



---

Meeting of the  
Madera County Transportation Commission  
Policy Board Meeting

**LOCATION**

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

**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**

October 20, 2021

**TIME**

3:00 PM

**Policy Board Members**

Commissioner Jose Rodriguez, Chair  
Commissioner Tom Wheeler, Vice Chair  
Commissioner Waseem Ahmed  
Commissioner Brett Frazier  
Commissioner Robert Poythress  
Commissioner Cecelia Gallegos

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

*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**

In accordance with Governor Newsom’s Executive Order N-08-21, the Madera County Transportation Commission (MCTC) Board Room will be closed, and the Policy Board Members and staff will be participating in this meeting via GoToWebinar. 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.

**Please register for the GoToWebinar from your computer, tablet, or smartphone**

**<https://attendee.gotowebinar.com/register/8564351573457195280>**

**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 (866) 952-8437 (Toll Free)**

**Access Code: 763-415-263**

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](mailto: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.

## **AGENDA**

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

## **INTERPRETING SERVICES**

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

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

## **MEETING CONDUCT**

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

## **RECORD OF THE MEETING**

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

## Agenda

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. Release Formal Draft 2022 Transit and Intercity Rail Capital Program (TIRCP) Guidelines

**Enclosure:** No

**Action:** Information and Discussion Only

4-B. 2021 Annual Listing of Projects with Federal Funding

**Enclosure:** Yes

**Action:** Information and Discussion Only

4-C. City of Madera Transit Plan Community Forum

**Enclosure:** Yes

**Action:** Information and Discussion Only

4-D. Freeway Service Patrol Service

**Enclosure:** No

**Action:** Information and Discussion Only

4-E. San Joaquin Valley Regional Planning Agencies Policy Council Letter on CalSTA Climate Action Plan for Transportation Infrastructure (CAPTI)

**Enclosure:** Yes

**Action:** Information and Discussion Only

4-F. Highway Infrastructure Program (HIP) Funds Swap Agreement

**Enclosure:** No

**Action:** Approve HIP Funds Swap Agreement with Local Agencies

4-G. Project Prioritization Study – Final Report

**Enclosure:** No

**Action:** Approve Final Report

4-H. Virtual Public Workshop – Your Madera 2046 Regional Transportation Plan and Sustainable Communities Strategy, October 25, 2021

**Enclosure:** No

**Action:** Information and Discussion Only

**5. TRANSPORTATION ACTION/DISCUSSION ITEMS**

5-A. Draft 2022 California Interregional Transportation Improvement Program (ITIP)

**Enclosure:** No

**Action:** Information and Discussion Only

5-B. State Legislative Update

**Enclosure:** Yes

**Action:** Information and Discussion Only

5-C. Clean California Local Grant Program

**Enclosure:** No

**Action:** Information and Discussion Only

5-D. Letter of Support for FY 2022-23 Caltrans Strategic Partnership Grant Application for Madera County Passenger Rail Station Area Planning

**Enclosure:** Yes

**Action:** Approve and authorize Chair to sign Letter of Support

5-E. Continuation of Teleconferenced Meetings – Resolution 21-15 Amendment No. 1

**Enclosure:** Yes

**Action:** Approve Continuation of Teleconferenced Meetings by Resolution 21-15 Amendment No. 1

## **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 – September 22, 2021

**Enclosure:** Yes

**Action:** Approve September 22, 2021, meeting minutes

7-B. Executive Minutes – September 30, 2021

**Enclosure:** Yes

**Action:** Approve September 30, 2021, meeting minutes

7-C. MCTC Employee Manual – October 2021 Update

**Enclosure:** Yes

**Action:** Approve MCTC Employee Manual Update

### **8. ADMINISTRATIVE ACTION/DISCUSSION ITEMS**

8-A. Award Contract – Housing Related Planning Services

**Enclosure:** No

**Action:** Award contract to Rincon Consultants, Inc. in an amount not to exceed \$242,709

**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. Self-Help Counties Coalition – 2021 Focus on the Future Conference

**Enclosure:** No

**Action:** Information and Discussion Only

9-B. Measure T 2021 Draft Strategic Plan

**Enclosure:** Yes

**Action:** Authorize release of Draft 2021 Strategic Plan for comment and review

**10. AUTHORITY – ACTION/DISCUSSION ITEMS**

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

**Enclosure:** Yes

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

10-B. Measure T Local Agency Updates

**Enclosure:** Yes

**Action:** Information and Discussion Only

10-C. Transaction Tax Management Services Consultant

**Enclosure:** No

**Action:** Direct staff to enter an agreement with HdL Companies to provide transaction tax management services

## OTHER ITEMS

### 11. MISCELLANEOUS

- 11-A. Items from Caltrans
- 11-B. Items from Staff
- 11-C. Items from Commissioners

### 12. CLOSED SESSION

NONE

### 13. ADJOURNMENT

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





**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 4-A

**PREPARED BY:** Sandy Ebersole, Administrative Analyst

---

**SUBJECT:**

Release Formal Draft 2022 Transit and Intercity Rail Capital Program (TIRCP) Guidelines

**Enclosure:** No

**Action:** Information and Discussion Only

**SUMMARY:**

The California State Transportation Agency (CalSTA) is releasing the formal draft guidelines for the Transit and Intercity Rail Capital Program (TIRCP) 2022 Award Cycle for public and legislative review. The formal draft guidelines are available on the [CalSTA website](#). Fully enacted program resources available through the budget include \$500-600 million of new funding for projects statewide through fiscal year 2026-27 (subject to adjustment based on future fund balance analysis).

The public and legislative review is available for more than the 30 days required by statute, with workshops planned for November 2 and 3, and comments due no later than November 10, 2021. CalSTA expects to release final program guidelines and a call for projects on November 19<sup>th</sup>.

**FISCAL IMPACT:**

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



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 4-B

**PREPARED BY:** Jeff Findley, Principal Regional Planner

---

**SUBJECT:**

2021 Annual Listing of Projects with Federal Funding

**Enclosure:** Yes

**Action:** Information and Discussion Only

**SUMMARY:**

Federal legislation requires that Metropolitan Planning Organizations (MPOs) either publish or make available an annual listing of projects for which Federal funds have been obligated in the preceding year. This listing is required to be consistent with the categories identified within the Federal Transportation Improvement Program (FTIP). MCTC staff recently published the 2021 Annual Listing of Projects with Federal Funding on the [MCTC Website](#).

**FISCAL IMPACT:**

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

# **Annual Listing of Projects with Federal Funding for Federal Fiscal Year 2021**



October 2021

2001 Howard Road, Suite 201  
Madera, CA 93637  
Phone: 559-675-0721  
Fax: 559-675-9328  
Website: [www.maderactc.org](http://www.maderactc.org)

## Purpose

Federal law requires Metropolitan Planning Organizations (MPO) to publish an annual listing of projects for which funds have been obligated in the preceding year including a listing of pedestrian and bicycle projects:

An Annual Listing of projects, including investments in pedestrian walkways and bicycle transportation facilities, for which Federal funds have been obligated in the preceding year, shall be published or otherwise made available by the cooperative effort of the State, transit operator, and metropolitan planning organization for public review. This listing shall be consistent with the funding categories identified in the transportation improvement program.

This report is published in response to requirements by listing all Federally funded transportation projects in the Madera County region that were obligated during the Federal fiscal year 2021. Obligation refers to the Federal government's commitment to pay or reimburse the lead agency for the Federal share of a project's cost. Obligation does not indicate expenditure or project completion; only that the project has been approved for Federal reimbursement. Programmed project costs can be found in the corresponding Federal Transportation Improvement Program and Regional Transportation Plan.

## Background

The Madera County Transportation Commission (Commission) is the Regional Comprehensive Planning Agency, Regional Transportation Planning Agency (RTPA), Metropolitan Planning Organization (MPO), and the Local Transportation Commission for Madera County designated pursuant to Title 3, Division 3, Chapter 2, Article II, Section 29532 of the California Government Code. The Commission is responsible for the development and adoption of the Regional Transportation Plan and Transportation Improvement Program required by state law (California Government Code Sections 65080 et.al.) and has entered into several Memoranda of Understanding (MOU) with Caltrans for delivery of these projects.

The Commission is designated as a Metropolitan Planning Organization for Madera County. A Federal Register Notice regarding Qualifying Urban Areas for Census 2000 was published on May 1, 2002. The notice listed 76 newly qualified urban areas for 2000 that were not part of any urban area in 1990. The City of Madera was among the new urban areas with an urban population of 58,027 within the new urban boundary established by the United States Census Bureau. The Madera metropolitan boundary area shall cover the entire county of Madera.

Madera County is geographically the fourth largest county in the San Joaquin Valley region of the State of California encompassing approximately 2,200 square miles. The estimated population in 2021 is 158,474. The City of Chowchilla has a population of about 17,330 and the City of Madera has a population of approximately 66,172. The estimated population of the county's unincorporated area is 74,972.

The Madera County Transportation Commission fosters intergovernmental communication and coordination, undertakes comprehensive regional planning with an emphasis on

transportation, provides for citizen involvement in the planning process and supplies technical services to its member governments.

In all these areas the Madera County Transportation Commission serves as a consensus builder to develop an acceptable approach on how to handle problems that do not respect political boundaries.

## **Who are the members, their representatives, and how do they vote?**

The Commission is organized into a Board of Directors supported by the Policy Advisory Committee and the Technical Advisory Committee. The Commission staff includes an Executive Director, Deputy-Director/Fiscal Supervisor, four Regional Planners, Administrative Analyst, and one Office Assistant. There is currently one standing committee - the Social Services Transportation Advisory Council (SSTAC) which reports through the Technical Advisory Committee.

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

The Policy Advisory Committee (PAC) has the same membership as the Board with the addition of one (1) person representing the Caltrans District 6 Director. This committee reviews transportation plans and programs prior to action by the Commission, with particular attention to compliance with applicable state and Federal planning and programming requirements.

Policy decisions are made by the Commission Board of Directors and are documented through formal resolution or minute order of the Commission. The Commission has six (6) members. A quorum is constituted when four (4) members are present at the meeting and a majority of the quorum is required for an action to be formally passed. Generally, the Commission seeks to develop consensus positions on issues brought forward for action.

## **The Regional Transportation Plan**

The Regional Transportation Plan is a long-range (minimum 20-year) plan that provides a vision for future transportation improvements and investments based on specific transportation goals, objectives, policies, and strategies. The RTP is based on Federal transportation law requiring comprehensive, cooperative, and continuous transportation planning. Madera County Transportation Commission meets these requirements by developing comprehensive transportation plans that include all surface transportation modes (multi-modal planning), to ensure efficient people and goods movements throughout the region.

The purpose of the RTP is to provide strategic direction for transportation capital investments by assessing regional growth and economic trends. Thus, the RTP helps planners link transportation investments to provide a cohesive, balanced, and multimodal

transportation system that will help relieve traffic congestion, improve safety and provide for economic development.

## The Federal Transportation Improvement Program

As the designated metropolitan planning organization for the region, Madera County Transportation Commission prepares and maintains the Federal Transportation Improvement Program (FTIP). The program includes a listing of all transportation-related projects requiring Federal funding or other approval by the Federal transportation agencies. The FTIP also lists non-Federal, regionally significant projects for information and air quality modeling purposes.

Projects included in the FTIP are consistent with Madera County Regional Transportation Plan and are part of the area's overall strategy for providing mobility, congestion relief and reduction of transportation-related air pollution in support of efforts to attain Federal air quality standards for the region.

## Public Involvement

Madera County Transportation Commission aims to proactively engage the public in the regional transportation planning process and embrace Federal requirements that MPOs provide the public with complete information, timely public notice, full public access to key decisions, and early and continuing involvement in developing the FTIP, Regional Transportation Plan, and other products.

## Annual Listing of Projects with Federal Funding for Federal Fiscal Year 2021

Federal law requires Madera County Transportation Commission to publish for public review an annual listing of projects for which Federal funds have been obligated in the preceding year, as a record of project delivery and a progress report for public information and disclosure.

This report is divided into the funding types administered by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). Projects are listed by *Lead Agency*, *FTIP Program*, *Federal ID* and Madera County Transportation Commission *ID*. The MCTC *ID* number is a unique project identifier used in the FTIP; the category *Total Dollar Amount in FTIP* is included for reference of total project funding. Multiple *Federal IDs* can correspond with one MCTC *ID*. Note this list includes only Federal funds obligated; no state or local funds are reported. The information contained in this report was provided by the California Department of Transportation.

This report indicates that approximately \$11 million in Federal funds were obligated for transportation projects in the region between October 1, 2020 and September 30, 2021.

MCTC Annual Listing of Federal Funded Obligated Projects 2021

Lead Agency	FTIP Program	Funding Type	Federal ID	Agency ID	CTIPS ID	Location	Date of Obligation	Federal Funds Obligated	Total Dollar Amount in FTIP	Bicycle/Pedestrian Related Projects
Caltrans	N/A	NHS- NATL HIGHWAY SYS	P099478	N/A	N/A	SR99 NEAR MADERA S. OF AVE 21.5 & RTE 152/99 WIDEN (4E TO 6F WITH IC AT AVE	1/15/2021	-\$31,075.11	N/A	
Caltrans	Various	NATIONAL HIGHWAY PERF PROGRAM	P099583	MAD417003	12100000243	ON RTE 99 NEAR MADERA BETWEEN 1.7(N OR AVE 7) & PM 7.5 (AVE 12) WIDEN ROADWAY FROM 4	2/8/2021	\$647,000.00	\$18,373,000.00	
Caltrans	SHOPP	NATIONAL HWY PERF EXEMPT EXTEN	P099667	MAD406003	22100000358	ON STATE ROUTE: 99. MADERA COUNTY IN AND NEAR MADERA FROM 0.2 MILE SOUTH OF AVENUE	6/25/2021	\$626,692.29	Grouped Project	
Various Agencies	Recreational Trails	RECREATIONAL TRAILS MAP-21 EXT	RM16001	MAD430001	22100000366	2018 Recreational Trails Project: Sierra National Forest Trail & Road Maintenance -- California Trail Users Cos	6/29/2021	-\$130,483.00	Grouped Project	
Madera County	CMAQ	HIGHWAY INFRA 5K TO 200K POP/CONGESTION MITIGATI	5941102	MAD102059	22100000249	ROAD 225 FROM WILLOW CREEK DRIVE TO ROAD 228 PEDESTRIAN PATH AND BIKE PATH (TC)	3/4/2021	\$391,355.00	\$1,641,000.00	Y
Various Agencies	Highway Bridge Program	NATIONAL HIGHWAY PERF FAST EXT	5157104	MAD410001	22100000036	PM00133 BRIDGE 41C0009, 41C0043 & 41C0155 IN THE CITY OF MADERA BRIDGE PREVENTATIVE MA	6/23/2021	\$24,788.00	Grouped Project	
Caltrans	SHOPP	NATIONAL HIGHWAY PERF FAST EXT	P099667	MAD406003	22100000358	ON STATE ROUTE: 99. MADERA COUNTY IN AND NEAR MADERA FROM 0.2 MILE SOUTH OF AVENUE	6/25/2021	\$7,692,907.71	Grouped Project	
Various Agencies	Highway Bridge Program	STBG FAST OFF-SYSTEM BRIDGE	5941089	MAD410001	22100000036	BRIDGE 41C0149 ON AVENUE 16 1/2 OVER DRY CREEK REPLACE 2 LANE BRIDGE WITH 2 LANE BRID	2/2/2021	\$126,000.00	Grouped Project	
Various Agencies	Highway Bridge Program	STBG FAST OFF-SYS BRIDGE EXT	5941081	MAD410001	22100000036	BRIDGE 41C0123 ON RD. 427 OVER OAK CREEK REPLACE 2 LANE BRIDGE WITH 2 LANE BRIDGE (TC	3/4/2021	\$30,000.00	Grouped Project	
Various Agencies	Highway Bridge Program	STBG FAST OFF-SYS BRIDGE EXT	5941081	MAD410001	22100000036	BRIDGE 41C0123 ON RD. 427 OVER OAK CREEK REPLACE 2 LANE BRIDGE WITH 2 LANE BRIDGE (TC	3/25/2021	\$140,000.00	Grouped Project	
City of Madera	CMAQ	CONGESTION MITIGATION FAST	5157110	MAD202090	22100000380	GOLDEN STATE BLVD. FROM PECAN AVE. TO MADERA COMMUNITY HOSPITAL ENTRANCE SHOULD	10/16/2020	-\$0.03	\$125,000.00	
City of Chowchilla	CMAQ	CONGESTION MITIGATION FAST	5258041	MAD302057	22100000409	CITY OF CHOWCHILLA ROBERTSON/KINGS AND ROBERTSON/TRINITY ALLEY PAVING PROJECT (CU	10/28/2020	\$50,000.00	\$759,000.00	
City of Chowchilla	CMAQ	CONGESTION MITIGATION FAST	5258042	MAD302058	22100000419	PEDESTRIAN IMPROVEMENT PROJECT CITY OF CHOWCHILLA - RIVERSIDE AVE, 8TH STREET AND K	11/3/2020	\$158,000.00	\$1,647,000.00	Y
City of Madera	CMAQ	CONGESTION MITIGATION FAST	5157108	MAD202078	22100000332	PEDESTRIAN FACILITIES AROUND SCHOOLS AND COMMERCIAL AREAS SIDEWALKS	12/11/2020	-\$6,419.12	\$267,000.00	Y
City of Madera	CMAQ	CONGESTION MITIGATION FAST	5157122	MAD217037	22100000412	CITY OF MADERA: ALLEY PAVING (CURRENTLY UNPAVED) 10-15 LOCATIONS THROUGHOUT THE CI	4/28/2021	\$70,000.00	\$690,000.00	
City of Madera	CMAQ	CONGESTION MITIGATION FAST	5157124	MAD217041	22100000422	CITY OF MADERA, CLEVELAND AVE AND GRANADA DRIVE NEW TRAFFIC SIGNAL	4/28/2021	\$59,000.00	\$450,000.00	
City of Madera	CMAQ	CONGESTION MITIGATION FAST	5157125	MAD217040	22100000421	"D" STREET AND SOUTH STREET NEW SIGNAL	4/28/2021	\$59,000.00	\$450,000.00	
Madera County	CMAQ	CONGESTION MITIGATION FAST	5941131	MAD102081	22100000410	ROAD 16 FROM SR 152 TO AVENUE 24, AVENUE 9 FROM ROAD 38 TO CHILDREN'S BLVD, AVENUE 7	4/28/2021	\$457,000.00	\$197,000.00	
Madera County	CMAQ	HIGHWAY INFRA 5K TO 200K POP/CONGESTION MITIGATI	5941102	MAD102059	22100000249	ROAD 225 FROM WILLOW CREEK DRIVE TO ROAD 228 PEDESTRIAN PATH AND BIKE PATH (TC)	3/4/2021	\$68,645.00	\$1,641,000.00	Y
City of Chowchilla	Section 5311	FTA 5311	N/A	MAD313036	22100000295	CITY OF CHOWCHILLA - OPERATING ASSISTANCE	N/A	\$72,000.00	\$72,000.00	
Madera County	Section 5311	FTA 5311	N/A	MAD113041	22100000298	MADERA COUNTY - OPERATING ASSISTANCE	N/A	\$320,000.00	\$320,000.00	
Madera County	Section 5311	FTA 5311	N/A	MAD113049	22100000397	MADERA COUNTY - PREVENTATIVE MAINTENANCE	N/A	\$70,000.00	\$70,000.00	



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 4-C  
**PREPARED BY:** Evelyn Espinosa, Associate Regional Planner

---

**SUBJECT:**

City of Madera Transit Plan Community Forum

**Enclosure:** Yes

**Action:** Information and Discussion Only

**SUMMARY:**

The City of Madera, as part of the Madera Transit Plan-Service Assessment, will be hosting its first Community Forum. This forum will take place on Thursday, October 21, 2021, from 6 pm - 8 pm. Due to COVID-19 protocols, and in the interest of public health, the Project Team will hold the Community Forum virtually.

