that the inclusion of certain types of “road” projects are still important and critical in rural/agricultural areas of the state and where safe goods movement infrastructure is lacking. One size does not fit all, and some road projects have multimodal benefits that were not analyzed or recognized.

Thank you for your consideration of our comments. We look forward to working with you on issue of great concern. If you have any questions, please feel free to contact our Executive Director, Patricia Taylor, at patricia@maderactc.org or (559) 675-0721.

Sincerely,

Tom Wheeler
Chair

cc: Members of the Strategic Growth Council
The Honorable Frank Bigelow, Assembly Member, 5th District
The Honorable Anna Caballero, Senator, 12th District
The Honorable Adam Gray, Assembly Member, 21st District



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 5-D

PREPARED BY: Dylan Stone, Principal Regional Planner

SUBJECT:

2022 Regional Transportation Plan and Sustainable Communities Strategy Outreach Information

Enclosure: No

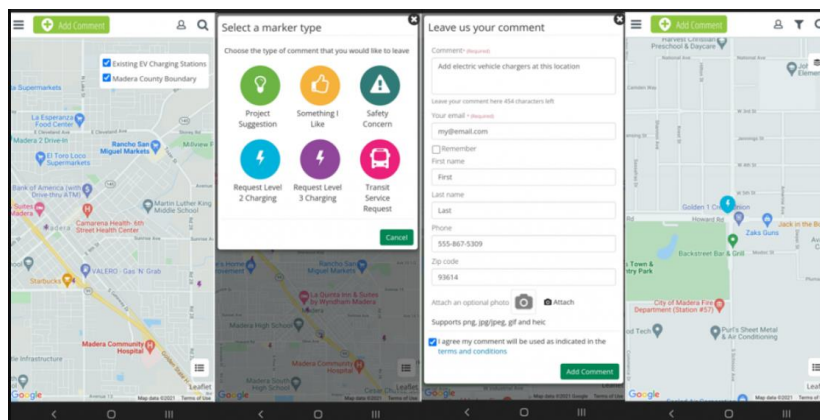
Action: Information and Discussion Only

SUMMARY:

Outreach efforts continue for the 2022 Regional Transportation Plan and Sustainable Communities Strategy. Staff have held several workshops in March and April to inform interested individuals about the planning effort and received feedback from them related to how they believe the plan can be successful in their communities.

Those interested in providing additional feedback for the RTP/SCS development are encouraged to visit the Social Pinpoint web tool. With the tool, specific, location-based feedback, and input about transportation investments in the region can be given. The tool can be accessed from the following link mysocialpinpoint.com/yourmadera2046

The tool allows participants to place pins on a map of Madera County to provide input about where issues exist, where new investments can be directed, and what projects are important for the future. The tool can be accessed via PC, smartphone, or tablet.



Additional information about the Your Madera 2046 effort can be found on the project website located at: www.yourmadera2046.com

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 5-E

PREPARED BY: Dylan Stone, Principal Regional Planner

SUBJECT:

Madera Station Update

Enclosure: Yes

Action: Direct staff to tender a Letter of Support for Fiscal Year 2022 Federal Multimodal Project Discretionary Grant Program application for the Madera Station Project

SUMMARY:

Madera Station Final Design Moving Forward

The San Joaquin Joint Powers Authority (SJIPA) is working with Madera County, Madera County Transportation Commission, and CalSTA to relocate the Madera Amtrak Station to a more accessible location. Additionally, the station would be co-located with a California High-Speed Rail station to allow for direct transfers between the two systems.

SJIPA approved the Madera Station Relocation Project environment review document at the January 22, 2021, Board Meeting and final design is moving forward. SJIPA staff expect to collaborate with CHSRA on a Memorandum of Understanding for the project this spring.

Caltrans Awards \$450,000 Sustainable Transportation Grant to Madera County for Station Area Planning

On April 4, 2022, the California Department of Transportation (Caltrans), Division of Transportation Planning announced Madera County was awarded a Sustainable Transportation Planning Grant. Madera County was awarded \$450,000 for the Madera Station Relocation Transit Area Specific Plan Project.

The project is consistent with and supportive of the goals of the Caltrans Sustainable Transportation Planning Grant Program, Senate Bill 1 requirements, the Madera County General Plan, the Madera State Center Community College Specific Plan (SCCCSP), Federal Railroad Administration (FRA) requirements, as well as the HSR Authority's programmatic and project environmental documents.

Madera County will lead the project in partnership with the City of Madera, Madera County Transportation Commission, San Joaquin Joint Powers Authority (SJIPA), California High-

Speed Rail Authority (CHSRA), and Caltrans. This effort will guide the design and land-use in the vicinity of the station area as well as enable Madera County to promote economic development, encourage station area development, and enhance multi-modal access connections between the station, the City of Madera, Madera Community College, and other surrounding communities throughout Madera County and northern Fresno County.

Fiscal Year 2022 Multimodal Project Discretionary Grant Opportunity

On March 22, 2022, the U.S. Department of Transportation (DOT) issued a joint Notice of Funding Opportunity for Fiscal Year 2022 Multimodal Project Discretionary Grant Opportunity. The joint notice combines three programs into one comprehensive grant solicitation: Nationally Significant Multimodal Freight and Highways Projects – known as the Infrastructure for Rebuilding America (INFRA) – Grant Program; the National Infrastructure Project Assistance – or Megaprojects (Mega) – Grant Program and the Rural Surface Transportation (Rural) Grant Program. The purpose of the program is to support surface transportation projects of national or regional significance, including highway, bridge, intercity passenger rail, railway-highway grade crossing or separation, wildlife crossing, public transportation, marine highway, freight, and multimodal projects. There is \$2.85 billion in total funding available.

The State is planning to submit several MEGA Project Applications through this process, the Madera Station Project being one of them. SJJPA staff will be working with Caltrans and CalSTA on the application through the month of April.

It will be important to back this application with strong support from Madera Region stakeholders. MCTC staff recommends drafting a letter of support soliciting support from local and regional partners for this project's funding application.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.



MADERA COUNTY PUBLIC INFORMATION TEAM

Item 5-5-E.

MADERA COUNTY GOVERNMENT CENTER
200 W. FOURTH STREET / MADERA, CALIFORNIA 93637
(559) 675-7700 / FAX (559) 673-3302 / TDD (559) 675-8970

FOR IMMEDIATE RELEASE:

April 6, 2022

MEDIA CONTACT

Name: Matthew Treber, Chief of Development Services
Department: Community and Economic Development
Email address: matthew.treber@maderacounty.com
Phone: (559) 675-7821

California Department of Transportation (Caltrans) Awards \$450,000 Sustainable Transportation Grant to Madera County

(Madera, Calif.) – Madera County is pleased to announce the receipt of a Sustainable Transportation Planning Grant award of \$450,000 from the California Department of Transportation (Caltrans). The award will be used to develop a Transit Area Specific Plan that will establish a vision for the phased implementation effort to relocate the San Joaquins Madera Station and construct the adjacent future High-Speed Rail (HSR) station. The plan will lead to the creation of new intermodal transit options and future transit-oriented development along the Avenue 12 corridor in southeastern Madera County. The project is consistent with and supportive of the goals of the Caltrans Sustainable Transportation Planning Grant Program, Senate Bill 1 requirements, the Madera County General Plan, the Madera State Center Community College Specific Plan (SCCCSP), Federal Railroad Administration (FRA) requirements, as well as the HSR Authority's programmatic and project environmental documents. Madera County will do the planning work in partnership with the City of Madera, Madera County Transportation Commission, San Joaquin Joint Powers Authority (SJJA), California High-Speed Rail Authority (CHSRA), and Caltrans. This effort will guide the design and land-use in the vicinity of the station area as well as enable Madera County to promote economic development, encourage station area development and enhance multi-modal access connections between the station, the City of Madera, Madera Community College, and other surrounding communities throughout Madera County and northern Fresno County.

“This is an exciting step towards enhancing our current rail connectivity. I believe this is imperative to the success of our cities, our County, Madera Community College, and the residents we serve through smart transit-oriented development,” said Madera County Board of Supervisor Brett Frazier following Monday’s announcement.

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STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 7-A

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

Executive Minutes – March 23, 2022

Enclosure: Yes

Action: Approve March 23, 2022, meeting minutes

SUMMARY:

Attached are the Executive Minutes for the March 23, 2022, Policy Board Meeting.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.

MADERA COUNTY TRANSPORTATION COMMISSION

EXECUTIVE MINUTES

Date: March 23, 2022
Time: 3:00 pm
Place: Madera County Board Chambers

In person and GoToWebinar

Members Present: Vice-Chair Diana Palmer, Council Member, City of Chowchilla
Brett Frazier, Supervisor, County of Madera
Jose Rodriguez, Council Member, City of Madera
Robert Poythress, Supervisor, County of Madera
Alt. Santos Garcia, Mayor, City of Madera

Members Absent: Chairman Tom Wheeler, Supervisor, County of Madera
Cecelia Gallegos, Council Member, City of Madera

Policy Advisory Committee: Above Members, David Padilla, Caltrans District 06, Senior Transportation Planner

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

Vice-Chair Diana Palmer chaired the meeting.

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

No other public comment.

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.

A. Unmet Transit Needs Update

Action: Information and Discussion Only

B. Social Services Transportation Advisory Council (SSTAC) Member Appointment

Action: Appoint Olga Olivia Saucedo-Garcia to the Social Service Transportation Advisor Council, Representing Local Service Provider for Seniors

C. Transformative Climate Communities (TCC) Round 4

Action: Information and Discussion Only

D. Interregional Corridor Stakeholder Meeting – Central Valley North/South Interregional Corridor

Action: Information and Discussion Only

- E. FY 2022 Grants for Buses and Bus Facilities Program and Low or No Emission Grant Program
Action: Information and Discussion Only
- F. Low Carbon Transportation Operations Program (LCTOP) List of Projects FY 2021-22
Action: Approve LCTOP List of Projects, Resolution 22-02
- G. 2022 San Joaquin Valley Blueprint Awards Call for Nominations
Action: Information and Discussion Only
- H. Letter of Support – DRAFT California High Speed Rail Authority Business Plan
Action: Approve submittal of letter
- I. Madera County Short Range Transit Plan FY 2022/2023 to 2026/2027
Action: Approve Final Madera County Short Range Transit Plan FY 2022/2033 to FY 2026/2027 by Resolution 22-03
- J. Continuation of Teleconferenced meetings – Resolution 21-15 Amendment No-6
Action: Approve Continuation of Teleconferenced Meeting by Resolution 21-15 Amendment Not

Transportation Consent Calendar Action on Items A-J.

Upon motion by Commissioner Frazier, seconded by Commissioner Poythress, to approve Transportation Consent Calendar Items A-J. A vote was called, and the motion carried.

Roll call for votes: Commissioner Poythress – Yes
 Commissioner Rodriguez – Yes
 Commissioner Wheeler -Absent
 Commissioner Palmer – Yes
 Commissioner Frazier- Yes
 Commissioner Gallegos – Absent
 Alt. Commissioner Garcia - Yes
 Vote passed 5-0

5. TRANSPORTATION ACTION/DISCUSSION ITEMS

- A. 2022 State Transportation Improvement Program (STIP) and SR 99 Summit Update
Action: Information and Discussion Only

B. AB 285 Report – California Transportation Assessment

Action: Upon motion by Commissioner Poythress, seconded by Commissioner Rodriguez to direct staff to prepare a comment letter addressed to the California Strategic Growth Council on the California Transportation Assessment (AB 285 Report) and encourage the local jurisdictions to submit a comment letter. A vote was called, and the motion carried.

Roll call for votes: Commissioner Poythress – Yes
 Commissioner Rodriguez – Yes
 Commissioner Wheeler -Absent
 Commissioner Palmer – Yes
 Commissioner Frazier- Yes
 Commissioner Gallegos – Absent
 Alt. Commissioner Garcia - Yes
 Vote passed 5-0

C. State Legislative Update: Status on Current Legislation

Action: Upon motion by Commissioner Rodriguez, seconded by Commissioner Frazier to direct staff to prepare two letters in coordination with the SJV Regional Policy Council: Oppose AB 2237 (Friedman) and oppose, unless amended AB 2438 (Friedman); and support staff legislative recommendations, provided by Gus Khouri.

Roll call for votes: Commissioner Poythress – Yes
 Commissioner Rodriguez – Yes
 Commissioner Wheeler -Absent
 Commissioner Palmer – Yes
 Commissioner Frazier- Yes
 Commissioner Gallegos – Absent
 Alt. Commissioner Garcia - Yes
 Vote passed 5-0

D. San Joaquin Valley Regional Policy Council – Valley Voice Sacramento

Action: Information and Discussion Only.

E. San Joaquin Valley 2022 Policy Conference – The Road Ahead

Action: Information and Discussion Only

F. 2022 Regional Transportation Plan and Sustainable Communities Strategy Outreach Information

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 Frazier, seconded by Commissioner Poythress 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 Poythress – Yes
Commissioner Rodriguez – Yes
Commissioner Wheeler -Absent
Commissioner Palmer – Yes
Commissioner Frazier – Yes
Commissioner Gallegos – Absent
Alt. Commissioner Garcia - Yes
Vote passed 5-0

7. ADMINISTRATIVE CONSENT ITEMS

A. Approval of Executive Minutes of the February 23, 2022, Regular Meeting.

Action: Approve Minutes of the February 23, 2022, Regular Meeting

B. Transportation Development Act (LTF) – Allocation, Resolution 20-08 Amendment No. 4

Action: Approve Resolution 20-08 Amendment No. 4

Approval Administrative Consent Calendar Action A-B

Action: Upon motion by Commissioner Poythress, seconded by Commissioner Frazier, to approve the Administrative Consent Calendar Items A- B vote was called, and the motion carried.

Roll call for votes: Commissioner Poythress – Yes
Commissioner Rodriguez – Yes
Commissioner Wheeler -Absent
Commissioner Palmer – Yes
Commissioner Frazier – Yes
Commissioner Gallegos – Absent
Alt. Commissioner Garcia - Yes

Vote passed 5-0

8. ADMINISTRATIVE ACTION/DISCUSSION ITEMS

A. FY 2021-22 Overall Work Program and Budget – Amendment No. 3

Action: Upon motion by Commissioner Poythress, seconded by Commissioner Frazier, to approve Overall Work Program and Budget – Amendment No. 3. A vote was called, and the motion carried.

Roll call for votes: Commissioner Poythress – Yes
Commissioner Rodriguez – Yes
Commissioner Wheeler - Absent
Commissioner Palmer – Yes
Commissioner Brett Frazier – Yes
Commissioner Gallegos – Absent
Alt. Commissioner Garcia - Yes
Vote passed 5-0

MCTC SITTING AS THE MADERA COUNTY 2006 TRANSPORTATION AUTHORITY

9. AUTHORITY – ADMINISTRATIVE CONSENT ITEMS

A. FY 2022-23 Measure T Estimated Allocations

Action: Information and Discussion Only

B. Continuation of Teleconferenced Meetings – Resolution 21-1 Amendment No. 6

Action: Approve Continuation of Teleconferenced Meetings by Resolution 21-1 Amendment No. 6

Approval Consent Calendar Action A - B

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

Roll call for votes: Commissioner Poythress – Yes
Commissioner Rodriguez – Yes
Commissioner Wheeler - Absent
Commissioner Palmer – Yes
Commissioner Brett Frazier – Yes

Commissioner Gallegos – Absent
Alt. Commissioner Garcia - Yes
Vote passed 5-0

10. AUTHORITY – ACTION/DISCUSSION ITEMS

None.

OTHER ITEMS

11. MISCELLANEOUS

A. Items from Caltrans

David Padilla, Caltrans District 06, Senior Transportation Planner, provided a brief update on State Highway projects in Madera County.

B. Items from Staff

Patricia Taylor, Executive Director, provided the following comments:

- Recognized and congratulated the City of Madera on their successful Clean California Grant
- Thanked Sandy Ebersole for her work on revamping the MCTC Overall Work Program document

D. Items from Commissioners

This time was reserved for the Commissioners to inquire about specific projects.

12. CLOSED SESSION

13. ADJOURNMENT

Meeting adjourned at 4:43 p.m.

Next meeting scheduled for Wednesday, April 20, 2022

Respectfully Submitted,



Patricia S. Taylor
Executive Director
Madera County Transportation Commission



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 7-B

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

MCTC Financial and Transportation Development Act Fund Audit for Fiscal Year ended June 30, 2021

Enclosure: Yes

Action: Accept MCTC Financial and TDA Fund Audit for FY ended June 30, 2021

SUMMARY:

The Audit Report of MCTC Administrative and Planning Grant Funds and TDA Funds for FY 2020-21 has been prepared by Price, Paige, & Company Accountancy Corporation. The independent auditor's report expressed an unmodified opinion on the financial statements of the Commission, an unmodified opinion on the financial statements of the Commission, and an unmodified opinion on the independent auditor's report for compliance of major programs.

MCTC staff is pleased to report that the auditor did not note any adverse findings.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.

**MADERA COUNTY TRANSPORTATION
COMMISSION**

FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
JUNE 30, 2021**

JUNE 30, 2021

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JUNE 30, 2021

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The Place to Be

INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Madera County Transportation Commission
Madera, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the General Fund, and the aggregate remaining fund information of Madera County Transportation Commission (the Commission), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

570 N. Magnolia Avenue, Suite 100
Clovis, CA 93611
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fax 559.299.2344

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the General Fund, and the aggregate remaining fund information of the Commission, as of June 30, 2021, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4–9 and 36–37 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The fiduciary funds combining statements and other schedules as listed in the table of contents (supplementary information) are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The supplementary information and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information and the schedule of expenditures of federal awards 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 March 31, 2022, on our consideration of the Commission'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 Commission'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 Commission's internal control over financial reporting and compliance.

Price Pange & Company

Clovis, California
March 31, 2022

MANAGEMENT'S DISCUSSION AND ANALYSIS

**MADERA COUNTY TRANSPORTATION COMMISSION
MANAGEMENT’S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

Item 7-7-B.

As management of the Madera County Transportation Commission (the “Commission”), we offer readers of the Commission’s financial statements this narrative overview and analysis of the financial activities of the Commission for the fiscal year ended June 30, 2021. We encourage the readers to consider the information presented here in conjunction with the Commission’s financial audit.

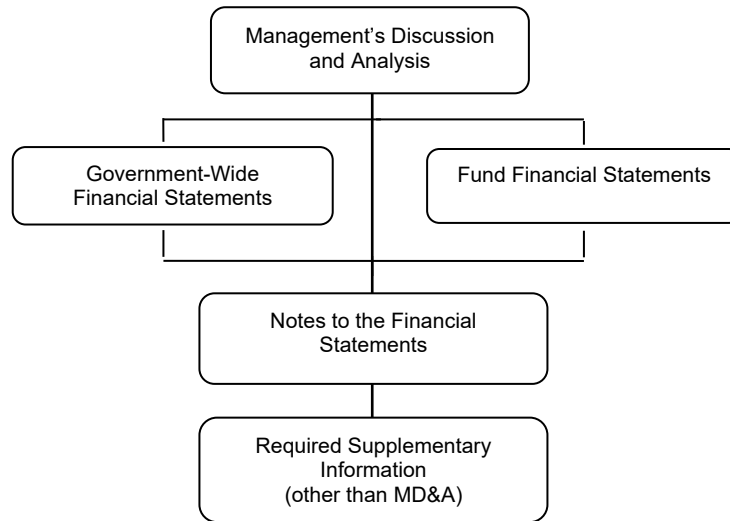
Financial Highlights

- ◆ The assets of the Commission exceeded its liabilities at the close of the fiscal year by \$805,275 (net position).
- ◆ The Commission’s total net position for the fiscal year ended June 30, 2021, decreased by \$214,583 primarily due to higher than expected expenditures.
- ◆ As of the close of the current fiscal year, the Commission’s governmental fund reported an ending fund balance of \$871,005, a decrease of \$165,819 in comparison with the prior year. Approximately \$835,470 is available for spending at the Commission’s discretion (assigned fund balance).

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Commission’s basic financial statements. The Commission’s basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements (see Figure 1). This report also contains other supplementary information in addition to the basic financial statements themselves.

**Required Components of Annual Financial Report
Figure 1**



Basic Financial Statements

The first two statements in the basic financial statements are **Government-Wide Financial Statements**. They provide both short and long-term information about the Commission's financial status.

The next statements are **Fund Financial Statements**. These statements focus on the activities of the individual parts of the Commission's government. These statements provide more detail than the government-wide statements. There are two parts to the Fund Financial Statements: 1) the governmental fund statements and 2) the fiduciary and agency fund statements.

The next section of the basic financial statements is the **Notes**. The notes to the financial statements explain in detail some of the data contained in those statements. After the notes, **supplementary information** is provided to show details about the Commission's non-major governmental funds which are added together in one column on the basic financial statements. Budgetary information required by the General Statutes also can be found in this part of the statements.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the Commission's finances, in a manner like a private-sector business, and consist of the following two statements:

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

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

The government-wide financial statements report on the function of the Commission that is principally supported by local, state, and federal funding. The Commission's function is to foster intergovernmental coordination; undertake comprehensive regional planning with an emphasis on transportation issues; provide a forum for citizen input into the planning process; and to provide technical services to its member agencies (City of Madera, County of Madera, and the City of Chowchilla). In all these activities, the Commission works to develop a consensus among its members with regards to multi-jurisdictional transportation issues.

The government-wide financial statements can be found on pages 12 through 13 of this report.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Madera County Transportation Commission, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**MADERA COUNTY TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

Item 7-7-B.

Governmental Funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, tax revenue fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

The basic governmental fund financial statements can be found on pages 16 through 19 of this report.

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

Fiduciary Trust Funds. Trust funds are used to account for resources held for the benefit of parties outside the Commission. The Commission has six trust funds (STA, LTF, RSTP, PTMISEA, SGR, and LCTOP). Trust funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Commission's programs.

The basic trust fund financial statements can be found on pages 20 through 21 of this report.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

The notes to the financial statements can be found on pages 24 through 34 of this report.

Other Information. This report also presents certain required supplemental information concerning compliance with the Commission's annual budget for the general fund which is the Commission's main operating fund. This information and associated notes immediately follow the basic financial statements and their accompanying notes.

**MADERA COUNTY TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

Item 7-7-B.

Government-Wide Financial Analysis

Below is a summary of the government-wide financial statements for the fiscal year ended June 30, 2021.

Net position may serve over time as a useful indicator of a government's financial position. In the case of the Commission, assets exceeded liabilities by \$805,275 at the close of the fiscal year 2020-2021.

**MCTC Net Position
Figure 2**

	2021	2020
Current and other assets	\$ 1,097,154	\$ 1,263,489
Capital assets, net	9,900	13,486
Total assets	1,107,054	1,276,975
Long-term liabilities	75,630	65,863
Other liabilities	226,150	191,254
Total liabilities	301,780	257,117
Net position:		
Net investment in capital assets	9,900	13,486
Unrestricted	795,375	1,006,372
Total net position	\$ 805,275	\$ 1,019,858

**MADERA COUNTY TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

Item 7-7-B.

**MCTC Changes in Net Position
Figure 3**

	2021	2020
Revenues:		
Program revenues:		
Charges for Services	\$ 365,330	\$ 378,778
Operating grants and contributions	1,114,284	1,055,400
General revenues:		
Investment income	1,197	7,641
Total revenues	1,480,811	1,441,819
Expenses:		
Transportation planning	1,695,394	1,668,210
Total expenses	1,695,394	1,668,210
Change in net position	(214,583)	(226,391)
Net position - beginning	1,019,858	1,246,249
Net position - ending	\$ 805,275	\$ 1,019,858

Governmental Activities: The Commission's net position decreased by \$214,583 for the fiscal year ended June 30, 2021. The Figure 3 table above indicates the changes in net position for governmental activities. The key element of this decrease is primarily attributable to higher than expected expenditures. Budget and fund financial statements reflect the modified accrual basis of accounting under U.S. generally accepted accounting principles. Under this approach, capital assets purchased and debt principal payments are recorded as expenditures. Further, revenues are accrued if measurable and available within the Commission's availability period established at 90 days. Conversely, the statement of activities is reported under the accrual basis of accounting, which capitalizes capital asset purchases, reduces liabilities by principal payments and recognizes revenues collected after the 90-day period.

The Commission's Fund

As the Commission completed this year, our governmental funds reported a combined liabilities and fund balance of \$1,097,155 which is a decrease of \$166,334 from last year due to higher than expected expenditures.

General Fund Budgetary Highlights

During the fiscal year, the Commission revised the budget on three occasions. Generally, budget amendments fall into one of three categories: 1) amendments made to adjust the estimates that are used to prepare the original budget ordinance once exact information is available; 2) amendments made to recognize new funding amounts from external sources, such as Federal and State grants; and 3) increases in appropriations that become necessary to maintain services.

**MADERA COUNTY TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

Item 7-7-B.

The Commission adopts an annual budget for its General Fund. The budget is a legally adopted document that incorporates input from the Technical Advisory Committee, the management of the Commission, and the decisions of the Policy Board about which services to provide and how to pay for them. It also authorizes the Commission to obtain funds from identified sources to finance these current period activities. The budgetary statement provided for the General Fund demonstrates how well the Commission complied with the budget ordinance whether the Commission succeeded in providing the services as planned when the budget was adopted. The budgetary comparison statement uses the budgetary basis of accounting.

During the year there was a \$496,838 increase in revenue between the original budget and the final budget for the General Fund primarily as a result of higher planned expenditures. Actual revenues were more than the final budget by \$97,421 and expenditures were less than the final budget by \$227,579. The net effect of these differences results in a change in fund balance in the general fund of \$165,819.

Long-Term Obligations

At the end of 2021, the Commission had \$75,630 in debt outstanding. The debt consisted of compensated absences (see Note 5).

Contacting Madera County Transportation Commission's Financial Manager

This financial report is designed to provide federal and state oversight agencies, taxpayers, and creditors with a general overview of Madera County Transportation Commission's finances and to demonstrate Madera County Transportation Commission's accountability for the money it receives. Additional financial information can be obtained by contacting Patricia S. Taylor, Executive Director, Madera County Transportation Commission, 2001 Howard Road, Suite 201, Madera, California 93637.

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GOVERNMENT-WIDE FINANCIAL STATEMENTS

**MADERA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF NET POSITION
JUNE 30, 2021**

Item 7-7-B.

	Governmental Activities
ASSETS	
Cash and investments	\$ 251,758
Due from other governments	809,861
Prepaid expenses	35,535
Capital assets:	
Depreciable, net	9,900
Total assets	1,107,054
LIABILITIES	
Accounts payable	32,738
Unearned revenue	170,441
Accrued liabilities	22,971
Long-term liabilities:	
Portion payable within one year:	
Compensated absences	9,834
Portion payable after one year:	
Compensated absences	65,796
Total liabilities	301,780
NET POSITION	
Net investment in capital assets	9,900
Unrestricted	795,375
Total net position	\$ 805,275

**MADERA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021**

Item 7-7-B.