The purpose of this webinar is for the public to provide input about their needs and changes that would improve the Madera Metro experience.

The flier to this webinar is attached in English and Spanish. Live Spanish interpretation will be provided.

To join this Zoom meeting:

<https://us06web.zoom.us/j/87230317403>

The Community Forum will also be live streamed via Facebook Live at:  
[Facebook.com/maderametro](https://www.facebook.com/maderametro).

For more information, please contact the City of Madera's Transit Program Manager David Huff at [dhuff@madera.gov](mailto:dhuff@madera.gov).

**FISCAL IMPACT:**

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



# Madera Transit Plan

Item 4-4-C.

User-friendly, safe, reliable public transit services that **WORK** for **YOU!**



## LET'S TALK at our upcoming Community Forum\*

Tell us what you **NEED** and what changes will **IMPROVE** your **MADERA METRO** experience on

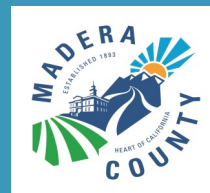
**Thursday, October 21, 2021 from 6pm - 8pm**

<https://us06web.zoom.us/j/87230317403>

Spanish translation services will be offered for Zoom attendees

This meeting will also be live  
streamed via Facebook Live at:  
[Facebook.com/maderametro](https://www.facebook.com/maderametro)

For more information  
contact David Huff at  
[dhuff@madera.gov](mailto:dhuff@madera.gov)



\*Due to Covid 19, and in the interest of public health, the Project Team will hold the Community Forum virtually.

# Plan de Transporte Público de Madera

Item 4-4-C.

¡Servicios de transporte público fáciles de usar,  
seguros y confiables que **FUNCIONAN** para USTED!



## **HABLEMOS** durante nuestro próximo FORO para la Comunidad\*

**Cuéntenos qué NECESITA y qué cambios  
MEJORARÁN su experiencia en MADERA METRO el**

**Jueves 21 de Octubre de 2021 de 6pm a 8pm**

<https://us06web.zoom.us/j/87230317403>

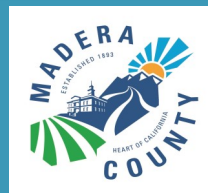
Se ofrecerán servicios de traducción al español para los asistentes en Zoom

Esta reunión también se transmitirá  
en vivo a través de Facebook Live en:

[Facebook.com/maderametro](https://www.facebook.com/maderametro)

Para obtener más información,  
comuníquese con David Huff en

[dhuff@madera.gov](mailto:dhuff@madera.gov)



\*Debido al Covid 19, y en interés de la salud pública, el Equipo del Proyecto realizará el Foro Comunitario de manera **il.**



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 4-D

**PREPARED BY:** Evelyn Espinosa, Associate Regional Planner

---

**SUBJECT:**

Freeway Service Patrol Service

**Enclosure:** No

**Action:** Information and Discussion Only

**SUMMARY:**

The Freeway Service Patrol (FSP) is a program that provides roaming tow and service trucks that patrol pre-determined sections of roadways to assist motorists in aid. The goal of FSP is to alleviate traffic congestion problems by removing disabled vehicles and cleaning minor collisions and debris from the roadway. Typically, an FSP is deployed in more urbanized and metropolitan areas of the State. These patrols generally operate Monday through Friday during peak commute hours to provide congestion relief, safety, and air quality benefits by:

- Reducing traffic jams through prompt removal of stalled cars.
- Reducing the chance of further accidents and bottlenecks caused by impatient drivers and on-lookers.
- Assisting local emergency services under California Highway Patrol (CHP) direction.
- Saving fuel and cutting air pollution emissions by reducing stop-and-go traffic.
- Keeping narrowed lanes clear during highway construction projects.

**Freeway Service Patrol Background**

The first FSP program was piloted in Los Angeles and was later expanded into other regions by State legislation enacted in 1991. FSP is a joint program provided by the California Department of Transportation (Caltrans), the CHP and the local partner agencies/transportation agencies. The FSP program is a free service to motorists by tow truck operators that are under contract that patrol designated routes on congested urban freeways.

The goal of the statewide FSP program is to maximize the effectiveness of the freeway transportation system. FSP is a congestion management tool which strategically addresses commute traffic pattern problems. Deployment of the FSP tow trucks is driven by congestion patterns in major metropolitan areas.

The goal is accomplished by the expeditious removal of disabled/stranded vehicles from the freeway. Removing obstructions on the freeways as rapidly as possible has a positive impact on traffic volumes by eliminating problems which contribute to non-recurrent congestion.

The effectiveness of the statewide FSP program is assessed by calculating the annual benefit/cost (B/C) ration of each segment. First, the annual savings in incident delay, fuel consumption and air pollutant emissions due to FSP service are calculated based on the number of assists, segment geometrics and traffic volumes. The savings are then translated into benefits using monetary values for delay and fuel consumption.

“Each year, the FSP program assists approximately 650,000 motorists on California's highway system. Rapid removal of freeway obstructions also reduces fuel consumption and minimizes automobile emissions by reducing the time vehicles spend idling in stopped traffic. Currently, over 350 tow trucks operated by CHP-trained, certified, and supervised drivers, patrol in excess of 1,750 miles of the most congested freeways in California.” ([CHP Freeway Service Patrol Web Page](#))

Services provided by the FSP include:

- Changing flat tires.
- Jump starting vehicles.
- Refilling radiators and taping leaky hoses.
- Putting a gallon of fuel in gas tanks.
- Towing inoperable vehicles to a safe location off the freeway.
- Clearing vehicle damaged in collisions under CHP direction.
- Removing debris from traffic lanes under CHP direction.
- Monitoring the left shoulder part-time travel lane for visual clearing once it is in operation.

Most of the funding for the 14 statewide FSP programs is made available by the State through the State Highway Account (SHS). Approximately \$25.5 million has consistently been budgeted for FSP on an annual basis to provide funding assistance and requires a 25% local match. Annual FSP program costs include the annual capital, operating and administrative costs for providing FSP service. The State's financial contribution to individual FSP programs is allocated on a formula basis consisting of the following:

- 25% on the number of urban freeway lane miles in the participating area.
- 50% on the basis of the ratio of the population of the participating area.
- 25% on the basis of traffic congestion as ascertained by Caltrans.

For new FSP programs, the State funding formula allocation is determined by Caltrans who allocates the funding at a maximum level over three years as follows so as not to disrupt State funding for existing FSP programs (local funds make-up the difference):

- 33.3% of its full allocation amount in the first full fiscal year following application approval.

- No less than 66.7% of its full allocation amount in the second fiscal year following application approval.
- No less than 100% of its full allocation amount in the third fiscal year following application approval.

Under SB 1, the Road Repair and Accountability Act of 2017, an additional \$25 million in annual funding was made available for FSP program statewide. This additional funding addresses inflationary cost increases for the program while also allowing for further expansion of the program, which should provide more congestion relief, especially in the more heavily populated and congested regions. The SB 1 funding guidelines for the FSP identifies the annual \$25 million distributed as follows:

- Allocation for inflation and service-hour adjustments. \$12.2 million is allocated as an inflationary and service hour adjustment related to the pre-SB 1 Caltrans funding of \$25.4 million, which has been static since 2006/7.
- Allocation for the CHP. \$3.75 million is allocated to reimburse the CHP to both recognize static Caltrans reimbursements since the 2006/7 budget, and new workload associated with new or expanded FSP service.
- Allocation for New or Expanded Service. \$9.05 million is available for allocation to support new or expanded service.

FSP currently serves these areas:

- Valley Division - Sacramento, Yolo, Placer, El Dorado, and San Joaquin counties.
- Golden Gate Division - Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, Solano, and Sonoma counties.
- Central Division - Fresno County.
- Southern Division - Los Angeles County.
- Border Division - San Diego and Orange counties.
- Coastal Division - Monterey, Santa Cruz, Santa Barbara, Ventura counties, and the cities of San Luis Obispo and Moorpark.
- Inland Division - Riverside and San Bernardino counties.

#### **Next Steps:**

Staff will continue coordination efforts with Caltrans and CHP to determine applicability and eligibility to apply to this program.

#### **FISCAL IMPACT:**

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



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 4-E

**PREPARED BY:** Jeff Findley, Principal Regional Planner

---

**SUBJECT:**

San Joaquin Valley Regional Planning Agencies Policy Council Letter on CalSTA Climate Action Plan for Transportation Infrastructure (CAPTI)

**Enclosure:** Yes

**Action:** Information and Discussion Only

**SUMMARY:**

The California State Transportation Agency (CalSTA) developed the Climate Action Plan for Transportation Infrastructure (CAPTI) to direct billions of state discretionary transportation dollars towards investments to aggressively combat and adapt to climate change while supporting public health, safety, and equity. The plan builds on executive orders signed by Governor Gavin Newsom in 2019 and 2020 targeted at reducing greenhouse gas emissions in transportation – which account for more than 40 percent of all emissions – to reach the state’s ambitious climate goals.

State transportation funds – including revenue collected under Senate Bill (SB) 1, the Road Repair and Accountability Act of 2017, must be used solely on transportation. As outlined in SB 1, California will continue the “fix-it-first” approach to maintaining the state’s highways, roads, and bridges. Under the new strategy adopted, where feasible and within existing funding program structures, the state will invest discretionary transportation funds in sustainable infrastructure projects that align with its climate, health, and social equity goals.

To steer those investments, the plan has 10 guiding principles:

1. Building toward an integrated, statewide rail and transit network
2. Investing in networks of safe and accessible bicycle and pedestrian infrastructure
3. Advancing investments in light-, medium- and heavy-duty zero-emission vehicle infrastructure
4. Strengthening the commitment to social and racial equity by reducing public health and economic harms and maximizing community benefits
5. Making safety improvements to reduce fatalities and severe injuries of all users toward zero
6. Assessing physical climate risk for transportation infrastructure projects

7. Promoting projects that do not substantially increase passenger vehicle travel
8. Promoting compact infill development while protecting residents and businesses from displacement
9. Developing a zero-emission freight transportation system
10. Protecting natural and working lands.

CAPTI was developed through collaboration with many different state agencies along with extensive outreach and engagement with hundreds of stakeholders during the past 18 months. The final plan [is available here](#).

San Joaquin Valley Regional Planning Agencies Policy Council has submitted a letter to San Joaquin Valley State legislative members (see enclosed letters for Madera Region representatives) expressing support of addressing climate change with success requiring creative, flexible, and pragmatic solutions to account for the unique opportunities and challenges that face each region. As identified in detail of the letter, the following suggestions include:

1. Allow flexibility in State funding programs to address all modes.
2. Support additional strategies that reduce greenhouse gas emissions.
3. Support the will of the voters to complete projects and maximize investments.

**FISCAL IMPACT:**

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



The Honorable Anna Caballero  
 State Senator, 12<sup>th</sup> District  
 State Capitol, Room 5052  
 Sacramento, CA 95814

September 21, 2021

**RE: Comments on CAPTI from the San Joaquin Valley**

Dear Senator Caballero:


On July 12, the California State Transportation Agency (CalSTA) announced its adoption of the Governor's Climate Action Plan for Transportation Infrastructure (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.


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. Wind patterns, which blow in pollution from the west, along with the heavy presence of goods movement and super commuter traffic exacerbates the problem. CAPTI serves as an important document to work collectively on those efforts.


The CAPTI strategy to prioritize active and public transportation projects will benefit the San Joaquin Valley by increasing support for passenger rail service, providing more active transportation options, and making transit more efficient to help reduce congestion and improve safety and air quality. We are however concerned that CAPTI will neglect highway capacity projects that address critical safety and congestion relief improvements to accommodate severe goods movement traffic, tourist travel, transit travel times, and employees who are commuting to jobs in major urbanized areas, such as the Bay Area and Los Angeles Basin. As such, our region requires continued state investment along several key highway routes, including Highways 41, 46, 58, 99, 120, 132, 152, 198, and 205, to maximize safety, goods movement and mobility within the region. These improvements are delivered in partnership between the state, regional and local partners and oftentimes rely upon state competitive grants for delivery.


Given the region's unique geography, vast agricultural farmland, heavy goods movement, tourism traffic and the jobs-housing imbalance, we must continue to accommodate all modes of travel in the San Joaquin Valley to provide a balanced multimodal transportation system that will meet our mutual goals of reducing greenhouse gas emissions, reducing fatalities and injuries, and enhancing mobility.

The focus on VMT in the San Joaquin Valley is not pragmatic given that the region is less densely populated than other regions and has a disproportionate number of disadvantaged communities that are car dependent,

 (559) 266-6222

 (559) 314-6015

 1401 19th Street, Suite 300  
 Bakersfield, CA 93301

 <http://sjvcogs.org/>

**Chair**  
 Supervisor Robert Poythress  
 Madera County

**Vice-Chair**  
 Mayor Rudy Mendoza  
 City of Woodlake

San Joaquin  
 Council of  
 Governments

Tulare County  
 Association of  
 Governments

Fresno  
 Council of  
 Governments

Kern  
 Council of  
 Governments

Kings County  
 Association of  
 Governments

Madera County  
 Transportation  
 Commission

Merced County  
 Association of  
 Governments

Stanislaus  
 Council of  
 Gov



including farmworkers, laborers, and other blue-collar professionals that cannot carry tools or equipment on a bus or a train.

While the San Joaquin Valley Regional Planning Agencies 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 CAPTI 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.

Further, 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. 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.

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.

### **2. Support Additional Strategies that Reduce Greenhouse Gas Emissions**

As noted above, our region fully supports investments in public transportation, but transit is not the universal answer to reduce greenhouse gas emissions. In FY 2017-18, the Amtrak San Joaquin 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, this is a fraction of the total number of individual drivers; there are over 25 million registered drivers in this state, 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. Pre-pandemic, transit ridership levels declined in 31 metropolitan areas nationally. In fact, 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.

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 are 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.

The pandemic's crash course in teleworking, however, has proven to be effective at reducing travel while maintaining the productivity needs of employers and employees in many industries. We request that CalSTA include in its strategies 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 that is intended to improve speed and reliability in rural and lower-income communities, as well as the proposed \$3.2 billion in the FY 2021-22 State Budget, to invest more into zero-emission infrastructure and rebates.

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. These strategies should be a key part of the CAPTI whose goal is not just to reduce VMT, but also to reduce greenhouse gas emissions. 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.

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

The San Joaquin Valley has six counties (Fresno, Madera, Merced, San Joaquin, Stanislaus, and Tulare) with locally voter-approved sales tax measures that include 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, 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 for a multi-modal range of projects imperative.

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 the 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.

In conclusion, the San Joaquin Valley Policy Council is an eager partner in taking action to combat 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.

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 providing additional input on the development of CAPTI. If you have any questions, please feel free to contact our legislative advocate, Gus Khouri, at (916) 605-8975 or [gus@khouriconsult.com](mailto:gus@khouriconsult.com).

Sincerely,



Robert Poythress

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

cc: The Honorable Joaquin Arambula, Assembly Member, 31<sup>st</sup> District  
The Honorable Frank Bigelow, Assembly Member, 5<sup>th</sup> District  
The Honorable Andreas Borgeas, Senator, 8<sup>th</sup> District  
The Honorable Jim Cooper, Assembly Member, 9<sup>th</sup> District  
The Honorable Susan Talamantes Eggman, Senator, 5<sup>th</sup> District  
The Honorable Heath Flora, Assembly Member, 12<sup>th</sup> District  
The Honorable Vince Fong, Assembly Member, 34<sup>th</sup> District  
The Honorable Adam Gray, Assembly Member, 21<sup>st</sup> District  
The Honorable Shannon Grove, Senator, 16<sup>th</sup> District  
The Honorable Melissa Hurtado, Senator, 14<sup>th</sup> District  
The Honorable Devin Mathis, Assembly Member, 26<sup>th</sup> District  
The Honorable Jim Patterson, Assembly Member, 23<sup>rd</sup> District  
The Honorable Rudy Salas Jr., Assembly Member, 32<sup>nd</sup> District  
The Honorable Carlos Villapudua, Assembly Member, 13<sup>th</sup> District



The Honorable Frank Bigelow  
 Assembly Member, 5<sup>th</sup> District  
 State Capitol, Room 4158  
 Sacramento, CA 95814

September 21, 2021

**RE: Comments on CAPTI from the San Joaquin Valley**

Dear Assembly Member Bigelow:


On July 12, the California State Transportation Agency (CalSTA) announced its adoption of the Governor's Climate Action Plan for Transportation Infrastructure (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.


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. Wind patterns, which blow in pollution from the west, along with the heavy presence of goods movement and super commuter traffic exacerbates the problem. CAPTI serves as an important document to work collectively on those efforts.


The CAPTI strategy to prioritize active and public transportation projects will benefit the San Joaquin Valley by increasing support for passenger rail service, providing more active transportation options, and making transit more efficient to help reduce congestion and improve safety and air quality. We are however concerned that CAPTI will neglect highway capacity projects that address critical safety and congestion relief improvements to accommodate severe goods movement traffic, tourist travel, transit travel times, and employees who are commuting to jobs in major urbanized areas, such as the Bay Area and Los Angeles Basin. As such, our region requires continued state investment along several key highway routes, including Highways 41, 46, 58, 99, 120, 132, 152, 198, and 205, to maximize safety, goods movement and mobility within the region. These improvements are delivered in partnership between the state, regional and local partners and oftentimes rely upon state competitive grants for delivery.


Given the region's unique geography, vast agricultural farmland, heavy goods movement, tourism traffic and the jobs-housing imbalance, we must continue to accommodate all modes of travel in the San Joaquin Valley to provide a balanced multimodal transportation system that will meet our mutual goals of reducing greenhouse gas emissions, reducing fatalities and injuries, and enhancing mobility.

The focus on VMT in the San Joaquin Valley is not pragmatic given that the region is less densely populated than other regions and has a disproportionate number of disadvantaged communities that are car dependent,

 (559) 266-6222

 (559) 314-6015

 1401 19th Street, Suite 300  
 Bakersfield, CA 93301

 <http://sjvcogs.org/>

**Chair**  
 Supervisor Robert Poythress  
 Madera County

**Vice-Chair**  
 Mayor Rudy Mendoza  
 City of Woodlake

San Joaquin  
 Council of  
 Governments

Tulare County  
 Association of  
 Governments

Fresno  
 Council of  
 Governments

Kern  
 Council of  
 Governments

Kings County  
 Association of  
 Governments

Madera County  
 Transportation  
 Commission

Merced County  
 Association of  
 Governments

Stanislaus  
 Council of  
 Gov

including farmworkers, laborers, and other blue-collar professionals that cannot carry tools or equipment on a bus or a train.

While the San Joaquin Valley Regional Planning Agencies 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 CAPTI 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.

Further, 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. 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.

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.

### **2. Support Additional Strategies that Reduce Greenhouse Gas Emissions**

As noted above, our region fully supports investments in public transportation, but transit is not the universal answer to reduce greenhouse gas emissions. In FY 2017-18, the Amtrak San Joaquin 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, this is a fraction of the total number of individual drivers; there are over 25 million registered drivers in this state, 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. Pre-pandemic, transit ridership levels declined in 31 metropolitan areas nationally. In fact, 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.

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 are 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.

The pandemic's crash course in teleworking, however, has proven to be effective at reducing travel while maintaining the productivity needs of employers and employees in many industries. We request that CalSTA include in its strategies 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 that is intended to improve speed and reliability in rural and lower-income communities, as well as the proposed \$3.2 billion in the FY 2021-22 State Budget, to invest more into zero-emission infrastructure and rebates.

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. These strategies should be a key part of the CAPTI whose goal is not just to reduce VMT, but also to reduce greenhouse gas emissions. 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.

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

The San Joaquin Valley has six counties (Fresno, Madera, Merced, San Joaquin, Stanislaus, and Tulare) with locally voter-approved sales tax measures that include 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, 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 for a multi-modal range of projects imperative.

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 the 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.

In conclusion, the San Joaquin Valley Policy Council is an eager partner in taking action to combat 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.

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 providing additional input on the development of CAPTI. If you have any questions, please feel free to contact our legislative advocate, Gus Khouri, at (916) 605-8975 or [gus@khouriconsult.com](mailto:gus@khouriconsult.com).