		Program Revenues	Net (Expense) Revenue and Changes in Net Position	
Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities	
Functions/Programs				
Governmental activities:				
Transportation planning	\$ 1,695,394	\$ 365,330	\$ 1,114,284	\$ (215,780)
Total governmental activities	<u>\$ 1,695,394</u>	<u>\$ 365,330</u>	<u>\$ 1,114,284</u>	<u>(215,780)</u>
General revenues:				
Investment income			<u>1,197</u>	
Total general revenues			<u>1,197</u>	
Change in net position			(214,583)	
Net position - beginning			<u>1,019,858</u>	
Net position - ending			<u>\$ 805,275</u>	

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FUND FINANCIAL STATEMENTS

**MADERA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
GOVERNMENTAL FUND
JUNE 30, 2021**

Item 7-7-B.

	<u>General Fund</u>
ASSETS	
Cash and investments	\$ 251,758
Due from other governments	809,861
Prepaid expenses	35,535
Total assets	\$ 1,097,154
LIABILITIES	
Accounts payable	\$ 32,738
Accrued liabilities	22,971
Unearned revenue	170,441
Total liabilities	226,150
FUND BALANCE	
Nonspendable:	
Prepaid expenses	35,535
Assigned:	
Transportation planning	835,470
Total fund balance	871,005
Total liabilities and fund balance	\$ 1,097,155

**MADERA COUNTY TRANSPORTATION COMMISSION
RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET
TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION
JUNE 30, 2021**

Item 7-7-B.

Amounts reported for governmental activities in the statement of net position are different because:

Fund balance - governmental fund		\$	871,005
Capital assets used in governmental activities are not financial resources, and therefore, are not reported in the governmental fund.			
Cost of capital assets	43,696		
Accumulated depreciation	(33,796)		9,900
Compensated absences are not due and payable in the current period and, therefore, are not reported as liabilities in the governmental fund.			
			(75,630)
Net position of governmental activities		\$	805,275

**MADERA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUND
FOR THE YEAR ENDED JUNE 30, 2021**

Item 7-7-B.

	General Fund
REVENUES	
Aid from federal government	\$ 788,892
Aid from state government	325,392
Charges for services	400,741
Interest revenue	1,197
Total revenues	1,516,222
EXPENDITURES	
Current:	
Transportation:	
Salaries and benefits	993,961
Planning and administration	488,134
Supplies and services	199,946
Total expenditures	1,682,041
Net change in fund balance	(165,819)
Fund balance - beginning	1,036,824
Fund balance - ending	\$ 871,005

**MADERA COUNTY TRANSPORTATION COMMISSION
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF THE GOVERNMENTAL FUND TO THE
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021**

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balance - governmental fund	\$ (165,819)
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeds depreciation expense in the current year.	(3,586)
In the statement of activities, compensated absences expenses are measured by the amounts earned during the year. In governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially the amounts paid).	(9,767)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenue in the funds.	<u>(35,411)</u>
Change in net position of governmental activities	<u>\$ (214,583)</u>

**MADERA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF FIDUCIARY NET POSITION
PRIVATE-PURPOSE TRUST FUNDS
JUNE 30, 2021**

Item 7-7-B.

ASSETS

Investments	\$ 19,517,259
Due from other governments	<u>3,459,917</u>
Total assets	<u>22,977,176</u>

LIABILITIES

Due to local agencies	<u>4,387,230</u>
Total liabilities	<u>4,387,230</u>

NET POSITION

Restricted for:	
Other governments	<u>18,589,946</u>
Total net position	<u>\$ 18,589,946</u>

**MADERA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
PRIVATE-PURPOSE TRUST FUNDS
FOR THE YEAR ENDED JUNE 30, 2021**

Item 7-7-B.

ADDITIONS	
Sales tax	\$ 5,574,492
Intergovernmental	3,291,698
Investment earnings	<u>81,352</u>
Total additions	<u>8,947,542</u>
 DEDUCTIONS	
Administration expense	231,619
LTF claims paid	3,030,481
STA distributions	829,941
PTMISEA distributions	67,252
RSTP distributions	<u>1,320,585</u>
Total deductions	<u>5,479,878</u>
Net increase (decrease) in fiduciary net position	3,467,664
Net position - beginning	<u>15,122,282</u>
Net position - ending	<u><u>\$ 18,589,946</u></u>

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NOTES TO THE BASIC FINANCIAL STATEMENTS

MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

Item 7-7-B.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Scope of Financial Reporting Entity

The Madera County Transportation Commission (the Commission) is the Regional Transportation Planning Agency for Madera County. The Commission's members are the County of Madera, City of Madera, and the City of Chowchilla. The Commission's role is to foster intergovernmental coordination, undertake comprehensive regional planning with an emphasis on transportation issues, provide a forum for citizen input into the planning process and to provide technical services to its member agencies. In all these activities, the Commission works to develop a consensus among its members with regards to multijurisdictional transportation issues. The Commission is the Regional Transportation Planning Agency (RTPA) for Madera County. In addition, the Commission also serves as staff for the Madera County Transportation Authority, which administers funding collected as part of the Measure T transportation funding initiative. As the designated RTPA, the Commission is responsible for a wide variety of actions supporting a continuous, comprehensive and coordinated planning process. In this regard, the Commission is responsible for the development of a Regional Transportation Plan (RTP) and Regional Transportation Improvement Plan (RTIP). As the RTPA, the Commission is also responsible for administering Transportation Development Act (TDA) funds, State Transit Assistance (STA) funds, Local Transportation Funds (LTF), and other transportation-related funds, as well as identifying regionally significant projects and developing funding strategies to address them. As the RTPA, the Commission is responsible for outlining and implementing transit plans that align with the Regional Transportation Plan Guidelines so as to ensure the region continues to receive federal and state funding for ongoing public transportation development. The Commission Board of Commissioners is comprised of three members from the Madera County Board of Supervisors, two members from the Madera City Council, and one member from the Chowchilla City Council.

Basic Financial Statements

The basic financial statements consist of the following:

- ◆ Government-wide financial statements
- ◆ Fund financial statements
- ◆ Notes to the basic financial statements

The government-wide financial statements consist of the statement of net position and the statement of activities, and report information on all of the non-fiduciary activities of the primary government and its component units if applicable. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. All internal balances in the statement of net position have been eliminated.

Both of the government-wide financial statements distinguish functions of the Commission that are principally supported by taxes and intergovernmental revenues (governmental activities).

The statement of activities demonstrates the degree to which the direct and indirect expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or activity. Indirect expenses are allocated based on the annual cost allocation plan. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or activity; and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Other items, not properly included among program revenues, are reported instead as general revenues.

Separate fund financial statements are provided for the General Fund and fiduciary funds, even though the latter are excluded from the government-wide financial statements.

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting and Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary funds financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Commission considers revenues to be available if they are collected within 90 days of the end of the current fiscal period. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met. Expenditures are recorded when the related liability is incurred, except for compensated absences and claims and judgments, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds.

The fund financial statements provide information about the Commission’s individual funds including the general fund and fiduciary funds. Separate statements for each fund category are presented. The balance sheet and the statement of revenues, expenditures and changes in fund balances focus on the presentation of a major governmental fund, the General Fund. These two statements are used to report information regarding the Commission’s own operations and programs. The statement of fiduciary net position and the statement of changes in fiduciary net position provide information regarding the sales tax proceeds, aid from the State Government, and related disbursements. Disbursements of the trust funds during the fiscal year ended June 30, 2021, were made to the Cities of Madera and Chowchilla and the County of Madera.

The accounts of the Commission are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The Commission reports the following major governmental fund:

General Fund – the Commission’s primary operating fund. It accounts for all the financial resources and the legally authorized activities of the Commission except those required to be accounted for in other specialized funds.

Additionally, the Commission reports the following fiduciary fund:

Private-purpose Trust Fund – used to account for Local Transportation Funds, State Transit Assistance Funds, Regional Surface Transportation Funds, State of Good Repair Fund, Low Carbon Transit Operations Program Fund, and Public Transportation Modernization, Improvement, and Service Enhancement Account Funds held by the Commission in a trustee capacity.

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Investments

The Commission deposits all funds received in the County of Madera (The County) Treasury and advances funds monthly from the Treasury to a commercial checking account to cover expenditures.

Deposits with Financial Institutions

Deposits with financial institutions are fully insured or collateralized by securities in the government's name.

Deposits with the Madera County Treasury

Funds in the County Treasury participate in the County's pooled investments, an external investment pool. The County Treasurer invests the Commission's excess cash in an external investment pool on behalf of the Commission and other governments maintaining cash in the County Treasury. The County apportions a part of the interest earned on pooled investments on the basis of the fund's average balance. Investment policies and associated risk factors applicable to the Madera County Transportation Commission are those of the County of Madera. All of the County's investments in securities are insured, registered, or are held by the County or its agents in the County's name.

The County of Madera Board of Supervisors exercises primary oversight responsibility for the County of Madera's investments. The County Treasurer manages the portfolio and reports results to the Board. A Madera County Oversight Committee consisting of the County Treasurer and Auditor-Controller and a third member representing the County schools (the primary external pool participant) also monitors the Treasury's investment on a regular basis. No regulatory agency outside of the County of Madera exercises any regulatory responsibilities over the County's investments. The County's pool is not registered with the SEC as an investment company.

Capital Assets

Capital assets are reported in the government-wide financial statements. Capital assets are defined by the Commission as assets with an estimated useful life in excess of one year. The Commission's policy has set the capitalization threshold at \$5,000.

When purchased, such assets are recorded as expenditures in the governmental fund. The valuation basis for capital assets is historical cost, or where historical cost is not available, estimated historical cost based on replacement cost. Donated capital assets are capitalized at estimated fair market value on the date donated.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Computer equipment	5 to 10 years
Office furniture and equipment	5 to 10 years
Traffic monitoring equipment	5 to 10 years
Computer software	5 years

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Interfund Balances

On fund financial statements, receivables and payables resulting from short-term interfund loans are classified as "interfund receivables/payables." These amounts are eliminated in the governmental activities column of the statement of net position.

Accounts Payable

Accounts payable reported on the financial statements of the Commission are amounts that are due and payable at year-end and, thereby, accrued as an expense and liability. Accounts payable primarily consist of professional and specialized services and office expenses.

Unearned Revenue

Unearned revenue is that for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. The Commission typically records unearned revenues related to intergovernmental revenues (primarily grants and subventions) received but not earned (qualifying expenditures not yet incurred).

Unavailable Revenue

On the governmental fund financial statements, unavailable revenue is recorded when transactions have not yet met the revenue recognition criteria based on the modified accrual basis of accounting. The Commission records unavailable revenue for transactions for which revenues have been earned but are not available to meet current financial obligations.

Compensated Absences

Compensated absences are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the government-wide statement of net position. Earned compensated absences are made up of accrued vacation payable and vested accrued sick leave payable as determined by policy established by the Board of Commissioners. The Commission's policy states that accrued vacation must be paid in full, up to a maximum accrual amount ranging from 240 to 360 hours, depending on the number of years of service. Accrued sick leave is paid on a percentage basis on number of years in service.

Overhead

Administrative and office overhead is allocated to each project on the basis of the Commission's approved indirect cost rate. Professional and specialized services are charged directly to the applicable project.

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021**

Item 7-7-B.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance Classification

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Commission is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- Nonspendable – This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact.
- 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 Commissioners. These amounts cannot be used for any other purpose unless the Board of Commissioners remove or change 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 Commission’s intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board of Commissioners or through the Board of Commissioners delegating this responsibility to the Commission Manager through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund.
- Unassigned – This classification includes amounts that have not been assigned to other funds or restricted, committed or assigned to a specific purpose within the Commission.

The Commission generally uses restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

Net Position

In government-wide financial statements, net position is reported in three categories as follows:

- Net Investment in Capital Assets – This amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt that attributed to the acquisition, construction, or improvements of the assets.
- Restricted – This amount is restricted by external creditors, grantors, contributors, or laws or regulations of other governments.
- Unrestricted – This amount is all net position that does not meet the definition of “net investment in capital assets” or “restricted”.

When an expense is incurred for purposes for which both restricted and unrestricted net position are available, the Commission generally applies restricted net position first.

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021**

Item 7-7-B.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Management Estimates

The preparation of the basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 2 – CASH AND INVESTMENTS

Cash and investments as of June 30, 2021 are classified in the accompanying financial statements as follows:

Statement of Net Position:	
Cash and investments	\$ 251,758
Fiduciary Funds:	
Investments	<u>19,517,259</u>
Total cash and investments	<u>\$ 19,769,017</u>

Cash and investments as of June 30, 2021 consist of the following:

Deposits with financial institutions	\$ 207,622
Investments	<u>19,561,395</u>
Total cash and investments	<u>\$ 19,769,017</u>

Investments Authorized by the California Government Code and the Commission’s Investment Policy

The table below identifies the investment types that are authorized for the Commission by the California Government Code (or the Commission’s investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the Commission’s investment policy, where more restrictive) 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
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker’s Acceptances	180 days	None	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	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021**

Item 7-7-B.

NOTE 2 – CASH AND INVESTMENTS (Continued)

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates.

Information about the sensitivity of the fair values of the Commission’s investments to market rate fluctuations is provided by the following table that shows the distribution of the Commission’s investments by maturity:

<u>Investment Type</u>	<u>Amount</u>	<u>Remaining Maturity (in Months) 12 Months or Less</u>
Governmental Activities:		
County Investment Pool	\$ 19,561,395	\$ 19,561,395
Total	<u>\$ 19,561,395</u>	<u>\$ 19,561,395</u>

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the Commission’s investment policy, and the actual rating as of year-end for each investment type. The column marked “exempt from disclosure” identifies those investment types for which GASB 40 does not require disclosures as to credit risk.

<u>Investment Type</u>	<u>Amount</u>	<u>Exempt from Disclosure</u>
Governmental Activities:		
County Investment Pool	\$ 19,561,395	\$ 19,561,395
Total	<u>\$ 19,561,395</u>	<u>\$ 19,561,395</u>

Custodial credit risk does not apply to a local government’s indirect investment in securities through the use of mutual funds or government investment pools. The County of Madera issues a financial report that includes custodial risk disclosures for the County investment pool. The report may be obtained by writing to the Office of the Auditor-Controller/Treasurer-Tax Collector, 200 West 4th Street #2300, Madera, California 93637.

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021**

NOTE 2 – CASH AND INVESTMENTS (Continued)

Concentration of Credit Risk

The investment policy of the Commission contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. The Commission's potential losses from credit risk are increased if a significant portion of its resources are invested in a single issuer. Investments issued by or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments are exempt from these limitations. At June 30, 2021, the Commission did not have any investments in any one issuer that is not exempt that represents 5% or more of the total investments.

Custodial Credit Risk

The carrying amount of the Commission's cash deposit was \$207,623 at June 30, 2021. The bank balance at June 30, 2021 was \$265,614 the total amount of which was insured and/or collateralized with securities held by the pledging financial institutions in the Commission's name as described below.

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the Commission's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits:

The California Government Code requires that a financial institution secure deposits made by state or local government units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure Commission deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits.

Investment Valuation

The Commission categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The Commission's only investments, which are allocated at fair value, are in the County's pooled investments. The County invests in numerous types of investments ranging all levels in the fair value hierarchy. Accordingly, it is not an investment type that can be categorized in any particular level in the fair value hierarchy.

NOTE 3 – SUMMARY OF RELATED PARTY TRANSACTIONS

The Madera County Transportation Commission maintains the Madera County Transportation Authority's (the Authority) accounting records and incurs various administrative and other expenses on behalf of the Authority. These expenses incurred by the Authority to the Commission in fiscal year 2021 totaled \$145,498. The total receivable from the Authority was \$152,935 for the year ended June 30, 2021.

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021**

Item 7-7-B.

NOTE 4 – CAPITAL ASSETS

The following is a summary of changes in capital assets:

	Balance June 30, 2020	Additions	Deletions	Balance June 30, 2021
Capital assets being depreciated:				
Computer equipment	\$ 6,672	\$ -	\$ -	\$ 6,672
Computer software	16,500	-	-	16,500
Office furniture and equipment	16,606	-	-	16,606
Traffic monitoring equipment	3,918	-	-	3,918
 Total capital assets being depreciated	 43,696	 -	 -	 43,696
 Less accumulated depreciation for:				
Computer equipment	(6,672)	-	-	(6,672)
Computer software	(3,300)	(3,300)	-	(6,600)
Office furniture and equipment	(16,320)	(286)	-	(16,606)
Traffic monitoring equipment	(3,918)	-	-	(3,918)
 Total accumulated depreciation	 (30,210)	 (3,586)	 -	 (33,796)
 Total capital assets, net	 \$ 13,486	 \$ (3,586)	 \$ -	 \$ 9,900

Depreciation expense of \$3,586 was charged to transportation planning function on the statement of activities.

NOTE 5 – COMPENSATED ABSENCES

As of June 30, 2021, compensated absences payable are as follows:

	Balance June 30, 2020	Additions	Deletions	Balance June 30, 2021	Due Within One Year
Compensated absences	\$ 65,863	\$ 55,472	\$ (45,705)	\$ 75,630	\$ 9,834

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021**

NOTE 6 – OPERATING LEASES

The Commission conducts its operations from a leased facility under a non-cancelable operating lease expiring in January 31, 2023. The Commission also leases certain office equipment under non-cancelable operating leases expiring in February 2022 and June 2025.

The following is a schedule of future minimum operating lease payments:

<u>Year ending June 30:</u>	<u>Principal</u>
2022	\$ 74,558
2023	41,264
2024	846
2025	<u>846</u>
Total	<u>\$ 117,514</u>

Total rental expense for all operating leases for the year ended June 30, 2021 was \$77,418.

NOTE 7 – DEFINED CONTRIBUTION EMPLOYEE RETIREMENT BENEFIT PLAN

The Commission provides retirement benefits for all of its full-time employees through a defined contribution plan created in accordance with Internal Revenue Code (IRC) Section 401(a), which is being administered by I.C.M.A. Retirement Corporation (the Plan). In addition to the employer-defined contribution, the employees may elect to make contributions to a deferred compensation plan created in accordance with IRC Section 457. The Plan permits employees to defer a minimum of 7.5% of the salaries until future years. The maximum amount an employee may defer is the lesser of 100% of annual gross salary or \$18,000. Under the 401(a) plan the employer contributes 15% of the employee's gross salary. Vesting in the 401(a) plan occurs immediately. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. Employees, though, may obtain loans from the 401(a) plans secured by their individual contributions and accumulated earnings.

The Commission's total payroll eligible for pension benefits for the year ended June 30, 2021 was \$680,899. The Commission's contributions were calculated using the base salary amount of \$680,899 for the fiscal year ended June 30, 2021. The Commission recognized pension expense of \$101,715 for the year ended June 30, 2021.

The Commission had no liability to the Plan at June 30, 2021.

NOTE 8 – CONTINGENCIES

Grants

Grants have been received by the Commission for specific purposes that are subject to review and audit by grantor agencies. Such audits could lead to a request for reimbursement for costs disallowed under the terms of the grants. The amount, if any, of costs that may be disallowed by the granting agencies cannot be determined at this time.

MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 8 – CONTINGENCIES (Continued)

COVID-19

On March 11, 2020 the World Health Organization declared the outbreak of a coronavirus, COVID-19, a pandemic. Accordingly, some functions of MCTC's operations have been limited to protect the health and safety of its employees. The financial impact that could occur as a result of the pandemic is unknown at this time.

NOTE 9 – PROPOSITION 1B (PTMISEA) FUNDING

The Commission receives Proposition 1B (PTMISEA) funding on behalf of transit agencies for approved capital projects. During the fiscal year ended June 30, 2021, the Commission did not receive Proposition 1B funds and expended \$67,252 from prior year allocations. These funds are held in an interest-bearing account and have earned interest of \$13,028 for the year ended June 30, 2021.

NOTE 10 – LCTOP FUNDING

The Commission receives funding from the Low Carbon Transit Operations Program (LCTOP) on behalf of transit agencies to provide operating and capital assistance to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. During the fiscal year ended June 30, 2021, the Commission received LCTOP funds of \$168,166 and did not have any expenditures. These funds are held in an interest-bearing account and have earned interest of \$3,637 for the year ended June 30, 2021.

NOTE 11 – RSTP FUNDING

The Commission receives Regional Surface Transportation Program (RSTP) funding on behalf of local agencies for enhancing, repairing, maintaining, rebuilding, and rehabilitating the transportation infrastructure. During the fiscal year ended June 30, 2021, the Commission received RSTP funds of \$1,769,959 and expended \$1,320,585. These funds are held in an interest-bearing account and have earned interest of \$16,848 for the year ended June 30, 2021.

NOTE 12 – SGR FUNDING

The Commission receives funding from the State of Good Repair (SGR) Program on behalf of local agencies for transit maintenance, rehabilitation and capital projects. During the fiscal year ended June 30, 2021, the Commission received SGR funds of \$234,348 and did not have any expenditures. These funds are held in an interest-bearing account and have earned interest of \$3,055 for the year ended June 30, 2021.

NOTE 13 – IMPLEMENTATION OF GASB PRONOUNCEMENT

MCTC has adopted the provisions of the Governmental Accounting Standards Board (GASB) Statement No. 84, Fiduciary Activities, which became effective during the year ended June 30, 2021. The intention of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported.

REQUIRED SUPPLEMENTARY INFORMATION

**MADERA COUNTY TRANSPORTATION COMMISSION
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2021**

Item 7-7-B.

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
REVENUES				
Aid from federal government	\$ 72,993	\$ 84,462	\$ 788,892	\$ 704,430
Aid from state government	336,288	566,411	325,392	(241,019)
Charges for services	512,682	767,928	400,741	(367,187)
Interest revenue	-	-	1,197	1,197
	921,963	1,418,801	1,516,222	97,421
EXPENDITURES				
Current:				
Transportation:				
Salaries and benefits	1,013,567	998,489	993,961	4,528
Planning and administration	700,484	687,131	488,134	198,997
Supplies and services	224,000	224,000	199,946	24,054
	1,938,051	1,909,620	1,682,041	227,579
Net change in fund balance	<u>\$ (1,016,088)</u>	<u>\$ (490,819)</u>	(165,819)	<u>\$ 325,000</u>
Fund balance - beginning			1,036,824	
Fund balances - ending			<u>\$ 871,005</u>	

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BUDGETARY COMPARISON SCHEDULE
JUNE 30, 2021**

Item 7-7-B.

NOTE 1 – BUDGETARY BASIS OF ACCOUNTING

The Commission follows these procedures in establishing the budgetary data reflected in the financial statements:

Prior to the beginning of the fiscal year, management prepares a budget for the next succeeding fiscal year. The proposed budget is brought to the Board of Commissioners for their review and approval. Prior to the start of the fiscal year, the budget is legally enacted through passage of a resolution by the Board of Commissioners.

The budget of the Commission represents a financial plan to undertake the work program of the Commission and includes proposed expenditures and the means of financing them.

All transfers, modifications, and supplemental appropriations to the budget must be approved by the Commission through resolution. Actual expenditures may not legally exceed “budget” appropriations at the individual fund level. Budgetary control, however, is maintained at the department level.

Appropriations lapse at the end of the year to the extent that they have not been expended or encumbered.

The Commission prepares its budget on a basis of accounting in accordance with accounting principles generally accepted in the United States of America.

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SUPPLEMENTARY INFORMATION

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FIDUCIARY FUNDS

Fiduciary Funds are used to account for assets held by the government in a trustee capacity.

Trust Funds:

State Transit Assistance Fund – This fund is used to account for the state fund, derived from statewide sales tax on gasoline and diesel fuel, apportioned to Madera County for transportation planning and mass transportation purposes.

Local Transportation Fund – This fund is used to account for 1/4 cent sales tax revenues collected by the State under the Transportation Development Act (TDA) and distributed to Madera County Transportation Commission for allocation to eligible claimants for transit streets and roads and pedestrian/bicycle facilities, as well as regional transportation planning and TDA administration.

Proposition 1B (PTMISEA) Fund – This fund is used to account for funds received from the Public Transportation, Improvement and Service Enhancement Account (PTMISEA) on behalf of transit agencies for approved capital projects. This fund is 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, capital service enhancements or expansions, new capital projects, bus rapid transit improvements or for rolling stock procurement, rehabilitation or replacement.

Low Carbon Transit Operations Program (LCTOP) Fund – This fund is used to account for funds received from the Low Carbon Transit Operations Program (LCTOP) on behalf of transit agencies to provide operating and capital assistance to reduce greenhouse gas emissions and improve mobility, with a priority of serving disadvantaged communities. Approved projects will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions.

State of Good Repair Fund – This fund is used to account for the SB-1 funds that have been allocated to the State of Good Repair (SGR) Program and then distributed to local agencies by the Madera County Transportation Commission. It provides funding annually to transit operators in California for eligible transit maintenance, rehabilitation and capital projects.

Regional Surface Transportation Fund – This fund was established by California State Statute utilizing Surface Transportation Program Funds. This program provides funding for enhancing, repairing, maintaining, rebuilding, and rehabilitating the transportation infrastructure.

**MADERA COUNTY TRANSPORTATION COMMISSION
 COMBINING STATEMENT OF NET POSITION
 PRIVATE-PURPOSE TRUST FUNDS
 JUNE 30, 2021**

Item 7-7-B.