Sincerely,



Robert Poythress

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

cc: The Honorable Joaquin Arambula, Assembly Member, 31<sup>st</sup> District  
The Honorable Andreas Borgeas, Senator, 8<sup>th</sup> District  
The Honorable Anna Caballero, Senator, 12<sup>th</sup> District  
The Honorable Jim Cooper, Assembly Member, 9<sup>th</sup> District  
The Honorable Susan Talamantes Eggman, Senator, 5<sup>th</sup> District  
The Honorable Heath Flora, Assembly Member, 12<sup>th</sup> District  
The Honorable Vince Fong, Assembly Member, 34<sup>th</sup> District  
The Honorable Adam Gray, Assembly Member, 21<sup>st</sup> District  
The Honorable Shannon Grove, Senator, 16<sup>th</sup> District  
The Honorable Melissa Hurtado, Senator, 14<sup>th</sup> District  
The Honorable Devin Mathis, Assembly Member, 26<sup>th</sup> District  
The Honorable Jim Patterson, Assembly Member, 23<sup>rd</sup> District  
The Honorable Rudy Salas Jr., Assembly Member, 32<sup>nd</sup> District  
The Honorable Carlos Villapudua, Assembly Member, 13<sup>th</sup> District



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 4-F

**PREPARED BY:** Troy McNeil, Deputy Director/Fiscal Supervisor

---

**SUBJECT:**

Highway Infrastructure Program (HIP) Funds Swap Agreement

**Enclosure:** No

**Action:** Approve HIP Funds Swap Agreement with Local Agencies

**SUMMARY:**

The Highway Infrastructure Program (HIP) was created in Section 122 in Division A of the 2010 Consolidated Appropriations Act, which authorized \$650 million with the intent to specifically fund the “restoration, repair, construction, of federal aid eligible roads, bridges, and tunnels.” The unobligated HIP funds allocated in 2010 were available until September 30, 2012, after which they lapsed without the option of reobligation. HIP funds that were authorized to projects, from the 2010 apportionment, were available for reimbursement of HIP eligible expenses until September 30, 2017, which is when all the remaining authorized HIP funds expired.

On March 23, 2018, Congress passed the Consolidated Appropriations Act of 2018, which was subsequently signed into law. This omnibus 2018 FFY spending bill to fund the US federal government included the Department of Transportation Appropriations Act, which again funded the HIP to construct highways, bridges, and tunnels. In 2019, with the passage of the Consolidated Appropriations Act of 2019, additional HIP funding was added, and the eligible expenses were expanded to allow for the “elimination of hazards and the installation of protective devices at railway-highway crossings.” Then in 2020, HIP funding also expanded to projects providing, “necessary charging infrastructure along corridor-ready or corridor-pending alternative fuel corridors.”

HIP funding is distributed by FHWA and further divided by states, which are required to coordinate with the relevant Metropolitan Planning Organizations (MPOs) and/or rural planning organizations as required by the Fixing America’s Surface Transportation (FAST) Act [23 U.S.C. 1101(b)].

The Madera region began receiving apportionments in federal fiscal year (FFY) 2017-18. Due to the low and inconsistent amounts received year to year, the Technical Advisory Committee discussed the option of having one agency receive all the HIP funds in exchange for Regional



Surface Transportation Program (RSTP) funds, which are administered and controlled by the Commission. The exchanged amount would be discounted due to the administrative burden put on the use of federal funds. It was agreed upon that Madera County would receive the full FFY 2017-18, 2018-19, and 2019-20 allocation of HIP funds totaling \$1,102,829. In exchange Madera County would give up a discounted amount of RSTP funds to the City of Madera and the City of Chowchilla. For the first obligated amount of \$460,000 it was agreed by the three agencies that the amount exchanged would be discounted by 20%. The discount amount for the remaining \$642,829 still to be obligated by Madera County is subject to further discussion and consideration. The table below illustrates the swap amounts.

\*Based on 2019 DOF numbers

Jurisdiction	DOF Pop.	% Pop	Repay Distrib.
<b>Madera</b>	66,225	41.68%	<b>\$ 153,377.72</b>
<b>Chowchilla</b>	12,329	7.76%	<b>\$ 28,554.08</b>
<b>County</b>	80,340	50.56%	<b>\$ 186,068.20</b>
	<b>158,894</b>		<b>\$ 368,000.00</b>

HIP                    \$460,000  
 Repayment        \$368,000

Jurisdiction	HIP	RSTP Repayment (80% HIP)	RSTP Repayment Distribution	Total
Madera	\$ -	\$ -	\$ 153,378	<b>\$ 153,378</b>
Chowchilla	\$ -	\$ -	\$ 28,554	<b>\$ 28,554</b>
County	\$ 460,000	\$ (368,000)	\$ 186,068	<b>\$ 278,068</b>

MCTC staff will continue to monitor HIP funding and will work with its member agencies to appropriately program the funds towards implementable projects.

**FISCAL IMPACT:**

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



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 4-G  
**PREPARED BY:** Dylan Stone, Principal Regional Planner

---

**SUBJECT:**

Project Prioritization Study – Final Report

**Enclosure:** No

**Action:** Approve Final Report

**SUMMARY:**

MCTC, in partnership with the City of Madera, City of Chowchilla, County of Madera, and Caltrans District 6, developed a Project Prioritization Study (PPS) for the Madera County Region. The outcome of the Study is a process to create prioritized lists of projects and programs to address traffic congestion, facilities maintenance, transit needs, aviation improvements, and active transportation (bicycle and pedestrian infrastructure and programs) to be implemented in the Madera County Region.

The goals of the PPS were to identify and prioritize transportation projects that serve the region and help MCTC meet various goals related to Greenhouse Gas Emission (as mandated by Senate Bill (SB) 375) reduction, reducing vehicle miles traveled (as mandated by both SB 375 and SB 743), better accommodating diverse modal choice, increasing traffic safety, supporting economic vitality, and decreasing adverse health effects related to travel throughout the Madera Region. The overall process also was designed to advance MCTC's overarching goal of further promoting social equity in transportation project delivery.

The main objectives of the Study were to:

- Develop a comprehensive database of transportation improvement projects by mode to address needs, including project prioritization and a cost estimation tool
- Develop a comprehensive set of performance/evaluation criteria that are important to enhancing the quality of life in Madera County
- Recognize the importance of prioritizing investment in underserved communities
- Identify viable and available funding sources to enable multimodal project delivery

Another objective of the Study was to enhance the capability of transportation agencies serving the Madera County region to address key transportation issues. These issues include traffic congestion, traffic safety, transportation facility maintenance, transit needs, and accommodating vehicle alternatives, such as bicycle and pedestrian travel.

As part of the study, a project database was created to help project managers track project details and progress. The database can award prioritization scores to the projects contained within it. Over 800 projects have been inputted into the database from the City of Madera, City of Chowchilla, County of Madera, and Caltrans District 6. MCTC will be able to revisit and update the database and prioritization tool as needed in the future. The prioritization tool will be utilized by MCTC in future planning efforts such as the Regional Transportation Plan and Sustainable Communities Strategy. Local project implementers can utilize the prioritization tool for their own planning activities as well.

The PPS can be viewed on the MCTC website: [Project Prioritization Study Webpage](#)

**FISCAL IMPACT:**

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



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 4-H  
**PREPARED BY:** Dylan Stone, Principal Regional Planner

---

**SUBJECT:**

Virtual Public Workshop – Your Madera 2046 Regional Transportation Plan and Sustainable Communities Strategy, October 25, 2021

**Enclosure:** No

**Action:** Information and Discussion Only

**SUMMARY:**

A virtual public workshop will be held on October 25, 2021, from 6:30 PM - 8:00 PM to inform participants about the update to the Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS).

The RTP/SCS is developed in coordination with Madera County, the cities of Madera and Chowchilla, Tribal Governments, Caltrans District 6, transit operators, and citizen groups. Legislation (SB375) requires MCTC to consider land use when developing the plan, ultimately resulting in a reduction of greenhouse gas emissions. The RTP/SCS will:

- Identify regional transportation planning investments
- Reflect the shared vision of both Cities and the County
- Use fiscal constraint
- Preserve and emphasize efficient use of the existing transportation system
- Provide a prioritized list of projects
- Achieve the region’s established air quality goals
- Coordinate land use plans, housing plans for residents of all incomes, and transportation investment plans to reduce greenhouse gas emissions

MCTC’s Public Involvement Plan identified a broad range of individuals, groups, and special interests that need to be actively engaged in the Plan’s development. The program will ensure that these groups will be included and provided with the means and ample opportunities to share their views, ideas, and concerns as part of the process.

To register for the workshop, visit our project website at [www.yourmadera2046.com](http://www.yourmadera2046.com).

**FISCAL IMPACT:**

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



**STAFF REPORT**  
Board Meeting of October 20, 2021

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

---

**SUBJECT:**

Draft 2022 California Interregional Transportation Improvement Program (ITIP)

**Enclosure:** No

**Action:** Information and Discussion Only

**SUMMARY:**

Caltrans released the Draft 2022 Interregional Transportation Improvement Program (ITIP) on October 15, 2021. The Madera South Widening project is included in the draft for construction funding in FY 2025-26. The ITIP funding request for the project is \$33.5 million (page 9). The remaining funds are Madera County's Mid-Cycle Regional Improvement Program funds - \$832,000, and approximately \$44 million in State Highway Operation and Protection Program (SHOPP).

The South Madera Widening project is on SR 99 in Madera County from south of Avenue 7 to north of Avenue 12. The project will eliminate the 5.8 mile four-lane bottleneck on SR 99 in the *southbound and northbound* directions, between Fresno and Madera by providing an additional lane in each direction in the median. The scope of work includes increasing vertical clearance at one of the overcrossing structures.

Funding for this project is contingent on Caltrans districts (District 6 and 10) convening a summit in partnership with local and regional agencies and including diverse stakeholders and community-based organizations to establish a vision for the SR 99 corridor that addresses local needs in a manner aligned with state goals as outlined in the Climate Action Plan for Transportation Infrastructure (CAPTI), before the State Transportation Improvement Program (STIP) adoption, by March 15, 2022. In addition, funding for this project is contingent on Caltrans districts, in partnership with regional agencies, completing a comprehensive multimodal corridor plan for SR 99 to implement that vision before the allocation of ITIP funds.

There are currently two public hearings to receive comments on the Draft 2022 ITIP. A North Hearing will be held virtually on November 1, 2021, at 1:00 p.m. The South Hearing will be conducted virtually on November 8, 2021, at 9:00 a.m. MCTC staff will provide testimony at the November 1, 2021 hearing.

The Madera South Widening Project is included on pages 9, and 23. The Draft 2022 ITIP may be found here: [Draft 2022 ITIP](#)

*Background:*

California Government Code Section 14526 requires that the California Department of Transportation (Caltrans) submit a Draft Interregional Transportation Improvement Program (ITIP) to the California Transportation Commission (Commission) by October 15 of each odd-numbered year. The purpose of the ITIP is to improve interregional mobility for people and goods across the State of California on highway and passenger rail corridors of strategic importance. These strategic corridors provide the transportation network that connects the state's major regions to one another and connects the rural regions to the large urban areas. The corridors also provide connectivity to neighboring states and the international border with Mexico. Caltrans submits to the Commission the draft five-year ITIP consisting of all the following: (1) Projects to improve State highways, pursuant to subdivision (b) of Section 164 of the Streets and Highways Codes. (2) Projects to improve intercity passenger rail system. (3) Projects to improve interregional movement of peoples, vehicles, and goods. (b) Projects included in the ITIP shall be consistent with the State Interregional Transportation Strategic Plan (ITSP) prepared pursuant to Section 14524.4. The ITIP is a program of projects funded through the State Transportation Improvement Program (STIP) that obtains funding primarily through the per-gallon State tax on gasoline.

**FISCAL IMPACT:**

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



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 5-B

**PREPARED BY:** Patricia Taylor, Executive Director

---

**SUBJECT:**

State Legislative Update

**Enclosure:** Yes

**Action:** Information and Discussion Only

**SUMMARY:**

Included in your package is a State Legislative Update, prepared by Gus Khouri. Gus will provide a verbal report.

**FISCAL IMPACT:**

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





October 13, 2021

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

**RE: STATE LEGISLATIVE UPDATE – OCTOBER**

---

**GENERAL UPDATE**

The Legislature adjourned the first year of the 2021-22 Session on September 10. Governor Newsom had until October 10 to act on bills sent to him in the final weeks of the session. Majority vote bills go into effect January 1, 2022, urgency items become effective immediately upon enactment. Below is a summary of legislation of potential interest to MCTC that have been signed by the Governor:

AB 14 (Aguiar-Curry) authorizes the Public Utilities Commission to impose the surcharge to fund the California Advanced Services Fund, capped at \$100 million annually, until December 31, 2032, instead of through 2022. The purpose of the bill is to provide broadband access to no less than 98% of all Californians, which provides an opportunity for constituents to telecommute.

AB 43 (Friedman) allows for the recalibration of speed limits of order to eliminate fatalities for motorists, bicyclists, and pedestrians. This bill has been signed by the Governor.

AB 361 (Rivas) provides an exemption from the Ralph M. Brown Act's meeting requirements to allow local jurisdictions to meet virtually during emergencies, provided the legislative body makes certain determinations by majority vote, publishes proper notice, and provides opportunity for public comment. The exemption is allowed for a 30-day period and must be renewed by the local agency for the duration of the state of emergency to allow virtual meetings to continue.

AB 1499 (Daly), which would extend the sunset date, from January 1, 2024, to January 1, 2034, for the ability to utilize the design-build project delivery system for up to 10 projects on the state highway system has been signed by the Governor. The bill is sponsored by the Self-Help Counties Coalition.

SB 4 (Gonzalez) requires the Governor's Office of Business and Economic Development ("GO-Biz") to coordinate with state and local agencies and national organizations to explore ways to facilitate streamlining of local land use approvals and construction permit processes for projects related to broadband infrastructure deployment and connectivity. This is a companion bill to AB 14.

SB 339 (Wiener), which extends the ability of Road User Charge Technical Advisory Committee to continue meeting from January 1, 2023, to January 1, 2027, has been signed by the Governor. The California Transportation Commission requested the extension to allow for another pilot program to be conducted, this time with actual fee collection, rather than vehicle miles traveled monitoring.

### **FY 2021-22 State Budget Summary**

On July 12, the Governor signed [SB 129 \(Skinner\)](#), a “Budget Bill Jr.” that amends the main budget bill, [AB 128 \(Ting\)](#), signed by Governor Newsom on June 28.

As reported last month, SB 129 also contains significant investments in transportation, including \$2.7 billion in funding for zero-emission vehicles and infrastructure and \$2.6 billion for statewide Transit and Intercity Rail Capital Program (TIRCP) funding, funding for the 2028 LA Olympics, and funding for grade separations statewide.

Notably, SB 129 did not include the Governor’s proposed \$4.2 billion investment in the California high-speed rail project, which is still the subject of ongoing negotiations between Legislative Leaders and Governor Newsom. Given that the legislature and Governor were unable to come to an agreement on exhausting the \$4.2 billion appropriation of Proposition 1A funds for high-speed rail, General Fund money proposed for the Transit and Intercity Rail Capital Program (TIRCP) (\$2.6 billion), Active Transportation Program (\$500 million), and State and Local Climate Adaption (\$400 million), are no longer available. Conversations are expected to be renewed in January with the release of the 2022-23 State Budget.

Governor Newsom vetoed AB 604 (Daly), which proposes to dedicate one-time interest money, between 2012 and 2028 (a total of \$1.1 billion), derived from investments made by Road Maintenance and Rehabilitation Account into the Pooled Money Investment Account for the State Highway Operations and Protection Program (SHOPP) to address highway maintenance. The SHOPP however received \$968 million in federal funding and Caltrans carried over a balance of unused capacity. The interest money was something Khouri Consulting suggested to be included in consideration of consummating a deal on the transportation package, particularly for active transportation highway congestion management, and transit fixed guideway infrastructure. Governor Newsom concurred in his veto message by referencing an opportunity to use the interest funds in prospective discussions next January on a transportation package.

### **Governor’s Climate Action Plan for Transportation Infrastructure**

On July 12, the California State Transportation Agency announced its adoption of the Governor’s Climate Action Plan for Transportation Infrastructure (CAPTI). The purpose of the plan is to implement Governor Newsom’s Executive Order, N-19-19. That Executive Order aims to reduce greenhouse gas emissions and vehicle miles traveled 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.

CAPTI encourages investments in improvements for disadvantaged communities, safety improvements that reduce fatalities on roadways and transit systems, projects that respond to climate risk for transportation infrastructure projects, projects that reduce vehicle miles traveled reduction, and investments into passenger rail prioritized over highways, particularly capacity projects. Impacted funding programs include the Highway Safety Improvement Program, State Transportation

Improvement Program, Local Partnership Program, Solutions for Congested Corridors Program, State Highway Operations and Protection Program, Trade Corridor Enhancement Program, and TIRCP.

CAPTI policy could require MCTC to reassess its ability to leverage Measure T funds against state grant investments. The policy could also preclude MCTC from making investments on the state highway system. While MCTC, through the San Joaquin Valley Policy Council's (SJVPC) adopted S2021 State Legislative Platform, is supportive of many of these objectives, it may be problematic for many small urban/rural areas to refrain from making highway capacity project improvements, particularly where reductions in vehicle miles traveled may not be possible due to the lack of rail infrastructure, frequency of service, density to support those systems, or the inability of certain populations, such as farmworkers or labor to pragmatically utilize the service. This results in a need to plan, fund, and deliver projects that may increase passenger vehicle travel that addresses safety, congestion, and freight movement, particularly along lifeline routes, such as Highway 99 or freight corridors such as SR 41 and 152. Many regions (Central Coast, Inland Empire, San Joaquin Valley, and Super North – the 16 counties north of Sacramento, which is at least 31 counties) are asking the state to consider geographic areas where capacity expansion is necessary to address climate adaptation and resiliency or completing gap closures on evacuation or parallel routes, and east-west connectors, in case of natural disasters or other climate events.

Despite not having the population density of the Bay Area or Los Angeles, MCTC (also through the SJVPC), has historically advocated for the creation of programs to support multi-modal options such as rail (TIRCP and the State Rail Assistance Program), bike and pedestrian projects, and additional bus service. It is expensive however to build and operate a transit system and may not always serve as a pragmatic or efficient solution for a constituency's daily mobility needs. Pre-pandemic, ridership levels declined in 31 metropolitan areas nationally. The widespread impact of the COVID-19 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. Therefore, maintaining flexibility to balance mobility needs on highways and public transportation systems may be most beneficial to MCTC.

The focus on vehicle miles traveled may not provide the most constructive metric to address air quality concerns. In 2017, SJVPC advocated for utilizing the vehicle registration fee as a carbon-neutral, prospective state funding source to address congestion and mobility. A full conversion from the gas tax should be considered. The SJVPC's adopted 2021 State Legislative Platform articulates several solutions to consider that are designed to improve air quality, reduce congestion, and provide greater mobility options. Suggested strategies include operational investments such as the increase of broadband access to encourage telecommuting, ability of transit agencies to utilize vanpools and high-occupancy vehicle lanes to provide more frequent and cost-effective service, shipment of more freight via rail to ease congestion and enhance safety, creation of greater incentives for businesses to expand or relocate to help reduce vehicle miles traveled, and accelerating the installation of zero-emission charging stations and providing incentives for zero-emission vehicle purchases. The investments provide the most pragmatic approach for the region to reduce its carbon footprint.

### **SB 1 Cycle 3 Competitive Programs**

SB 1 Cycle 3 guidelines will be discussed later this Fall through December with guideline adoption and the calls for projects in the various programs occurring in summer of 2022, and applications being due summer of 2023.

### Active Transportation Program (ATP)

The ATP was created in 2013 to consolidate five programs (Transportation Alternatives Program, Safe Routes to School Program, Bicycle Transportation Account Program, Recreational Trails Program, and Environmental Enhancement and Mitigation Program) to better leverage resources to provide multi-modal options. The CTC awarded \$450 million this March for Cycle 5.