	State Transit Assistance Fund	Local Transportation Fund	Proposition 1B (PTMISEA) Fund	Low Carbon Transit Operations Program (LCTOP) Fund	State of Good Repair Fund	Regional Surface Transportation Fund	Total
ASSETS							
Investments	\$ 998,976	\$ 10,705,537	\$ 2,787,300	\$ 949,500	\$ 856,648	\$ 3,219,298	\$ 19,517,259
Due from other governments	<u>288,512</u>	<u>1,193,774</u>	-	<u>168,166</u>	<u>39,506</u>	<u>1,769,959</u>	<u>3,459,917</u>
Total assets	<u>1,287,488</u>	<u>11,899,311</u>	<u>2,787,300</u>	<u>1,117,666</u>	<u>896,154</u>	<u>4,989,257</u>	<u>22,977,176</u>
LIABILITIES							
Due to local agencies	<u>594,624</u>	<u>2,629,826</u>	<u>30,111</u>	-	-	<u>1,132,669</u>	<u>4,387,230</u>
Total liabilities	<u>594,624</u>	<u>2,629,826</u>	<u>30,111</u>	-	-	<u>1,132,669</u>	<u>4,387,230</u>
NET POSITION							
Restricted for:							
Other governments	<u>692,864</u>	<u>9,269,485</u>	<u>2,757,189</u>	<u>1,117,666</u>	<u>896,154</u>	<u>3,856,588</u>	<u>18,589,946</u>
Total net position	<u>\$ 692,864</u>	<u>\$ 9,269,485</u>	<u>\$ 2,757,189</u>	<u>\$ 1,117,666</u>	<u>\$ 896,154</u>	<u>\$ 3,856,588</u>	<u>\$ 18,589,946</u>

**MADERA COUNTY TRANSPORTATION COMMISSION
COMBINING STATEMENT OF CHANGES IN NET POSITION
PRIVATE-PURPOSE TRUST FUNDS
FOR THE YEAR ENDED JUNE 30, 2021**

	State Transit Assistance Fund	Local Transportation Fund	Proposition 1B (PTMISEA) Fund	Low Carbon Transit Operations Program (LCTOP) Fund	State of Good Repair Fund	Regional Surface Transportation Fund	Total
ADDITIONS							
Sales tax	\$ -	\$ 5,574,492	\$ -	\$ -	\$ -	\$ -	\$ 5,574,492
Intergovernmental	1,119,225	-	-	168,166	234,348	1,769,959	3,291,698
Investment earnings	3,576	41,208	13,028	3,637	3,055	16,848	81,352
Total additions	1,122,801	5,615,700	13,028	171,803	237,403	1,786,807	8,947,542
DEDUCTIONS							
Administration expense	-	231,619	-	-	-	-	231,619
LTF claims paid	-	3,030,481	-	-	-	-	3,030,481
STA distributions	829,941	-	-	-	-	-	829,941
PTMISEA distributions	-	-	67,252	-	-	-	67,252
RSTP distributions	-	-	-	-	-	1,320,585	1,320,585
Total deductions	829,941	3,262,100	67,252	-	-	1,320,585	5,479,878
Net increase (decrease) in fiduciary net position	292,860	2,353,600	(54,224)	171,803	237,403	466,222	3,467,664
Net position - beginning	400,004	6,915,885	2,811,413	945,863	658,751	3,390,366	15,122,282
Net position - ending	\$ 692,864	\$ 9,269,485	\$ 2,757,189	\$ 1,117,666	\$ 896,154	\$ 3,856,588	\$ 18,589,946

**MADERA COUNTY TRANSPORTATION COMMISSION
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE YEAR ENDED JUNE 30, 2021**

Item 7-7-B.

Federal Grantor Pass-Through Grantor/Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures
<u>U.S. DEPARTMENT OF TRANSPORTATION</u>			
Passed through the State of California Department of Transportation:			
Highway Planning and Construction Cluster			
Highway Planning and Construction (Federal-Aid Highway Program)	20.205	74A0812	\$ 737,175
Subtotal Highway Planning and Construction Cluster			<u>737,175</u>
Passed through the State of California Department of Transportation:			
Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research			
	20.505	74A0812	<u>51,717</u>
Total U.S. Department of Transportation			<u>\$ 788,892</u>

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2021**

GENERAL

The accompanying Schedule of Expenditures of Federal Awards (SEFA) presents the activity of all federal award programs of the Madera County Transportation Commission (the Commission). Federal awards received directly from federal agencies, as well as federal awards passed through other government agencies are included in the schedule. The information in this SEFA is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

BASIS OF ACCOUNTING

The accompanying SEFA and is presented using the modified accrual basis of accounting, which is described in Note 1 of the Commission's basic financial statements.

RELATIONSHIP TO BASIC FINANCIAL STATEMENTS

Federal award expenditures agree or can be reconciled with the amounts reported in the Commission's basic financial statements.

INDIRECT COST RATE

The Commission has elected not to use the 10 percent *de minimis* indirect cost rate as allowed under the Uniform Guidance.

**MADERA COUNTY TRANSPORTATION COMMISSION
 SCHEDULE OF APPORTIONMENTS BY PURPOSE
 STATE TRANSIT ASSISTANCE FUND
 FOR THE YEAR ENDED JUNE 30, 2021**

Item 7-7-B.

	Public Utilities Code		
	Article 6.5 99314 (Transit Operations)	Article 6.5 99313 (Transit Population)	Total
City of Chowchilla	\$ 25,080	\$ 58,308	\$ 83,388
City of Madera	8,117	338,167	346,284
County of Madera	3,218	532,942	536,160
 Total apportionments by purpose	\$ 36,415	\$ 929,417	\$ 965,832

**MADERA COUNTY TRANSPORTATION COMMISSION
 SCHEDULE OF APPORTIONMENTS BY PURPOSE
 LOCAL TRANSPORTATION FUND
 FOR THE YEAR ENDED JUNE 30, 2021**

	Article 3 99234 (Bicycle and Pedestrian)	Article 4 and 8 99260/99400(a)(b)(c)(d) (Streets and Roads/ Transit Operations/ Planning)	MCTC RTP 99402/99233.1 (Planning and Administration)	Total
City of Chowchilla	\$ 50,415	\$ 417,139	\$ 10,299	\$ 477,853
City of Madera	142,863	5,270,393	67,398	5,480,654
Madera County	798,572	2,144,274	66,878	3,009,724
Madera County Transportation Commission	-	-	100,000	100,000
Total apportionments by purpose	\$ 991,850	\$ 7,831,806	\$ 244,575	\$ 9,068,231

**MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF DISBURSEMENTS BY PURPOSE
STATE TRANSIT ASSISTANCE FUND
FOR THE YEAR ENDED JUNE 30, 2021**

Item 7-7-B.

	Public Utilities Code		
	Article 6.5 99314 (Transit Operations)	Article 6.5 99313 (Transit Population)	Total
City of Chowchilla	\$ 25,080	\$ 58,308	\$ 83,388
City of Madera	8,117	202,276	210,393
County of Madera	3,218	532,942	536,160
Total net disbursements by purpose	\$ 36,415	\$ 793,526	\$ 829,941

**MADERA COUNTY TRANSPORTATION COMMISSION
 SCHEDULE OF DISBURSEMENTS BY PURPOSE
 LOCAL TRANSPORTATION FUND
 FOR THE YEAR ENDED JUNE 30, 2021**

	Article 3 99233.3 (Bicycle and Pedestrian)	Article 4 99260(a) (Transit Operations)	Article 8 99400(c) (Transit Operations)	Article 8 99400(b) (Rail)	Article 8 99400(a) (Streets and Roads)	MCTC RTPA 99402/99233.1 (Planning and Administration)	Total
City of Chowchilla	\$ -	\$ 75,111	\$ -	\$ -	\$ -	\$ 10,299	\$ 85,410
City of Madera	47,554	-	82,613	-	834,944	55,451	1,020,562
County of Madera	-	-	148,417	6,414	1,834,419	66,878	2,056,128
Madera County Transportation Commission	-	-	-	-	-	100,000	100,000
Total net disbursements by purpose	<u>\$ 47,554</u>	<u>\$ 75,111</u>	<u>\$ 231,030</u>	<u>\$ 6,414</u>	<u>\$ 2,669,363</u>	<u>\$ 232,628</u>	<u>\$ 3,262,100</u>

**MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF ALLOCATIONS, DISBURSEMENTS
AND UNEXPENDED ALLOCATIONS
STATE TRANSIT ASSISTANCE FUND
JUNE 30, 2021**

Item 7-7-B.

Claimant/Claim	New/Unused Allocations	Reprogramming	Disbursements	Unexpended Allocations
COUNTY OF MADERA				
MCC				
20/21	\$ 585,523	\$ (49,363)	\$ 536,160	\$ -
19/20	97,003	(97,003)	-	-
CITY OF MADERA				
Madera Metro, DAR, Intermodal				
20/21	585,523	(239,239)	210,393	135,891
CITY OF CHOWCHILLA				
CATX				
20/21	123,803	(40,415)	83,388	-
	<u>\$ 1,391,852</u>	<u>\$ (426,020)</u>	<u>829,941</u>	<u>\$ 135,891</u>
Total disbursed			<u>\$ 829,941</u>	

**MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF ALLOCATIONS, DISBURSEMENTS
AND UNEXPENDED ALLOCATIONS
LOCAL TRANSPORTATION FUND
JUNE 30, 2021**

Item 7-7-B.

Claimant/Claim	New/Unused Allocations	Reprogramming	Disbursements	Unexpended Allocations
COUNTY OF MADERA				
Street Maintenance				
20/21	\$ 1,834,419	\$ 137,932	1,834,419	\$ 137,932
Pedestrian/Bicycle Facilities				
20/21	44,585	753,987	-	798,572
19/20	673,118	(673,118)	-	-
18/19	80,869	(80,869)	-	-
MCC				
20/21	148,417	-	148,417	-
Amtrak Station Maintenance				
20/21	23,506	-	6,414	17,092
19/20	12,618	(12,618)	-	-
18/19	13,851	(13,851)	-	-
CITY OF MADERA				
Madera Metro, Intermodal				
20/21	-	783,856	82,613	701,243
MAX, Intermodal				
19/20	389,041	(389,041)	-	-
Pedestrian & Bicycle				
20/21	36,295	106,568	47,554	95,309
19/20	106,568	(106,568)	-	-
Local Agency Planning				
20/21	-	12,956	1,009	11,947
Transportation Improvement Projects				
20/21	-	4,486,537	834,944	3,651,593
19/20	3,170,300	(3,170,300)	-	-
CITY OF CHOWCHILLA				
Street Maintenance				
20/21	140,470	-	-	140,470
Chowchilla Transit System (CATX)				
20/21	185,673	-	-	185,673
19/20	75,111	-	75,111	-
Pedestrian & Bicycle				
20/21	6,866	-	-	6,866.00
19/20	7,051	-	-	7,051.00
18/19	6,354	-	-	6,354.00
17/18	6,154	-	-	6,154.00
16/17	23,990	-	-	23,990
UNALLOCATED				
18/19	15,885	-	-	15,885
	<u>\$ 7,001,141</u>	<u>\$ 1,835,471</u>	<u>3,030,481</u>	<u>\$ 5,806,131</u>
Administration			100,000	
Planning			<u>131,619</u>	
Total disbursed			<u>\$ 3,262,100</u>	

MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF GRANT RECEIPTS AND EXPENDITURE CLAIMS
JUNE 30, 2021

	Total	Local Resources	FHWA (PL 021)	FTA (FTA 5303)	State STIP-PPM	SB 1 Sustainable Communities Grant	REAP
Revenues:							
Federal grants	\$ 788,892	\$ -	\$ 737,175	\$ 51,717	\$ -	\$ -	\$ -
Non-federal revenue:							
State revenue	325,392	-	-	-	79,000	243,948	2,444
Local revenue sources	400,741	400,741	-	-	-	-	-
Interest revenue	1,197	1,197	-	-	-	-	-
Total Revenues	\$ 1,516,222	\$ 401,938	\$ 737,175	\$ 51,717	\$ 79,000	\$ 243,948	\$ 2,444
Expenditures:							
100 Regional Transportation Plan	\$ 148,589	\$ 17,043	\$ 131,546	\$ -	\$ -	\$ -	\$ -
101 Performance Measures	17,469	-	15,465	-	2,004	-	-
102 Regional Housing Planning Program	2,444	-	-	-	-	-	2,444
110 Regional Planning Database	46,056	5,283	40,773	-	-	-	-
111 Traffic Monitoring Program	13,076	-	10,833	-	2,243	-	-
112 Regional Transportation Modeling	85,572	-	75,757	-	9,815	-	-
112.1 Model Update	10,271	6,123	4,148	-	-	-	-
113 Air Quality Transportation Planning	62,543	7,174	55,369	-	-	-	-
120 Goods Movement & Highway Planning	79,395	9,107	70,288	-	-	-	-
122 Project Coordination & Fin. Programming	65,937	33,497	-	-	32,440	-	-
130 Public Transportation	58,418	6,701	-	51,717	-	-	-
140 Other Modal Elements	100,820	11,564	89,256	-	-	-	-
150 Public Participation Program	47,175	5,411	41,764	-	-	-	-
150.1 Public Outreach Coordination	5,028	577	4,451	-	-	-	-
151 Alternative Transportation Activities	55,506	55,506	-	-	-	-	-
200 Transportation Program Development	170,255	-	137,757	-	32,498	-	-
901 Local Transportation Funds Admin.	141,062	141,062	-	-	-	-	-
902 Overall Work Program and Budget	37,305	8,744	28,561	-	-	-	-
903.1 SR 233 Corridor Study Phase 1	35,005	4,015	-	-	-	30,990	-
903.2 SR 233 Corridor Study Phase 2	110,474	26,884	-	-	-	83,590	-
905.1 Project Prioritization Study FY 19-20	41,382	4,850	-	-	-	36,532	-
905.2 Project Prioritization Study FY 20-21	104,864	12,028	-	-	-	92,836	-
906 Fresno-Madera Sustainable Corridor Study	35,250	4,043	31,207	-	-	-	-
907 Board Cost & Other Expenses	33,494	33,494	-	-	-	-	-
910 MCTA Administration	149,156	149,156	-	-	-	-	-
Total expenditures	\$ 1,656,546	\$ 542,262	\$ 737,175	\$ 51,717	\$ 79,000	\$ 243,948	\$ 2,444
Depreciation	3,586						
Over-recovery of indirect expenses - 18/19	7,091						
Under-recovery of indirect expenses - 20/21	(32,587)						
Compensated Absences	(9,767)						
Net Gain (Loss)	\$ (179,173)						

**MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF INSURANCE COVERAGE
FOR THE YEAR ENDED JUNE 30, 2021**

Item 7-7-B.

Insurance coverage for the Commission at June 30, 2021 is as follows:

Liability coverage:

All-inclusive (combined single limit):	
Bodily injury	\$1,000,000
Office personal property 90% co-insurance	\$100,000
Workers' compensation insurance	Statutory

**MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF COST ALLOCATION PLAN RECONCILIATION
AND FIXED RATE OVERHEAD CARRYOVER
FOR THE YEAR ENDED JUNE 30, 2021**

Budget Item	Basic		Adjustments Allocated to Other Programs	Cost Allocation Plan	
	Financial Statements Actual Expense	Eligible Depreciation		Direct Expense	Indirect Expense
Salaries and benefits:					
Direct	\$ 509,513	\$ -	\$ (13,281)	\$ 496,232	\$ -
Indirect	<u>494,214</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>494,214</u>
Total salaries and benefits	<u>1,003,727</u>	<u>-</u>	<u>(13,281)</u>	<u>496,232</u>	<u>494,214</u>
Indirect overhead:					
Advertising/Publication	1,139	-	-	-	1,139
Bank fee	400	-	-	-	400
Bldg/Equipment Maintenance & Repair	836	-	-	-	836
Conference/training/education	85	-	-	-	85
Contracts	8,131	-	-	-	8,131
Insurance and bonds	772	-	-	-	772
Outside services	1,980	-	-	-	1,980
Legal Services	16,580	-	-	-	16,580
Audits	21,090	-	-	-	21,090
Miscellaneous	4,226	-	-	-	4,226
Office supplies	3,834	-	-	-	3,834
Postage	451	-	-	-	451
Rent	69,287	-	-	-	69,287
Technology related costs	38,513	-	-	-	38,513
Telephone/internet/website	18,620	-	-	-	18,620
Travel, cell and auto allowance	4,617	-	-	-	4,617
Utilities	6,673	-	-	-	6,673
Valley Coordination	2,797	-	-	-	2,797
Depreciation	-	3,586	-	-	3,586
Board cost and other costs	<u>20,717</u>	<u>-</u>	<u>(20,717)</u>	<u>-</u>	<u>-</u>
Total indirect overhead	<u>220,748</u>	<u>3,586</u>	<u>(20,717)</u>	<u>-</u>	<u>203,617</u>
Total costs	<u>\$ 1,224,475</u>	<u>\$ 3,586</u>	<u>\$ (33,998)</u>	<u>\$ 496,232</u>	<u>\$ 697,831</u>
Direct expenses - year ended June 30, 2021				\$ 496,232	
Approved indirect cost rate - year ended June 30, 2021				<u>132.63%</u>	
Total allocable indirect expenses - year ended June 30, 2021				<u>\$ 658,153</u>	
Actual indirect expenses - year ended June 30, 2021				\$ 697,831	
(Over)/Under recovery of indirect expenses - year ended June 30, 2019				<u>(7,091)</u>	
Net eligible indirect expenses - year ended June 30, 2021				<u>\$ 690,740</u>	
(Over)/Under recovery of indirect expenses - year ended June 30, 2021				<u>\$ 32,587</u>	
(Over)/Under recover of indirect expenses - year ended June 30, 2020				<u>\$ 40,885</u>	

OTHER AUDITOR'S REPORTS

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Commissioners
Madera County Transportation Commission
Madera, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the General Fund, and the aggregate remaining fund information of the Madera County Transportation Commission (the Commission), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated March 31, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission's 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 Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission'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 Commission's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission'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 financial statements. 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*.

570 N. Magnolia Avenue, Suite 100
Clovis, CA 93611

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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 Commission'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 Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Price Pange & Company

Clovis, California
March 31, 2022



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Commissioners
Madera County Transportation of Commission
Madera, California

Report on Compliance for Each Major Federal Program

We have audited Madera County Transportation Commission's (the Commission) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Commission's major federal programs for the year ended June 30, 2021. The Commission's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Commission's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Commission's compliance.

Opinion on Each Major Federal Program

In our opinion, the Commission, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

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Report on Internal Control over Compliance

Management of the Commission is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Commission's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Price Pange & Company

Clovis, California
March 31, 2022

**INDEPENDENT AUDITOR'S REPORT ON
COMPLIANCE LOCAL TRANSPORTATION FUND**

To the Board of Commissioners
Madera County Transportation Commission
Madera, California

Report on Compliance

Opinion on Local Transportation Fund

We have audited Madera County Transportation Commission's (the Commission) compliance with *Transportation Development Act (TDA) Statutes and California Codes of Regulations, updated July 2018*, published by the California Department of Transportation, Division of Mass Transportation applicable to the Commission's Local Transportation Fund for the year ended June 30, 2021.

In our opinion, the Commission complied, in all material respects, with the compliance requirements referred to above that are applicable to the Local Transportation Fund for the year ended June 30, 2021.

Basis for Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and *Transportation Development Act (TDA) Statutes and California Codes of Regulations*, published by the California Department of Transportation, Division of Mass Transportation. Our responsibilities under those standards and *Transportation Development Act (TDA) Statutes and California Codes of Regulations*, published by the California Department of Transportation, Division of Mass Transportation are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. Our audit does not provide a legal determination of the Commission's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Commission's government programs.

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Auditor's Responsibility for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Commission's compliance based on our audit. 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 GAAS, *Government Auditing Standards*, and *Transportation Development Act (TDA) Statutes and California Codes of Regulations*, published by the California Department of Transportation, Division of Mass Transportation will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Commission's compliance with the requirements of the government program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and *Transportation Development Act (TDA) Statutes and California Codes of Regulations*, published by the California Department of Transportation, Division of Mass Transportation, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, 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 Commission's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses. Our responsibility is to express an opinion on the Commission's compliance based on our audit.

Other Matters

The purpose of this report on compliance is solely to describe the scope of our testing of compliance and the results of that testing based on the *Transportation Development Act (TDA) Statutes and California Codes of Regulations*, published by the California Department of Transportation, Division of Mass Transportation. Accordingly, this report is not suitable for any other purpose.

Price Pange & Company

Clovis, California
March 31, 2022



The Place to Be

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH
PUBLIC TRANSPORTATION MODERNIZATION IMPROVEMENT
AND SERVICE ENHANCEMENT ACCOUNT FUND

To the Board of Commissioners
Madera County Transportation Commission
Madera, California

Report on Compliance

Opinion on Public Transportation Modernization Improvement and Service Enhancement Account Fund

We have audited Madera County Transportation Commission's (the Commission) compliance with *Section 6666 of the Rules and Regulations of the California Administrative Code* in the Transportation Development Act Statutes and Administrative Code for 1987 (the Act) and the allocation instructions and resolutions of the Commission applicable to the Commission's Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) for the year ended June 30, 2021.

In our opinion, the Commission complied, in all material respects, with the compliance requirements referred to above that are applicable to the PTMISEA for the year ended June 30, 2021.

Basis for Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and *Section 6666 of the Rules and Regulations of the California Administrative Code* in the Transportation Development Act Statutes and Administrative Code for 1987 (the Act) and the allocation instructions and resolutions of the Commission. Our responsibilities under those standards and *Section 6666 of the Rules and Regulations of the California Administrative Code* in the Transportation Development Act Statutes and Administrative Code for 1987 (the Act) and the allocation instructions and resolutions of the Commission are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. Our audit does not provide a legal determination of the Commission's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Commission's government programs.

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Auditor's Responsibility for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Commission's compliance based on our audit. 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 GAAS, *Government Auditing Standards*, and *Section 6666 of the Rules and Regulations of the California Administrative Code* in the Transportation Development Act Statutes and Administrative Code for 1987 (the Act) and the allocation instructions and resolutions of the Commission will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Commission's compliance with the requirements of the government program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and *Section 6666 of the Rules and Regulations of the California Administrative Code* in the Transportation Development Act Statutes and Administrative Code for 1987 (the Act) and the allocation instructions and resolutions of the Commission, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, 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 Commission's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses. Our responsibility is to express an opinion on the Commission's compliance based on our audit.

Other Matters

The purpose of this report on compliance is solely to describe the scope of our testing of compliance and the results of that testing based on *Section 6666 of the Rules and Regulations of the California Administrative Code* in the Transportation Development Act Statutes and Administrative Code for 1987 (the Act) and the allocation instructions and resolutions of the Commission. Accordingly, this report is not suitable for any other purpose.

Price Pange & Company

Clovis, California
March 31, 2022

FINDINGS AND QUESTIONED COSTS

**MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2021**

Item 7-7-B.

SECTION I – SUMMARY OF AUDITOR’S RESULTS

Financial Statements

Type of auditor’s report issued: Unmodified

Internal control over financial reporting:
 Material weaknesses identified? Yes X No

Significant deficiencies identified -
 not considered to be material weaknesses? Yes X None reported

Noncompliance material to financial statements noted? Yes X No

Federal Awards

Internal control over major programs:
 Material weaknesses identified? Yes X No

Significant deficiencies identified -
 not considered to be material weaknesses? Yes X None reported

Type of auditor’s report issued on compliance
 for major programs: Unmodified

Any audit findings disclosed that are required
 to be reported in accordance with
 2CFR 200, Section 200.516(a)? Yes X No

Identification of Major Programs

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
20.205	Highway Planning and Construction Grant

Dollar threshold used to distinguish between
 Type A and Type B programs: \$750,000

Auditee qualified as a low-risk auditee? X Yes No

**MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2021**

Item 7-7-B.

SECTION II – FINANCIAL STATEMENT FINDINGS

None reported.

SECTION III – FEDERAL AWARDS FINDINGS

None reported.

**MADERA COUNTY TRANSPORTATION COMMISSION
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2021**

Item 7-7-B.

FINANCIAL STATEMENT FINDINGS

None reported.

FEDERAL AWARD FINDINGS

None reported.



The Place to Be

March 31, 2022

To the Board of Commissioners
Madera County Transportation Commission
Madera, California

We have audited the financial statements of the governmental activities, General Fund, and the aggregate remaining fund information of Madera County Transportation Commission (the Commission) for the year ended June 30, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 26, 2021. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note 1 to the financial statements. As described in Note 13 to the financial statements, the Commission changed accounting policies related to accounting and financial reporting for fiduciary activities by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 84, *Fiduciary Activities* at the beginning of fiscal year 2021. We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We are not aware of any significant estimates for the year ended June 30, 2021.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The attached material misstatement detected as a result of audit procedures was corrected by management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

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Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 31, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Commission’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management’s discussion and analysis and the budgetary comparison schedule, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the fiduciary funds combining statements and other schedules as listed in the table of contents and schedule of expenditures of federal awards (supplementary information), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of Board of Commissioners and management of Madera County Transportation Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Price Pange & Company

Client: MADERA COUNTY TRANSPORT COMM
Engagement: 6-30-21 Audit
Current Period: 06/30/2021
Workpaper: Attachment: Material Corrected Audit Adjustments

Account	Description	Workpaper Reference	Debit	Credit	Net Income Effect
AJE03					
To properly report REAP as unearned revenue					
1000-204002	Deferred Revenue		0.00	170,441.46	
1000-640020	REAP Housing		170,441.46	0.00	
Total			170,441.46	170,441.46	(170,441.46)



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 7-C

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

MCTC Employee Manual – April 2022 Update

Enclosure: Yes

Action: Approve MCTC Employee Manual Update

SUMMARY:

A lactation accommodation policy (Section 6009), as required by state law, has been added to the employee manual. Other minor clean up edits included implementation of new laws (e.g., CFRA now includes a parent-in-law, and employment records are required to be kept for a minimum of four years under AB 9).

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.



Employee Manual

~~October 20, 2021~~ April 20, 2022

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1000 INTRODUCTION TO EMPLOYEE MANUAL

1001 PURPOSE

The purpose of this Employee Manual is to introduce employees to the Madera County Transportation Commission and explain the benefits, opportunities, and responsibilities of employees while employed at the Commission. This Manual contains important information about job, safety, rules, benefits, and responsibilities. Continued success of the Commission is dependent upon community trust and we are dedicated to preserving that trust. Employees owe a duty to the agency, its residents, and to the Commission to act in a way that will merit the continued trust and confidence of the public.

1002 ABOUT THIS MANUAL

The Commission may modify, revise, amend or delete policies and rules set forth in this manual, in which case the employee will be notified and required to review and signify understanding of the changes.

Unless otherwise indicated, all employees of the Commission are “at-will” and serve at the discretion of the Executive Director. The Commission retains the right to reassign job tasks or duties at any time to meet the operational needs of the agency.

Employees are required to read and sign that they have read and understood this manual and are encouraged to keep it handy for future reference.

THIS EMPLOYEE MANUAL SUPERSEDES ALL PREVIOUS EMPLOYEE MANUALS, HANDBOOKS AND MANAGEMENT MEMOS WHICH MAY HAVE BEEN ISSUED ON THE SUBJECTS COVERED HEREIN.

1003 ADDITIONAL INFORMATION

For additional information refer to the Exhibits in the back of this booklet or contact **the Executive Director**.

1004 MADERA COUNTY TRANSPORTATION COMMISSION

The Madera County Transportation Commission, which shall be referred to as “Commission,” or “agency” throughout this manual, is a local transportation commission formed by Madera County on June 13, 1972. The Commission’s primary responsibility is to prepare all state and federally required transportation plans and programs that ensure transportation funding for highways, local streets and roads, transit, bikeways, and other transportation facilities in Madera County. The Commission serves as the primary transportation facilitator in Madera County and is funded by federal and state planning grants and local matching funds. In all these activities, the Commission works to develop a consensus among its members concerning multi-jurisdictional transportation issues.