### Solutions for Congested Corridors Program (SCCP)

The SCCP provides funding to achieve a balanced set of transportation, environmental, and community access improvements to reduce congestion throughout the state. The program makes \$250 million available annually (programmed in 2-year increments) for projects that implement specific transportation performance improvements.

### Local Partnership Program (LPP)

The LPP is intended to provide local and regional transportation agencies that have passed sales tax measures, developer fees, or other imposed transportation fees with a continuous appropriation of \$200 million annually from the Road Maintenance and Rehabilitation Account to fund road maintenance and rehabilitation, sound walls, and other transportation improvement projects. The Competitive program is funded at \$100 million annually.

### Trade Corridor Enhancement Program (TCEP)

The TCEP provides funding for infrastructure improvements on federally designated Trade Corridors of National and Regional Significance, on the Primary Freight Network as identified in California Freight Mobility Plan, and along other corridors that have a high volume of freight movement. There is approximately \$300 million provided per year (programmed in 2-year increments) for the competitive program.

### **Draft TIRCP Guidelines Released**

On August 9, the California State Transportation Agency (CalSTA) released the Transit and Intercity Rail Capital Program's (TIRCP) Cycle 5 discussion draft guidelines. CalSTA kicked off the TIRCP guideline development process for the 2022 cycle with a workshop on August 12, 2021. The current focus is on updating the program to reflect the resources currently available through the budget, which includes approximately \$600 million of new funding for projects statewide through Fiscal Year 2026-27. Awards are expected to be announced next April.



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 5-C

**PREPARED BY:** Sandy Ebersole, Administrative Analyst

---

**SUBJECT:**

Clean California Local Grant Program

**Enclosure:** No

**Action:** Information and Discussion Only

**SUMMARY:**

The California Department of Transportation (Caltrans) is developing the [Clean California Local Grant Program](#) as part of a two-year program through which approximately \$296 million in funds will go to local communities to beautify and improve local streets and roads, tribal lands, parks, pathways, and transit centers to clean and enhance public spaces. Through the combination of adding beautification measures and art in public spaces along with the removal of litter and debris, this effort will enhance communities and improve spaces for walking and recreation.

**Project Types**

Eligible projects shall include, but not be limited to:

- Community litter abatement and beautification
- Community litter abatement events and/or educational program

**Funding**

The grant program guidelines are being developed with a framework that recognizes the diverse funding needs of potential applicants throughout the state.

- The local match component will range from 0% to 50% of the project costs
- Half of the overall program funds will benefit or be in underserved communities
- The maximum grant is \$5 million

Caltrans is developing program guidelines and will solicit input through stakeholder workshops.

Local agencies are encouraged to:

- Identify potential project site(s) and/or educational program concept(s)
- Plan and begin community engagement
- Start project/program design plans

- Stay informed on guideline drafts and updates through workshops and website

Curt Hatton, P.E., Caltrans, Acting District 6 Clean California Coordinator, will provide a verbal presentation regarding the Clean California Local Grant Program.

**FISCAL IMPACT:**

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



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 5-D

**PREPARED BY:** Dylan Stone, Principal Regional Planner

---

**SUBJECT:**

Letter of Support for FY 2022-23 Caltrans Strategic Partnership Grant Application for Madera County Passenger Rail Station Area Planning

**Enclosure:** Yes

**Action:** Approve and authorize Chair to sign Letter of Support

**SUMMARY:**

Enclosed is a Letter of Support for the FY 2022-23 Caltrans Strategic Partnership Grant Application for Madera County Passenger Rail Station Area Planning. Madera County staff is seeking Caltrans Strategic Partnership Grant funding to prepare a Passenger Rail Station Area Plan at the Madera station relocation area located on Avenue 12 near Madera Community College and State Route 99. The area will be home to a future High-Speed Rail station.

The plan would establish a vision for how the area would foster future growth and facilitate multi-modal travel.

**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 Facsimile: 559-675-9328  
Website: [www.maderactc.org](http://www.maderactc.org)

October 20, 2021

Matthew Treber,  
Chief of Development Services  
County of Madera  
Community and Economic Development Department  
200 W 4<sup>th</sup> Street, Suite 3100  
Madera, CA 93637

RE: Letter of Support for FY 2022-23 Caltrans Strategic Partnership Grant Application for Madera County Passenger Rail Station Area Planning

Dear Mr. Treber,

The Madera County Transportation Commission (MCTC) is pleased to support Madera County on the Madera County Passenger Rail Station Area Planning project. This project will identify the needed improvements and cost to provide station area planning around the site of a planned High-Speed Rail (HSR) station located along the proposed HSR route near Highway 99 and Avenue 12, about two miles to the southeast of the City of Madera in Madera County.

This project will guide the design and land-use planning efforts near the station area and encourage multimodal and sustainable growth throughout Madera County by enhancing multimodal connections between the station, the City of Madera, Madera Community College, and other surrounding communities throughout Madera County and northern Fresno County. We are encouraged by the economic development opportunities the project will create.

The Commission believes this project is crucial to establishing a prosperous vision for the Madera County region and will play an important part in fostering healthy and sustainable growth, efficient multi-modal travel and increased economic prosperity. The plan helps advance many of state, regional, and local shared goals outlined in the current Regional Transportation Plan and Sustainable Communities Strategy.

The MCTC is delighted to support the proposed project and the pursuit of Caltrans' Sustainable Transportation Planning funds as they will create a critical passenger rail connection in Madera County. Thank you for considering the grant application.

Sincerely,

Jose Rodriguez  
Chair of the Madera County Transportation Commission  
Councilmember for the City of Madera





**STAFF REPORT**  
Board Special Meeting of October 20, 2021

**AGENDA ITEM:** 5-E

**PREPARED BY:** Patricia Taylor, Executive Director

---

**SUBJECT:**

Continuation of Teleconferenced Meetings – Resolution 21-15 Amendment No. 1

**Enclosure:** Yes

**Action:** Approve Continuation of Teleconferenced Meetings by Resolution 21-15 Amendment No. 1

**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. 1, 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 NOVEMBER 1-30, 2021,  
PURSUANT TO BROWN ACT PROVISIONS**

Resolution No.: **21-15**  
**Amendment No. 1**

**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 20<sup>th</sup> day of October 2021 by the following vote:

Commissioner Jose Rodriguez	_____
Commissioner Tom Wheeler	_____
Commissioner Waseem Ahmed	_____
Commissioner Brett Frazier	_____
Commissioner Cecelia Gallegos	_____
Commissioner Robert Poythress	_____

\_\_\_\_\_  
Chairman, Madera County Transportation Commission

\_\_\_\_\_  
Executive Director, Madera County Transportation Commission



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 7-A

**PREPARED BY:** Troy McNeil, Deputy Director/Fiscal Supervisor

---

**SUBJECT:**

Executive Minutes – September 22, 2021

**Enclosure:** Yes

**Action:** Approve September 22, 2021, meeting minutes

**SUMMARY:**

Attached are the Executive Minutes for the September 22, 2021, 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:** September 22, 2021  
**Time:** 3:00 pm  
**Place:** MCTC Conference Room

### GoToWebinar

**Members Present:** Chairman, Jose Rodriguez, Council Member, City of Madera  
Vice-Chairman, Tom Wheeler, Supervisor, County of Madera  
Brett Frazier, Supervisor County of Madera  
Alt. Diana Palmer, Council Member City of Chowchilla  
Cecelia Gallegos, Council Member, City of Madera  
Robert Poythress, Supervisor, County of Madera

**Members Absent:** Waseem Ahmed, Council Member City of Chowchilla

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

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

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. 2021 Active Transportation Symposium

**Action:** Information and Discussion Only

B. 2023 Active Transportation Program Guideline Development Workshops

**Action:** Information and Discussion Only

C. Clean California Local Grant Program

**Action:** Information and Discussion Only

D. Caltrans FY 2022-23 Sustainable Transportation Planning Grants Application Guide and Call for Applications

**Action:** Information and Discussion Only

- E. Correspondence to the California Department of Transportation Confirming the Lifeline funding will not be used in future Congestion Mitigation Air Quality Program Call for Projects  
**Action:** Information and Discussion Only
- F. MCTC Comment Letter on the Caltrans Interregional Transportation Strategic Plan (ITIP)  
**Action:** Information and Discussion Only
- G. 2022 State Transportation Improvement Program (STIP) and 2022 Regional Transportation Improvement Program (RTIP) Update  
**Action:** Information and Discussion Only
- H. Unmet Transit Needs FY 2021-22 Analysis and Recommendations Report  
**Action:** Approve Unmet Transit Needs FY 2021-22 Analysis and Recommendations Report
- I. Social Services Transportation Advisory Council meeting of July 15, 2021  
**Action:** Information and Discussion Only
- J. San Joaquin Valley Regional Planning Agencies Policy Council Letter on Congressional Member Designated Projects.  
**Action:** Information and Discussion Only
- K. Request for Qualifications (RFQ) – On call Agreement  
**Action:** Authorize release of RFQ

**Transportation Consent Calendar Action on Items A-J.**

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

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



**5. TRANSPORTATION ACTION/DISCUSSION ITEMS**

- A. September Valley Voice Trip, Washington D.C.

**Action:** Information and Discussion Only

- B. State Legislative Update

**Action:** Information and Discussion Only

- C. MCTC and MCTA Measure T Renewal Steering Committee Appointments

**Action:** Upon motion by Commissioner Rodriguez, seconded by Commissioner Gallegos to appoint Supervisor Poythress, representing MCTC, and Supervisor Frazier, representing MCTA, as co-chairs of the Measure T Renewal Steering Committee, and to identify two alternates. A vote was called, and the motion carried.

Upon motion by Commissioner Wheeler, seconded by Commissioner Frazier to appoint Commissioner Gallegos as Co-Chair Frazier's alternate. A vote was called, and the motion carried.

Upon motion by Commissioner Rodriguez, seconded by Commissioner Wheeler to appoint Commissioner Ahmed as Co-Chair Poythress's alternate. A vote was called, and the motion carried.

Roll call for votes: Commissioner Poythress – Yes

Commissioner Rodriguez – Yes

Commissioner Wheeler -Yes

Commissioner Ahmed – Absent

Commissioner Frazier – Yes

Commissioner Gallegos – Yes

Alt Commissioner Palmer - Yes

Vote passed 6-0

- D. 2022 Regional Transportation Plan and Sustainable Communities Strategy Update

**Action:** Information and Discussion Only

- E. Draft 2020-21 MCTC Projects Prioritization Study

**Action:** Circulate Draft 2020-21 MCTC Project Prioritization Study

- F. Award Contract – Madera County Zero Emission Vehicle Readiness and Implementation Plan

**Action:** Upon motion by Commissioner Frazier, seconded by Commissioner Wheeler to award contract to DSK Associates in an amount not to exceed \$186,000. A vote was called and the motion carried.

Roll call for votes: Commissioner Poythress – Yes  
 Commissioner Rodriguez – Yes  
 Commissioner Wheeler -Yes  
 Commissioner Ahmed – Absent  
 Commissioner Frazier – Yes  
 Commissioner Gallegos – Yes  
 Alt Commissioner Palmer - Yes  
 Vote passed 6-0

**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 Gallegos to reaffirm all actions taken while sitting as the Transportation Policy Committee. A vote was called, and the motion carried.

Roll call for votes: Commissioner Poythress – Yes  
 Commissioner Rodriguez – Yes  
 Commissioner Wheeler -Yes  
 Commissioner Ahmed – Absent  
 Commissioner Frazier – Yes  
 Commissioner Gallegos – Yes  
 Alt Commissioner Palmer - Yes  
 Vote passed 6-0

**7. ADMINISTRATIVE CONSENT ITEMS**

A. Approval of Executive Minutes of the July 21, 2021 Regular Meeting.

**Action:** Approve Minutes of the July 21, 2021 Regular Meeting

B. Transportation Development Act (STA) – Apportionment, Resolution 21-08 Amendment No.1

**Action:** Approve Resolution 21-08 Amendment No 1.

C. Billing Agreement for Administration of Valley-wide Lobbyist Contracts

**Action:** Approve Billing Agreement for Valley-wide Lobbyist Contracts

**Approval Administrative Consent Calendar Action A-C**

Upon motion by Commissioner Wheeler, seconded by Commissioner Fraizer to approve the Administrative Consent Calendar Items A-C. A vote was called, and the motion carried.

Roll call for votes: Commissioner Poythress – Yes  
Commissioner Rodriguez – Yes  
Commissioner Wheeler -Yes  
Commissioner Ahmed – Absent  
Commissioner Brett Frazier – Yes  
Commissioner Gallegos – Yes  
Alt. Commissioner Palmer - Yes  
Vote passed 6-0

**8. ADMINISTRATIVE ACTION/DISCUSSION ITEMS**

A. FY 2021-22 Overall Work Program & Budget – Amendment No. 1

**Action:** Upon motion by Commissioner Poythress, seconded by Commissioner Frazier to approve the OWP & Budget – Amendment No. 1. A vote was called, and the motion carried.

Roll call for votes: Commissioner Poythress – Yes  
Commissioner Rodriguez – Yes  
Commissioner Wheeler -Yes  
Commissioner Ahmed – Absent  
Commissioner Brett Frazier – Yes  
Commissioner Gallegos – Yes  
Alt. Commissioner Palmer - Yes  
Vote passed 6-0

B. Network Security Update

**Action:** Information and Discussion Only

**MCTC SITTING AS THE MADERA COUNTY 2006 TRANSPORTATION AUTHORITY**

**9. AUTHORITY – ADMINISTRATIVE CONSENT ITEMS**

- A. Measure T Citizens’ Oversight Committee Annual Report

**Action:** Accept Measure T Citizens’ Oversight Committee Annual Report

- B. Self-Help Counties Coalition – 2021 Focus on the Future Conference

**Action:** Information and Discussion Only

- C. MCTC and MCTA Measure T Renewal Steering Committee Appointments

**Action:** Reaffirm Action Item #5-C, taken while sitting as the Transportation Policy Committee, appointing Supervisor Poythress, representing MCTC, and Supervisor Frazier, representing MCTA as co-chairs of the Measure T Renewal Steering Committee, and identified Commissioner Gallegos as Co-Chair Frazier’s alternate, and Commissioner Ahmed as Co-Chair Poythress’s alternate.

**Approval Consent Calendar Action A-C**

Upon motion by Commissioner Wheeler, seconded by Commissioner Fraizer to approve the Consent Calendar Items A-C. A vote was called, and the motion carried.

Roll call for votes: Commissioner Robert Poythress – Yes  
 Commissioner Jose Rodriguez – Yes  
 Commissioner Tom Wheeler -Yes  
 Commissioner Waseem Ahmed – Absent  
 Commissioner Brett Frazier – Yes  
 Commissioner Cecelia Gallegos – Yes  
 Alt. Commissioner Plamer – Yes  
 Vote passed 6-0

**10. AUTHORITY – ACTION/DISCUSSION ITEMS**

- A. Baseline Voter Opinion Survey – Summary Report

**Action:** Upon motion by Commissioner Wheeler, seconded by Commissioner Frazier to accept the Baseline Voter Opinion Survey – Summary Report

Roll call for votes: Commissioner Robert Poythress – Yes  
Commissioner Jose Rodriguez – Yes  
Commissioner Tom Wheeler -Yes  
Commissioner Waseem Ahmed – Absent  
Commissioner Brett Frazier – Yes  
Commissioner Cecelia Gallegos – Yes  
Alt. Commissioner Plamer – Yes  
Vote passed 6-0

B. Measure T FY 2021-22 Annual Work Program

**Action:** Upon motion by Commissioner Gallegos, seconded by Commissioner Wheeler to approve the 2021-22 Measure T FY 2021-22 Annual Work Program. A vote was called, and the motion carried.

Roll call for votes: Commissioner Robert Poythress – Yes  
Commissioner Jose Rodriguez – Yes  
Commissioner Tom Wheeler -Yes  
Commissioner Waseem Ahmed – Absent  
Commissioner Brett Frazier – Yes  
Commissioner Cecelia Gallegos – Yes  
Alt. Commissioner Plamer – Yes  
Vote passed 6-0

## OTHER ITEMS

### 11. MISCELLANEOUS

A. Items from Caltrans

Michael Navarro, Caltrans District 06, Deputy Director, provided a brief update on State Highway projects in Madera County.

B. Items from Staff

No Items from Staff

C. Items from Commissioners

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

**12. CLOSED SESSION**

**13. ADJOURNMENT**

Meeting adjourned at 5:15 p.m.

Next meeting scheduled for Wednesday, October 20, 2021

Respectfully Submitted,



Patricia S. Taylor  
Executive Director  
Madera County Transportation Commission



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 7-B

**PREPARED BY:** Troy McNeil, Deputy Director/Fiscal Supervisor

---

**SUBJECT:**

Executive Minutes – September 30, 2021

**Enclosure:** Yes

**Action:** Approve September 30, 2021, meeting minutes

**SUMMARY:**

Attached are the Executive Minutes for the September 30, 2021, Special Policy Board Meeting.

**FISCAL IMPACT:**

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

# MADERA COUNTY TRANSPORTATION COMMISSION

---

## EXECUTIVE MINUTES

### SPECIAL MEETING

**Date:** September 30, 2021  
**Time:** 3:00 pm  
**Place:** MCTC Conference Room

#### GoToWebinar

**Members Present:** Chairman, Jose Rodriguez, Council Member, City of Madera  
Vice-Chairman, Tom Wheeler, Supervisor, County of Madera  
Brett Frazier, Supervisor County of Madera  
Waseem Ahmed, Council Member City of Chowchilla  
Cecelia Gallegos, Council Member, City of Madera  
Robert Poythress, Supervisor, County of Madera

**Members Absent:** None

**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 - Absent  
Jeff Findley, Principal Regional Planner - Absent  
Evelyn Espinosa, Associate Regional Planner - Absent  
Nicholas Dybas, Associate Regional Planner - Absent  
Sandy Ebersole, Administrative Analyst  
Sheila Kingsley, Office Assistant

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.

**None**

### 5. TRANSPORTATION ACTION/DISCUSSION ITEMS

#### A. Continuation of Teleconferenced Meetings – Resolution 21-15

**Action:** Approve Continuation of Teleconferenced Meetings by Resolution 21-15

Upon motion by Commissioner Fraizer, seconded by Commissioner Ahmed to approve Continuation of Teleconferenced Meetings by Resolution 21-15. A vote was called, and the motion carried.

Roll call for votes: Commissioner Poythress – Yes  
Commissioner Rodriguez – Yes  
Commissioner Wheeler -Yes  
Commissioner Ahmed – Yes  
Commissioner Frazier – Yes  
Commissioner Gallegos – No  
Vote passed 5-1

## **MCTC SITTING AS THE MADERA COUNTY TRANSPORTATION COMMISSION**

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

Upon motion by Commissioner Wheeler, seconded by Commissioner Frazier 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 – Absent  
Commissioner Rodriguez – Yes  
Commissioner Wheeler -Yes  
Commissioner Ahmed – Yes  
Commissioner Frazier – Yes  
Commissioner Gallegos – No  
Vote passed 4-1

### **7. ADMINISTRATIVE CONSENT ITEMS**

None

### **8. ADMINISTRATIVE ACTION/DISCUSSION ITEMS**

None

## **MCTC SITTING AS THE MADERA COUNTY 2006 TRANSPORTATION AUTHORITY**

### **9. AUTHORITY – ADMINISTRATIVE CONSENT ITEMS**

None

**10. AUTHORITY – ACTION/DISCUSSION ITEMS**

A. Continuation of Teleconferenced Meetings – Resolution 21-01

**Action:** Upon motion by Commissioner Wheeler, seconded by Commissioner Frazier to approve Continuation of Teleconferenced Meetings – Resolution 21-01. A vote was called, and the motion carried.

Roll call for votes: Commissioner Robert Poythress – Absent

Commissioner Jose Rodriguez – Yes

Commissioner Tom Wheeler -Yes

Commissioner Waseem Ahmed – Yes

Commissioner Brett Frazier – Yes

Commissioner Cecelia Gallegos – No

Vote passed 4-1

**OTHER ITEMS**

**11. ADJOURNMENT**

Meeting adjourned at 3:20 p.m.