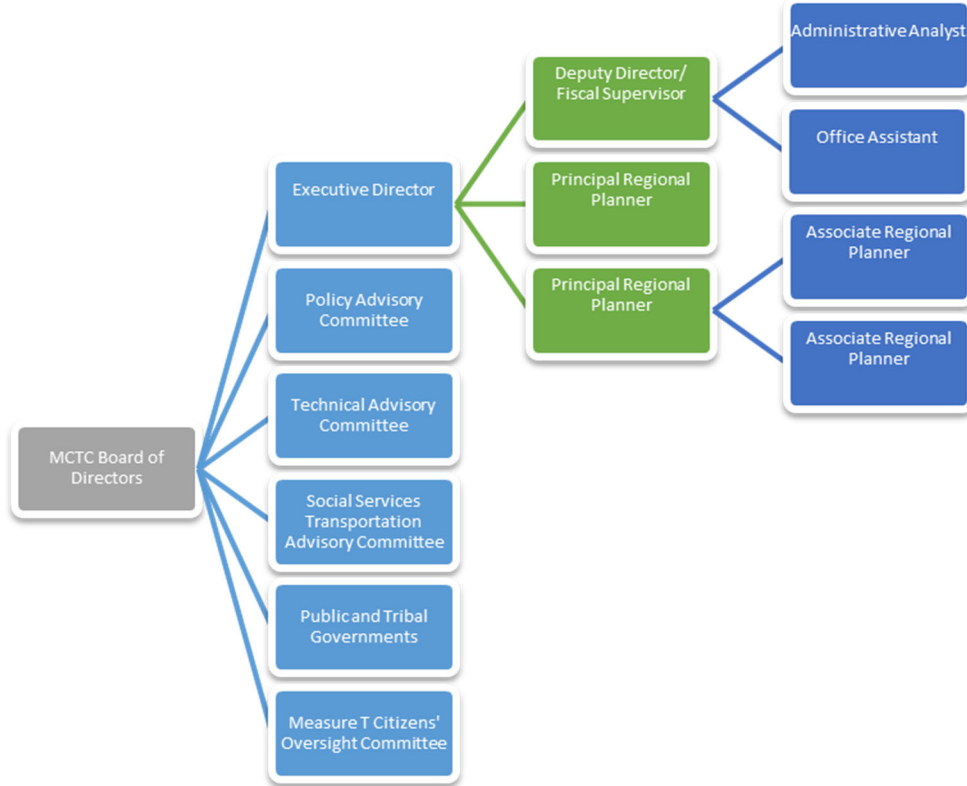
1005 FORMATION AND STRUCTURE

On July 20, 1972, the Commission was designated the Local Transportation Planning Agency by the Secretary of the Business and Transportation Agency of the State of California and in 2003 was designated the Metropolitan Planning Organization for Madera County. A Board of Directors and an Executive Director govern the Commission. The Commission Board of Directors is comprised of three (3) members of the Madera County Board of Supervisors; two (2) members from the Madera City Council; and one (1) member from the Chowchilla City Council.

The Commission is organized into a board of Directors supported by the Transportation Policy Committee and the Technical Advisory Committee. There is currently one standing committee -- the Social Service Transportation Advisory Council which reports through the Technical Advisory Committee. The relationship between the Board, its staff, and the committees is illustrated in the organizational chart below.

The Board of Directors hires and removes the Executive Director. The Executive Director is an at-will employee under contract. The Executive Director is responsible for hiring, promotion, evaluation, and removal of all other employees. The Executive Director is supported by the following staff: Deputy Director/Fiscal Supervisor, Principal Regional

Planners (2), Associate Regional Planners (2), Administrative Analyst, and an Office Assistant. Staffing needs may change according to the goals of the agency at which time staffing may be changed. Employees will receive advance notice of any staff changes whenever possible.



The Madera County Transportation Commission office is located at 2001 Howard Road, Suite 201, Madera, 93637 and is open from 8 a.m. to 5 p.m. Monday through Friday. The Commission telephone number is (559) 675-0721, fax (559) 673-9328. Website: www.maderactc.org. Write to us at mctc@maderactc.org.

2000 EQUAL EMPLOYMENT POLICY

2001 EQUAL OPPORTUNITY

The Commission is an Equal Opportunity employer. It is the policy of the Commission to select the best-qualified person for each position in the organization on the basis of merit. The Commission prohibits unlawful discrimination against an applicant or employee based on race, creed, color, religion, sex, sexual orientation or status, marital status, gender identity (including gender expression or perception), national origin, ancestry, age, physical or mental disability or military/veteran status. The Commission prohibits discrimination based upon medical conditions including genetic characteristics, or any other consideration made unlawful by federal, state, or local laws.

The Commission further prohibits unlawful discrimination based upon the perception that anyone has any of the characteristics described above or is associated with a person who has or is perceived as having any of those characteristics. This policy applies to all employment practices and personnel actions. It is the policy of the Commission to seek out, hire, develop, and promote qualified members of protected groups (defined above) to reflect the citizens of the communities it serves.

2001.01 Equal Employment Opportunity For Qualified Individuals With Disabilities

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, the Commission will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee unless undue hardship would result.

2001.02 Procedure

An applicant or employee requiring an accommodation in order to perform the essential functions of the job or testing should contact the Executive Director to request an accommodation. The individual is encouraged to specify the limitations, and the accommodation needed to perform the job or testing. The Commission will comply with all state and federal laws to identify barriers that may interfere with the equal employment of an applicant or employee to perform the essential functions of the job.

2001.03 Reasonable Documentation Of Disability

The Executive Director may require an employee to provide documentation of the existence of a disability, and may require an employee to undergo a fitness for duty examination at the agency's expense to determine whether the employee can perform the essential functions of the job with or without reasonable accommodation.

2001.04 Interactive Process Discussion

After receipt of documentation or information of a disability and/or a fitness for duty report, the Executive Director will arrange for a discussion, in person or via telephone call, with the applicant or employee, and any representative. The purpose of the discussion is to work in good faith to fully consider all feasible potential reasonable accommodations. The parties will identify possible accommodations and participate in the interactive process, to eliminate or minimize the limitation(s). If the accommodation is determined to be reasonable and will not impose an undue hardship, the Commission will make the requested accommodation.

2001.05 Case-By-Case Determination

The Commission will determine in its sole discretion, whether reasonable accommodations can be made and the type of accommodation to provide. The Commission will not provide accommodations that would pose an undue hardship upon Commission finances or operations, that would endanger the health and safety of the employee or others, or that would be unduly disruptive to other employees' ability to work, or other factors. The Executive Director will inform the employee of the decision as to reasonable accommodations in writing.

2002 POLICY AGAINST HARASSMENT, DISCRIMINATION and RETALIATION

2002.01 Purpose

The Commission is committed to providing a work environment free of unlawful harassment, discrimination, or retaliation. The Commission prohibits any form of harassment, discrimination, or retaliation based upon the characteristics set forth above in Section 2001. Harassment, discrimination, or retaliation based upon the above listed classifications is defined as action which interferes with work performance; creates an intimidating, hostile, or offensive work environment; or influences or tends to affect the career, salary, working conditions, responsibilities, duties, or other aspects of career development of an employee or prospective employee; or creates an explicit or implicit term or condition of an individual's employment.

2002.02 Application

The Commission's anti-harassment policy applies to all persons involved in the operation of the Commission and prohibits unlawful harassment, discrimination, or retaliation by any employee of the agency, including supervisors and managers, as well as Board Members, customers, vendors, independent contractors and/or member agencies. The protection from harassment or discrimination includes protection from retaliation for having taken action either as a complainant, or for assisting a complainant in taking action, or for acting as a witness or advocate on behalf of an employee in a legal or other proceeding to obtain a remedy for a breach of this policy.

2002.03 Prohibited Discrimination

Prohibited discrimination is any action or conduct by which an employee is treated differently or less favorably than other employees similarly situated for the sole reason that he or she is a member of a legally protected category, such as race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, marital status, sex, gender identity (including gender expression or perception), genetic condition, or age.

2002.04 Prohibited Harassment

Prohibited Harassment is any unwelcomed verbal, visual, or physical conduct that creates an intimidating, offensive, or hostile work environment or that interferes with work performance. Conduct which constitutes harassment may occur when submission to the conduct is made either an explicit or implicit condition of employment; submission to or rejection of the conduct is used as the basis for an employment decision; or the harassment unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment. Sexual harassment can occur between members of the same or opposite sex. Harassment on the job is prohibited whether it involves a co-worker, supervisor, or persons doing business with the Commission.

2002.05 Examples of prohibited unlawful harassment include, but are not limited to, the following behavior:

Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances invitations or comments;

Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

Physical conduct including assault, unwanted sexual advances or touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;

Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors; and

Retaliation for reporting or threatening to report harassment.

2002.06 Prohibited Retaliation

Retaliation against an employee because of an employee's opposition to a practice the employee reasonably believes could constitute employment discrimination, or harassment, or because of an employee's participation in an employment discrimination or harassment investigation, proceeding or hearing, is prohibited.

Examples of opposition include threatening to file a discrimination complaint, complaining about harassment or discrimination, or complaining or protesting about an employment practice or on behalf of another employee. The employee is protected by this section only if the employee communicates a reasonably good faith belief that the practice opposed constitutes unlawful employment discrimination. Opposition in a manner that constitutes an unlawful activity, fraud, or engaging in badgering or threatening of employees or supervisors is not protected.

2002.07 Procedure For Reporting

Employees are encouraged to report any incidents of suspected harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. Any employee who believes they have been unlawfully discriminated against, harassed, or retaliated against should bring their complaint to the Executive Director or designee as soon as possible after the incident. The employee will be asked to provide details of the incident or incidents, names of individuals involved and the names of any witnesses. Complaints in writing are encouraged but not required. The Executive Director or designee may take a verbal complaint. Anonymous complaints may be acted upon in the discretion of the Executive Director. Supervisors or managers will refer all harassment complaints to the human resources representative, investigative officer, Executive Director or, if all other options are unavailable, to the Chairperson of the Commission. The Executive Director will undertake or cause a timely, effective, and thorough investigation of the discriminatory or retaliatory action, or harassment allegations. Employees involved in an investigation may be placed on paid administrative leave pending the investigation if, in the opinion of the Executive Director, the leave will assist in the investigative process or for the good of the organization. The Executive Director may hire an outside investigator to conduct the investigation or conduct the investigation within the organization.

Failure to use the Commission's reporting procedure may have an adverse effect on any claim under this policy. Unless otherwise required by law, employees are not entitled to copies of any notes or other written materials regarding the investigation, as these are considered confidential documents. Deliberately filing a false accusation may result in termination.

2002.08 Determination/Outcome

If the Executive Director determines that unlawful harassment has occurred, effective remedial action will be taken in a timely manner. An employee found responsible for unlawful harassment, discrimination or retaliation is subject to disciplinary action up to and including termination. The Executive Director or designee will advise the parties concerned that: 1) the investigation has been concluded; 2) the allegations are founded or unfounded; and 3) appropriate action has been taken. If an accused has been found responsible for harassment, the appropriate discipline will be communicated in writing according to this policy.

2002.09 Additional Reporting

Employees may also file a complaint with the Federal Equal Employment Opportunity Commission (EEOC) Fresno District Office, located at the Robert E. Coyle Federal Courthouse, 2500 Tulare Street, Suite 2601, Fresno, CA 93721, Telephone: 1-800-669-4000, and/or the California Department of Fair Employment and Housing (FEHA), Fresno, 1277 E. Alluvial Avenue, Suite 101 Fresno, CA 93720. Those agencies are charged with investigation and prosecution of complaints of discrimination in the workplace. Employees who believe they have been harassed or retaliated against for resisting or complaining may file a complaint with the appropriate agency.

2002.10 Malicious Complaint

While the Commission vigorously defends its employees' right to work in an environment free of harassment and unlawful discrimination, it also recognizes that false accusations of harassment and discrimination can have

serious consequences. Accordingly, any employee who is found, through the investigation process, to have knowingly falsely accused another person of harassment or unlawful discrimination will be subject to appropriate disciplinary action, up to and including termination.

2003 DRUG & ALCOHOL FREE-WORKPLACE POLICY

The Madera County Transportation Commission is a recipient of federal funding. As such, the Commission is required to comply with federal regulations regarding maintenance of a "drug free workplace." In order to promote a safe, productive and efficient workplace, the Commission strictly prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol, controlled substances, or illegal drugs, and the unlawful abuse of any legal drug, at or on the Commission premises, or during use or operation of Commission vehicles or property. Abuse of any legal drug means the use of any legal drug (i) for any purpose other than the purpose for which it was prescribed or manufactured; or (ii) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer. Additionally, consistent with federal law and the provisions of the California Adult Use of Marijuana Act, Proposition 64, the Commission does not permit the use, consumption, possession, transfer, display, sale or growth of marijuana/cannabis at or on the Commission premises, or during use or operation of Commission vehicles or property. This is true even if the use of marijuana/cannabis is for medical purposes authorized and permitted under the California Compassionate Use Act, Proposition 215. Employees are also prohibited from having any measurable amount of marijuana/cannabis (including THC and metabolites) in their system while on duty.

Employees who are convicted of a criminal drug violation must notify the Executive Director within five calendar days if the conviction is for a criminal drug violation in the workplace. The Commission is required by federal regulations to notify the contracting or granting agency within 10 days after receiving notice that a covered employee has been convicted of a criminal drug violation in the workplace. Violation of this policy may result in termination. By acknowledging receipt of this Employee Manual, the employee acknowledges these rules.

Employees are prohibited from working or being on call if under the influence of, or impaired by, alcohol, illegal drugs, or controlled substances. An employee taking medications which may interfere with the employee's ability to work must notify a supervisor before beginning work. If a question regarding the employee's ability to perform arises, the Executive Director may require medical clearance.

Whenever the Commission has a reasonable suspicion that an employee's work performance or on-the-job behavior may have been affected by alcohol or drugs, the Commission may require the employee be tested, and may search the employee's locker, desk or other Commission property under the control of the employee. If the employee is observed attempting to conceal drugs or alcohol, the Commission may also search the employee, their purse, or their personal vehicle.

The Commission may assist employees who have substance abuse, mental or emotional problems which interfere with performance or attendance through the health insurance program offered through full time employment.

The Commission may impose a penalty, up to and including termination, for violation of these rules. The Commission may, but is not required to, require satisfactory completion in a drug abuse assistance or rehabilitation program by any employee who is convicted of a reportable workplace drug conviction. Contact the Executive Director for further information.

2004 NO SMOKING POLICY

The Commission does not permit the smoking of tobacco products, or vaping, by employees and non-employees in an enclosed space at any place of employment defined by California Labor Code Section 6404.5 [b], [d]. Smoking is prohibited in any building or facility operated or maintained by the Commission. Smoking is allowed when it is at least 20 feet from any public building entrance, exit, operable window or ventilation system intake. Smoking is only allowed during rest and lunch periods or after working hours.

2005 RECRUITMENT & SELECTION

The Commission is committed to compliance with all applicable laws providing equal employment opportunities. The Commission seeks applicants based on demonstrated ability, experience, and training. As positions become available within the Commission prior to outside recruitment, the Executive Director shall determine the availability of qualified candidates within the Commission. Recruitment may be conducted through schools, employment agencies, advertising or any other means deemed appropriate.

2005.01 Employee Selection Process

Selection of candidates for all positions will follow the Commission's Equal Opportunity policies. The Executive Director or designee is responsible for preparing the position announcement, authorizing the placement of advertisements and responding to inquiries from employment agencies.

2005.02 Job related duties and qualifications, as listed on the position announcement, will provide the basis for initial screening of applications. All applications and resumes received for the announced position will be forwarded to the Executive Director or designee. Initial screening for the minimum qualifications will be conducted by the Executive Director or designee and a list of individuals to be interviewed for the position will be prepared. The Executive Director or designated supervisory personnel will conduct interviews. Job related questions designed to assess the candidate's experience, knowledge, skills, abilities, and training will be asked. A list of candidates will be created. The candidates will be ranked from highest to lowest scores. The Executive Director may select a candidate from the list, or may determine that additional recruitment is necessary.

2005.03 Positions which require skills for which a known level of competence is required; for example, typing, mathematics, and writing, may be tested, to demonstrate these skills by completing an exercise involving a job related work sample. The testing will be reasonably related to the job and designed to measure the knowledge skills and abilities required for the particular job. Testing will be validated and administered equally to all applicants.

2005.04 The Executive Director or designee will be responsible for verification of employment information and references provided by the applicant as required for candidate selection. Applicants will be advised that references will be verified and that such information will be used as part of the selection process. Applicants shall give written consent for reference verifications.

2005.05 Candidates offered employment must verify eligibility for employment in California within three business days of accepting employment. If verification is not received within the time allowed, the Executive Director may select from the remaining top three candidates on the list. The remaining candidates will not be notified that the position has been filled until the new employee has complied with this requirement. New employees must execute the I-9 form and other required documents. Each document examined will be photocopied and the copy maintained in the employee's personnel file folder.

2005.06 A list of candidates for a position shall be maintained for three months from the date of certification of the list by the Executive Director as the final candidate list. After three months, the list shall lapse and the recruitment process may be initiated, if deemed necessary by the Executive Director. The recruitment flyer shall state that the list of eligible candidates will be maintained for up to three months after the close of the recruitment after which time it will lapse.

2006 NEW HIRE

2006.01 The Executive Director shall make all appointments to positions at the Commission. The appointment shall be in writing, specifying date of hire, position, rate of pay, and at-will status. The Executive Director is authorized to make appointments to any step on the adopted salary range for a position. New employee orientation will be completed within the first thirty (30) days of employment. The Board is to be kept informed as to all appointments to positions. Documentation required for new hires shall be the responsibility of the Executive Director or designee.

2006.02 New Employee Orientation

All new employees will be provided with an orientation briefing which will be held within their first month of employment with the Commission. Employee Orientation will cover the Commission rules, regulations, policies, benefits, hours, expectations, and directives. Employees are required to review and acknowledge that they have received, read, and understand this Employee Manual. The employee orientation goals are as follows:

1. To establish good employee/employer communication;
2. To reduce the anxieties of a new environment and new responsibilities;
3. To build teamwork spirit;
4. To inform the employee of the Commission's achievements; and
5. To provide the employee with information about the Commission's benefit package and to explain the participation eligibility dates for the various plans available.

2007 REHIRE

Applications received from former employees will be processed using the same procedures and standards that govern all new applicants. The Executive Director may review and consider the former employee's performance records and the circumstances surrounding separation from previous employment with the Commission. This information will be provided to the staff responsible for screening and interviewing applicants.

2008 EMPLOYMENT CLASSIFICATIONS

2008.01 Employment At-Will

Unless otherwise indicated, all Commission employees serve "at will" and may be released at the discretion of the Executive Director. At-will employees do not have a probationary period because they do not gain permanency, but they will be evaluated at regular intervals. At-will employees may be terminated at any time without cause and have no right to appeal employment decisions.

2008.02 Classifications

The following classifications of Commission employees are:

1. **Regular Full-time:** An employee who works a normal (40 hour) week or a normal (80 hour) biweekly work period on a regularly scheduled basis.
2. **Regular Part-time:** An employee who works less than a normal work week or biweekly work period, on either a regularly scheduled basis or on an irregular basis. Employees working in excess of 60 hours per bi-weekly period on a regularly scheduled basis shall be entitled to same benefits as full-time employees.
3. **Temporary:** An employee hired for a period not exceeding twelve months and who is not entitled to regular benefits. An extension of a temporary work classification for an additional six-month period, or less, may be granted, if, upon review by the Executive Director, the assignment is clearly found to be necessary. A temporary employee may be full-time or part-time. In addition to the use of this classification for secretarial or clerical positions, it applies to students working part-time and those who work during the summer.

2008.03 All employees are classified as exempt or nonexempt according to the following definitions:

Exempt - Positions of a managerial, administrative, or professional nature, as prescribed by federal and state labor statutes, which are exempt from mandatory overtime payments. The positions in this category are: The Executive Director, Deputy Director/Fiscal Supervisor, Principal Regional Planner, Senior Regional Planner, and Associate Regional Planner.

Nonexempt - Positions of a clerical, technical, or service nature, as defined by statute, which are covered by provisions for overtime payments. The positions in this category are Administrative Analyst and Office Assistant.

2009 ANNIVERSARY DATE AND REINSTATEMENT

2009.01 An employee's anniversary date is defined as their first day on the job of regular full-time employment with the Commission, excluding any periods of unpaid leave. Performance reviews may be completed annually on or before the employee's anniversary date. Although a salary adjustment never automatically follows a performance review, if a review cannot be completed prior to the employee's anniversary date and a salary adjustment is in order, it may be made retroactive to the anniversary date.

2009.02 Reinstatement

An employee separated from service in good standing may be reinstated within up to one year after separation at the discretion of the Executive Director. Employees who are reinstated will maintain their original anniversary date.

2010 RELATIVES

2010.01 Relatives of persons currently employed by the agency may be hired only if such employment will not result in any of the following:

- A direct or indirect supervisory relationship.
- The two employees handling financial transactions together.
- The two employees having regular job duties which require performance of shared duties or the same or related work assignment;
- The two employees having the same immediate supervisor; or
- An actual or perceived conflict of interest or having an adverse impact on supervision, safety, security, morale, or efficiency of the workplace that cannot be adequately mitigated.

2010.02 For the purpose of this policy, a relative is defined to include any immediately family member or spouse, registered domestic partner, child, step-child, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, or in-laws of those enumerated by blood, marriage or domestic partnership, or other legal action, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

2010.03 If two employees are employed in violation of this policy, the Executive Director has the discretion to make changes to staffing to meet the needs of the Commission, including a staffing change or salary reduction. If continuing employment of both employees cannot be accommodated in a manner the Executive Director finds consistent with the Commission's goals and objectives, the Executive Director retains the sole discretion to separate one employee from employment. Such separation is not considered disciplinary and is not subject to any appeal. This policy applies to all employees without regard to gender, sexual orientation, or other protected class.

2011 RETURN TO WORK AFTER SERIOUS INJURY OR ILLNESS

2011.01 The Executive Director shall ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse. Employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing their normal duties or assignments with or without accommodation. A serious injury or illness is defined as one that results in the employee being absent from work for more than two consecutive weeks or one which may limit the employee's future performance of regular duties or assignments.

2011.02 Upon return to work, the employee is expected to return to full duty. If the employee returns with modified duty or limitations as ordered by a physician, the Executive Director will make reasonable efforts to assign the returning employee to assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be assumed. Employees requiring

accommodations for a permanent condition must notify the Executive Director for an interactive meeting and determination according to this policy at Section 2001.

2012 PERFORMANCE

2012.01 Performance Evaluations

Periodic performance evaluations may be given to employees at regular intervals, at least annually, with the annual date extended by any unpaid leaves. Employees will be asked to participate in the evaluation process. Performance reviews may be held more often as warranted by the job situation and the employee's performance.

The performance review will be completed in writing following completion of an interview between the employee and their supervisor. The employee is encouraged to share in the review process by adding written comments to the evaluation form and is encouraged to do the following:

1. Inquire about his or her performance from time to time.
2. Accept additional responsibilities and show initiative.
3. Review opportunities for advancement within the department or job classification.
4. Ask for assistance in developing a goal-oriented path for advancement within the Commission.
5. Learn about training available to assist the employee in skills improvement, promotion, or lateral transfer.

The supervisor will determine if a merit step increase is warranted at the conclusion of the performance review process. Step increases may be awarded for dedication in the employee's work, extra effort, and better than average performance. Step increases are not automatic or based on a pre-set interval. Step increase recommendations must be approved by the Executive Director. All approved step increases will be made retroactive to the first workday of the work period of the performance review.

2012.02 Performance Improvement

To protect its investment in human resources and training, and in addition to periodic feedback, employees may be coached, orally counseled, or given written counseling instructions to improve performance. If the Executive Director and supervisor determine additional measures are appropriate, disciplinary action may be invoked, below. Disciplinary options are not exclusive and are listed as optional measures which may be taken at the sole discretion of the Executive Director. Progressive discipline is not required.

2012.03 Disciplinary Action

If the Executive Director, with or without input from a supervisor, determines that an employee's performance or behavior warrants it, disciplinary action may be taken. The examples set forth in section 2012.05 are a guide for disciplinary action to be taken by the Executive Director. The determination of discipline, or the level of discipline, is within the sole discretion of the Executive Director. At-will employees do not have an expectation of continued employment and are not subject to any due process prior to the implementation of disciplinary action.

1. **Letter of Reprimand:** A Letter of Reprimand may state the conduct, performance or behavior and an order to immediately address the problem. A copy of a Letter of Reprimand will be placed in the employee's file. A Letter of Reprimand is final. The employee may comment, and the comments will be attached to the Reprimand.
2. **Demotion, Reassignment, Last Chance Agreement:** If termination is not appropriate, a demotion may be made by a reassignment and/or reduction in pay or grade and may be accompanied by a Last Chance Agreement. This is an informal agreement which will summarize the issue or problem, give the employee a chance to change or improve the behavior or performance, reassign the employee or order a reduction in pay, grade or demotion, and state that the employee may be terminated if the problem is not corrected. A Last Chance Agreement will recite that the employee will resign if performance is not improved within a prescribed period of time. The Executive Director's decision shall be final.

3. **Termination:** A supervisor may make a recommendation for termination. The Executive Director will consider the recommendation and allow the employee an opportunity to respond orally or in writing. The Executive Director's decision shall be final.

2012.04 Suspected Misconduct

The Commission maintains a strict policy against suspected financial misconduct to avoid fraud and abuse of Commission resources. See Policy on Suspected Misconduct in the Accounting & Financial Policies and Procedures Manual, incorporated herein by reference and on file at the Commission offices.

2012.05 Cause For Discipline-Guide

The following non-exclusive list of offenses may result in discipline up to and including termination. Discipline is within the sole discretion of the Executive Director.

1. Tardiness; excessive absenteeism, failure to observe assigned work hours, rest and meal periods, absence without authorized leave, which includes failure to notify the supervisor of intended absence either before or within one hour after the start of the workday.
2. Violation of any Commission rule or policy, including confidentiality, conflict of interest, financial or accounting policies, use or misuse of computers, phones or other communications equipment.
3. Abuse of sick or disability leave in a manner not authorized.
4. Falsifying any Commission record, making false statements, omission or misrepresentation of a material fact; dishonesty, providing wrong or misleading information or other fraud in securing appointment promotion or maintaining employment.
5. Unsatisfactory job performance.
6. Inefficiency.
7. Malfeasance or misconduct, which includes mishandling of public funds, conviction of a crime or damaging property, equipment, vehicles, or supplies through negligence or misconduct.
8. Insubordination.
9. Theft, defacing, misuse or unauthorized use of commission property including tools, equipment, electronics, communications systems (computers and iPads), vehicles or intellectual property.
10. Discourteous treatment of the public or other employees; or any conduct that impairs or disrupts or causes discredit to the Commission.
11. Failure to cooperate with the employee's supervisor or fellow employees.
12. Unapproved outside employment; or performing unauthorized personal work on Commission time.
13. Failure to comply with state and federal safety standard.
14. Working overtime without prior authorization or refusing to work assigned overtime.
15. Carrying firearms or other dangerous weapons on commission premises.
16. Interfering with another employee's job performance.
17. Being under the influence of alcohol or a controlled substance or marijuana or any substance which interferes with the employee's ability to function on the job safely and efficiently, with or without a medical excuse.

2012.06 Separation From Service

Separation from service or termination with or without cause is within the Executive Director's discretion. Absent a written agreement, no promises or guarantees of permanent or specific term employment will be made to an employee of the Commission. Employees separated from service are entitled to receive all earned pay including vacation and other leave pay and accrued sick leave per schedule in this policy manual.