Next meeting scheduled for Wednesday, October 20, 2021

Respectfully Submitted,



Patricia S. Taylor  
Executive Director  
Madera County Transportation Commission



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 7-C  
**PREPARED BY:** Troy McNeil, Deputy Director/Fiscal Supervisor

---

**SUBJECT:**

MCTC Employee Manual – October 2021 Update

**Enclosure:** Yes

**Action:** Approve MCTC Employee Manual Update

**SUMMARY:**

Section 4014 was added to the Employee Manual to capture all the COVID-19 polices that have been or will be approved. Section 4014 states:

*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 benefit 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.*

**FISCAL IMPACT:**

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



# Employee Manual

October 20, 2021

## Table of Contents

<b>1000</b>	<b>INTRODUCTION TO EMPLOYEE MANUAL .....</b>	<b>1</b>
1001	PURPOSE .....	1
1002	ABOUT THIS MANUAL .....	1
1003	ADDITIONAL INFORMATION .....	1
1004	MADERA COUNTY TRANSPORTATION COMMISSION .....	1
1005	FORMATION AND STRUCTURE .....	1
<b>2000</b>	<b>EQUAL EMPLOYMENT POLICY .....</b>	<b>3</b>
2001	EQUAL OPPORTUNITY .....	3
2002	POLICY AGAINST HARASSMENT, DISCRIMINATION and RETALIATION .....	4
2003	DRUG & ALCOHOL FREE-WORKPLACE POLICY .....	6
2004	NO SMOKING POLICY .....	6
2005	RECRUITMENT & SELECTION .....	7
2006	NEW HIRE .....	7
2007	REHIRE .....	8
2008	EMPLOYMENT CLASSIFICATIONS .....	8
2009	ANNIVERSARY DATE AND REINSTATEMENT .....	9
2010	RELATIVES .....	9
2011	RETURN TO WORK AFTER SERIOUS INJURY OR ILLNESS .....	9
2012	PERFORMANCE .....	10
2013	BUSINESS CONDUCT AND CONFLICTS OF INTEREST .....	12
<b>3000</b>	<b>COMPENSATION .....</b>	<b>14</b>
3001	POSITION DESCRIPTIONS .....	14
3002	WORKWEEK, PAYDAY, AND PAY ADVANCES .....	14
3003	OVERTIME COMPENSATION .....	14
3004	MEAL PERIOD AND REST PERIOD .....	15
3005	PAYROLL DEDUCTIONS .....	15
3006	SALARY PROGRAM .....	15
<b>4000</b>	<b>EMPLOYEE BENEFITS .....</b>	<b>16</b>
4001	VACATION LEAVE .....	16
4002	SICK LEAVE .....	16
4003	LEAVES OF ABSENCE .....	17
4004	OTHER LEAVES OF ABSENCE .....	19
4005	BEREAVEMENT LEAVE .....	20
4006	WORKER'S COMPENSATION .....	20
4007	LIFE INSURANCE .....	21
4008	CALIFORNIA STATE DISABILITY INSURANCE .....	21
4009	HEALTH INSURANCE .....	21
4010	DENTAL & OPTICAL .....	21
4011	SOCIAL SECURITY .....	21
4012	MEDICARE .....	22
4013	RETIREMENT PLAN .....	22
4014	COVID-19 EMPLOYEE BENEFITS .....	23
<b>5000</b>	<b>EMPLOYEE EXPENSES - FINANCIAL ACCOUNTING POLICY .....</b>	<b>24</b>
5001	EMPLOYEE INCURRED EXPENSES AND REIMBURSEMENT .....	24
5002	MILEAGE REIMBURSEMENT .....	24
5003	TRAVEL REIMBURSEMENT .....	24
5004	TRAVEL ADVANCES AND CREDIT CARDS .....	25
5005	REQUIRED MANAGEMENT APPROVAL .....	25
5006	PETTY CASH POLICY .....	25
<b>6000</b>	<b>MISCELLANEOUS .....</b>	<b>26</b>
6001	GRIEVANCE PROCEDURE .....	26
6002	POLITICAL ACTIVITIES POLICY .....	26
6003	EMPLOYEE PRIVACY .....	26
6004	INTERNET AND ELECTRONIC USE POLICY .....	26
6005	BULLETIN BOARDS .....	27
6006	HOUSEKEEPING .....	27
6007	SAFETY .....	27
6008	TELECOMMUTING ARRANGEMENTS .....	28
	EMPLOYEE MANUAL ACKNOWLEDGEMENT FORM .....	29
	Exhibit 1 .....	1

## **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.

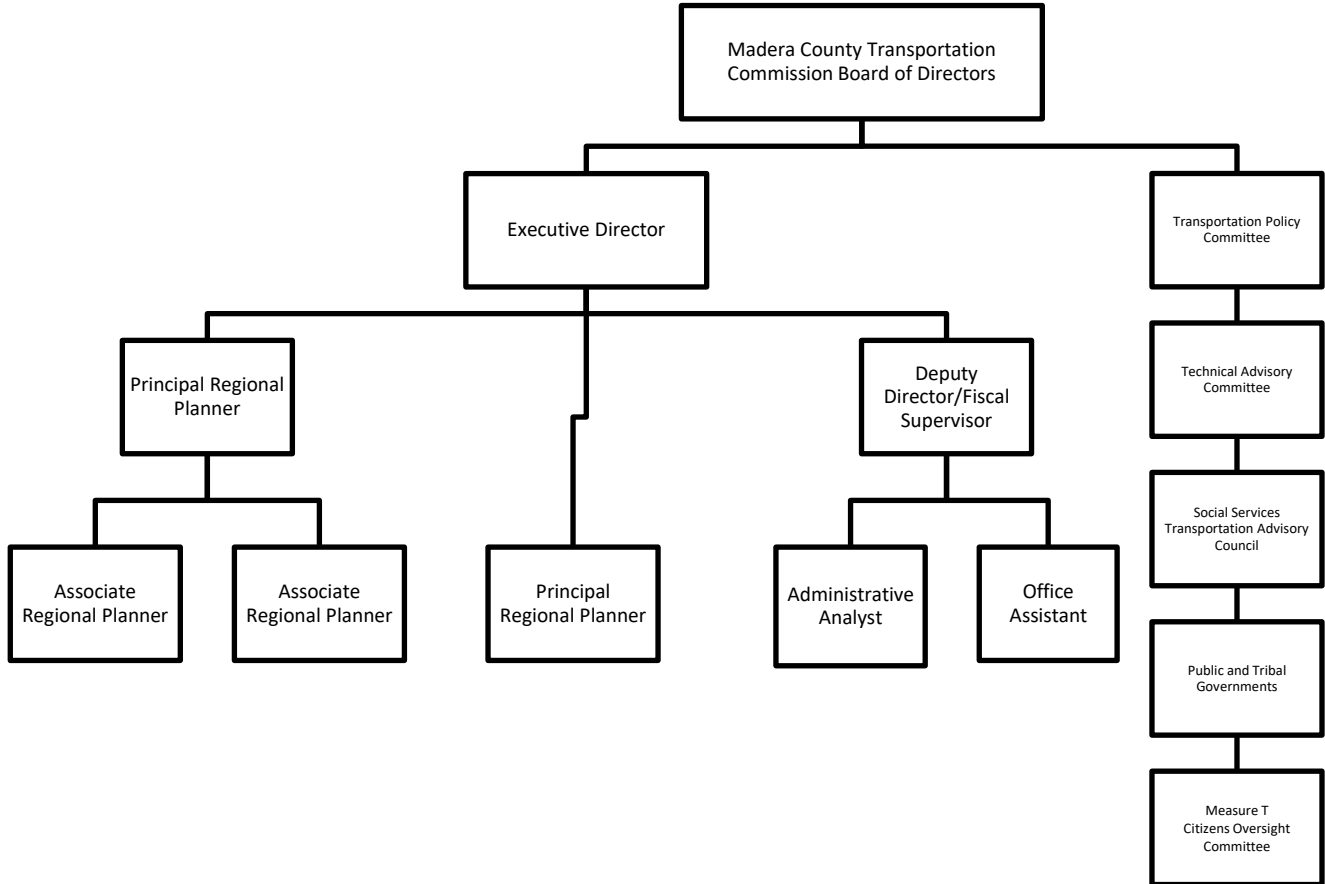
### **1005 FORMATION AND STRUCTURE**

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](http://www.maderactc.org). Write to us at [mctc@maderactc.org](mailto: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](http://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 8<sup>th</sup> 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.
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.

**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 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 October 20, 2021

**AGENDA ITEM:** 8-A

**PREPARED BY:** Troy McNeil, Deputy Director/Fiscal Supervisor

---

**SUBJECT:**

Award Contract – Housing Related Planning Services

**Enclosure:** No

**Action:** Award contract to Rincon Consultants, Inc. in an amount not to exceed \$242,709

**SUMMARY:**

A Request for Proposals was released on August 18, 2021, to seek consultant services on behalf of the member agencies to assist with eligible activities for housing planning purposes.

Notification was placed on the MCTC website, and the RFP was emailed to 28 firms including DBE firms. Proposals were due September 20, 2021. Staff received 3 proposals, scored the proposals according to the established criteria, and the results of the scoring are as follows:

1. Rincon Consultants, Inc. – 94/100
2. Precision Civil Engineering, Inc. – 81.5/100
3. QK, Inc. – 78/100

After conducting the RFP process, scoring, and evaluating the submitted proposals, MCTC staff recommends retaining the firm Rincon Consultants, Inc. in an amount not to exceed \$242,709. The amount includes up to \$55,130 for the first phase that includes coordination with MCTC and member jurisdictions on a list of eligible housing planning projects. Any remaining funds from the first phase will be available for the second phase, which includes a minimum of \$187,579 that is available to directly assist member agencies with eligible activities for housing planning purposes.

**FISCAL IMPACT:**

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



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 9-A  
**PREPARED BY:** Patricia Taylor, Executive Director

---

**SUBJECT:**

Self-Help Counties Coalition – 2021 Focus on the Future Conference

**Enclosure:** No

**Action:** Information and Discussion Only

**SUMMARY:**

The Self-Help Counties Coalition leadership will be hosting the 32<sup>nd</sup> Annual Focus on the Future Conference [Back to Our Future - Reimagining Transportation in the Post-COVID World](#) in a virtual conference setting, Monday, November 15 and Tuesday, November 16.

The conference provides a forum for Self-Help Counties and other transportation agencies, elected officials, and the private sector to share experiences, highlight upcoming projects, and interact in a virtual environment.

Registration closes soon. If you are interested in attending, please contact [Sheila Kingsley](#) or [Sandy Ebersole](#).

**FISCAL IMPACT:**

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



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 9-B

**PREPARED BY:** Troy McNeil, Deputy Director/Fiscal Supervisor

---

**SUBJECT:**

Measure T 2021 Draft Strategic Plan

**Enclosure:** Yes

**Action:** Authorize release of Draft 2021 Strategic Plan for comment and review

**SUMMARY:**

The Measure "T" Strategic Plan provides a 5-year review of how Measure "T" tax revenues will be allocated to its various programs and serves as an update to the Investment Plan.

The Strategic Plan is particularly important because it identifies how funds will be allocated to each of the local agencies. The plan is intended to present to the financial community and the Authority's stakeholders at large a clear sense of the agency's strategy in managing its revenues and expenditures responsibly and cost effectively. It provides the best available understanding of when revenue will be available and how that revenue will be spent. The resulting assignment of dollars to programs and projects is a commitment to sponsors that the funds will be available. The Strategic Plan itself does not constitute a final funding commitment. Commitments to individual projects and programs are secured through actual allocation actions by the Authority Board of Directors in the Measure "T" Annual Work Program.

The Strategic Plan makes provisions for project management oversight, administration, and overhead necessary to oversee the program. The Plan also accounts for the necessary reserves that consider the fluctuations in sales tax revenue. It also accounts for debt service payments within the Measure "T" Regional Streets and Highway Program. This Plan, in essence, programs funds according to realistic project and program schedules and provides the overall structure for the management of the sales tax revenues. Finally, guidance is provided for the local agencies on requesting, utilizing, and reporting on sales tax allocated for Local Transportation Programs.

The Draft 2021 Strategic Plan will be released for comment and a public hearing will be scheduled for the November 17, 2021, Policy Board meeting. The Final Strategic Plan will be presented to the Board for approval no later than its January 19, 2022 meeting.

**FISCAL IMPACT:**

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

# 2021

## Measure “T” Strategic Plan

Madera County Transportation Commission  
2001 Howard Road, Suite 201  
Madera, CA 93637  
[www.maderactc.org](http://www.maderactc.org)

**DRAFT**

October 20, 2021



# Table of Contents

Introduction.....	4
Guiding Principles and Implementing Policies .....	11
Financial Planning.....	23
Revenues and Expenditures.....	30
Local Transportation Revenue Programs, Implementing Guidelines & Revenues and Expenditures.....	34
Regional Transportation Revenue Programs, Implementing Guidelines & Program of Projects.....	66

# Appendices

Appendix A – Strategic Plan Definitions	A-1
Appendix B – Measure T Regional Streets & Highways Projects and Funding Strategy	B-1
Appendix C – Measure T Regional Program Claim for Funding	C-1
Appendix D – Measure T Signage Specifications	D-1
Appendix E – Measure T Eligible Projects	E-1

# List of Tables

Table 1 Multi-Modal Funding Program	6
Table 2 Historical Madera County Taxable Sales (Calendar Year)	26
Table 3 Historical Madera County Measure “A” ½ Cent Sales Tax Revenues (Fiscal Year)	27
Table 4 Historical Madera County Measure “T” ½ Cent Sales Tax Revenues (Fiscal Year)	28
Table 5 Measure T Revenue Projection Model	32
Table 6 Measure T Revenue – Regional Rehabilitation/Reconstruction/Maintenance Subprogram (20 Years)	36
Table 7 Measure T Revenue – Regional Rehabilitation/Reconstruction/Maintenance Subprogram (5 Years)	38
Table 8 Measure T Revenue – Street Maintenance Subprogram (20 Years)	39
Table 9 Measure T Revenue – Street Maintenance Subprogram (5 Years)	41
Table 10 Measure T Revenue – County Maintenance District/City Supplemental Maintenance Subprogram (20 Years)	43
Table 11 Measure T Revenue – County Maintenance District/City Supplemental Maintenance Subprogram (5 Years)	45
Table 12 Measure T Revenue – Flexible Subprogram (20 Years)	46
Table 13 Measure T Revenue – Flexible Subprogram (5 Years)	48
Table 14 Measure T Revenue – ADA Compliance Subprogram (20 Years)	50
Table 15 Measure T Revenue – ADA Compliance Subprogram (5 Years)	52
Table 16 Measure T Revenue – Public Transit Agencies Subprogram (20 Years)	53
Table 17 Measure T Revenue – Public Transit Agencies Subprogram (5 Years)	55

<u>Table 18 Measure T Revenue – Public ADA/Seniors/Paratransit Subprogram (20 Years)</u>	<u>57</u>
<u>Table 19 Measure T Revenue – Public ADA/Seniors/Paratransit Subprogram (5 Years)</u>	<u>59</u>
<u>Table 20 Measure T Revenue – Environmental Enhancement Subprogram (20 Years)</u>	<u>61</u>
<u>Table 21 Measure T Revenue – Environmental Enhancement Subprogram (5 Years)</u>	<u>63</u>
<u>Table 22 Measure T Revenue – Administration Subprogram (20 Years)</u>	<u>64</u>
<u>Table 23 Measure T Revenue – Administration Subprogram (5 Years)</u>	<u>66</u>
<u>Table 24 Measure T Revenue – Regional Streets and Highways Subprogram (20 Years)</u>	<u>69</u>
<u>Table 25 Measure T Revenue – Regional Streets and Highways Subprogram Candidate Capacity Increasing Projects and Recommended Programs</u>	<u>72</u>

# Measure T – ½ Cent Transportation Sales Tax Program

## 2021 STRATEGIC PLAN

### 1. INTRODUCTION

#### Measure T ½ Cent Transportation Sales Tax Program

When voters approved Measure T on the November 7, 2006 ballot, they allowed a newly formed Madera County Transportation Authority (Authority) to impose a ½ cent retail transaction and use tax for the next twenty years (between April 1, 2007 and March 31, 2027). The Authority will continue to be responsible for administering the Measure "T" Program in accordance with plans and programs outlined in this and subsequent updates of this Plan.

According to the latest revenue projections the Measure Sales Tax would provide an estimated:

***\$204 million for transportation improvements through the year 2027.***

This revenue forecast used reflects the current data available and anticipates total sales tax revenues of approximately \$204 million, which is below the \$213 million stated in the original Investment Plan. Sales tax revenues are conservatively forecasted to grow 2.0% in 2021-22, and 2.5% until the end of the measure. The growth rate is based upon a conservative general growth trend over the long-term. Conservatism is required because an overly optimistic forecast could result in shortages of funds for capital projects, and in the worst case, bond debt service payments.

The allocation of projected sales tax revenues to specific types of transportation funding programs and/or improvement projects is described in the following sections of this Plan.

The Measure T Investment Plan was prepared to identify how the funds would be allocated over the 20-year period. The Measure "T" Strategic Plan provides a 5-year review of how Measure "T" tax revenues will be allocated to its various programs and serves as an update to the Investment Plan. The Authority will have the option of issuing bonds to deliver Measure projects and/or programs contained in the Investment Plan to save project costs by delivering them earlier. Issues and decisions regarding bonding are provided in subsequent sections of this Plan. In addition to this Strategic Plan, the Authority will prepare an Annual Work Program (AWP), which will further detail the programming of specific Regional Streets and Highways Program projects and the funding allocations for the Local Transportation Revenues Programs.

#### Measure T Investment Plan

The following Measure T funding program commitments are included in the Investment Plan approved by the voters of Madera County. Measure T provides funds for all modes of transportation that help meet the quality of life intent of the Measure. This in turn enables agencies within the County to address the needs of residents, businesses, and major industries over the 20-year life of the Measure. The Plan provides

funds for road improvements, public transit, and other transportation programs that improve mobility and air quality within the County and each of the cities.

Investment Plan programs are detailed in Table 1 below. Implementing Guidelines for each of the five (5) Investment programs described below are contained in Appendix B of the Investment Plan and are further detailed in subsequent sections of this Strategic Plan.

**TABLE 1**  
**MEASURE "T" 1/2 CENT SALES TAX FOR TRANSPORTATION - 20 YEARS - MADERA COUNTY**  
**Multi-Modal Funding Program**

NEW MEASURE "T" SALES TAX REVENUE	% OF TOTAL	20 YEAR FUNDING TOTAL <sup>*1</sup>	FUNDS ALLOCATED TO MADERA COUNTY <sup>*2</sup>	FUNDS ALLOCATED TO CITY OF CHOWCHILLA <sup>*2</sup>	FUNDS ALLOCATED TO CITY OF MADERA <sup>*2</sup>	AVERAGE ANNUAL FUNDING TOTAL <sup>*3</sup>
<i>Allocations rounded to nearest \$100,000</i>	100.00%	\$212,900,000	57.77%	6.17%	36.06%	\$10,645,000
<b>FUNDING PROGRAMS (Reference Program Definitions and Details)</b>						
<b>1. Commute Corridors/Farm to Market Program (Regional Transportation Program)<sup>*4 *5 *6</sup></b>	<b>51.00%</b>	<b>\$108,579,000</b>	<b>\$62,726,088</b>	<b>\$6,699,324</b>	<b>\$39,153,587</b>	<b>\$5,428,950</b>
Regional Streets and Highways Program <sup>*7</sup>	26.00%	\$55,354,000	Projects are prioritized on a "regional" basis			\$2,767,700
Regional Rehabilitation/Reconstruction/Maintenance Program <sup>*8</sup>	25.00%	\$53,225,000	\$30,748,083	\$3,283,983	\$19,192,935	\$2,661,250
<b>2. Safe Routes to School &amp; Jobs Program (Local Transportation Program)<sup>*6</sup></b>	<b>44.00%</b>	<b>\$93,676,000</b>	<b>\$54,116,625</b>	<b>\$5,779,809</b>	<b>\$33,779,566</b>	<b>\$4,683,800</b>
<i>Local Allocation</i>						
Street Maintenance <sup>*9</sup>	13.00%	\$27,677,000	\$15,989,003	\$1,707,671	\$9,980,326	\$1,383,850
County Maintenance District/City Street Supplemental Maintenance Funding Program <sup>*10</sup>	8.75%	\$18,628,750	\$10,761,829	\$1,149,394	\$6,717,527	\$931,438
Flexible	21.75%	\$46,305,750	\$26,750,832	\$2,857,065	\$16,697,853	\$2,315,288
ADA Compliance	0.50%	\$1,064,500	\$614,962	\$65,680	\$383,859	\$53,225
<b>3. Transit Enhancement Program</b>	<b>2.00%</b>	<b>\$4,258,000</b>	<b>\$2,459,847</b>	<b>\$262,719</b>	<b>\$1,535,435</b>	<b>\$212,900</b>
Madera County	1.06%	\$2,254,859	\$2,254,859	\$0	\$0	\$112,743
City of Madera	0.66%	\$1,407,482	\$0	\$0	\$1,407,482	\$70,374
City of Chowchilla	0.11%	\$240,825	\$0	\$240,825	\$0	\$12,041
<b>Subtotal (Transit Agencies)</b>	<b>1.83%</b>	<b>\$3,903,167</b>	<b>\$2,254,859</b>	<b>\$240,825</b>	<b>\$1,407,482</b>	<b>\$195,158</b>
ADA / Seniors / Paratransit	0.17%	\$354,833	\$204,987	\$21,893	\$127,953	\$17,742
<b>4. Environmental Enhancement Program<sup>*11</sup></b>	<b>2.00%</b>	<b>\$4,258,000</b>	<b>\$2,459,847</b>	<b>\$262,719</b>	<b>\$1,535,435</b>	<b>\$212,900</b>
<i>Environmental Mitigation, Air Quality, Bicycle/Pedestrian Facilities &amp; Car/Van Pools Programs</i>						
<b>5. Administration/Planning Program</b>	<b>1.00%</b>	<b>\$2,129,000</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>\$106,450</b>
MCTA	1.00%	\$2,129,000	N/A	N/A	N/A	\$106,450
<b>TOTAL:</b>	<b>100.00%</b>	<b>\$212,900,000</b>	<b>\$121,762,407</b>	<b>\$13,004,571</b>	<b>\$76,004,023</b>	<b>\$10,645,000</b>
<i>Total Funding available for street &amp; highway rehabilitation/reconstruction/maintenance:</i>	<i>59.75%</i>	<i>\$127,207,750</i>	<i>\$73,487,917</i>	<i>\$7,848,718</i>	<i>\$45,871,115</i>	<i>\$6,360,388</i>
<b>Local Agency Allocation</b>			<b>57.77%</b>	<b>6.17%</b>	<b>36.06%</b>	

\*1 The 20-year funding total is based upon a 5% (Mid Range) Growth Factor considering annual Measure "A" Proceeds between 1990 and 2005.

\*2 Funds allocated to Madera County considered a population share of 57.77%, to the City of Chowchilla 6.17% and to the City of Madera 36.06%.

\*3 Total Measure "T" proceeds (\$212,900,000) divided by the duration of the Measure (20 years).

\*4 No more than 50% of these funds could be allocated to rehabilitation/reconstruction projects.

\*5 Program requires implementation of a Local Traffic Impact Fee Program. The Impact Fee Program must reflect at least 20% of each agency's total project costs programmed for projects to be funded using Commute Corridor/Farm to Market Funding Program - Regional Streets and Highways Program revenues.

\*6 If a Local Traffic Impact Fee Program is not implemented or is not maintained to address identified Tier 1 transportation project needs reflected in Table 2 of the Investment Plan, the agency would forfeit an equivalent apportionment of the Flexible Transportation Funds.

\*7 Current MCTC policy is to allocate funds based upon regional priorities.

\*8 Funds may be applied to reconstruction, rehabilitation and maintenance projects.

\*9 Pothole repair, chip seals, overlays, slurry seals, etc.

\*10 County Maintenance District improvements applies to County only. City Street Maintenance Funding Program applies to City Street Maintenance.

\*11 Local agencies may allocate funds to any of the subprograms listed necessary to address local issues and needs.

## 1. COMMUTE CORRIDORS/FARM TO MARKET PROGRAM (Regional Transportation Program) - \$104.04 million or 51%.

The Plan authorizes major new projects to:

- Improve freeway interchanges
- Add additional lanes
- Increase safety as determined by the local jurisdictions
- Improve and reconstruct major commute corridors

These projects provide for the movement of goods, services, and people throughout the County. Major highlights of this Program include the following:

- **\$53.04 million** (approximately 26% of the Measure) is directed to fund capacity increasing projects and to leverage federal and State funding.
- **\$51.0 million** (approximately 25% of the Measure) is available for rehabilitation, reconstruction, and maintenance of sections of regional streets and highways.

Funds can be used for all phases of project development and implementation. This funding program requires new growth and development within the County and each of the cities to contribute to street and highway project costs through local mandatory Traffic Impact Fee (TIF) programs.

Funds collected by the local agencies through the TIF programs will provide at least 20% of the funds needed to deliver Tier 1 Projects over the Measure funding period (2007 through 2027). Specific Regional Transportation Program highlights and implementing guidelines are also described in Appendix B of the Investment Plan and in Section 4 of this Strategic Plan.

## 2. SAFE ROUTES TO SCHOOLS AND JOBS PROGRAM (Local Transportation Program) - \$89.76 million or 44%.

The goal is to improve each individual City's and the County's local transportation systems. Several funding programs are included:

- **\$44.37 million** (approximately 21.75%) has been guaranteed to each city and the County to meet scheduled maintenance needs and to rehabilitate the aging transportation system.
- Another **\$44.37 million** of "flexible" funding is provided to the local agencies for any transportation project they feel is warranted including:
  - Fill potholes
  - Repave streets
  - County Maintenance District Area improvements
  - Add additional lanes to existing streets and roads
  - Improve sidewalks
  - Traffic control devices to enhance student and public safety
  - Enhance public transit
  - Construct bicycle and pedestrian projects and improvements
  - Separate street traffic from rail traffic

The local agencies in Madera County know what their needs are and how best to address those needs.

- About **\$1,020,000** (approximately 0.5%) is provided to fund local agencies for the ADA Compliance Program including curb cuts and ramps to remove barriers, as well as other special transportation services.

Funds can be used for all phases of project development and implementation. Specific Local Transportation Program highlights and implementing guidelines are described in Appendix B of the Investment Plan and in Section 4 of this Strategic Plan.

**3. TRANSIT ENHANCEMENT PROGRAM (Public Transportation Program) - \$4.08 million or 2%.**

The goal of this program is to expand or enhance public transit programs that address the transit dependent population and have a demonstrated ability to get people out of their cars and improve air quality. To accomplish this important goal:

- **\$3.73 million** (1.83% of Measure funding) is provided to the three (3) transit agencies within the County based upon service area population. Madera County would receive approximately **\$1.875 million** or .92% of Measure funds, the City of Chowchilla would receive approximately **\$0.285 million** or 0.14%, and the City of Madera would receive approximately **\$1.57 million** or 0.77%. The transit agencies would use the funds to address major new expansions of the express, local and feeder bus services including additional:
  - Routes
  - Buses (including low emission)
  - Night and weekend service
  - Bus shelters and other capital improvements
  - Safer access to public transit services
  - Car pools
- The remaining approximately **\$350,000**(0.17% of Measure funding) is directed to ADA, Seniors, and Paratransit programs to improve mobility for seniors and people with disabilities.

Specific Transit Enhancement Program highlights and implementing guidelines are also described in Appendix B of the Investment Plan and in Section 4 of this Strategic Plan.

**4. ENVIRONMENTAL ENHANCEMENT PROGRAM - \$4.08 million or 2%.**

This program’s goal is to improve air quality and the environment through four (4) important programs:

- Environmental Mitigation
- Air Quality (including road paving to limit PM<sub>10</sub> and PM<sub>2.5</sub> emissions)
- Bicycle/Pedestrian Facilities
- Car/Van Pools

The linkage between air quality, environmental mitigation, and transportation is stressed and consequently, the local agency may direct the funds to the four (4) categories listed above, as they desire. Specific Environmental Enhancement Program highlights and implementing guidelines are described in Appendix B of the Investment Plan and in Section 4 of this Strategic Plan.

**5. ADMINISTRATION AND PLANNING PROGRAM - \$2.04 million or 1%.**

Measure funding is provided to the Authority to:

- Prepare Investment/Strategic Plan updates
- Develop allocation program requirements
- Administer and conduct specified activities identified in the other four (4) programs described above

Specific Administration / Planning Program highlights and implementing guidelines are described in Appendix B of the Investment Plan and in Section 4 of this Strategic Plan.

**Measure T Strategic Plan/Implementing Guidelines**

The Strategic Plan provides a 5-year review Measure T tax revenues (2021-22 through 2025-26). The Plan is particularly important because it identifies how the funds will be allocated to each of the local agencies or jurisdictions and how or if the Authority intends to issue debt in order to meet the accelerated needs of the Regional Streets and Highways Program. The Strategic Plan is intended to present to the financial community and the Authority’s stakeholders at large a clear sense of the agency’s strategy in managing its revenues

and expenditures responsibly and cost effectively. It provides the best available understanding of when revenue will be available and how that revenue will be spent. The resulting assignment of dollars to programs and/or projects is a commitment to sponsors that the funds will be available. The Strategic Plan itself does not constitute a final funding commitment. Commitments to individual projects and/or programs are secured through actual allocation actions by the MCTA Board of Directors in the Measure T Annual Work Program. A list of definitions related to the Strategic Plan is provided in Appendix A.

The Strategic Plan makes provisions for the expenses associated with the California Department of Tax and Fee Administration (CDTFA) sales tax collection fees as well as for project management oversight, administration, and overhead necessary to oversee the program. The Plan also accounts for the necessary reserves that consider the fluctuations in sales tax revenue that occur from time to time. It may program funds for debt capacity within the Measure T Regional Streets and Highways Program so that those projects can be delivered earlier and take advantage of leveraged funding that may be available over time. This Plan, in essence, programs funds according to realistic project and program schedules and provides the overall structure for the management of the sales tax revenues. Finally, guidance is provided for the local agencies on requesting, utilizing, and reporting on sales tax revenues allocated for Local Transportation Revenue Programs.

In short, the Strategic Plan provides the overall roadmap for the programming of Measure T funds consistent with voter's expectations.

## Implementing/Plan Development Agencies

### ◆ *Madera County Transportation Authority*

The Authority administers the Measure Program in compliance with the Public Utilities Code and will continue to be responsible for administering the Measure Programs in accordance with plans and/or programs outlined in the Measure T Investment Plan and in this Strategic Plan and subsequent updates to this Plan. In addition, the Investment Plan includes a provision for a Citizens' Oversight Committee. Details regarding the Committee are contained in Appendix D of the Investment Plan. The Strategic Plan is prepared by Authority/Madera County Transportation Commission (MCTC) staff, reviewed with the MCTC Technical Advisory Committee (TAC), and approved by the Authority Board of Directors.

The Public Utilities Code includes provisions regarding the number of members on the Authority Board. Specifically, the Authority will be represented by six (6) members including:

- Three (3) members of the board of supervisors appointed by the Board
- Two (2) members representing the City of Madera, consisting of members of the city council appointed by the city council
- One (1) member representing the City of Chowchilla consisting of members of the city council appointed by the city council

The following steps will be taken by the Authority/MCTC to prepare this and future updates of the Measure T Strategic Plan:

- Authority/MCTC staff working with member agencies and affected stakeholders will develop the Draft Strategic Plan;

- The Authority Board receives the Draft Strategic Plan and its updates and schedules public hearings to review the Plan;
- The Authority Board of Directors adopts the Strategic Plan.

◆ *Madera County Transportation Commission (MCTC)*

The Madera County Transportation Commission (MCTC or Commission) is the Regional Transportation Planning Agency (RTPA) and the Metropolitan Planning Organization (MPO) for Madera County. The Commission is responsible for the development and adoption of the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP) as required by state and federal law. The Commission will assist the Authority with preparation of the Measure T Strategic Plan and the Annual Work Program to ensure that the programs and/or projects contained in the Plan and Program are consistent with and are supported by the RTP and TIP. MCTC provides staff services to the Authority to prepare all Measure-related documents.

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 multi-jurisdictional transportation issues.

**Strategic Plan and Implementing Guidelines Overview**

The following major sections are included in this Strategic Plan to provide further detail regarding the Measure T Program:

- ◆ Section 2 - Guiding Principles and Implementing Policies
- ◆ Section 3 - Financial Planning
- ◆ Section 4 - Revenues and Expenditures
- ◆ Section 5 - Local Transportation Revenue Programs, Implementing Guidelines & Revenues and Expenditures
- ◆ Section 6 - Regional Transportation Revenue Program, Implementing Guidelines & Revenues and Expenditures
- ◆ Appendices



## 2. GUIDING PRINCIPLES AND IMPLEMENTING POLICIES

### Guiding Principles

During development of the Investment Plan, a number of guiding principles emerged regarding how the sales tax funds should be spent. These principles help guide the Strategic Plan policies and the specific programming recommendations and include:

- ◆ *Support timely and cost-effective project delivery, ensuring all strategies progress towards measurable improvements*

With the competition for funding at the federal and state level, it is imperative that Measure T dollars (under any local or regional program) be utilized efficiently and effectively. Local and Regional Measure T Program dollars should be actively delivering those projects with the greatest regional and local impact.

Regional Streets and Highways Program or Tier 1 projects and/or programs that progress towards delivering a public improvement should receive priority funding based upon approved performance criteria during the Regional Transportation Plan development process. Tier 1 funding commitments should be examined by the Authority for projects and/or programs that are not progressing adequately toward delivery under an agreement between the Authority and a local agency. If a Tier 1 project is not progressing through to project delivery in a timely or effective manner, the Authority will make that determination and may administer delivery of the project. The agreement between the Authority and a local agency to deliver a Tier 1 project must be written to include this policy.

Furthermore, the Authority retains the option of planning for, designing, engineering, and constructing any or all Tier 1 projects over the life of the Measure. The costs for such Authority services would be paid from the Regional Streets and Highways Subprogram on a “project by project” basis.

- ◆ *Maximize leveraging of outside fund sources*

The ability of local sales tax revenues to serve as an incentive to match outside fund sources is a distinct advantage realized by the passage of Measure T. The message sent by voters that the County is willing to fund many of its transportation needs can create opportunities at the federal, state, and regional level for funding to come to Madera County. The ability to utilize these sources will provide the Authority with the flexibility to respond to emerging transportation issues. The active pursuit of these opportunities, whereby revenues within the framework of the Investment Plan can be utilized to bring additional funds to the County, will continue to be a primary focus of the Authority. This policy applies to all funding programs contained in this Strategic Plan.

- ◆ *Maximize the cost-effective use of sales tax revenues*

The projects and/or programs envisioned in the Investment Plan may only be deliverable if they receive a concentrated influx of funding over a relatively short time period. The timing of sales tax revenue collection may not exactly fit the delivery needs of projects. While the Investment Plan provides the option of advancing sales tax revenue for Tier 1 projects in the Regional Streets and Highways Program, this Strategic Plan will specifically examine funding strategy options and the need to advance funds for project delivery needs. This can be accomplished in a variety of ways: by the leveraging of outside fund sources, the loaning of revenue within or between Investment Plan programs, and the advancing of sales tax revenues through short- or long-term debt financing, all of which may be considered. The desire to advance funds through these various financing mechanisms means that, over the 20 years of the Investment Plan, fewer dollars will be available for projects and/or programs because of the need to pay interest. The trade-off is the ability to deliver projects earlier (and potentially at a lower cost given the escalating cost of right-of-way and materials over time) for the benefit of Madera residents and businesses today. The best outcome is the ability to strike a balance between accelerated delivery and financing costs, and minimize—to the extent feasible—the cost of financing.

The Citizens' Oversight Committee (COC) should review the Draft Strategic Plan Updates, identify issues related to project delivery, review funding options recommended in the Plan, and review the extent of leveraging sought to maximize Measure T sales tax revenues.

- ◆ *Promote a balanced use of funds throughout the County*

The Investment Plan provides the basis for how funds are distributed throughout the County over the life of the Measure. The Authority will remain committed to working with the local agencies to move all programs forward simultaneously and strive to provide a balanced expenditure of Measure T funds throughout the County.

- ◆ *Promote high environmental and conservation awareness*

The Authority will remain committed to working with the local agencies in a cooperative manner to deliver Measure T programs with attention to environmental and conservation awareness. Allocation of Measure T funds for right-of-way capital and construction will be contingent upon demonstration of completed environmental documentation. Attention shall be paid to any unforeseen impact on local traffic circulation, bike and pedestrian safety and accommodation, and minimizing disruption to Madera County residents and businesses. To accommodate for a realistic project delivery schedule, baseline environmental studies should be prepared by local agencies under an agreement with the Authority or by the Authority for each Tier 1 regional project. This will provide critical information related to project schedule, cost, and deliverability.

- ◆ *Measure T Local and Regional Program and Project Fund Accounting Policy*

Claims prepared by local agencies for Local Measure T funding will be submitted to the Authority consistent with the provisions described in Section 4 of this Plan. Claim amounts by Measure T Program must be consistent with an adopted Capital Improvement Program (CIP), or a local agency Annual Expenditure Plan (AEP), or with a Resolution adopted by a local agency. The adopted CIP, AEP, or the

adopted Resolution must be approved during a public hearing during which the public was invited to comment on the proposed list(s) of projects and/or programs by Local Measure T Program.

If the Authority has entered into an agreement with a local agency to deliver a Regional Tier 1 project, claims will be submitted to the Authority and reviewed and approved by the Authority prior to payment. All claims will be for reimbursement of costs related to a Tier 1 project. Valid claims will then be approved, and the Authority will request the Madera County Auditor-Controller to process the claim and provide payment to the local agency.

The Regional Streets and Highways Program was intended to be driven by the availability of State Transportation Improvement Program and Transportation Enhancement (STIP/TE) funding considering approximately a two to one (2 to 1) funding ratio of STIP/TE funding to Measure T Regional Streets and Highways Program funding (See Phase I Delivery on next page). As a result, the delivery of projects contained in the Tier 1 list of candidate projects may not be in the order listed in the Investment Plan approved by the voters. The Authority will consider two major criteria when determining which projects will be programmed. The most important factor or criteria will be how soon the project can be delivered e.g.: is the project “shelf ready” and can move quickly toward implementation. The second most important criteria or factor is the availability of “leveraged” funding.

The STIP/TE funding amounts identified in the Regional Streets and Highways Tier 1 and Tier 2 Project Table (reference Table 22 in Section 5 of this Plan) are considered “maximum” contributions available to each project included in the Table, unless excess STIP/TE or Measure T revenues are received or anticipated.

◆ *Measure T Interest Accrual Policy*

An account for each Local Measure T subprogram by local agency will be provided and interest will be accrued within each of those program accounts. As a result, each agency will accrue interest and spend interest earned on projects and/or programs within each of the subprograms where such interest has been earned.

◆ *Strategic Plan Amendment Policy*

The Strategic Plan may be amended to accommodate an unforeseen financial change and will be amended when an error has been discovered as long as the amendment is consistent with provisions contained in the Investment Plan.

◆ *Innovative Financing Policy*

**PURPOSE STATEMENT**

*The Madera County Transportation Authority endeavors to provide adequate financing for the Measure T Regional Streets and Highways projects and Local Programs to maximize the delivery of all programs equally based upon deliverability.*

Should Pay-Go financing not be adequate to deliver Measure T Regional Streets and Highways projects and/or Local Programs, or if a project is of a high priority for delivery and the total amount of funds currently available do not completely cover the cost of the project, then inter-program loans may be the best option to finance project fund allocation shortfalls. A financial model has been developed in order to forecast the availability of cash on hand with the potential to be utilized for inter-program loans.