Separation is through one of the following actions:

1. **Resignation** - Voluntary termination by the employee. An employee desiring to terminate employment, regardless of employee classification, is asked to give 30 days' notice to the Executive Director in writing. A resignation will be considered accepted on the day it is submitted at the close of business and will be accepted in writing by the Executive Director or designee.

2. **Dismissal** - Involuntary termination by the Executive Director for any reason at any time. An employee may be dismissed at any time, for any reason, at the sole and absolute discretion of the Executive Director. This includes separation for failure to reasonably accommodate an employee with a disability.
3. **Layoff** – Separation from service due to reduction of the work force or elimination of a position. When a reduction in force is necessary, or one or more positions are eliminated, the Executive Director will identify the employees to be laid off. The Executive Director will notify affected regular full-time employees in writing with as much advance notice as possible but not less than 30 days. Laid off employees shall be notified for possible reinstatement in the event that a position is reactivated or re-funded for one year after layoff. Failure to maintain current contact information with the Commission will result in removal from the list. It is the laid off employee’s responsibility to maintain contact and continued interest in reinstatement.
4. **Retirement** – Any eligible employee who intends to retire is asked to notify the Executive Director in writing at least one month prior to the effective date of retirement.

2012.07 Separation Processing

Processing an employee for separation from service will be coordinated through the direction of the Executive Director or designee. Any outstanding advances charged to the terminating employee will be deducted from the final paycheck by the payroll department, as mutually agreed upon between the Commission and employee. On the final day of employment, the Executive Director must receive all keys, ID cards, and Commission property from the employee. The Executive Director or supervisor may conduct an exit interview with the employee. The employee will be paid on the final day of employment or as authorized by state law. The final check shall include all earned pay and any expenses due the employee. Employees will be notified of COBRA or health insurance options which may be continued at the employee’s expense.

2013 BUSINESS CONDUCT AND CONFLICTS OF INTEREST

2013.01 Conduct And Ethics

The successful organization operation and reputation of the Commission is built upon the principles of fair dealing and ethical conduct of our employees. The Commission’s reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. These 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 of the Commission.

For the complete policy on Business Conduct and Ethical Behavior, see the **Accounting & Financial Policies and Procedures Manual** on file in the Commission offices and incorporated herein by reference.

2013.02 Conflicts Of Interest

All employees have an obligation to 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.

No employee shall maintain an outside business or financial interest, or engage in any outside business or financial activity, which conflicts with the interests of the Commission, or which interferes with his or her ability to fully perform job responsibilities. For example, and not by limitation, if an employee’s job responsibilities include purchasing, or the employee is in a position to influence such purchases, the employee should have no proprietary or financial interest in any business that furnishes products, materials, or services to the Commission or in any related transaction. Nor may an employee benefit directly or indirectly from a third party who furnishes products, materials, or services to the Commission. This policy extends to spouses and family relatives of the employee.

2014 POLICY AGAINST WORKPLACE VIOLENCE

The Commission does not tolerate any act or behavior which can be perceived as threatening, hostile, and/or violent. No official or employee shall make any threat, either physical or verbal, against a co-worker, supervisor, or member of the public. No official or employee, other than those required by their position, shall bring a weapon (exclusive of personal defense chemical spray) of any type to a Commission facility, including parking lots and public streets outside or immediately adjacent to a Commission building, or place in a Commission vehicle or equipment. An official or employee, having demonstrated a legitimate need and having obtained any necessary certification, may bring a personal defense chemical spray to a facility, including parking lots and public streets outside or immediately adjacent to a Commission building, or place in a Commission vehicle or equipment, if first approved by the Executive Director having demonstrated a legitimate need and having obtained any necessary certification.

All employees are required to report immediately to their supervisor and Executive Director any threats or incidents of violence. The Commission shall investigate, or to cause to be investigated, incidents of violence or threats of violence to maintain department safety. Pursuant to California Code of Civil Procedure section 527.8, employers are permitted to seek temporary restraining orders (TRO) and an injunction to protect employees who have been the subject of actual or threatened unlawful violence in the workplace.

Any person found to have violated this policy may be subject to counseling, training, and/or discipline, up to and including termination.

2015 POLICY AGAINST ABUSIVE CONDUCT AND BULLYING

It is the policy of the Commission to maintain a workplace free from any form of abusive conduct or bullying. All officials and employees are prohibited from engaging in abusive conduct or bullying against another person at the workplace.

“Abusive conduct” is defined under Government Code section 12950.1(g)(2) as conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employee’s legitimate business interests. For example, abusive conduct may take the form of, but not be limited to, repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person’s work performance. A single act shall not constitute abusive conduct, unless especially severe or egregious. Another form of abusive conduct may also be referred to as bullying. In addition to the above definition, examples of workplace bullying may include, but not limited to the spreading of malicious rumors, or insulting someone by word or behavior, ridiculing or demeaning someone, picking on someone or setting them up to fail, exclusion or victimization, unfair or discriminatory treatment, overbearing supervision or other misuse of power or position, making threats or comments about job security without basis, slapping, pushing, shoving, punching, or otherwise physically attacking someone, deliberately undermining a competent worker by unnecessarily overloading their work or intentionally interfering with their work and constant criticism.

Evaluative work performance comments or communications by one’s supervisor relating to work deficiencies, constructive feedback, and counseling are appropriate and reasonable business interests, and shall not constitute abusive conduct or bullying.

If an employee is bullied because of their race, gender, religion, sexual orientation, disability, age, or any other protected status, he or she may have a claim for harassment and discrimination and may take action in accordance with the Commission’s policy on anti-harassment and anti-discrimination.

Any person found to have violated this policy may be subject to counseling, training, and/or discipline, up to and including termination.

3000 COMPENSATION

The Commission's Board of Directors has authorized delegation of all human resources and 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 the area with consideration given to budget resources.

3001 POSITION DESCRIPTIONS

- 3001.01** Position descriptions will define the duties, knowledge, skills and abilities and essential functions required for filling the position.
- 3001.02** The Executive Director shall recommend a position program to the Commission Board as necessary. All position descriptions shall include the following information:
1. Title of position.
 2. Position summary or overview.
 3. Exempt or non-exempt.
 4. Position qualifications (minimum qualifications including job experience, knowledge, skills, abilities and education).
 5. Major duties and responsibilities.
 6. Essential job functions, marginal job functions, and physical requirements.

The Commission may compare the positions of other agencies for salary surveys. Position descriptions are one of the factors used in setting the pay scale of the Commission positions. The Executive Director shall review all position descriptions periodically to ensure equity and consistency within and across job classifications and functional lines.

3002 WORKWEEK, PAYDAY, AND PAY ADVANCES

- 3002.01** The Commission employees are paid every two weeks, 26 times annually. The workweek begins on Saturday at 12:00 a.m. and ends on Friday at 11:59 p.m. Payday is on alternate Mondays but may be changed in the discretion of the Executive Director. Timecards are to be submitted to the appropriate supervisor by close of business the Friday preceding the payday. All timecards shall be verified and signed by the appropriate supervisor. Pay is for the two workweeks preceding the next payday. When a payday falls on a Holiday, paydays may occur on the next workday following the Holiday.
- 3002.02** The Commission shall issue all paychecks by direct deposit. Early paychecks or pay advances are not allowed. For a complete policy on Paydays and payroll, see Accounting & Financial Policies and Procedures Manual on file in the Commission offices.

3003 OVERTIME COMPENSATION

- 3003.01** Nonexempt employees will be paid at the rate of one and one-half times their regular hourly rate of pay for all time worked in excess of 40 hours in any one week.
- 3003.02** Authorization for non-exempt employees for overtime is at the discretion of the Executive Director or designee, and only permitted when expressly authorized. Unauthorized overtime is not permitted. If the need for overtime arises, employees are expected to communicate with their supervisor as soon as possible so that proper scheduling, workload, and budgeting may be adjusted and/or approved. Failure to follow this procedure may subject an employee to discipline.
- 3003.03** Non-exempt employees may be allowed paid compensatory time off at a rate of one and one-half times the hourly rate for hours worked over 40 in a week only in the discretion of the Executive Director and with advance notice and approval.

3004 MEAL PERIOD AND REST PERIOD

- 3004.01** Meal Period - The required lunch period for all employees is a minimum of 30 minutes. For non-exempt employees the meal period will begin no later than the commencement of the fifth hour of work.
- 3004.02** Rest Period - Each employee is allowed two paid 15-minute rest periods, one for every 4 hours worked. For every 2 hours of overtime worked, an additional 15-minute rest period is allowed. Rest periods are to be taken during the appropriate work period, shall not be accrued, and shall not be used to offset scheduled work arrival or departure time.

3005 PAYROLL DEDUCTIONS

- 3005.01** The following mandatory deductions will be made from every employee's gross wages: federal income tax, state income tax, state disability insurance, employee's Social Security contribution, and payments to any employee's 401(a) loan per executed loan agreement.
- 3005.02** Every employee must fill out and sign a federal withholding allowance certificate (IRS Form W-4) on or before his or her first day on the job. This form must be completed in accordance with federal regulations. The employee may fill out a new W-4 at anytime when his or her circumstances change. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exemption Form Withholding Certificate (IRS Form W-4E). Employees are expected to comply with the instructions on the W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.
- 3006.03** Every employee will receive an annual Wage and Tax Statement (IRS Form W-2) for the preceding year on or before January 31. Any employee who believes that his or her deductions are incorrect for any pay period or on the W-2 should check with the Fiscal Supervisor immediately.

3006 SALARY PROGRAM

- 3006.01** The Executive Director shall annually review the salary program and recommend appropriate salary ranges to the Commission Board. Salary ranges shall be based upon the principle that like salaries shall be paid for comparable duties. The Executive Director shall take into consideration the generally prevailing rates for such services in regional transportation planning agencies within California, cities and counties, and other public and private agencies in the Madera County area. All proposed salary ranges must be approved by the Commission prior to taking effect.
- 3006.02** An employee reclassified to a new position with a higher salary range will be placed at a step equal to at least five percent higher than the position previously held.
- 3006.03** An employee reclassified to a position with a lower salary range will be placed at a step equivalent to his or her current salary. If the employee's current salary exceeds the maximum step for the new range, the salary shall be frozen at its current level until the incumbent leaves the position or the position rate changes.
- 3006.04** An employee appointed to a higher paying position in an acting capacity for a period of longer than 30 calendar days, excluding vacation relief, shall receive additional compensation at the lowest step in that position or 5% more than the employee's previous position, at the discretion of the Executive Director.

3006.05 Longevity Pay

Employees with 10 years of continuous employment shall receive an additional 2% added to their regular rate of pay.

Employees with 15 years of continuous employment shall receive an additional 4% added to their regular rate of pay.

Employees with 20 years of continuous employment shall receive an additional 6% added to their regular rate of pay.

4000 EMPLOYEE BENEFITS

4001 VACATION LEAVE

4001.01 Each regular full-time employee shall accrue vacation leave and will be entitled to use it as approved by their supervisor on the following basis:

Years of Service		Hours per year	Maximum Accrual
0 through 4	3.69 hrs.	96 hrs.	240 hrs.
5 through 9	4.62 hrs.	120 hrs.	240 hrs.
10 through 14	5.54 hrs.	144 hrs.	280 hrs.
15 through 19	6.46 hrs.	168 hrs.	320 hrs.
20 through +	7.38 hrs.	192 hrs.	360 hrs.

4001.02 Vacation accrual begins on the first day of the first pay period of hire. An employee must be in an active pay status on the last working day of a pay period to accrue vacation for that period. Newly hired employees are eligible to use accrued vacation after six months of service.

4001.03 If the employee's anniversary date is on or before the last working day of the pay period, the employee shall accrue the higher rate for that pay period.

4001.04 Vacation shall not accrue while an employee is on an unpaid leave of absence.

4001.05 An employee's vacation time vests when accrued, up to the maximum accrual rate allowed based upon years of service. Vacation time earned and accrued, but not taken during the year, shall be carried over to future calendar years up to the maximum allowable accrual rates. Employees will be required to take vacation leave to maintain the maximum cap at the direction of the Executive Director.

4001.06 Payment of a sum equal to all accrued, but unused vacation time shall be made to the employee upon separation at the pay rate current at the separation date.

4002 SICK LEAVE

4002.01 Each regular full-time employee shall accrue sick leave at the rate of 3.69 hours per pay period (equivalent to 8 hours/month). There is no maximum accrual limit.

4002.02 The use of accrued sick leave shall be allowed in the following instances:

1. For personal illness or physical incapacity.
2. For dental and medical appointments or other sickness prevention measures.
3. For illness or physical incapacity of an employee's family member, which requires their personal attention. Use shall be limited to three consecutive working days and is subject to approval of the Executive Director. In accordance with California Labor Code Section 245.5, "family member" consists of the employee's spouse, registered domestic partner, children (regardless of age or dependency status, including biological, adopted, foster, step-, legal ward, or a child to whom the employee stands in loco parentis), parent (including biological, adoptive, foster, step-, or legal guardian of an employee or employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), grandparent, grandchild, or sibling.
4. For death of an employee's family member, as defined above, the supervisor may allow an employee up to 56 hours of leave per calendar year, chargeable against sick leave.

4002.03 Sick Leave for Part Time, Temporary and Seasonal Employees

Part-time, seasonal, and temporary employees who are not eligible for sick leave benefits will be provided with sick leave benefits in accordance with the requirements of state law, including the Healthy Workplaces, Healthy

Families Act of 2014 under Labor Code Section 245, and will be provided with notification about these benefits. Contact the Executive Director with any questions.

- 4002.04** It is the employee's obligation to contact their supervisor immediately when sick or personal leave is needed before the beginning of the workday. The supervisor may require a doctor's note or other proof of illness when an employee uses sick leave in excess of three (3) consecutive working days. An employee's failure to call in, excessive use of sick leave, or abuse of sick leave is subject to disciplinary action.
- 4002.05** Pay for sick leave shall be offset by Worker's Compensation, Disability or Unemployment Insurance of the State of California or by any insurance coverage provided to the employee by the Commission at its cost.
- 4002.06** Employees shall be paid for unused, accrued sick leave upon termination in accordance with the following formula: (percentage of current pay rate per years of service from table below) times (number of sick leave hours) = sick leave pay off.

For example, an employee with 5 years 6 months of service, \$20.00/hr. current salary and 40 hours of accrued sick leave is calculated as follows:

(5 yr 6 mos = 5-10 on table below = 10% x \$20.00/hr. = \$2.00/hr. x 40 hrs. = \$80.00 sick leave payoff)

Years of Service	Percentage of Current Hourly Salary
0-5	0%
5-10	10%
10-15	25%
15-20	30%
20-+	50%

4003 LEAVES OF ABSENCE

- 4003.01** The Executive Director may grant an employee a leave of absence without pay for a period not to exceed ninety (90) calendar days. Such request must be in writing.
- 4003.02** A leave of absence without pay results in extending the employee's anniversary date by the total number of calendar days for which leave is authorized. Military and Family Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA) approved leaves are excluded from the extended calculation.
- 4003.03** Sick leave and vacation leave shall not accrue during any leave of absence without pay. Health, dental, optical, life, and disability insurance premiums of an entire month falling within a leave of absence without pay may be paid by the employee. Employees on illness leave must exhaust existing leave balances from sick leave, first, then all other available leaves. If the illness is certified as qualifying for FMLA and/or CFRA, the time periods for those leaves will run concurrently from the first day of illness leave. The Commission will coordinate benefits when information is provided by the employee, to the extent possible.
- 4003.04 Family Medical Leave (FMLA) And California Family Rights Act (CFRA)**

To the extent not already provided for under current leave policies, the Commission will provide up to twelve (12) weeks of unpaid leave during which time the employee's job will be protected. The leave shall be unpaid unless the employee has sick and vacation leave balances. Employees are required to exhaust sick leave, followed by vacation leave while on medical leave. FMLA and CFRA approved leaves will be run concurrently with applicable paid leaves. See complete FMLA/CFRA policy attached hereto as Exhibit 1.

During this leave, the Commission will maintain and pay for group health insurance coverage for the employee at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. The Commission may recover from the employee the

premium(s) that the employer paid as required by law for maintaining coverage for the employee under the group health plan if both of the following conditions occur:

- The employee fails to return to work after the expiration of the leave period; and
- The employee's failure to return to work is for non-FMLA/non-CFRA reasons or non-medical condition related circumstances.

4003.05 Paid Family Leave Of Absence (PFL)

State Disability - An employee covered by State Disability Insurance (SDI), may receive up to six (6) weeks of State benefits over a twelve (12) month period for the following: 1) care for a seriously ill child, spouse, parent, or domestic partner, 2) bond with a new child or the new child of a spouse or domestic partner, or 3) to bond with a child in connection with the adoption or foster care placement of the child with the employee, the employee's spouse or registered domestic partner.

The PFL program provides partial wage replacement under the qualifying conditions stated above. Employees may not be able to receive Unemployment Insurance benefits or SDI benefits for the same period for which they are receiving paid family leave benefits. Paid Family Leave shall run concurrently with any FMLA/CFRA leave.

For more information, see the immediate supervisor or visit the EDD Web site at www.edd.ca.gov and select "Paid Family Leave" or call (877) 238-4373 (English) or (877) 379-3819 (Spanish).

4003.06 Pregnancy Disability Leave (PDL)

Employees disabled by pregnancy, childbirth, or related medical conditions will be eligible for temporary disability benefits. Pregnancy disability leave covers the actual period of disability, up to four (4) months. Leave of absence may be taken intermittently or in increments and does not necessarily need to be taken consecutively. Leave may be taken in increments of no less than one (1) day. Employees are encouraged to submit a doctor's note as soon as possible to qualify for PDL.

Upon the request of an employee with a physician's note, the employee's work assignment may be changed if necessary, to protect the health and safety of the employee and her child;

Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached.

Temporary transfers due to health considerations will be granted when possible. The transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons.

Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide the Commission with a certification from a health care provider. The certification indicating disability should contain:

The date on which the employee became disabled due to pregnancy; the probable duration of the period or periods of disability; and a statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

Return to work from pregnancy disability leave will be allowed with a physician's release. Employees may use accrued sick time during a pregnancy disability leave. An employee will be allowed to use accrued sick, vacation, or personal time (if otherwise eligible to take the time) during a pregnancy disability leave; and duration of the leave is determined by a physician's note.

During this leave, the Commission will maintain and pay for group health insurance coverage for the employee at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. The Commission may recover from the employee the

premium(s) that the employer paid as required by law for maintaining coverage for the employee under the group health plan if both of the following conditions occur:

- The employee fails to return to work after the expiration of the leave period; and
- The employee's failure to return to work is for non-FMLA/non-CFRA reasons or non-medical condition related circumstances.

4003.07 Returning to Work

A medical certification, or release, that an employee is able to return to work from a pregnancy disability leave is required to return to work. Employees on FMLA/CFRA/PFL or PDL will be reinstated to the same position held at the time the leave began or to an equivalent position, if available.

4004 OTHER LEAVES OF ABSENCE

In accordance with applicable state and federal law, the Commission offers the following leaves of absence. For leaves of absences that are considered non-paid, the Commission will adhere to applicable state wage and hour provisions with respect to exempt personnel.

4004.01 Victims Of Domestic Violence And Sexual Assault Leave

If an employee is or becomes a victim of domestic violence or sexual assault, the employee may take time off for court hearings, to seek medical, legal, or psychological assistance, or to protect the employee or the employee's family or safety. Under these provisions, the employer may request specific types of certification in connection with the absence. The employee will not be discharged or discriminated against for taking this qualified leave of absence. Exempt and non-exempt personnel may choose to take accrued paid vacation, personal leave, sick leave, or unpaid leave.

As a condition of taking time off for the purposes set forth under Labor Code section 230 and 230.1, the employee is required to give their supervisor reasonable advance notice of the employee's intention to take time off, unless the advance notice is not feasible. In the event of an unscheduled absence due to domestic violence, sexual assault and/or stalking, the Commission will not take any action against the employee if the employee, within a reasonable time after the absence, provides [a] written certification to the employer.

4004.02 Witness Duty

If an employee is subpoenaed and required to serve as a witness in a court case, he or she must notify the supervisor within a reasonable amount of time before the impending service. A copy of the subpoena may be requested to validate the employee's request for witness-duty leave. As prescribed by law, upon completion of witness duty, an employee is entitled to reinstatement. Witness duty leave is considered a non-paid leave of absence.

4004.03 Military Leave

Military leave shall be granted to any employee. Any employee who is granted military leave shall be paid their regular rate to a maximum of thirty (30) calendar days, in any calendar year, while on such leave. Under these circumstances the employee shall be paid the difference between their full salary and any military payment received, exclusive of travel pay for such leave. As required by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Commission makes available temporary, non-paid military leave of absence. Military leave is open to anyone who has been absent from work due to "service in the uniformed services" is protected. "Service" includes active duty, active duty for training, initial duty for training, inactive duty training; full-time National Guard duty, and examinations to determine fitness for duty.

"Uniformed services" include: the Army, Navy, Air Force, Marine Corps, Coast Guard (and the reserves for each of those branches); the Army National Guard, Air National Guard, and Commissioned corps of the Public Health Service; National Disaster Medical System; and any other category of persons designated by the President in time of war or emergency.

An employee is requested to notify their employer as soon as they learn of the need for military leave. When an employee's service is over, he or she shall provide a notice of intent to return. An employee may take leave up to a maximum of a cumulative five (5) years. At employee option and with employer approval, military leave may be combined with paid vacation time, if available. In accordance with USERRA and under most circumstances, an employee is entitled to reinstatement, as well as to all rights and benefits as if he or she had remained continuously employed. The employee may also elect COBRA-type health care coverage.

4004.04 Jury Duty

Any employee called to serve on any jury and when unable to be excused therefrom shall be entitled to paid leave during the period of such service or while necessarily being present in court as a result of such jury call. Employees are not entitled to juror pay for such duty but are permitted to keep mileage payments. Employees should decline juror pay and report their service to the Commission. Benefits shall be maintained by the employer.

4004.05 Holidays

The Madera County Transportation Commission observes the following holidays. The Commission offices will be officially closed on these days:

Month	day	Holiday
January	1st	New Year's Day
January	3rd Monday	Martin Luther King's Birthday
February	3rd Monday	President's Day
May	Last Monday	Memorial Day
July	4th	Independence Day
September	1st Monday	Labor Day
October	2nd Monday	Columbus Day
November	11th	Veteran's Day
November	4th Thursday	Thanksgiving
November	4th Friday	Day after Thanksgiving
December	25th	Christmas

4004.07 Each employee will be allowed four (4) hours of personal leave per calendar year. This leave is not to be accrued beyond the calendar year.

4004.08 The agency will observe any day proclaimed by the President of the United States or the Governor of California for a Public Fast, Thanksgiving, or Public Holiday.

4004.09 When a holiday falls on a Sunday, the following Monday shall be observed. When a holiday falls on a Saturday, the proceeding Friday shall be observed.

4005 BEREAVEMENT LEAVE

Employees will be entitled to three (3) days paid Bereavement Leave not to be charged to any balance for the death of a parent, parent-in-law, step-parent, sibling or step-sibling, child, step-child, spouse, or registered domestic partner. An employee shall be granted special leave with pay not to exceed a total of fifty-six (56) hours in any calendar year to be charged to sick leave in the event of a death of a member of the employee's immediate family. "Immediate family" is defined as spouse, registered domestic partner, children, step-children, parents, guardians, grandparents, grandchildren, brothers, sisters, and in-laws.

4006 WORKER'S COMPENSATION

Worker's compensation insurance protects employees against economic loss cause by work-related accidents or illnesses. The Commission provides worker's compensation insurance as required by the Worker's Compensation Act of the State of California. The benefit amount is determined on a case-by-case basis in accordance with the law. The Commission

pays the entire cost of the program. Coverage depends upon prompt reporting of accidents /illnesses and filing claims. If an injury on the job occurs, no matter how slight, the employee should report it immediately to their supervisor or the Executive Director or designee. The Executive Director or designee will provide the employee with the appropriate forms and instructions. Failure to report may affect a Worker's Compensation claim or delay treatment. Failure to promptly report may lead to disciplinary action.

4007 LIFE INSURANCE

The Commission shall provide life insurance for each regular full-time employee. The insurance becomes effective after thirty (30) days of continuous active service. The master policy is on file and available to employees through the Office Assistant.

4008 CALIFORNIA STATE DISABILITY INSURANCE

The Commission makes available short-term disability insurance for a cost to offset income loss due to illness or disability that is not work-related. Generally, employees are eligible for benefits after the first day of hospital confinement or the 8th day of a disability that prevents the employee from working. The plan is entirely financed by employee contributions. Employees are encouraged to apply for benefits when eligible. For assistance in filing a claim, see the Executive Director or designee for more information.

4009 HEALTH INSURANCE

4009.01 The Commission currently provides a health insurance plan for each full-time employee and their family. This benefit and benefit level is renewed annually and costs to the employee may change year to year. The master policy is on file and available to employees through the Office Assistant. A plan summary will be provided to each employee.

4009.02 The Commission may make an incentive contribution to eligible employees should the employee *voluntarily* decide not to enroll themselves and their dependents under the Commission health insurance policy up to \$500.00 monthly. The determined monthly amount will be paid out in 50% increments on the first two checks of the month.

Regular full-time employees with alternative medical coverage may annually elect to waive participation in the Commission-sponsored medical insurance plan. Employees electing to waive the Commission-sponsored medical coverage are eligible to receive cash in lieu of the waived coverage as noted above. The in-lieu dollar amount is determined annually. Employees who lose their alternative coverage must immediately enroll in the Commission-sponsored medical insurance plan or enroll in a state exchange plan.

Employees requesting to waive insurance in lieu of cash under this policy must do so in writing and provide proof of alternative health insurance and submit both to the Office Assistant.

This program can be changed or revoked at any time by the Executive Director.

4010 DENTAL & OPTICAL

The Commission provides dental and optical benefits for each regular full-time employee and their family. This benefit and benefit level is renewed annually and costs to the employee may change year to year. The master policy is on file and available to employees through the Office Assistant. A plan summary will be provided to each employee.

4011 SOCIAL SECURITY

All employees are required to participate in the federal Social Security system. Both the Commission and the employee are required to contribute.

4012 MEDICARE

All employees are required to contribute to the federal Medicare system. Both the Commission and the employee are required to contribute.

4013 RETIREMENT PLAN

4013.01 General Provisions

The Commission maintains two retirement plans for regular full-time employees. These plans are administered by the International City Managers Retirement Corporation (ICMA) and are governed by Sections 401(a) (Defined Contribution Plan) and 457 (Deferred Compensation Plan) of the Internal Revenue Code. Employee rights and privileges are determined by the code and the joinder agreements that the Commission has with the ICMA.