**In general, forecasted cash on hand available for inter-program loans are defined as funding not currently utilized for the implementation of a specific project and/or program and that a repayment schedule can be structured to provide adequate funding for the specific project and/or program from which the loan was drawn when actually needed for implementation.**

To accomplish an inter-program loan, available funds from other Measure T programs would be “loaned” to the Regional Streets and Highways Program, Flexible Program, and/or Local Programs. Such funds would be paid back “in full” plus interest according to the approved repayment schedule.

Should forecasted cash on hand not be adequate to completely cover the cost of a high priority project and/or program through an inter-program loan, the financial model would be expanded to consider private and public bond offerings to ensure the timely delivery of the Measure T Regional Streets and Highways and Flexible projects as well as Local Programs.

## Measure T Regional Program

### *Phase I Project Delivery*

Measure T was approved by the voters in 2006 along with California State Proposition 1B. This provided the Madera County Region with a rare opportunity to deliver major transportation capital improvement projects at a time when the State was dealing with a chronic fiscal and budget crisis. Unfortunately, fiscal crisis and uncertainty continues to be the norm in the State of California, no doubt a significant contributor was the Great Recession and its aftermath. Congress and President Obama approved the American Recovery and Reinvestment Act (ARRA) in 2009 which contained significant infrastructure funds for “shovel ready” transportation projects. It was also the intent of the MCTC Policy Board to accelerate the delivery of Phase I projects by pursuing bond financing early in the 20 year measure program.

The Measure T Regional Program, as envisioned when drafted and approved by the voters, was designed to leverage State Transportation Improvement Program (STIP) funds and required at least a 20% developer impact fee contribution. The Regional Program contained a candidate list of major capital improvement projects and outlined a funding component of Measure T Regional Funds; STIP; and Developer Impact Fees to match the estimated cost of each project. This funding formula as envisioned in the Measure T Investment Plan consisted of the following: Developer Impact Fees (20%); Measure T Regional (26.4%) STIP (53.6%), which represents a STIP to Measure T funding ratio of approximately 2 to 1. In order to deliver Phase I projects, the Investment Plan required that Measure T Flexible Program funds be impounded to make up for the unavailability of Developer Impact Fees, which have not materialized. Flexible funds provide funding for the Developer Fee gap but are not able to provide the

necessary contribution for all the projects on the list. And based upon the projected STIP gap for Phase II projects, funding is not projected to be available for several developer driven projects on the list.

Reliance on STIP funding has proved to be difficult based upon California Transportation Commission (CTC) Allocation priorities which have not lined up perfectly with Measure T projects. The CTC Staff has favored projects on State Route 99 based upon the Prop. 1B 99 Bond Program and SJ Valley SR 99 Business Plan. The Measure T regional projects are primarily on the local system and operational improvements to interchanges. The MCTC Policy Board has recognized the priority for widening SR 99 through the San Joaquin Valley and has approved a partnership with Caltrans District 06 to leverage state funds and to better position Madera SR 99 projects contained in the SR 99 Business plan by providing STIP and Measure T funds for seed money to build two projects on SR 99 from Ave 7 to Ave 17. This partnership has the potential to deliver over \$200 million dollars to the Madera Region allowing the City of Madera to interface with the new freight capacity that a 6 lane SR 99 will bring through the SJ Valley. Although the STIP program and State Prop 1B funds have been a major contributor to some Phase I projects, the Regional Program has not been delivered as envisioned due to lack of STIP funds available to certain projects, the lack of Developer Impact Fees, and lower revenues during the Great Recession. It was in this environment that Phase I Projects have been delivered. The MCTC Policy Board has been very aggressive in the delivery of Phase I projects and provided \$42.0 million in Measure T funds (bonded \$22.5 million); leveraged \$73.2 million in Prop 1B funds, \$65.9 million in STIP funds, and \$65.9 million in SHOPP funds for several major projects that total \$247 million from 2006 through 2016. The table below from the Measure T Investment Plan was updated to reflect the Phase I delivery and Phase II candidate projects for prioritization. The remaining projects from the Measure T Regional Program are projected as future projects should revenues be available.

Phase I delivery has been a major success due to the policies outlined in the 2007 Measure T Strategic Plan as enacted by the MCTC Policy Board utilizing innovative financing to obtain the necessary funds to build transportation projects when they are ready for construction regardless of the funding formula and/or fund source.

<b>TABLE 4-1</b>							
<b>20-YEAR MEASURE 1/2 CENT TRANSPORTATION SALES TAX</b>							
<b>1. Regional Streets and Highways Program</b>							
<b>Candidate Capacity Increasing Projects and Recommended Priorities</b>							
Map #	Route	Limits	Description	Cost	Other Funds (at least 20%)	Measure (Reg) + STIP/TE (Cost Minus Other Funds)	
<b>PHASE I PROJECTS (2006-2016)</b>							
1Q	Gateway	At SR 99	Reconstruct/widen interchange	\$6,650,000	\$0	\$6,650,000	COMPLETED
1B	SR 145	At SR 99	Reconstruct/widen interchange	\$6,800,000	\$0	\$6,800,000	COMPLETED
1G	Ellis/Avenue 16	Granada to Road 26 & new SR99	Reconstruct street & Construct overcrossing	\$16,400,000	\$7,730,000	\$8,670,000	COMPLETED
1D	Ave 12	At SR 99	Reconstruct/widen interchange	\$99,097,000	\$63,322,000	\$35,775,000	COMPLETED
1N	4th Street	Pine St to Lake	Reconstruct/widen from 2 to 4 lanes w/RR Xing	\$3,580,000	\$1,879,000	\$1,701,000	COMPLETED
1C	4th Street	At SR 99	Reconstruct/widen interchange	\$7,796,000	\$1,479,000	\$6,317,000	COMPLETED
1A	SR 41	between SR 145 and Road 200	Construct Passing Lanes	\$19,830,000	\$4,374,000	\$15,456,000	COMPLETED
	SR 99	Ave 12 to Ave 17	Widen from 4 to 6 lanes	\$86,149,900	\$84,604,900	\$1,545,000	COMPLETED
				<b>\$246,302,900</b>	<b>\$163,388,900</b>	<b>\$82,914,000</b>	
<b>PHASE II PROJECTS (2017-2027)</b>							
	Oakhurst	Mid-Town Connector	New Road	\$20,320,000	\$12,935,000	\$7,385,000	CONSTRUCTION
1F	SR 233	At SR 99	Interchange Operational Improvements	\$16,100,000	\$8,500,000	\$7,600,000	ENVIRONMENTAL
	Road 200	Phase III	Fine Gold Creek Bridge	\$8,190,000	\$5,490,000	\$2,700,000	ENVIRONMENTAL
1J	Cleveland	Schnoor to SR 99	Widen to 6 lanes	\$3,750,000	\$2,150,000	\$1,600,000	
1I	Gateway (SR 145)	Yosemite to SR 99	Reconstruct/Widen from 2 to 4 lanes	\$8,600,000	\$5,660,000	\$2,940,000	
	SR 41		Realignment EIR	\$3,100,000	\$2,600,000	\$500,000	(If Funds Available)
				<b>\$60,060,000</b>	<b>\$37,335,000</b>	<b>\$22,725,000</b>	
<b>FUTURE CANDIDATE PROJECTS</b>							
1E	SR 41	Ave 10 to Ave 12 w/interchange at Ave 12	Extend freeway/build interchange	\$95,000,000	\$0	\$0	
1K	SR 41	Road 420 to SR 49 (South of Oakhurst)	Widen from 2 to 4 lanes	Unknown			
1L	Ave 12	Road 38 to SR 41	2 to 4 lanes	\$21,239,169	\$0	\$0	
1O	Ave 12	SR 99 to Road 32	2 to 4 lanes	\$12,200,000	\$0	\$0	
1H	Gateway Ave	Cleveland to Yosemite	Reconstruct/Widen from 2 to 4 lanes	\$3,200,000			
1M	Rd 29	Olive to Ave 13	2 to 4 lanes	\$4,857,311	\$0	\$0	
1P	Rd 29	Ave 12 to Ave 13	2 to 4 lanes and realignment	\$9,567,994	\$0	\$0	
					\$0	\$0	
				<b>\$146,064,474</b>	<b>\$0</b>	<b>\$0</b>	
				<b>\$452,427,374</b>	<b>\$200,723,900</b>	<b>\$105,639,000</b>	

**Phase II Project Planning and Delivery**

Phase I Project delivery showed that financing major capital improvement projects rarely goes according to plan. Considering the STIP Funding GAP on Phase II projects and the Partnership between the MCTC Policy Board and Caltrans District 06 on State Route 99 and the lack of debt service capacity, the planning for Phase II project delivery relies exclusively on pay-go financing with

Measure T funds. Based upon an updated Measure T cash flow analysis, six (6) projects were originally nominated by the local agencies for implementation. With this Strategic Plan update, there are currently 5 projects programmed for delivery in Phase II. It is the intention of the MCTA to close out the Regional Program with the completion of the five projects. At that point, the Regional program revenues will be set to **zero** and any remaining Flexible Funds would be distributed to the local agencies for local transportation projects. The Measure T funding indicated for each Phase II project is considered the maximum Measure T contribution and any and all cost increases will be contributed from other local funds or the project scope will be revised and/or the project may be dropped from the program.

It is important to note that there have been some revisions to the original Measure T Tier 1 candidate project list for Phase II delivery as follows:

1. **SR 233 Interchange Reconstruction** – Revised from a \$60 million reconstruction to a \$16.1 million bridge widening with other operational improvements. A lack of available funding necessitated the project scope change. However, the project will provide for similar capacity enhancement for a fraction of the cost of the completed interchange reconstruction saving taxpayers tens of millions of dollars.
2. **SR 41 – Road 420 to SR 49 - Deadwood Grade Widening** – This project was deemed to be infeasible as the original cost estimate did not consider the blasting required and the cost of a bypass route during construction. The County nominated three projects to use these planned funds. Two of the projects are currently programmed.
  - a) Oakhurst Midtown Connector – Project connects Road 426 and SR 41 near Yosemite High School - \$15.32 million
  - b) Road 200 Phase III – Construct new bridge at Fine Gold Creek - \$8.19 million
3. **SR 99 – Ave 12 to Ave 17 - Widen to 6 lanes**

This project was added to leverage State funds for SR 99. Environmental and Design, Planning, and Right of Way funds only. Flexible funds - \$4.85 million.

The priorities for the Measure T Regional Program Phase II remain unchanged from the original Strategic Plan, which centers on fast, cost effective project delivery, leveraging State and Federal funding, and geographic equity. Also, the reality of pay-go financing dictates that few projects may move forward at the same time. The MCTC TAC recommended and the MCTA Policy Board directed that the program provide funds for the environmental and design phase of the first two (2) projects and that the project that advances to construction readiness first will receive priority for right of way and construction funding. It has also been the continuing policy of the MCTC Policy Board to obtain all funds, regardless of the source, to fund the construction of Regional Program projects when they are shovel ready. It is the intention of the Board to have at least two (2) projects under development to ensure a competitive atmosphere and to have a back-up plan should one project not meet its

delivery schedule and to be able to take advantage of any future funding programs that come from state or federal legislation. The next projects that are prioritized in the Measure T Regional Program Phase II are indicated below:

1. SR 233 Interchange Operational Improvements - \$16.1 million
2. Road 200 – Fine Gold Creek Bridge Widening – \$8.19 million

The uncertainty of Regional Program funding and delivery make it somewhat unrealistic to program projects beyond the first two, except to show that revenues sufficient to fund the program are projected to materialize. Indeed, the capacity for the last four (4) projects is projected at the very end of the Measure T program out to 2027.

**The last project on the list, "The Route 41 Realignment EIR", can only be funded by Measure T funds should sufficient revenues be available. Available is defined as all other projects listed in Phase II have been fully funded and there are remaining Regional funds available.**

KNN Financial Services, Inc reviewed the Measure T cash flow analysis and recommended pay-go financing for Phase II implementation. The updated Phase I and Phase II Regional Program are included in the appendix of this document.





MEMORANDUM

**Date:** March 21, 2013

**To:** Derek Winning, Deputy Director  
Troy McNeil, Fiscal Supervisor  
Madera County Transportation Commission

**From:** Mark Li, Vice President  
KNN Public Finance

**Re: Debt Capacity for Measure “T” ½ Cent Sales Tax**

Per the request of the Madera County Transportation Commission (“MCTC”), KNN Public Finance (“KNN”) has analyzed the current debt capacity for Measure “T”. In summary, based on MCTC’s current revenue and capital expenditure forecasts, there is no available debt capacity because there is not enough free cash flow in the Regional and Flexible Programs to pay interest on new debt.

KNN’s debt capacity analysis started with updating the cash flow model that was used to evaluate the economics of the two prior bond offerings. The model had been vetted by rating agencies and would work well to evaluate debt capacity. We updated the model to reflect the audited sales tax revenues of \$7,775,292 for Fiscal Year 2011-2012 and the sales tax revenue forecast which ramps up to a growth of 4.5% per year. In addition, we also updated the forecasted “Phase I” capital expenditures and added a forecast for the “Phase II” capital expenditures. Moreover, we did a review of the entire model and updated various financing assumptions and parameters.

After updating the model it became apparent that based on the sales tax revenue and capital expenditure forecasts there was little to no free cash flow in the Regional and Flexible Programs to pay interest on new debt. Accordingly, there is no debt capacity and pay-as-you-go would be the best approach to provide for the projects.

As always, let me know if you have any questions (510-208-8213, [mli@knninc.com](mailto:mli@knninc.com)). Best regards, - Mark.

### 3. FINANCIAL PLANNING

Through careful financial planning, the Authority can optimize the use of a finite stream of sales tax revenues to fund capital projects. Project funding can be accomplished through (1) pay-as-you-go (“pay-go”) where capital expenditures are paid from the current year’s sales tax revenues and/or existing cash on hand (2) from inter-program loans where one program with excess cash on hand loans funds to another program or (3) from bond proceeds. Bonding allows for funding of projects earlier than would otherwise be possible under a pay-go scenario. To plan for the future, a cash flow forecast analysis/model (the “Model”) is utilized to determine whether pay-go funding will be sufficient or if bonds are needed.

The Strategic Plan Financial Policies discussed in Section 3.1 provide some basic guidelines for financial planning. Section 3.2 discusses the general methodology and considerations associated with development of the Model. Section 3.3 provides a forecast of expected Sales Tax Revenues from which all capital expenditures, debt service payments, and other expenses are funded. Section 3.4 provides a summary of the timing and amount of expected capital expenditures. Bond structures are considered in Section 3.5. All of the above factors are brought together in the financial planning Model, which can be found in Appendix B. Finally, in Section 3.6, conclusions are discussed.

This chapter is based on forecasts, which will vary from actual results. As the more years of Measure T pass, more historic data will be available and the forecasts will become more accurate. For future strategic plan updates, these forecasts will be updated and revised to reflect new data and information.

#### 3.1 Strategic Plan Financial Policies

This section describes policies described in the 2007 Strategic Plan and the Authority’s Debt Policy. The financial policies adopted as part of the 2007 Strategic Plan are as follows:

- Use of bond financing vs. pay-go financing
- Use and conditions for inter-program loans

##### ◆ *Use of Bond Financing vs. Pay-As-You-Go Financing*

The decision to use pay-as-you-go financing versus bond financing will be made on a project specific basis within the priorities of the program. Additionally, not every project will be an eligible candidate for long-term financing. For example, ongoing road maintenance projects and/or programs with a short-term asset life are typically not considered eligible for bond financing. Alternatively, large capital projects with long term benefits which meet the Authority’s transportation priorities, but exceed current revenues, are ideal candidates for long-term bond financing.

##### ◆ *Use and Conditions for Inter-Program Loans*

Inter-program loans will be allowed to maximize program efficiency. Inter-program loans are utilized as a cash management strategy and will be clearly delineated between programs. Parameters for each inter-program loan will be developed to ensure loan accountability and ensure program categories remain consistent with measure objectives. Inter-program loans will incur interest at a rate that equals what the

funds would earn if not loaned. Interest on the loan is tied to the assumed short-term investment rate applicable to the annual fund balance.

In early 2008, the Authority adopted a Debt Policy. The Debt Policy governs the issuance and management of all debt and lease financings funded from the capital markets. The Debt Policy objectives are:

- Establish a systematic approach to debt issuance and debt management.
- Maintain good standing among market participants to ensure access to debt capital markets through prudent yet flexible policies.
- Set debt service payments through effective planning and project cash management.

Financings considered in this Strategic Plan are consistent with Debt Policy requirements.

### 3.2 Methodology and Key Considerations

As determined in the 2007 Strategic Plan, financial planning by the Authority has been focused on projects for the Regional Streets and Highways Program (26% of Measure T proceeds) and the Flexible Program (21.75% of Measure % proceeds). As evidenced by two bond financings during Fiscal Year 2009-2010 as well as being the source of an inter-program loan to the City of Chowchilla, these two programs are the ones that are the most likely to require or source inter-program loans or bond financings.

Financial planning for this Strategic Plan started with determining the timing and amount of required capital expenditures. Next, a Sales Tax Revenue forecast for Measure T was developed after careful review of historical data and an analysis of possible future economic and demographic fluctuations. Sales Tax Revenues are allocated to each program based on the Expenditure Plan. When Sales Tax Revenues less debt service plus any cash on hand is not sufficient to fund capital expenditures, an inter-program loan and/or bonding is required. Cash on hand is determined by the cash flow forecast analysis/model (the “Model”). Overall, the Model provides a means to determine (i) if anticipated capital expenditures can be met or if inter-program loans and/or bonding is required, (ii) if additional capital expenditures are possible and (iii) the maximum amount of bonding possible to accelerate the start of projects.

The Model records revenues and expenses as they are received and spent, respectively. Annual revenues not spent by the end of the fiscal year are carried forward to the next year in the form of a fund balance. A fund balance can be drawn down to meet cash needs within an individual program on an as needed basis. A primary objective of the Model is to maintain a balance above zero in every year of the program.

All project capital expenditures are paid first with available cash revenues on a pay-go basis. Any funding requirements within a program that cannot be met with cash are first funded by inter-program loans and then by bond financing, if needed. We assume inter-program loans are permitted. If monies are available in one program and can reduce the bonding requirements of the total program, then an inter-program loan can be implemented. Inter-program loans can serve as a short-term or long-term cash management strategy and are repaid with interest the following years.

In general, the use of bond financing only impacts the borrower/program and has no negative impact on other programs. The exception is the unlikely event where sales tax revenues allocated to the program decline to below debt service. In this unlikely event sales tax revenues will have to be borrowed from other programs

to pay debt service. Costs of issuance and annual debt service payments are allocated back to individual programs based upon their pro-rata share of received bond proceeds. The overall objective of the financial planning is to minimize program bonding costs while maximizing the timing and acceleration of project delivery.

### 3.3 Revenue Forecast

Critical to the Authority’s financial planning is a forecast of sales tax revenues for Measure T. The revenues allow the Authority to pay expenses, capital projects, and debt service. In addition, the amount and timing of the revenues influence the maximum amount of capital expenditures and the need for inter-program loans or bonds. The revenue forecast used in the Model in Appendix B reflects current information and anticipates total sales tax revenues of approximately \$204 million, which is below the \$213 million found in the original Investment Plan. As shown in the following sections, sales tax revenues are conservatively forecasted to grow at 2.0% for FY 2021-2022, and 2.5% for the remaining years of the measure.

#### ◆ *Conservatism*

While actual revenues received in future years will differ from the forecast, the forecast should be focused on matching a conservative general growth trend over the long-term. Conservatism is required because an optimistic forecast could result in shortages of funds for capital projects, and in the worst case, bond payments. This is especially true for years immediately after bond issuances, where very little growth has accumulated to offset any unforeseen declines. While past performance is not a guarantee of future performance, past performance does provide indications of what may be possible in the future.