Every employee is required to execute a joinder agreement for participation in the ICMA 401(a) plan and may elect to participate in the 457 program at the employee's option. These agreements specify the portion of compensation to be deferred, indicate investment preferences, designate beneficiaries, and hold the Commission harmless from any liability hereunder for all acts performed in good faith, including acts relating to the investment of deferred amounts and/or the employee's investment preference.

Participating employees have various rights upon termination of employment or retirement: 1) leave accumulated funds in trust and receive normal retirement benefits, or 2) withdraw 457 funds or vested portion of 401(a) funds. If the funds are left in trust, the employee is required to notify the Plan Administrator within sixty (60) days of leaving service as to the date that the first payment will be made from the trust. Normally this would be a retirement date; however, the funds may be withdrawn at termination of employment. Thirty (30) days prior to the first payment from the trust, the employee must elect a payment schedule. Withdrawals may be in the form of direct payments from the Plan Administrator or by insurance annuity contract. In the event funds are withdrawn, all requisite forms shall be processed through the Commission for signature.

4013.02 ICMA 401(a) Money Purchase Plan

The Commission contributes 7.5% of the employee's gross salary and picks up the employee's 7.5% contribution for a total 15% contribution into the plan. The employer's contribution to the employee's member contribution is not guaranteed and may change from year to year. This plan is recognized as a qualified retirement plan per Section 401(a) of the IRC. All regular full-time employees shall be enrolled in the plan upon date of hire and are required to complete the joinder agreement at that time. There is no probationary period of service, no minimum age requirements for plan participation, and no restrictions on the investment options of funds maintained in the plan. Employees are immediately 100% vested in the Commission's contribution into the plan. Funds placed in the 401(a) plan shall remain in the trust and shall not be withdrawn during the participant's term of employment. However, there is a provision for employees to take loans from their vested balance.

Upon termination participating employees must notify the Commission of their determination relating to withdrawal of vested funds in the plan. The employee may elect to withdraw funds, leave funds in the plan, or to roll funds over to another qualified plan. If the employee elects to rollover to another plan, the new plan must certify to ICMA that it provides for acceptance of a qualified total distribution. The rollover must equal 100% of vested balance and must occur within sixty (60) days of withdrawal from ICMA. If the employee elects to withdraw the vested balance, the employee will receive a form at the end of the year. Withdrawals that are not rolled into a qualified plan within sixty (60) days are subject to 10% early withdrawal penalty and are taxed as ordinary income.

Normal distribution of benefits commences on the 60th day following close of the plan year in which the employee turns 62 unless written notice is given to have the benefits start at a different time. The earliest that benefits may commence without 10% penalty is at age 59-1/2. The latest is at age 70-1/2. The employee is

required to select a "first payment date" during the first sixty (60) days following termination. This payment date may be changed or revoked by the employee.

4013.03 ICMA 457 Deferred Compensation Plan

Any regular full-time employee may elect to participate in the ICMA Deferred Compensation Plan. The maximum deferred in any tax year shall not exceed the lesser of 100% of gross salary or the limits set by the IRS on an annual basis. Funds in the 457 plan must remain in trust during the course of employment and shall not be withdrawn except for verifiable "unforeseeable emergencies" as defined in IRC 152(a). There is no vesting requirement, are no early withdrawal penalties (however, funds are taxable as ordinary income in the year that they are withdrawn and a W2 will be prepared for all funds withdrawn), and are no rollover provisions into other retirement plans.

Payment from the ICMA 457 plan can begin immediately upon termination regardless of age or can be scheduled to begin at any time up to the age of 70. Within sixty (60) days of termination, the participant must select a date for payments from the plan to begin. This date cannot be changed once the sixty-day period has lapsed. At least thirty (30) days before the first payment date, the recipient must choose a withdrawal schedule. Once payments begin, the withdrawal schedule cannot be changed. Payments may be scheduled on a monthly, semi-annual, or annual basis.

4014 COVID-19 EMPLOYEE BENEFITS

Due to the COVID-19 pandemic and declared State of Emergency, the Commission has adopted various policies related to COVID-19 employee benefits, including, but not limited to, the Supplemental COVID-19 Policy for Sick Leave, Supplemental COVID-19 Policy for FMLA/CFRA leave, and the Supplemental COVID-19 Policy on Telecommuting. All policies related to COVID-19 employee benefits that have been or may be adopted by the Commission, as necessary to comply with applicable law, are hereby incorporated into this Employee Manual. All individual COVID-19 employee benefits policies will be provided to employees upon adoption. Employees are notified of their rights and obligations under such COVID-19 employee benefits policies, and failure to comply with the COVID-19 policies may subject the employee to disciplinary action.

5000 EMPLOYEE EXPENSES - FINANCIAL ACCOUNTING POLICY

5001 EMPLOYEE INCURRED EXPENSES AND REIMBURSEMENT

For the complete Policies Associated With Expenditures and Disbursements, see the Accounting & Financial Policies and Procedures Manual incorporated herein and on file in the Commission offices.

To ensure that all proper business-related expenses incurred by employees are reimbursed, the following procedure has been established:

1. All expenditures are to be approved in advance by the appropriate supervisor unless circumstances prevent advance approval.
2. All business-related expenditures must be accompanied by a receipt or evidence of expenditure to receive reimbursement.
3. All items purchased or charged by the employee are to be itemized on the approved "Monthly Expense Form." All portions of the report must be filled out or marked "N/A" (not applicable), and the necessity and purpose of the expenditure must be explained in sufficient detail.
4. Expense reports must be signed and dated by the employee and signed by the appropriate supervisor showing approval. Reports are due in the accounting department within 30 days of the expenditure. Reimbursement will be made by the 15th day of the month following submittal of the report.

5002 MILEAGE REIMBURSEMENT

- 5002.01** Employee's use of a personal vehicle for Commission business shall be reimbursed for Commission-related business travel at the current stated IRS rate. Use of a personal vehicle is never required by the Commission and is discretionary on the part of the employee.
- 5002.02** Going to and coming from work is not compensable time. If an employee is required to travel from home directly to a third location on Commission business and then to work, the Commission will reimburse the employee for the mileage from the Commission office to the work-related destination.
- 5002.03** The employee must submit a "Monthly Expense Form" signed and dated by the employee and signed by the appropriate supervisor.
- 5002.04** The employee, in using his or her vehicle for Commission purposes, assumes liability for his or her vehicle. All employees must sign a statement verifying that they have a current driver's license and vehicle liability insurance in at least the minimum amounts required by state law.

5003 TRAVEL REIMBURSEMENT

1. This policy establishes the general guidelines and procedures to be followed when business travel is required. See the Travel and Business Entertainment section in the Financial and Accounting Policies and Procedures manual for more detailed information regarding travel.
 - a) Same day travel-related expenses are to be detailed on the "Monthly Reimbursement Form."
 - b) Overnight travel is to be detailed on the overnight travel authorization and claim forms.
 - c) Employees using their personal vehicles on Commission business, including trips to the airport, will be reimbursed at the standard Commission mileage rate, provided that the time and distance involved is reasonable under the circumstances.
 - d) All parking expenses and highway tolls incurred as a result of business travel will be reimbursed.
 - e) All air travel must be approved in advance by the Executive Director unless unavoidable. All travel will be by coach class whenever possible. First class may be used when coach class accommodations are not available.
2. Employees should request advance approval for use of a rental car at their destination. If a rental car is needed, an economy or compact sized car is to be used and additional insurance should not be purchased. A copy of the rental car agreement form must be turned in.

3. Employees should select moderately priced lodging convenient to their destination to minimize time and expense and shall request government rates. A detailed receipt from the hotel or motel must accompany the reimbursement form unless such is unavailable, in which case, a credit card receipt is acceptable.
4. Employees are paid per diem for meals. Reimbursement for meals will be paid according to the per diem schedule in the Financial and Accounting Policies and Procedures Manual.
5. Employees are expected to make all reasonable efforts to retain receipts for valid expenses.

5004 TRAVEL ADVANCES AND CREDIT CARDS

5004.01 The Commission maintains a credit card account for use by employees while in travel status. Employees are encouraged to secure a credit card from the Office Assistant prior to traveling on Commission business. Credit cards should be used for accommodations and purchase of work-related materials whenever possible. The Office Assistant shall maintain a record of credit card assignments and require that receipts for credit card transactions be submitted promptly.

5004.02 Travel advances are available to employees subject to prior approval by the Executive Director. The employee is required to submit the travel advance request in writing to the Executive Director at least five working days prior to the scheduled travel. Travel advance will only be made for travel exceeding one full working day.

5005 REQUIRED MANAGEMENT APPROVAL

5005.01 All travel expense requests, mileage expense reports, purchase requisitions, and other business-related expense reports must be approved by the appropriate supervisor before the request will be processed for payment.

5005.02 The supervisor will only approve expenditures that are business-related, reasonable, and consistent with the letter and intent of the Commission agency policies. Occasionally, a policy will not cover a specific expenditure. Similarly, the facts and circumstances relating to a particular item or expense may justify an exception to the letter of a policy. In these events, the Executive Director shall rule on the acceptability of the expense. Among the factors to be considered in resolving such issues are the following:

1. The intent or purpose of the policy
2. The particular facts or circumstances surrounding the expense
3. The necessity for the expense
4. The amount involved
5. Previous similar situations

5005.03 Employees who incur expenses or charge expenses to the Commission without prior approval do so at their own risk. Employees are invited to seek prior approval from the Executive Director or Fiscal Supervisor, as appropriate, in questionable situations.

5006 PETTY CASH POLICY

5006.01 A Petty Cash fund is maintained for use by employees for minor expenditures. Petty Cash is limited to \$100.00 and is maintained in a locked box secured by the Office Assistant. Petty Cash disbursement procedures are as follows:

1. Employees may request Petty Cash either as an advance or a reimbursement by completing and signing a Petty Cash Voucher.
2. Petty Cash advances are required to be supported by a receipt within one week of voucher approval.
3. Petty Cash reimbursements are to be supported by receipts at time of voucher approval.
4. The Office Assistant following review and approval of the voucher makes all disbursements from Petty Cash. Office Assistant approval shall be designated by signature.

5006.02 The Fiscal Supervisor shall periodically review the status of the Petty Cash fund to verify that the sum of the cash balance plus Petty Cash Vouchers is equal to \$100.00.

6000 MISCELLANEOUS

6001 GRIEVANCE PROCEDURE

An employee may express a grievance regarding a work-related issue, directive, order, or task, to the supervisor. If the concern is not resolved to the employee's satisfaction within one week, the employee may put in writing the details of his or her grievance and submit the grievance to the Executive Director. The Executive Director will review and advise on the grievance. The Executive Director will issue a decision in writing and the decision will be final and not appealable.

6002 POLITICAL ACTIVITIES POLICY

For the complete policy on prohibited lobbying, political expenditures, endorsement of candidates, and use of Commission assets and resources, see Accounting & Financial Policies and Procedures Manual on file in the Commission offices.

In recognition of its responsibilities as a part of the community, the Commission encourages its employees to accept the personal responsibility of good citizenship, including participation in civic and political activities in accordance with their interests and abilities. The Commission prohibits employees and officers from engaging in political activities during work hours.

No political activities or solicitations will be allowed on the Commission premises.

Political activities are defined for purposes of this policy as activities in support of any partisan political issue or activities in support of, or in concert with, any individual candidate for political office, or a political party, which seek to influence the election of candidates to federal, state, or local offices. The definition includes employees who are or may be candidates for political office.

The Commission reserves the right to deny time off for political activity where the activities, in the opinion of the appropriate supervisor, would unduly interfere with the employee's fulfillment of any obligations to the Commission. However, when an employee's full time is required for political activity, a leave of absence without pay may be granted.

6003 EMPLOYEE PRIVACY

The Commission recognizes the employee's right to privacy and endorses these basic principles:

1. Internal access to employee records will be limited to those employees having an authorized, business-related "need-to-know." Access may also be given to third parties, including government agencies, pursuant to court order or subpoena. All employee records shall be retained by the Commission for a minimum of four years from the date the employee record was created or the employment action was taken, whichever is later.
2. The Commission will refuse to release personal information to outside sources without the employee's written approval unless legally required to do so. In response to job inquiries, the Commission will give the employee's date of hire, position held and date of termination. References related to job performance will be on a case by case basis.
3. Employees are permitted to see their personnel file upon request during business hours. Employees may correct inaccurate factual information or submit written comments in disagreement with any material contained in their records.

6004 INTERNET AND ELECTRONIC USE POLICY

6004.01 Use of Software / Electronic Communications

Use of any computer resource (including *iPads*, hardware, software, *smartphones*, and access to networks and databases) may not be used for sending offensive, inappropriate, defamatory, fraudulent, threatening, or obscene e-mail, or e-mail attachments which may harass, sexually harass, express defamatory remarks, intimidate, or display obscene or otherwise offensive written, aural, or graphic material on a Commission

computer. "Jokes" and chain emails should not be sent. Theft, misuse, or unauthorized use of either tangible or intellectual property may result in disciplinary action or termination. Sensitive or personal information should not be sent via electronic mail without the approval of a supervisor.

Making unauthorized copies of copyrighted software is prohibited. Employees may not access network resources of another user without permission. All electronic and telephonic communication systems and all communication and information transmitted by, received from, or stored in the Commission systems, are the property of the Commission and as such are to be used solely for job-related purposes. Therefore, because the use of Commission electronic communication media is intended to be job related and for business necessity, *the Commission may monitor, access, and inspect any employee's e-mail transmission, internet use, and any other electronic information system used for the purpose of conducting business for the agency.*

6004.02 Use of Commission Telephones

Telephones are for the conduct of Commission business. Personal calls should be kept to an absolute minimum and for emergencies. Unauthorized use of Commission telephones for personal business may result in disciplinary action.

6004.03 Use of Cellular Phones

Personal cell phones are to be on silent or vibrate during any meetings. In response to California law, all employees must abide by the following cell phone usage rules:

1. Employees may not receive or make calls or text message on an agency- owned cellular phone or personal cellular phone while driving a motorized vehicle on any work-related time, unless on a hands-free device (such as a Bluetooth). This same rule applies to push-to talk features of other communication devices.
2. To avoid distracted driving, employees are required to pull over to a safe spot off the road when receiving or making a call while driving.
3. Employees will not be reimbursed for any personal cellular telephone expense.
4. The Commission reserves the right to track, monitor and review all business cellular phone activity of its employees at any time on electronic equipment owned or leased by the Commission.
5. An employee found to be in violation of this policy, is subject to disciplinary action or termination.

6005 BULLETIN BOARDS

The Commission utilizes bulletin boards throughout the workplace to display legally mandated postings, changes in the Commission policy, as well as other useful and informative information for all employees. Employees are encouraged to visit bulletin boards regularly.

6006 HOUSEKEEPING

Employees should maintain a clean and orderly work area at all times. This includes helping maintain cleanliness in common work areas visited by other employees and the public. Place clothing, such as jackets, shoes, umbrellas, and other related items in designated areas to ensure free and unobstructed walkways and work areas. By the end of the workday, food, beverages, and related litter should be disposed of in available trash receptacles.

6007 SAFETY

The Commission is committed to providing a safe and secure workplace for employees and the public. For review of the Commission building safety and workplace security, see the Executive Director or designee and the Safety Plan on file.

6008 TELECOMMUTING ARRANGEMENTS

The Commission considers telecommuting to be a viable, flexible work option when both the individual employee and the job are suited to such an arrangement. Telecommuting may also be appropriate during emergency situations where employees may not be able to work onsite.

Telecommuting is not an entitlement or an organization-wide benefit, and it in no way changes the terms and conditions of employment with the Madera County Transportation Commission. All telecommuting arrangements shall be made on a case-by-case basis, focusing first on the business needs of the Commission. For further information, see the Executive Director or designee and the Telecommuting Policy and Procedures on file.

6009. LACTATION ACCOMMODATION POLICY

The Commission recognizes the health benefits of breastfeeding for both parent and child. This Lactation in the Workplace Policy is intended to comply with the requirements of Senate Bill 142, which became effective January 1, 2020 and encourage a supportive work environment for Commission employees who are nursing to breastfeed or express milk during working hours. The Commission recognizes that a supportive work environment for these employees will greatly benefit their health and welfare, strengthen their families, and therefore benefit the Commission and the community.

6009.1 Right to Request Lactation Accommodation

Employees have the right to request lactation accommodation, and employees shall be allowed to take reasonable breaks for lactation each time an employee has a need to express milk.

6009.2 Process for Employee Accommodation Request

Before the start of an employee's child bonding leave, or upon request, the employee's supervisor or Human Resources will provide the employee with the attached "Request for Lactation Accommodation" form, a copy of this policy and related parental information supplied by Human Resources.

The employee should complete the attached accommodation request form and return it to Human Resources as soon as possible and no later than 10 business days before returning from leave.

As required by law, the Commission will provide a written response to the employee if it is unable to provide for a break time or location that complies with this policy.

Human Resources will be available to discuss any impact on workload and/or work schedule with the employee and employee's supervisor to help balance the lactation accommodation with the Commission's needs.

6009.3 Time to Lactate

The Commission will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child each time the employee has the need to express milk. The Commission recognizes that the frequency of periods needed to express breast milk on a daily basis as well as duration of each individual period may vary for each employee.

To the extent possible, the lactation break is to run concurrently with any break time already provided to the employee. Employees are entitled to use regular paid breaks, meal periods, and unpaid break time to express milk. Lactating employees may use breaks to breastfeed a child at a nearby childcare facility.

Break times will be established based on the employee's work schedule. Supervisors may provide a flexible schedule, including adjusted beginning or ending work times, so employees can make up unpaid break time if requested.

For non-exempt employees, lactation time beyond the regular paid rest break time is unpaid.

The time used to travel to and from the employee's work area to the private space provided must not be included in the calculation of time used for the expression of breast milk and travel time to the nearest Commission facility compliant with this policy would be paid time.

6009.4 Location and Facilities for Lactation

The Commission will provide employees with a clean space for lactation in private, which is not a bathroom, in close proximity to the employee's work area. The private space provided will have the ability to be locked, be shielded from view and free from intrusion from co-workers and/or the public. The location may be the place where the lactating employee normally works if there is adequate privacy (e.g., the employee's private office, a supervisor's private office, or a conference room that can be secured) and that location otherwise meets the requirements of this section.

Restrooms are prohibited from being utilized for lactation purposes. However, a separate private anteroom (women's lounge) or a separate private changing area next to a bathroom may be permissible.

Areas such as closets or storage rooms are usually not appropriate spaces for lactation purposes. Closets or storage rooms that do not contain noxious materials may be converted to be acceptable private spaces assuming they have adequate ventilation and meet the rest of the requirements of this policy.

The location will be safe, clean and free of toxic or hazardous materials. The space will be equipped with an electrical outlet or provide access to alternative devices (such as extension cords or charging stations), comfortable seating and be in close proximity to a sink with running water. The space will contain a surface to place a breast pump and personal items.

Rooms designated for lactation must be identified with appropriate signage to ensure privacy. A designated lactation space may be used for other purposes when not needed for lactation.

A refrigerator suitable for storing milk will be provided in close proximity to the employee's workspace. Lactating employees are permitted to store breast milk in refrigerator and freezer units already otherwise provided to employees by the Commission for the storage of food. Breast milk should be clearly labeled. The Commission, however, will not be responsible for any lost or stolen containers left in the refrigerator or freezer.

A system will be created for scheduling use of the lactation space by multiple employees, if needed. The system will ensure all employees who need to use the space for lactation can use it during approved breaks.

6009.5 Statement Regarding Employee Right to File a Complaint with the Labor Commissioner

Employees have the right to file a report/claim with the Labor Commissioner's Bureau of Field Enforcement (BOFE) for violation of Labor Code § 1030 – 1034 at the BOFE office nearest to the Commission. Additional information can be obtained at the following website: <http://www.dir.ca.gov/dlse/HowToReportViolationtoBOFE.htm>.

6009.6 Discrimination Prohibited

Discrimination against and/or harassment of lactating employees in any form is unacceptable, a form of prohibited sex/gender discrimination, will not be tolerated at the Commission and will be handled in accordance with the Commission's policy on discrimination and harassment.

THESE RULES DO NOT CREATE ANY CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED

EMPLOYEE COPY

EMPLOYEE MANUAL ACKNOWLEDGEMENT FORM

TO: Madera County Transportation Commission

RE: Employee Manual Acknowledgment and Policies

I have received the Commission Employee Manual and understand that this manual is not a binding contract.

I also understand that it is my responsibility to read and become familiar with the policies of the Commission. If I have any questions regarding my status as an employee, I may forward them to the Executive Director, and/or the human resources representative of the Madera County Transportation Commission.

I understand that the policies contained in this Employee Manual may be changed when, in the opinion of management due to business necessity, circumstances require it. The Madera County Transportation Commission will reasonably inform me in advance with a notice in writing of any such changes. Management retains the right to unilaterally terminate or change policies contained in the Employee Manual. Also, it is my responsibility to stay in close communication with my supervisor regarding any possible upcoming changes in policy. Such changes will not affect vested interests in any pension or retirement benefits if available.

I have reviewed the employee manual and acknowledge receipt of a manual this date and will comply with all the Commission policies and conditions of employment.

SIGNATURE _____ Date _____

PRINT NAME

THE COMMISSION MAINTAINS A DUPLICATE ORIGINAL SIGNATURE

Employee acknowledges having read and understands this employee manual

Exhibits
-FMLA/CFRA Policy

Exhibit 1

FMLA/CFRA

The Commission employs not more than 10 people. Therefore the regulations under the California Family Rights Act applies.

I. Statement of Policy

To the extent not already provided for under current leave policies and provisions, the Commission will provide family and medical care leave for eligible employees as required by state and federal law. The following provisions set forth certain of the rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 (FMLA), and the regulations of the California Family Rights Act (CFRA). Unless otherwise provided by this policy, "leave" under this policy shall mean leave pursuant to the FMLA and CFRA. Since the Commission employs less than 50 employees the CFRA applies; however, references will be made to both the FMLA and CFRA for ease of reference.

II. Definitions

- A. "12-Month Period" means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
- B. "Single 12-month period" means a 12-month period which begins on the first day the eligible employee takes FMLA leave to take care of a covered servicemember and ends 12 months after that date.
- C. "Child" means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self care because of a mental or physical disability. An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes, a biological, adopted, foster or step-child.

A child is "incapable of self care" if he/she requires active assistance or supervision to provide daily self care in three or more of the activities of daily living or instrumental activities of daily living — such as, caring for grooming and hygiene, bathing, dressing, and eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, etc.

- D. "Parent" means the biological, adoptive, step ~~or~~ foster parent, or parent-in-law of an employee, or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. ~~This term does not include parents in law.~~
- E. "Spouse" means a husband or wife as defined or recognized under California State law for purposes of marriage.
- F. "Domestic Partner," as defined by Family Code §§ 297 and 299.2, shall have the same meaning as "Spouse" for purposes of CFRA Leave.
- G. "Serious health condition" means an illness, injury impairment, or physical or mental condition that involves:
 - 1. Inpatient Care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, or perform other regular daily activities due to the serious health condition, treatment involved, or recovery therefrom); or
 - 2. Continuing treatment by a health care provider: A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
 - a) A period of incapacity (i.e., inability to work, or perform other regular daily activities) due to serious health condition of more than three full consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

- i) Treatment two or more times within 30 days of the first day of incapacity, unless extenuating circumstances exist by a health care provider, by a nurse, or by a provider of health care services (e.g., a physical therapist) under orders of, or on referral by a health care provider. The first in-person treatment visit must take place within seven days of the first day of incapacity; or
 - ii) Treatment by a health care provider on at least one occasion which must take place within seven days of the first day of incapacity and results in a regimen of continuing treatment under the supervision of the health care provider. This includes for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. If the medication is over the counter, and can be initiated without a visit to a health care provider, it does not constitute a regimen of continuing treatment.
- b) Any period of incapacity due to pregnancy or for prenatal care. (This entitles the employee to FMLA leave, but not CFRA leave. Under California law, an employee disabled by pregnancy is entitled to pregnancy disability leave.)
 - c) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - i) Requires periodic visits (defined as at least twice a year) for treatment by a health care provider or by a nurse;
 - ii) Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - iii) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). Absences for such incapacity qualify for leave even if the absence lasts only one day.
 - d) A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
 - e) Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

H. "Health Care Provider" means:

1. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State of California;
2. Individuals duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, who directly treat or supervise treatment of a serious health condition;
3. Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in California and performing within the scope of their practice as defined under California State law;
4. Nurse practitioners and nurse-midwives, clinical social workers, and physician assistants who are authorized to practice under California State law and who are performing within the scope of their practice as defined under California State law;

5. Any health care provider from whom an employer or group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.
- I. "Active Duty or Call to Active Duty Status" means a duty under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation for members of the Reserve components, the National Guard, and certain retired members of the Regular Armed Forces and retired Reserve while serving on active duty status during a war or national emergency declared by the President or Congress.
- J. "Contingency Operation" means a military operation that is (1) designated by the Secretary of Defense as an operation in which members of the United States Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or (2) that results in the call to order to, or retention on, active duty members of the United States Armed Forces by law or any other provision of law during a war or national emergency declared by the President or Congress.
- K. "Covered Servicemember" means (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty; or (2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
- L. "Outpatient Status" means, with respect to a covered servicemember, the status of a member of the Armed Forces assigned to either: (1) a military medical treatment facility as an outpatient; or (2) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
- M. "Next of Kin of a Covered Servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.
- N. "Serious Injury or Illness" (1) in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; or (2) in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

III. Reasons For Leave

Leave is only permitted for the following reasons:

1. The birth of a child or to care for a newborn of an employee;
2. The placement of a child with an employee in connection with the adoption or foster care of a child;
3. Leave to care for a child, parent, spouse, or domestic partner who has a serious health condition;
4. Leave because of a serious health condition that makes the employee unable to perform the functions of his/her position;

5. Leave for a "qualifying exigency" may be taken arising out of the fact that an employee's spouse, son, daughter, or parent is on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation (under the FMLA only, not the CFRA); or
6. Leave to care for a spouse, son, daughter, parent, or "next of kin" servicemember of the United States Armed Forces who has a serious injury or illness incurred in the line of duty while on active military duty or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces (this leave can run up to 26 weeks of unpaid leave during a single 12-month period) (under the FMLA only, not the CFRA).

IV. Employees Eligible For Leave

An employee is eligible for leave if the employee:

1. Has been employed for at least 12 months; and
2. Has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

V. Amount of Leave

Eligible employees are entitled to a total of 12 workweeks (or 26 weeks to care for a covered servicemember) of leave during any 12-month period. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

A. Minimum Duration of Leave

If leave is requested for the birth, adoption or foster care placement of a child of the employee, leave must be concluded within one year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two weeks. However, an employee is entitled to leave for one of these purposes (e.g., bonding with a newborn) for at least one day, but less than two weeks duration on any two occasions.

If leave is requested to care for a child, parent, spouse, or the employee him/herself with a serious health condition, there is no minimum amount of leave that must be taken. However, the notice and medical certification provisions of this policy must be complied with.

B. Spouses Both Employed By The Commission

In any case in which a husband and wife both employed by the Commission are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 12 workweeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the employees' child (i.e., bonding leave).

In any case in which a husband and wife both employed by the Commission are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 26 workweeks during any 12-month period if leave is taken to care for a covered servicemember.

Except as noted above, this limitation does not apply to any other type of leave under this policy.

VI. Employee Benefits While on Leave

Leave under this policy is unpaid. While on leave, employees will continue to be covered by the Commission's group health insurance to the same extent that coverage is provided while the employee is on the job.

Employees may make the appropriate contributions for continued coverage under the preceding non-health benefit plans by payroll deductions or direct payments made to these plans. Depending on the particular plan, the Commission will inform you whether the premiums should be paid to the carrier or to the Commission. Your coverage on a particular

plan may be dropped if you are more than 30 days late in making a premium payment. However, you will receive a notice at least 15 days before coverage is to cease, advising you that you will be dropped if your premium payment is not paid by a certain date. Employee contribution rates are subject to any change in rates that occurs while the employee is on leave.

If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the Commission shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member which would entitle the employee to leave, or because of circumstances beyond the employee's control. The Commission shall have the right to recover premiums through deduction from any sums due the Commission (e.g. unpaid wages, vacation pay, etc.).

VII. Substitution of Paid Accrued Leaves

While on leave under this policy, as set forth herein, an employee may elect to concurrently use paid accrued leaves. Similarly, the Commission may require an employee to concurrently use paid accrued leaves after requesting FMLA and/or CFRA leave and may also require an employee to use family and medical care leave concurrently with a non-FMLA/CFRA leave which is FMLA/CFRA-qualifying.

A. Employee's Right To Use Paid Accrued Leaves Concurrently With Family Leave

Where an employee has earned or accrued paid vacation, compensatory time, or personal or family leave that paid leave may be substituted for all or part of any (otherwise) unpaid leave under this policy.

An employee is entitled to use sick leave concurrently with leave under this policy if:

1. The leave is for the employee's own serious health condition; or
2. The leave is needed to care for a parent, spouse, child, or registered domestic partner with a serious health condition, and would be permitted as sick leave under the Commission's sick leave policy.

B. Commission's Right To Require An Employee To Use Paid Leave When Using FMLA/CFRA Leave

Employees must exhaust their accrued leaves concurrently with FMLA/CFRA leave to the same extent that employees have the right to use their accrued leaves concurrently with FMLA/CFRA leave, with two exceptions:

1. Non-exempt employees are required to use accrued compensatory time earned in lieu of overtime earned pursuant to the Fair Labor Standards Act; and
2. Employees will only be required to use sick leave concurrently with FMLA/CFRA leave if the leave is for the employee's own serious health condition.

C. Commission's Right to Require an Employee to Exhaust FMLA/CFRA Leave Concurrently With Other Leaves

If an employee takes a leave of absence for any reason which is FMLA/CFRA-qualifying, the Commission may designate that non-FMLA/CFRA leave as running concurrently with the employee's 12-week FMLA/CFRA leave entitlement.

D. Commission's and Employee's Rights If an Employee Requests Accrued Leave without Mentioning Either the FMLA or CFRA

If an employee requests to utilize accrued vacation leave or other accrued paid time off without reference to a FMLA/CFRA-qualifying purpose, the Commission may not ask the employee if the leave is for a FMLA/CFRA-qualifying purpose. However, if the Commission denies the employee's request and the employee provides information that the requested time off is for a FMLA/CFRA-qualifying purpose, the Commission may inquire further into the reason for the absence. If the reason is FMLA/CFRA-qualifying, the Commission may require the employee to exhaust accrued leave as described above. The Commission may determine an illness qualifies under FMLA/CFRA in accordance with state and federal regulations.

VIII. Medical Certification

Employees who request leave for their own serious health condition or to care for a child, parent or a spouse who has a serious health condition must provide written certification from the health care provider of the individual requiring care if requested by the Commission.

If the leave is requested because of the employee's own serious health condition, the certification must include a statement that the employee is unable to work at all or is unable to perform the essential functions of his/her position.

Employees who request leave to care for a covered servicemember who is a child, spouse, parent, or "next of kin" of the employee must provide written certification from a health care provider regarding the injured servicemember's serious injury or illness.

The first time an employee requests leave because of a qualifying exigency, an employer may require the employee to provide a copy of the covered military member's active-duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service. A copy of new active-duty orders or similar documentation shall be provided to the employer if the need for leave because of a qualifying exigency arises out of a different active duty or call to active duty status of the same or a different covered military member.

A. Time To Provide A Certification

When an employee's leave is foreseeable and at least 30 days' notice has been provided, if a medical certification is requested, the employee must provide it before the leave begins. When this is not possible, the employee must provide the requested certification to the Commission within the time frame requested by the Commission (which must allow at least 15 calendar days after the employer's request), unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

B. Consequences For Failure To Provide An Adequate Or Timely Certification

If an employee provides an incomplete medical certification the employee will be given a reasonable opportunity to cure any such deficiency.

However, if an employee fails to provide a medical certification within the time frame established by this policy, the Commission may delay the taking of FMLA/CFRA leave until the required certification is provided.

C. Second and Third Medical Opinions

If the Commission has reason to doubt the validity of a certification, the Commission may require a medical opinion of a second health care provider chosen and paid for by the Commission. If the second opinion is different from the first, the Commission may require the opinion of a third provider jointly approved by the Commission and the employee but paid for by the Commission. The opinion of the third provider will be binding. An employee may request a copy of the health care provider's opinions when there is a second or third medical opinion sought.

D. Intermittent Leave Or Leave On A Reduced Leave Schedule

If an employee requests leave intermittently (a few days or hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.

IX. Employee Notice of Leave

Although the Commission recognizes that emergencies arise which may require employees to request immediate leave, employees are required to give as much notice as possible of their need for leave. Except for qualifying exigency leave, if leave is foreseeable, at least 30 days' notice is required. In addition, if an employee knows that he/she will need leave in the future, but does not know the exact date(s) (e.g. for the birth of a child or to take care of a newborn), the employee shall inform his/her supervisor as soon as possible that such leave will be needed. Such notice may be orally given. If the Commission determines that an employee's notice is inadequate or the employee knew about the requested leave in advance of the request, the Commission may delay the granting of the leave until it can, in its discretion, adequately cover the position with a substitute.

For foreseeable leave due to a qualifying exigency, an employee must provide notice of the need for leave as soon as practicable, regardless of how far in advance such leave is foreseeable.

X. Reinstatement Upon Return From Leave

A. Right To Reinstatement

Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Employees have no greater rights to reinstatement, benefits, and other conditions of employment than if the employee had been continuously employed during the FMLA/CFRA period.

If a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated on the date agreed upon. If the reinstatement date differs from the original agreement of the employee and Commission the employee will be reinstated within two business days, where feasible, after the employee notifies the employer of his/her readiness to return.

B. Employee's Obligation To Periodically Report On His/Her Condition

Employees may be required to periodically report on their status and intent to return to work. This will avoid any delays to reinstatement when the employee is ready to return.

C. Fitness-for-Duty Certification

As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition, which made the employee unable to perform his/her job, the employee must obtain and present a fitness-for-duty certification from the health care provider that the employee is able to resume work. Failure to provide such certification will result in denial of reinstatement.

D. Reinstatement of "Key Employees"

The Commission may deny reinstatement to a "key" employee (i.e., an employee who is among the highest paid 10 percent of all employed by the Commission within 75 miles of the work site) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the Commission, and the employee is notified of the Commission's intent to deny reinstatement on such basis at the time the employer determines that such injury would occur.

XI. Required Forms

Employees must fill out the following applicable forms in connection with leave under this policy:

1. "Request For Family or Medical Leave Form" prepared by the Commission to be eligible for leave.
NOTE: EMPLOYEES WILL RECEIVE A COMMISSION RESPONSE TO THEIR REQUEST WHICH WILL SET FORTH CERTAIN CONDITIONS OF THE LEAVE;
2. Medical certification—either for the employee's own serious health condition or for the serious health condition of a child, parent, spouse, or domestic partner.

3. Authorization for payroll deductions for benefit plan coverage continuation; and
4. Fitness-for-duty to return from leave form.



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 7-D
PREPARED BY: Patricia Taylor, Executive Director

SUBJECT:

Time Change – May 18, 2022, MCTC Policy Board Meeting to 1:30 PM

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

The **May 18, 2022, MCTC Policy Board meeting start time has been moved from 3:00 PM to 1:30 PM for the month of May 2022 only.** The purpose for the time change is due to the May California Transportation Commission (CTC) meeting to be held in Fresno on May 18-19, 2022. The Madera County Transportation Commission will be a sponsor of the reception on the evening of Wednesday, May 18th, on the Fresno State Campus at the Smittcamp Alumni House.

As a sponsor of the event, the MCTC has 8 seats available. MCTC staff would like to extend the invite to the MCTC Commissioners, and Executive Director. Please let Patricia Taylor, Executive Director, know of your availability.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 7-E

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

Transportation Development Act (LTF, STA) – Allocation, Resolution 21-13 Amendment No. 2, Resolution 21-14 Amendment No. 2

Enclosure: Yes

Action: Approve Resolution 21-13 Amendment No. 2, Resolution 21-14 Amendment No. 2

SUMMARY:

The City of Madera and the City of Chowchilla have submitted requests to amend their FY 2021-22 Local Transportation Fund (LTF) and State Transit Assistance (STA) allocations based upon carryover funds and an increase in current year estimates.

City of Madera

The City of Madera is requesting to carry over LTF funds from FY 2020-21 and to reallocate their allocations. The total 2020-21 LTF carryover is \$4,440,478.22. Of that amount, \$11,947 in carryover is reprogrammed for Local Agency Planning, \$4,352,836.45 for Streets and Roads, and \$75,694.77 for Pedestrian and Bicycle Facilities in 2021-22.

The City of Madera is requesting a STA amendment to reflect a new revised 2021-22 allocation of \$570,956, which resulted from a STA apportionment estimate increase of an additional \$106,853.

City of Chowchilla

The City of Chowchilla is requesting to carry over LTF funds from FY 2016-17, 2017-18, 2018-19, and 2019-20 and to reallocate their allocations. The total LTF carryover is \$43,549 in Pedestrian and Bicycle Facilities bringing the FY 2021-22 Pedestrian and Bicycle Facilities amount to \$52,945. Streets and Roads has been increased to \$405,726.

The City of Chowchilla is requesting a STA amendment to reflect a new revised 2021-22 allocation of \$138,243, which resulted from a STA apportionment estimate increase of an additional \$25,640.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 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 2021-22 LOCAL TRANSPORTATON FUND	Resolution No.: 21-13 Amendment No. 2
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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, \$110,000 has been apportioned for Administration, \$117,501 has been reserved for Pedestrian and Bicycle facilities, and

WHEREAS, the Local Agencies have agreed to a MCTC expenditure of \$176,252 for shared system planning costs, per Section 99233.2 of the Transportation Development Act; and

WHEREAS, there is the sum of \$5,581,316 to be allocated from LTF, 2021-22;

WHEREAS, the Madera County Transportation Commission has made the finding in Resolution No. 21-12 that there are no substantial unmet transit needs that are reasonable to meet in FY 2021-22 within the jurisdictions of the County of Madera, the City of Madera, and the City of Chowchilla, and

WHEREAS, the City of Madera has carryover funds from FY 2020-21 and requests to revise its allocations, and

WHEREAS, the City of Chowchilla has carryover funds from FY 2016-17, 2017-18, 2018-19, and 2019-20 and requests to revise its allocations, 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		\$ 56,491
Pedestrian & Bicycle Projects		\$ 52,945
MCTC Planning Services	\$ 14,095	
Street & Road Projects	\$ 405,726	

(B) City of Madera

Madera Metro, Intermodal		\$ 783,856
Pedestrian & Bicycle Projects		\$ 124,758.77
MCTC Planning Services	\$ 73,595	
Local Agency Planning	\$ 11,947	
Street & Road Projects	\$5,899,500.45	

C) County of Madera

Amtrak		\$ 25,000
MCC, Demand Response		\$ 112,060
Pedestrian & Bicycle Projects		\$ 45,796
MCTC Planning Services	\$ 68,695	
Street & Road Projects	\$ 2,038,269	

The foregoing resolution was adopted this 20th day of April 2022 by the following vote:

Commissioner Tom Wheeler	_____
Commissioner Diana Palmer	_____
Commissioner Cecelia Gallegos	_____
Commissioner Brett Frazier	_____
Commissioner Robert Poythress	_____
Commissioner Jose Rodriguez	_____

 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 2021-22 STATE TRANSIT ASSISTANCE FUND	Resolution No.: 21-14 Amendment No. 2
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WHEREAS, State Transit Assistance funds have been made available to the Madera County Transportation Commission by the State Controller in the amount of \$1,388,217, an increase of \$259,635 from the original allocation;

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

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

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

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

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

WHEREAS, the City of Chowchilla and the City of Madera have requested to revise their allocations;

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

CLAIMANT	2021-22 STA
City of Chowchilla	
Unallocated	\$ 0
CATX	\$ 138,243
City of Madera	
Madera Metro, DAR, Intermodal	\$ 570,956
Unallocated	\$ 0

County of Madera	
MCC, Demand Response	\$ 551,876
Unallocated	\$ 127,142

The foregoing resolution was adopted this 20th day of April 2022 by the following vote:

Commissioner Tom Wheeler	_____
Commissioner Diana Palmer	_____
Commissioner Cecelia Gallegos	_____
Commissioner Brett Frazier	_____
Commissioner Robert Poythress	_____
Commissioner Jose Rodriguez	_____

Chair, Madera County Transportation Commission

Executive Director, Madera County Transportation Commission



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 8-A

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

Award Contract – Lobbying and Intergovernmental Services

Enclosure: No

Action: Authorize staff to enter a 3-year contract with Khouri Consulting in an amount not to exceed \$63,000 for year 1, \$66,000 for year 2, and \$69,000 for year 3

SUMMARY:

The MCTC Policy Board previously awarded a contract for FY 2021-22 to Khouri Consulting to provide Lobbying and Intergovernmental Services for MCTC for \$60,000. Khouri Consulting has helped establish an MCTC legislative platform by drafting letters to State and Federal legislators on projects and programs that benefit the Madera County region, consulting on legislative and lobbying efforts, coordinating meetings with legislators and stakeholders, and various other lobbying and intergovernmental services. Staff recommends that MCTC retain Khouri Consulting by executing a contract for a 3-year term beginning with FY 2022-23 through FY 2024-25. The proposed cost is \$63,000 for year 1, \$66,000 for year 2, and \$69,000 for year 3. If approved, the member assessment fees would reflect these costs.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 8-B

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

Proposed FY 2022-23 Member Assessment Fees

Enclosure: Yes

Action: Approve proposed 2022-23 Member Assessment Fees Schedule and direct staff to contact the local jurisdictions to incorporate the fee in its respective jurisdiction budget

SUMMARY:

Madera County Transportation Commission's participation in the Valley Voice program and other lobbying efforts is crucial as it not only allows Madera a seat at the table but also allows Madera to be seen and heard. The Valley Voice effort has been successful, and Madera County has benefited from its establishment. Unfortunately, there are no MCTC Federal or State funding sources that can be utilized for lobbying activities.

To actively participate in the Valley Voice programs, staff recommends continuing the Member Assessment Fees in the 2022-23 Budget process on a per capita basis in the amount of \$100,000. Included in the agenda packet is a copy of the proposed 2022-23 Member Assessment Fees Schedule that identifies the proportional amount that each member agency would be requested to compensate for the Valley Voice and related lobbying efforts.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.

Madera County Transportation Commission

Proposed Member Assessment Fee Schedule

Annual Valley Voice Program Budget	\$95,000
Prior fiscal years carryover	\$5,000
Amount Needed FY 2022-23	\$ 100,000

Member	DOF (E-1) Population 05/01/21	Percent	Proportional Amount
Chowchilla	12,673	7.9969%	\$ 7,997
Madera	66,172	41.7557%	\$ 41,756
County	79,629	50.2474%	\$ 50,247
	158,474	100.00%	\$ 100,000

History of Member Assessment Fees

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Chowchilla	\$1,598	\$2,237	\$2,638	\$2,956	\$8,390	\$7,997		
Madera	\$8,430	\$11,802	\$14,171	\$15,311	\$43,449	\$41,756		
County	\$9,972	\$13,961	\$17,191	\$18,733	\$53,161	\$50,247		
	\$20,000	\$28,000	\$34,000	\$37,000	\$105,000	\$100,000	\$0	\$0

Actual Expenses	\$34,393.08	\$35,405.97	\$35,410.96	\$13,647.19				
Carryforward	\$14,393.08	\$7,405.97	\$1,410.96	-\$23,352.81	\$0.00	\$0.00	\$0.00	

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Chowchilla	\$722	\$722	\$527	\$599	\$1,432	\$1,482	\$1,877	\$2,188
Madera	\$3,763	\$3,763	\$2,644	\$3,159	\$7,414	\$7,893	\$9,751	\$11,582
County	\$5,515	\$5,515	\$3,804	\$4,000	\$9,189	\$9,746	\$12,189	\$14,458
	\$10,000	\$10,000	\$6,975	\$7,758	\$18,035	\$19,121	\$23,817	\$28,228

Actual Expenses	\$6,975.18	\$7,757.63	\$15,010.17	\$14,878.83	\$25,852.24	\$31,349.44	\$19,071.48	\$34,203.46
Carryforward	-\$3,024.82	-\$2,242.37	\$8,035.17	\$7,120.83	\$7,817.24	\$12,228.44	-\$4,745.52	\$5,975.46

	<u>Cum. Total Fees</u>	<u>Cum. Actual Expenses</u>	<u>Difference</u>
	\$242,934	\$273,955.63	\$31,021.63
Info thru FY 20-21	<u>Avg/Yr-Cum.</u>	<u>Avg/Last 5yrs</u>	
	\$20,244.50	\$44,800.00	



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 8-C
PREPARED BY: Patricia Taylor, Executive Director

SUBJECT:

FY 2022-23 Overall Work Program and Line Item Budget

Enclosure: Yes

Action: Approve 2022-23 Overall Work Program and Line Item Budget – Resolution 22-04

SUMMARY:

Included in your package are the 2022-23 MCTC Overall Work Program Revenues and Expenses by Work Element and Line Item Budget. The document is available to review in its entirety at the [MCTC website](#).

This document is prepared annually as requested by Caltrans. The OWP discusses the MCTC, its organizational structure, regional planning issues, and presents work element descriptions and budgets. The draft document was circulated for local agency and Caltrans review beginning in February. Comments received are reflected in the final document.

The Madera County Transportation Commission (MCTC) and the Madera County Transportation Authority (MCTA) are independent agencies – separate from that of the Cities and County. Therefore, all budgets, work products, and administration/operations are comparable of other Metropolitan Planning Organizations and Transportation Authorities. Funding to operate the two agencies can only be utilized for transportation planning and administrative purposes.

The MCTC budget is derived from the following funding resources:

- FHWA-PL – federal planning funds
- FTA 5303 – federal planning funds
- PPM-STIP – State Planning, Programming, and Monitoring funds
- TDA – Transportation Development Act administration and planning funds
- SB-1 Sustainable Communities Grant
- Measure “T” administration funds
- Member Assessment Fees

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.

FY 2022-23 Overall Work Program

	MCTC			Funds Available by Revenue Source											Total	
	MCTC	Other	Total	MCTC LTF	Member Assessment	MCTA	STIP PPM	SJV REAP Housing	SB-1 Sustainable Communities	FHWA PL	FHWA PL Carryover 20-21	FHWA PL Carryover 21-22	FTA 5303	FTA 5303 Carryover 20-21		FTA 5303 Carryover 21-22
Carryover Prior Years				73,990		14,371	0	228,642	69,514		76,349	78,332			9,790	55,719
Current Year Allocation				301,098	100,000	158,193	78,000		164,209	785,125			55,448	3,731		1,642,073
Carryover to Future Year				(19,979)												(19,979)
Total Available Funds	1,336,029	840,784	2,176,813	355,109	100,000	172,564	78,000	228,642	233,723	785,125	76,349	78,332	55,448	3,731	9,790	2,176,813

4/14/2022 15:13	Expenditures by Agency			Expenditures by Revenue Source											Total			
	MCTC	Other	Total	MCTC LTF	Federal Carryover Match -LTF	Member Assessment	MCTA	STIP PPM	Federal Carryover Match - PPM	SJV REAP Housing	SB-1 Sustainable Communities	FHWA PL	FHWA PL Carryover 20-21	FHWA PL Carryover 21-22		FTA 5303	FTA 5303 Carryover 20-21	FTA 5303 Carryover 21-22
101 Regional Transportation Plan	179,628	40,000	219,628	13,126	12,066			0				101,303	14,801	78,332				219,628
102 Regional Housing Planning Program	28,642	200,000	228,642	0	0			0		228,642		0						228,642
103 ZEV Readiness & Implementation Plan FY 21-22	3,520	75,000	78,520	9,006	0			0			69,514	0						78,520
104 Oakhurst Multimodal Corridor Study FY 22-23	9,200	176,284	185,484	21,275	0			0			164,209	0						185,484
201 Transit Planning	77,905		77,905	7,184	1,752			0				0			55,448	3,731	9,790	77,905
202 Rail Planning	37,220		37,220	37,220	0			0				0						37,220
301 Active Transportation Planning	159,371		159,371	0				18,280				141,091						159,371
401 Routes, Corridors, and Routes of Regional Significance	69,522		69,522	0	7,974			0				0	61,548					69,522
501 Transportation Development Program	174,415		174,415	20,005	0			0				154,410						174,415
502 Project Coordination & Financial Programming	34,286		34,286	0	0			34,286				0						34,286
601 Travel Demand Model Management	81,354	54,500	135,854	15,582	0			0				120,272						135,854
602 Air Quality Modeling	95,958	8,000	103,958	0	0			11,924	0			92,034						103,958
603 GIS and Mapping Resources	62,055		62,055	0	0			7,118				54,937						62,055
604 Performance Management and Data Development	36,388		36,388	0	0			4,174				32,214						36,388
605 Regional Traffic Monitoring Program	11,837	7,500	19,337	0	0			2,218	0			17,119						19,337
701 Public Participation Program	54,040	27,000	81,040	9,295	0			0				71,745						81,040
801 Transportation Funds Administration	80,015	33,000	113,015	113,015	0			0				0						113,015
901 Lobbying	9,419	90,581	100,000	0	0	100,000		0				0						100,000
902 Other Activities	48,936	12,419	61,355	61,355	0			0				0						61,355
1001 Overall Work Program	26,254		26,254	26,254	0			0				0						26,254
1101 MCTA Administration	56,064	116,500	172,564	0	0		172,564	0				0						172,564
Total Expenditures	1,336,029	840,784	2,176,813	333,317	21,792	100,000	172,564	78,000	0	228,642	233,723	785,125	76,349	78,332	55,448	3,731	9,790	2,176,813
				355,109				78,000				939,806			68,969			

Madera County Transportation Commission
Line-Item Budget Worksheet
14-Apr-22

Revenues	21-22 Final	22-23 Budget	Difference	% Diff
FHWA PL	\$772,932	\$785,125	\$12,193	2%
FHWA PL Carryover	\$334,008	\$154,681	(\$179,327)	-54%
FTA 5303	\$59,506	\$55,448	(\$4,058)	-7%
FTA 5303 Carryover	\$32,745	\$13,521	(\$19,224)	-59%
HR 133 PPM	\$43,774	\$0	(\$43,774)	-100%
STIP Carryover	\$0	\$0	\$0	0%
STIP Planning	\$78,000	\$78,000	\$0	0%
SB-1 Sustainable Communities 22-23	\$0	\$164,209	\$164,209	0%
SB-1 Sustainable Communities 21-22	\$165,032	\$69,514	(\$95,518)	-58%
SB-1 Sustainable Communities 20-21	\$76,221	\$0	(\$76,221)	-100%
REAP Housing	\$295,441	\$228,642	(\$66,799)	-23%
TDA Carryover	\$50,780	\$54,011	\$3,231	6%
TDA Administration	\$110,000	\$120,000	\$10,000	9%
TDA Planning	\$176,252	\$181,098	\$4,846	3%
Member Assessment Fees	\$92,000	\$100,000	\$8,000	9%
MCTA Carryover	\$4,167	\$14,371	\$10,204	245%
MCTA	\$580,768	\$158,193	(\$422,575)	-73%
Other	\$0	\$0	\$0	0%
Total Revenues	\$2,871,626	\$2,176,813	(\$694,813)	-24%
Non-cash information				
Toll Credits (PL)	\$0	\$0	\$0	0%
Toll Credits (5303)	\$0	\$0	\$0	0%
Expenses				
	21-22 Final	22-23 Budget	Difference	% Diff
Salaries & Benefits				
Salaries	\$705,565	\$777,578	\$72,013	10%
ICMA 401(a)	\$104,484	\$115,285	\$10,801	10%
FICA, Employer	\$42,200	\$45,958	\$3,758	9%
Medicare	\$10,231	\$11,274	\$1,043	10%
Worker's Compensation	\$4,797	\$5,286	\$489	10%
Health	\$141,855	\$146,528	\$4,673	3%
Unemployment Insurance	\$1,120	\$1,120	\$0	0%
Subtotal Salaries & Benefits	\$1,010,252	\$1,103,029	\$92,777	9%
Direct	\$531,090	\$573,871	\$42,781	8%
Indirect	\$479,162	\$529,158	\$49,996	10%
Indirect Costs				
Advertising/Publications	\$2,000	\$2,000	\$0	0%
Auto & Cell Allowance	\$4,200	\$4,200	\$0	0%
Computer Software	\$7,000	\$7,000	\$0	0%
Conference/Training/Education	\$8,000	\$8,000	\$0	0%
Equipment Leases	\$10,000	\$9,000	(\$1,000)	-10%
Bldg/Equip. Maint. & Repairs	\$4,000	\$4,000	\$0	0%
Insurance	\$1,000	\$1,000	\$0	0%
Janitorial Services	\$2,000	\$2,000	\$0	0%
Legal Services	\$20,000	\$20,000	\$0	0%
MCTC Audit	\$22,000	\$23,000	\$1,000	5%
Membership Fees	\$2,000	\$2,000	\$0	0%
Miscellaneous	\$6,000	\$6,000	\$0	0%
Office Furniture	\$2,000	\$2,000	\$0	0%
Office Supplies	\$6,000	\$6,000	\$0	0%
Postage	\$1,000	\$1,000	\$0	0%
Rent	\$71,000	\$71,000	\$0	0%
Technology Related Equipment & Repairs	\$31,000	\$31,000	\$0	0%
Telephone/Internet/Website	\$14,000	\$14,000	\$0	0%
Travel Expenses	\$4,000	\$4,000	\$0	0%
Utilities	\$9,000	\$9,000	\$0	0%
Valley Coordination	\$6,800	\$6,800	\$0	0%
Subtotal Indirect Costs	\$233,000	\$233,000	\$0	0%
Other Direct Costs				
Air Quality (Consultant)	\$8,000	\$8,000	\$0	0%
Board Costs and Other Costs	\$31,000	\$31,000	\$0	0%
Consultant (SR 41 Corridor Study)	\$21,228	\$0	(\$21,228)	-100%
Consultant (SB-1 Planning Grant)	\$258,110	\$251,284	(\$6,826)	-3%
Consultant (Household Travel Survey)	\$27,081	\$0	(\$27,081)	-100%
Consultant (Public Outreach Coordination)	\$100,000	\$0	(\$100,000)	-100%
Consultant (Regional Housing Program)	\$242,709	\$200,000	(\$42,709)	-18%
Consultant (Socioeconomic Study)	\$0	\$0	\$0	0%
Consultant (Measure Renewal)	\$450,000	\$75,000	(\$375,000)	-83%
Consultant (Lobbying&Intergovernmental)	\$72,000	\$72,000	\$0	0%
MCTA Conference(s)/Travel	\$2,500	\$2,500	\$0	0%
MCTA Fin Asst/Audits/Annual Report	\$25,000	\$25,000	\$0	0%
MCTA Project Development	\$50,000	\$10,000	(\$40,000)	-80%
MCTC TDA Audits	\$10,000	\$11,000	\$1,000	10%
MCTC TDA Other Admin Costs	\$15,000	\$15,000	\$0	0%
Model Update	\$0	\$0	\$0	0%
Other MCTA Costs	\$4,000	\$4,000	\$0	0%
Planning Grant Match	\$10,000	\$0	(\$10,000)	-100%
Public Participation Program	\$30,000	\$30,000	\$0	0%
RTP EIR	\$83,746	\$20,000	(\$63,746)	-76%
RTP/SCS Development	\$122,000	\$20,000	(\$102,000)	-84%
Technical/Modeling On-Call Services	\$50,000	\$50,000	\$0	0%
Traffic Model & GIS Support	\$4,500	\$4,500	\$0	0%
Traffic Monitoring Program	\$7,500	\$7,500	\$0	0%
Translation Services	\$4,000	\$4,000	\$0	0%
Triennial Performance Audits	\$0	\$0	\$0	0%
Subtotal Other Direct Costs	\$1,628,374	\$840,784	(\$787,590)	-48%
Total Expenses	\$2,871,626	\$2,176,813	(\$694,813)	-24%
\$0				

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

In the matter of
**OVERALL WORK PROGRAM AND LINE ITEM
BUDGET FOR FY 2022-2023**

Resolution No.: **22-04**

WHEREAS, the Madera County Transportation Commission (Commission) has been designated the Regional Transportation Planning Agency for Madera County by the Secretary of Business and Transportation Agency pursuant to Section 29532 of the California Code of Regulations (as amended by AB 402, 1977); and acting as the Metropolitan Planning Agency (MPO) (Federal Highway Act of 1974 and the Urban Mass Transportation Administration Act of 1964 as amended pursuant to the joint regulations - Code of Federal Regulations, Title 23, Part 450; Title 49, Part 613); and

WHEREAS, the Commission is required by State and Federal funding agencies to prepare and submit an Overall Work Program pursuant to the Department of Transportation, Intermodal Planning Group Region IX Guidelines for Metropolitan Planning Organizations; and

WHEREAS, the Commission staff has sought input from member agencies, including transit operators, and the State with respect to proposed work to be performed to satisfy State and Federal requirements, in addition to local priorities; and

WHEREAS, the proposed Overall Work Program has been prepared to meet State and Federal requirements; and

WHEREAS, the Overall Work Program is considered to be a guide for work activity and may be considered for amendment by the Commission Policy Board during the 2022-23 fiscal year; and

WHEREAS, the MCTC has prepared a line item budget which is consistent with the Overall Work Program; and

NOW, THEREFORE, LET IT BE RESOLVED, that the Madera County Transportation Commission does hereby adopt the FY 2022-23 Overall Work Program and Budget and certifies that its planning process will be implemented through this document in accordance with:

- (1) Public Law 114-94, the Fixing America's Surface Transportation Act (FAST Act);

- (2) Section 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d));
- (3) Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794;
- (4) Section 1101 (b) of the Transportation Equity Act for the 21st Century (Pub. L. 105-178 112 Stat. 107) regarding the involvement of disadvantaged business enterprises in the FHWA and the FTA funded project (FR Vol. 64 No. 21, 49 CFR part 26); and
- (5) The provisions of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and U.S. DOT implementing regulation (49 CFR Parts 27, 37, and 38).

BE IT FURTHER RESOLVED, that the Commission Executive Director and/or Policy Board Chairman are authorized to execute and submit certifications and applications for funding to State and Federal agencies identified as proposed sources of funding by the 2022-23 Overall Work Program; and execute and submit agreements with participating member agencies and auditors; and

BE IT FURTHER RESOLVED, that the Commission will continue to work with State and Federal funding agencies in addition to member agencies on any adjustments to the Overall Work Program and Line Item Budget which may occur subsequent to July 1, 2022.

The foregoing resolution was adopted this 20th day of April 2022 by the following vote:

Commissioner Wheeler	_____
Commissioner Palmer	_____
Commissioner Gallegos	_____
Commissioner Rodriguez	_____
Commissioner Frazier	_____
Commissioner Poythress	_____

Chairman, Madera County Transportation Commission

Executive Director, Madera County Transportation Commission



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 9-A

PREPARED BY: Patricia Taylor, Executive Director

SUBJECT:

Continuation of Teleconferenced Meetings – Resolution 21-1 Amendment No. 7

Enclosure: Yes

Action: Approve Continuation of Teleconferenced Meetings by Resolution 21-1 Amendment No. 7

SUMMARY:

In accordance with recent amendments to the Brown Act open meetings law (AB 361), it is recommended that the MCTA Policy Board approve Resolution 21-1 Amendment No. 7, allowing for continued remote teleconferenced public meetings for all MCTA Policy Board and its Committees based upon a continued state of emergency related to the COVID-19 pandemic as well as recommendations from state officials regarding social distancing.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.

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

In the matter of
**FINDING OF A PROCLAMATION OF A STATE
OF EMERGENCY BY THE GOVERNOR’S
ORDER DATED 3-4-20 PERSISTS, AND
AUTHORIZING REMOTE TELECONFERENCE
MEETINGS OF THE POLICY BOARD AND ITS
COMMITTEES OF THE MADERA COUNTY
TRANSPORTATION AUTHORITY FOR THE
PERIOD OF MAY 1 THROUGH MAY 31, 2022,
PURSUANT TO BROWN ACT PROVISIONS**

Resolution No.: **21-1**
Amendment No. 7

WHEREAS, the Madera County Transportation Authority (Authority) is committed to preserving and nurturing public access and participation in meetings of the Policy Board and its committees; and

WHEREAS, all meetings of the Authority are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Authority conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the Madera County’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Policy Board previously adopted Resolution 21-1 on September 30, 2021, finding that the requisite conditions exist for the Policy Board and its committees to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, such conditions now exist in Madera County, specifically, a state of emergency has been declared due to the COVID-19 pandemic; and

WHEREAS, State and local officials continue to recommend social distancing measures to help combat the spread; and

WHEREAS, the Policy Board does hereby find that the COVID-19 state of emergency has caused, and will continue to cause, conditions of peril to the safety of persons within Madera County that are likely to be beyond the control of services, personnel, equipment, and facilities of the Authority; and

WHEREAS, as a consequence of the emergency, the Policy Board does hereby find that the Policy Board of Madera County Transportation Authority and all of its committees shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such the Authority shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, measures have been taken to ensure access for the public including the ability to participate virtually and provide comment.

NOW, THEREFORE, THE POLICY BOARD OF THE MADERA COUNTY TRANSPORTATION AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Policy Board hereby considers the conditions of the state of emergency in Madera County and proclaims that a local emergency persists.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Policy Board ratifies that the Governor of the State of California issued a Proclamation of a State of Emergency, effective as of its issuance date of March 4, 2020, which remains in effect.

Section 4. Imminent Public Health and Safety Risk. The Policy Board finds that as a result of the emergency, meeting in person could present imminent risks to the health or safety of attendees.

Section 5. Remote Teleconference Meetings. The Executive Director and the Policy Board of Madera County Transportation Authority are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 6. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) November 30, 2021, or such time the Policy Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Policy Board of Madera County Transportation Authority may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

The foregoing resolution was adopted this 20th day of April, 2022 by the following vote:

Commissioner Tom Wheeler	_____
Commissioner Diana Palmer	_____
Commissioner Cecelia Gallegos	_____
Commissioner Jose Rodriguez	_____
Commissioner Brett Frazier	_____
Commissioner Robert Poythress	_____

Chairman, Madera County Transportation Commission

Executive Director, Madera County Transportation Commission



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 10-A

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

Road 200 Phase 3, Fine Gold Creek Bridge Replacement – Construction Allocation

Enclosure: Yes

Action: Approve Construction Allocation of \$6,980,000 for the Road 200 Phase 3 Fine Gold Creek Bridge Replacement project, Resolution 22-2

SUMMARY:

The County of Madera Public Works Department (County) has completed the Right of Way (ROW) and Plans, Specifications and Estimate (PS&E) phases, including all permitting, for the Regional Measure T Road 200 Bridge Replacement project at Fine Gold Creek.

The Road 200 Bridge Replacement project is Phase 3 of the overall improvement project for Road 200 from Spring Valley School to Fine Gold Creek. Phases 1 and 2 were previously completed in 2009 and 2013, respectively. The project will consist of construction of a new bridge to replace the structurally deficient bridge currently in place along with improvements to roadway geometrics by realigning the road crossing of Road 200 at Fine Gold Creek. The proposed project will improve safety for the traveling public utilizing Road 200 between eastern Madera County and State Route 41. The project underwent an environmental review pursuant to the California Environmental Quality Act (CEQA) and a Notice of Determination was filed on November 20, 2015, with the County of Madera Recorder's office.

The County is now requesting approval of the allocation of \$6,980,000 of Regional Measure T- Tier 1 and Flexible funds for the Construction of this project.

In addition, the County will be contributing \$4,787,000 in Local Measure T funding to construct the project. Because the Regional Program is in Pay-Go financing, the County will be advancing construction, using Local Measure T funding and other Local funds. The County will then request reimbursement from the Regional Measure T program as the funds become available. The Regional funds are budgeted for FY 2022-23.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Annual Work Program. Funds are budgeted for FY 2022-23 and will be reimbursed to the County when available.

April 5, 2022



Mr. Troy McNeil, Deputy Director/Fiscal Supervisor
 Madera County Transportation Commission
 2001 Howard Road, Suite 201
 Madera, CA 93637

Subject: Measure T Construction Funding Allocation Request- Road 200 Bridge Replacement at Finegold Creek

Dear Mr. McNeil,

I am pleased to inform the Madera County Transportation Commission (MCTC) that the Public Works Department (County) has completed the Right of Way (ROW) and Plans, Specifications and Estimate (PS&E) phases, including all permitting, for the Regional Measure T Road 200 Bridge Replacement project at Fine Gold Creek.

The Road 200 Bridge Replacement project is Phase 3 of the overall improvement project for Road 200 from Spring Valley School to Fine Gold Creek. Phases 1 and 2 were previously completed in 2009 and 2013, respectively. The project will consist of construction of a new bridge to replace the structurally deficient bridge currently in place along with improvements to roadway geometrics by realigning the road crossing of Road 200 at Fine Gold Creek. The proposed project will improve safety for the traveling public utilizing Road 200 between the eastern Madera County and State Route 41. The project underwent an environmental review pursuant to the California Environmental Quality Act (CEQA) and a Notice of Determination was filed on November 20, 2015, with the County of Madera Recorder's office.

Included in the attachment for reference is the cover sheet of the plans for the Road 200 Bridge Replacement at Fine Gold Creek project.

With that, the County is requesting approval of the allocation of the \$6,980,000 of Regional Measure T- Tier 1 and Flexible funds for the Construction of the Road 200 Bridge Replacement project at Fine Gold Creek. In addition, the County will be contributing \$4,787,000 in Local Measure T funding to construct the project. The County will be advancing construction using the Local Measure T funding and other Local funds. The County will then request reimbursement from the Regional Measure T-Tier 1 program as the funds become available.



We are excited and look forward to delivering this much needed project for Madera County residents.

Should you have any questions or wish to discuss this request further, please do not hesitate to contact me by email or phone (559) 675-7811.

Sincerely,



Jared Carter
Deputy Public Works Director

Attachment: Project Plans Cover Sheet
Updated Project Programming Request (PPR)

INDEX OF SHEETS

CIVIL PLANS

SHEET NO. C1	TITLE SHEET
SHEET NO. C2	GENERAL NOTES, LEGEND AND QUANTITIES
SHEET NO. C3	TYPICAL SECTIONS AND DETAILS
SHEET NO. C4	DEMOLITION PLAN
SHEET NO. C5	CONSTRUCTION AREA SIGNS
SHEET NO. C6-C7	SUPERELEVATION DIAGRAM
SHEET NO. C8-C11	ROADWAY PLAN AND PROFILES
SHEET NO. C12-C13	SIGNING AND STRIPING
SHEET NO. C14-C15	RETAINING WALL CROSS SECTIONS
SHEET NO. C16-C17	RETAINING WALL PLANS
SHEET NO. C18	DRIVEWAY DETAIL SHEET

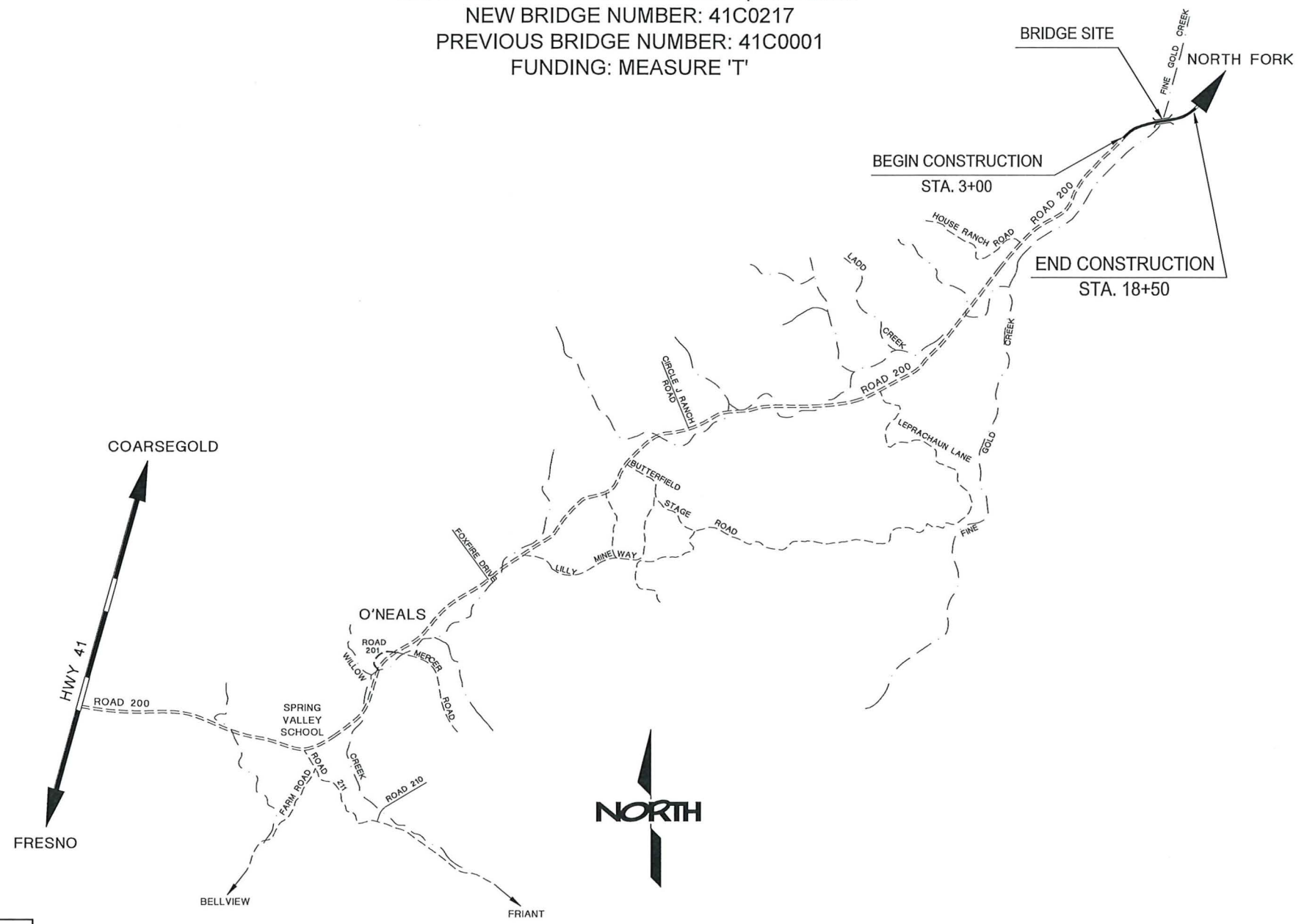
BRIDGE PLANS

SHEET NO. S1	GENERAL PLAN
SHEET NO. S2	DECK CONTOURS
SHEET NO. S3	FOUNDATION PLAN
SHEET NO. S4	ABUTMENT 1 LAYOUT
SHEET NO. S5	ABUTMENT 4 LAYOUT
SHEET NO. S6	ABUTMENT DETAILS NO. 1
SHEET NO. S7	ABUTMENT DETAILS NO. 2
SHEET NO. S8	ABUTMENT DETAILS NO. 3
SHEET NO. S9	PIER DETAILS NO. 1
SHEET NO. S10	PIER DETAILS NO. 2
SHEET NO. S11	PIER DETAILS NO. 3
SHEET NO. S12	TYPICAL SECTION
SHEET NO. S13	GIRDER LAYOUT
SHEET NO. S14	GIRDER REINFORCEMENT
SHEET NO. S15	GIRDER DETAILS
SHEET NO. S16	STRIP JOINT SEAL ASSEMBLY
SHEET NO. S17	TUBULAR BICYCLE RAILING
SHEET NO. S18	LOG OF TEST BORINGS

COUNTY OF MADERA PUBLIC WORKS

PROJECT PLANS FOR REPLACEMENT OF BRIDGE ON COUNTY ROAD 200 AT FINE GOLD CREEK

To be supplemented by the State of California Department of Transportation
2018 Standard Plans and Standard Specifications
NEW BRIDGE NUMBER: 41C0217
PREVIOUS BRIDGE NUMBER: 41C0001
FUNDING: MEASURE 'T'



BOUNDARY NOTES

1. BASIS OF BEARINGS: AERIAL TARGETS 10007-10009, PK NAILS IN PAVEMENT, N 29°53'00" E.
2. BENCHMARK AERIAL TARGET 10009, 1274.65'.



CONTRACTOR SHALL VERIFY ACTUAL DEPTH AND LOCATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. CALL "UNDERGROUND SERVICE ALERT" (U.S.A.) (TOLL FREE 800-642-2444) PRIOR TO TRENCHING, GRADING, EXCAVATION, DRILLING, PIPE PUSHING, PLANTING TREES, DIGGING POST HOLES FOR FENCES, ETC., (U.S.A.) WILL SUPPLY INFORMATION OR LOCATE AND MARK ANY UNDERGROUND FACILITIES.

THE CONTRACTOR SHALL POSSESS THE CLASS (OR CLASSES) OF LICENSE AS SPECIFIED IN THE "NOTICE TO CONTRACTORS" CONTAINED IN THE SPECIAL PROVISIONS

RESOURCE LIST

<p>PG & E BRIEN CARLSON 2871 AIRPORT DRIVE MADERA, CA. 93637 (559) 675-2217</p> <p>Ponderosa Telephone Company Bill Brown P.O. Box 21 O'Neals, CA 93645 (559) 868-6334</p>	<p>SIERRA TELEPHONE JERRY WEDDLE 40033 Sierra Way OAKHURST, CA. 93644 (559) 642-1660</p>
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N|V|5
BEYOND ENGINEERING

2109 WEST BULLARD AVENUE, SUITE 145
559.661.5220 TEL 559.492.3457 FAX
FRESNO, CA 93711
WWW.NV5.COM

MADERA COUNTY

Doug Wilson
DOUG WILSON
ROAD COMMISSIONER
CAPITAL IMPROVEMENT PROJECTS DIVISION

1-26-2027
DATE

PLANS APPROVAL DATE

R.R.O.
REGISTERED CIVIL ENGINEER

REGISTERED PROFESSIONAL ENGINEER
Ronald E. Pifer
No. 53551
CIVIL
STATE OF CALIFORNIA

BID SET

PROJECT NO.	6094-3A	C1
CONTRACT NO.		3

Madera County Transportation Authority

Resolution for Authorization to Proceed to Construction

Resolution 22-2

- 1.1 **WHEREAS**, Madera County has completed a Mitigated Negative Declaration pursuant to the California Environmental Quality Act (CEQA) and the CEQA Guidelines for the following project:
 - **Road 200 Phase 3 Fine Gold Creek Bridge Replacement**
- 1.2 **WHEREAS**, Madera County has certified that the Mitigated Negative Declaration has been completed pursuant to CEQA and the STATE CEQA Guidelines for its implementation; and
- 1.3 **WHEREAS**, the project will include construction of a new bridge to replace the structurally deficient bridge currently in place along with improvements to roadway geometrics by realigning the road crossing of Road 200 at Fine Gold Creek; and
- 1.4
- 1.5 **WHEREAS**, the Madera County Transportation Authority has considered the information contained in the Mitigated Negative Declaration; and
- 1.6 **WHEREAS**, the project will not have a significant effect on the environment;
- 2.1 **WHEREAS**, Madera County has requested Measure T Tier I/Flexible funding in the amount of \$6,980,000 for the Road 200 Phase 3 Fine Gold Creek Bridge Replacement project; and
- 2.2 **WHEREAS**, the Madera County Transportation Authority has approved the following funding scheme for the Road 200 Phase 3 Fine Gold Creek Bridge Replacement project:

Road 200 Phase 3 Fine Gold Creek Bridge

	E&P, PS&E	ROW	CON	Total
<i>Measure T Regional</i>	\$ -	\$ -	\$ 4,127,500	\$ 4,127,500
<i>Measure T Flexible</i>	\$ 500,000	\$ 100,000	\$ 2,852,500	\$ 3,452,500
<i>Local Measure T Regional Rehab</i>			\$ 4,787,000	\$ 4,787,000
	\$ 500,000	\$ 100,000	\$ 11,767,000	\$ 12,367,000

	CON
<i>Measure T Regional</i>	\$ 4,127,500
<i>Measure T Flexible</i>	\$ 2,852,500
	\$ 6,980,000

- 3.1 **WHEREAS**, the Madera County Transportation Authority has received the latest engineer’s estimate for construction of Road 200 Phase 3 Fine Gold Creek Bridge Replacement project of \$11,767,000; and

- 3.2 **WHEREAS**, the Madera County Transportation Authority has received approved plans and specifications from Madera County; and
- 3.3 **WHEREAS**, Madera County will advance construction of the project with their local funds and then request reimbursement from the Madera County Transportation Authority when Regional funds are available at a later date;
- 4.1 **NOW, THEREFORE, BE IT RESOLVED** that the Madera County Transportation Authority does hereby authorize Madera County to proceed to construction for the Road 200 Phase 3 Fine Gold Creek Bridge Replacement project in the amount of \$6,980,000 Measure T Tier I/Flexible funds.

The foregoing resolution was adopted by the MCTA Policy Board this 20th day of April 2022 by the following vote:

- Commissioner Tom Wheeler voted: _____
- Commissioner Diana Palmer voted: _____
- Commissioner Cecelia Gallegos voted: _____
- Commissioner Brett Frazier voted: _____
- Commissioner Robert Poythress voted: _____
- Commissioner Jose Rodriguez voted: _____

Chair, Madera County Transportation Commission

Executive Director, Madera County Transportation Commission



STAFF REPORT
Board Meeting of April 20, 2022

AGENDA ITEM: 10-B

PREPARED BY: Sandy Ebersole, Administrative Analyst

SUBJECT:

Measure T Citizens' Oversight Committee Member Appointment

Enclosure: Yes

Action: Appoint Wayne Chapman as a representative for District 2 to the Measure T Citizens' Oversight Committee

SUMMARY:

The Measure T Citizens' Oversight Committee currently has a vacancy for a member residing in District 2. Staff has received an application for this vacancy. The application of Wayne Chapman is included in the agenda packet. Staff recommends the appointment of Wayne Chapman to the Measure T Citizens' Oversight Committee.

FISCAL IMPACT:

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.



CITIZENS' OVERSIGHT COMMITTEE APPLICATION

The Madera County Transportation Authority (Authority) maintains a standing Citizen Oversight Committee to provide citizen perspective, participation and involvement in the Authority's \$213 million voter-approved Measure T Investment Plan. The Committee is comprised of seven (7) members: five (5) represent each of the Madera County supervisorial districts in addition to two (2) "at-large" members.

COC members are appointed to serve for a four-year term without compensation. No member may serve for more than eight years. Meetings will be held at the MCTA office at 2001 Howard Road, Suite 201, Madera, CA.

There are currently four vacancies on the committee to fill a 4 year term:

- One member residing within District 1
- One member residing within District 2
- One member residing within District 4

Please submit completed applications to the following staff:

Measure T Oversight Committee
 c/o Sandy Ebersole
 Madera County Transportation Commission
 2001 Howard Road, Suite 201
 Madera, CA 93637
 Email: sandy@maderactc.org
 FAX: (559) 675-9328

Should applicants have any questions, please call Sandy Ebersole at (559) 675-0721

Additional information can be found on our [website](#).

Which supervisorial district do you live in? 1 2 3 4 5

(If uncertain, please see link below for a map of Districts)

<https://www.maderacounty.com/government/board-of-supervisors/current-supervisorial-district-map>



Name Wayne Chapman

Address [Redacted] Chowchilla 93610
Street City Zip Code

Phone [Redacted]

E-mail waynec@steveschevrolet.com

How many years have you lived in Madera County? 17

Briefly describe your interest in serving on the Measure "T" Citizens' Oversight Committee. As a resident and executive manager for a business, i want to keep up to date on all government activity in the County. List and briefly describe any participation in volunteer, community or professional organizations that are relevant to your candidacy for the Citizens' Oversight Committee. Chowchilla Chamber of Commerce Director 2017-2020. Chowchilla Planning Commission 2010-2019.

Other comments:

By signing this application form I hereby certify that:

- 1) I am a U.S. citizen 18 years of age or older who resides in Madera County
- 2) I am not an elected official at any level of government
- 3) I am not a public employee at any State, County or local city agencies
- 4) I will submit an annual statement of financial disclosure consistent with Fair Political Practices Commission (FPPC) rules and regulations and filed with the Authority

I declare under penalty of perjury the above information is true and correct.

Applicant's Signature [Signature] Date 3/18/2022

APPLICATIONS WILL BE KEPT ON FILE FOR TWO YEARS