#### ◆ *Historical Data*

Madera County Taxable Sales are the basis for the Authority’s revenues. Taxable sales growth, however, can vary from actual sales tax revenue growth due to adjustments by the CDTFA, which collects the sales taxes. In addition, taxable sales are reported on a calendar basis as compared to sales tax revenues, which are typically reported on a fiscal year basis. See the following table for historical Madera County Taxable Sales.

**TABLE 2**

**Taxable Sales for Madera County by Calendar Year**  
*source: California Department of Tax and Fee Administration*

Calendar Year	Total Growth		Inflationary Growth		Real Growth (2)
	Taxable Sales (000s)	Percent Growth	CPI West (1)	Percent Growth	
1990	583,406	-	131.5	-	-
1991	587,914	0.77%	137.3	4.41%	-3.64%
1992	605,859	3.05%	142.0	3.42%	-0.37%
1993	616,196	1.71%	146.2	2.96%	-1.25%
1994	654,897	6.28%	149.6	2.33%	3.96%
1995	665,071	1.55%	153.5	2.61%	-1.05%
1996	709,293	6.65%	157.6	2.67%	3.98%
1997	709,369	0.01%	161.4	2.41%	-2.40%
1998	777,780	9.64%	164.4	1.86%	7.79%
1999	828,651	6.54%	168.9	2.74%	3.80%
2000	880,970	6.31%	174.8	3.49%	2.82%
2001	863,708	-1.96%	181.2	3.66%	-5.62%
2002	916,103	6.07%	184.7	1.93%	4.13%
2003	1,007,261	9.95%	188.6	2.11%	7.84%
2004	1,125,134	11.70%	193.0	2.33%	9.37%
2005	1,311,282	16.54%	198.9	3.06%	13.49%
2006	1,432,644	9.26%	205.7	3.42%	5.84%
2007	1,437,499	0.34%	212.2	3.17%	-2.84%
2008	1,326,564	-7.72%	219.6	3.49%	-11.21%
2009	1,101,301	-16.98%	218.8	-0.38%	-16.61%
2010	1,201,908	9.14%	221.2	1.09%	8.05%
2011	1,281,869	6.65%	227.5	2.84%	3.81%
2012	1,355,737	5.76%	232.4	2.15%	3.61%
2013	1,440,207	6.23%	235.8	1.48%	4.75%
2014	1,500,213	4.17%	240.2	1.86%	2.30%
2015	1,521,267	1.40%	243.0	1.17%	0.24%
2016	1,542,013	1.36%	247.7	1.93%	-0.57%
2017	1,633,919	5.96%	254.7	2.84%	3.12%
2018	1,677,951	2.69%	263.3	3.35%	-0.65%
2019	1,768,743	5.41%	270.4	2.69%	2.72%
2020	1,927,350	8.97%	275.1	1.74%	7.23%
<b>Averages</b>					
All Data		4.25%		2.49%	1.75%
Last 10-Years		4.86%		2.21%	2.66%
Last 5-Years		4.88%		2.51%	2.37%

**HISTORICAL MADERA COUNTY TAXABLE SALES (CALENDAR YEAR)**

Source: CDTFA and United States Department of Labor

While historical Madera County taxable sales should provide a reasonable basis for forecasting the Authority’s sales tax revenues, the Madera County Measure “A” 1/2 cent Sales Tax, which started in Fiscal Year 1990-1991 and ended in Fiscal Year 2005-2006, should be a good but dated source of data. See the table of historical Measure “A” sales tax data below.

**TABLE 3**

**HISTORICAL MADERA COUNTY MEASURE “A” 1/2 CENT SALES TAX REVENUES (FISCAL YEAR)**

Fiscal Year Ending June 30,	Total Growth		Inflationary Growth		Real Growth (2)
	Sales Tax Revenues	Percent Growth	CPI West (1)	Percent Growth	
1992	2,805,424	-	141.6	3.51%	-
1993	2,707,800	-3.48%	146.0	3.11%	-6.59%
1994	2,835,900	4.73%	148.9	1.99%	2.74%
1995	3,163,900	11.57%	153.6	3.16%	8.41%
1996	3,328,800	5.21%	157.5	2.54%	2.67%
1997	3,698,200	11.10%	161.0	2.22%	8.87%
1998	3,682,700	-0.42%	164.2	1.99%	-2.41%
1999	3,870,900	5.11%	168.3	2.50%	2.61%
2000	4,009,800	3.59%	174.3	3.57%	0.02%
2001	4,392,000	9.53%	182.0	4.42%	5.11%
2002	4,553,800	3.68%	184.5	1.37%	2.31%
2003	4,761,600	4.56%	188.1	1.95%	2.61%
2004	5,081,140	6.71%	193.3	2.76%	3.95%
2005	5,743,200	13.03%	198.0	2.43%	10.60%
<b>Averages</b>					
All Data		5.76%		2.62%	3.15%
Last 10-Years		6.21%		2.57%	3.64%
Last 5-Years		7.50%		2.59%	4.92%
Last 3-Years		8.10%		2.38%	5.72%

Notes:  
 (1) CPI Urban Western Region Not Seasonably Adjusted Data. Source: Bureau of Labor Statistics  
 (2) Real Growth equals Total Growth less Inflationary Growth  
 (3) 1991 and 2006 are partial years and have not been included. Sales Tax effective date April 10, 1990.

Source: MCTC and United States Department of Labor

The best basis for a sales tax revenue forecast is historical Measure T sales tax revenues; however, the amount of data is limited. Measure T commenced on April 1, 2007 and the first full year of data was Fiscal Year 2007-2008. See the table of historical Measure “T” sales tax data below.

**TABLE 4**

**HISTORICAL MADERA COUNTY MEASURE “T” 1/2 CENT SALES TAX REVENUES (FISCAL YEAR)**

**Sales Tax Revenues "Measure T" for Madera County by Fiscal Year**

*source: Madera County Transportation Commission*

Fiscal Year Ending June 30.	Total Growth		Inflationary Growth		
	Sales Tax Revenues	Percent Growth	CPI West (1)	Percent Growth	Real Growth (2)
2007 <sup>(3)</sup>	320,609	-	212.2	-	-
2008	7,707,106	-	219.6	3.49%	-
2009	7,311,825	-5.13%	218.8	-0.36%	-4.77%
2010	6,118,354	-16.32%	221.2	1.09%	-17.41%
2011	6,939,324	13.42%	227.5	2.84%	10.58%
2012	7,775,292	12.05%	232.4	2.15%	9.90%
2013	7,960,429	2.38%	235.8	1.48%	0.90%
2014	8,439,910	6.02%	240.2	1.86%	4.16%
2015	9,017,126	6.84%	243.0	1.17%	5.67%
2016	9,327,292	3.44%	247.7	1.93%	1.51%
2017	9,521,593	2.08%	254.7	2.84%	-0.76%
2018	9,810,898	3.04%	263.3	3.35%	-0.31%
2019	10,398,296	5.99%	270.4	2.69%	3.30%
2020	10,534,761	1.31%	275.1	1.74%	-0.43%
<b>Averages</b>					
All Data		2.93%		2.02%	1.03%

*Source: MCTC and United States Department of Labor*

◆ **Economic Factors**

Taxable sales revenue forecasts are best viewed from a long-term perspective. In the short-term, economic factors nationally, statewide, and Madera County specific can result in volatility in growth. As shown in the charts in the previous section, Madera County experienced economic slow downs at various times over the past 15 years, which impacted taxable sales and the Measure “A” Sales Tax Revenues. The most notable impact to taxable sales and Measure “T” Sales Tax Revenues was a recession.

While Madera County experienced some very strong taxable sales growth from 2003 to 2006, the recession caused significant declines during 2009 and 2010. Taxable sales rebounded in 2011. Measure “T” Sales Tax Revenues also reflect the recession with significant declines in Fiscal Year 2008-2009 and Fiscal Year 2009-2010 and then rebounding in Fiscal Year 2010-2011. Since FY 2010-11, sales tax revenues have experienced steady growth. Economists are cautiously optimistic regarding the California economy for the near term as California continues to recover from the past recession and the recent coronavirus pandemic.

◆ **Real versus Inflationary Growth**

There are two factors that impact the growth and flow of sales tax revenues: (i) inflationary growth and (ii) real growth. Sales tax revenues will grow because of annual inflationary impacts: the same amount of goods will cost more in subsequent years. In addition, sales tax revenues will experience real growth regardless of inflationary impacts as regional economic and demographic factors result in increases or decreases in purchasing trends (discussed in the previous section).

Tables 2, 3 and 4 summarize the historical growth of Madera County Taxable Sales and the Measure “A” and “T” Sales Tax Revenues in terms of inflationary growth (CPI) and real growth. Based on the averages in the table above, inflationary growth is less volatile than real growth.

◆ *Revenue Forecast - Conclusions*

In Table 2, the average growth rate for taxable sales from 1991 to 2020 is 4.25%, which consists of inflationary growth at 2.506% and real growth at 1.75%. Table 3 is information based on Measure “A” Sales Tax Revenue data, which represents a better indicator of what to expect for Measure T. The Measure “A” sales tax revenues average growth rate from 1992 (first full year) to 2005 is 5.76% which consists of inflationary growth of 2.62% and real growth of 3.15%. These data points suggested that the original 5.0% growth rate projected over the life of the Measure T sales tax is conservative for the financing model.

### 3.4 Bonding

During Fiscal Year 2009-10 the Authority had two bond issuances to meet capital expenditure requirements. The first bond offering occurred during October 2009. This offering was a direct purchase (private placement) of Build America Bonds by Bank of America at an all-in true interest cost at approximately 3.7% (after subsidy), has a final maturity of September 2024, and resulted in approximately \$6 million of proceeds for projects. The second bond offering occurred during June 2009. This offering was sold to investors through the capital markets at an all-in true interest cost at approximately 3.9%, has a final maturity in March 2025, and resulted in over \$16.6 million of proceeds for projects.

As noted previously, all capital expenditures are first paid with available cash revenue on a pay-go basis and then with inter-program loans. [As shown in the financial model in Appendix B, only inter-programs loans are needed to meet currently expected capital expenditures.] That said, through the use of bond financings, inter-program loans can be avoided and more projects can be completed sooner. Worthy of note, all programs can issue bonds to finance projects and a bond offering for the entire Authority can be used to finance projects across several programs.

Any bonds issued for Regional Streets and Highways and Flexible Programs capital projects would be issued by the Authority in the form of sales tax revenue bonds (the “Bonds”). The Bonds would be supported by a senior lien pledge against “authority-wide” revenues. The Bonds may be structured with deferred principal to allow for additional funds for projects. Overall, debt service is structured as an annual level debt service through to the end of the Measure T or FY 2027. The general conservative financing assumptions are as follows:

Security Pledge:	“Authority-Wide” Sales Tax Revenues
Term:	Final Maturity FY 2027
Structure:	Level debt service Alternative: Deferred Principal then level debt service
Interest Rate:	Revenue Bond MMD plus 50 bps
Construction Fund Investment Rate:	4.50%



Underwriter Spread:	\$7.50 per bond
Costs of Issuance:	\$350,000 per bond
Additional Bonds Test (ABT):	(i) Last Twelve Months of Revenue is 1.5x MADS for all programs. (ii) Last Twelve Months of Revenue is 1.0x MADS for individual programs.

It is important to note that bond insurance and surety as discussed in the 2007 Strategic Plan is not expected to result in economic benefits to the Authority. Bond insurance / surety providers have experienced multiple rating downgrades since 2007.

### 3.5 Conclusion

The Authority has prepared a financing plan that delivers transportation improvement projects to Madera County in a timely manner, maintains equity across all programs, and is financially feasible.

The Regional Streets and Highways and Flexible Programs combined will rely heavily on pay-as-you-go financing. The latest Measure T cash flow model projects approximately \$50 million in revenues for the Regional program Phase II which should be sufficient to fund the five (5) projects programmed for Phase II delivery.

The results and conclusions of this analysis are based on the best available planning data provided by the Authority and additional data from a broad array of sources. In addition, the analysis is based on a full set of underlying assumptions. The results of the analysis are subject to change as time passes, project needs become more defined, and the financing plan evolves. As such, the Authority will periodically reexamine the assumptions underlying this Strategic Plan, and periodically update the Strategic Plan and reassess overall program project capacity.

## 4. REVENUES & EXPENDITURES

This Strategic Plan provides a 5-year picture of the forecasted local transportation sales tax revenues and Regional expenditures. The Strategic Plan presents to the financial community and the residents and business owners in Madera County a clear sense of the Authority’s strategy in managing its revenues and expenditures responsibly and cost effectively.

This section of the Strategic Plan provides the best understanding of when revenue will be available and how that revenue will be spent. This section has been prepared considering results of the revenue analysis and modeling and then matched to project costs and project delivery schedules over the five (5) year timeframe of this Plan. The resulting assignment of dollars to programs and/or projects does not constitute a final funding commitment. Commitments are secured through actual allocation actions by the Authority to individual projects and/or programs during approval of the Annual Work Program.

### 4.1 Sales Tax Revenue Forecast Methodology

Sales tax revenues growth rates are comprised of two elements: inflation and real growth. With inflationary growth, as the costs of similar goods increase, sales tax revenues (which are calculated as a percentage of costs) will increase as well. Real growth is based on economic and demographic growth, generally due to a combination of population growth, personal income, and household spending patterns. Both elements are interrelated and difficult to predict. Recent historical sales tax revenue data maintained by the CDTFA provides guidance for forecasting near-term future conditions. Between 1990 and 2020 (the last full year for which data is available), taxable sales have grown an average of 4.25% annually in Madera County.

Referencing Table 5, the Measure Sales Tax will provide approximately \$204 million in total revenues for transportation improvements according to financial projections through the year 2027. This estimate considers current revenue receipts and a conservative growth rate in sales tax proceeds through March 2027. The growth rate is based upon a conservative general growth trend over the long-term. The historic annual rate of growth experienced during the previous Measure “A” program was approximately 5.76%.

Measure T is expected to generate more than two (2) times the amount collected during the previous Measure “A” Program (approximately \$80 million). The allocation of projected sales tax revenues to specific types of transportation funding programs and/or improvement projects is described in the following sections of this Plan. The Strategic Plan will be updated every two (2) years to adjust the projection of sales tax revenues receipts, ensuring that the projections are consistent with future investments and promises made in the initial Plan. Actual revenue and expenditure data will be added to the forecast.

## TABLE 5

**Measure T Revenue Projection Model**

<b>Assumptions</b>			
Scenario	Medium	Assumed Annual Growth Rate ==>	2.50%
0			
<b>Results</b>			
Program year	Fiscal Year	Annual Proceeds	Cumulative Proceeds
1	2007	\$ 320,609	\$ 320,609
2	2008	\$ 7,707,106	\$ 8,027,715
3	2009	\$ 7,311,825	\$ 15,339,540
4	2010	\$ 6,118,354	\$ 21,457,894
5	2011	\$ 6,939,324	\$ 28,397,218
6	2012	\$ 7,775,292	\$ 36,172,510
7	2013	\$ 7,960,429	\$ 44,132,939
8	2014	\$ 8,439,910	\$ 52,572,849
9	2015	\$ 9,017,126	\$ 61,589,975
10	2016	\$ 9,327,292	\$ 70,917,267
11	2017	\$ 9,521,593	\$ 80,438,860
12	2018	\$ 9,810,898	\$ 90,249,758
13	2019	\$ 10,398,296	\$ 100,648,054
14	2020	\$ 10,534,761	\$ 111,182,815
15	2021	\$ 12,872,191	\$ 124,055,006
16	2022	\$ 13,193,996	\$ 137,249,002
17	2023	\$ 13,523,846	\$ 150,772,847
18	2024	\$ 13,861,942	\$ 164,634,789
19	2025	\$ 14,208,490	\$ 178,843,280
20	2026	\$ 14,563,703	\$ 193,406,982
<b>21</b>	<b>2027</b>	<b>\$ 11,195,846</b>	<b>\$ 204,602,829</b>

4.2 Administration Program Costs

The Investment Plan includes an Administration Program, which is to receive a maximum of one percent (1%) of Measure T proceeds over the life of the Measure.

In addition to Administration costs, this Strategic Plan must also identify how debt service will be addressed and paid if bonding is determined to be the financing strategy approved by the Authority.

4.3 Expected Revenues and Expenditures

◆ *Revenue Available for Programming*

The latest gross sales tax revenue forecast for Madera County is approximately \$204 million over the 20-year life of the Measure. Certain 'off the top' deductions are made for expenditures, such as costs for placing Measure T on the ballot, Investment Plan expenditures, bond debt services, and others if

applicable. The Investment Plan allows for up to 1% of revenues to be used for administration of the sales tax, dedicated to administrative staff and other costs.

After the off-the-top expenditures and surplus revenues or reserves are set aside, the amount available for programming to Measure T Programs is calculated based on the percentage share of each Program and Subprogram in the Investment Plan. Measure T sales tax revenue available for programming for each year of the plan period is shown in Table 1.

Funding estimates will be adjusted on an annual basis to reflect current population estimates from the State Department of Finance and are subject to agreements entered into between two or more local agencies.

- ◆ *Excess Funds*

Excess funds are defined as funds that have exceeded the estimated amount of Measure T funding collected by the CDTFA and paid to the Authority within a fiscal year (FY). Such funds will be allocated in the next FY consistent with the process noted above.

- ◆ *Interest Funds*

Interest funds are defined as funds that have accrued to Measure T accounts or balances within a fiscal year (FY). Such funds will be allocated to the next FY consistent with the process noted above. Interest funds are accrued on a Measure T “account” basis by jurisdiction. All interest earned within an account is available to the jurisdiction that accrued the interest.

## 5. LOCAL TRANSPORTATION REVENUE PROGRAMS, IMPLEMENTING GUIDELINES & REVENUES AND EXPENDITURES

The following section describes how the local agencies or jurisdictions within Madera County and the Authority (for purposes of the Administration Program) will, based upon the Implementing Guidelines, claim, receive, and utilize the various types of Local Transportation Revenue Program funds included in the Investment Plan and listed in Section 1 of this Strategic Plan. This section specifically provides details for each subprogram including:

- ◆ Implementing Guidelines
- ◆ Responsible Agencies
- ◆ 20-Year Funding Allocation and Disbursement of Funds Process
- ◆ Eligible and Ineligible Projects and/or Programs
- ◆ Claims Process
- ◆ Monitoring and Reporting Requirements
- ◆ Audit Process
- ◆ 2022 through 2026 Projected Allocation

This section of the Strategic Plan provides the starting point for local sales tax program allocations and use. Each time a local agency applies for the next phase of funding for a program, the local agency should review the Implementing Guidelines, eligibility, and other requirements described in this section to ensure that the application complies with the reporting requirements. The incremental allocation of funds along with regular audits performed by the Authority will provide additional assurance that the primary goals of the Investment Plan highlighted in Section 1 of this Plan are being met.

### 5.1 Commute Corridors/Farm to Market Program (Regional Transportation Program)

#### ◆ *Regional Rehabilitation/Reconstruction/Maintenance Subprogram*

##### ▪ **Implementing Guidelines**

The investment objectives of this Subprogram are to:

- Provide additional funds to make up anticipated shortfalls to meet regional street and highway improvement needs. Regional projects in the Cities of Madera and Chowchilla include all expressways, arterials, and collectors. Regional projects in the County of Madera include expressways and arterials.
- Leverage discretionary federal and State funding from the California Transportation Commission (CTC), if available.
- Accelerate delivery of regional street and highway projects that may otherwise be delayed because of other funding shortages.

This Subprogram will provide funds for:

- Rehabilitation, reconstruction, or maintenance projects and/or programs along the regional streets and roads within each jurisdiction. Other related improvements to be determined by the local agency consistent with eligible projects and/or programs and project and/or program components identified below.

- **Responsible Agencies**

Responsible agencies include the following:

- City of Chowchilla
- City of Madera
- County of Madera

- **20-Year Funding Allocation and Disbursement of Funds Process**

Of the total funds available in this Subprogram, not more than 25% of Measure T funds would be allocated to the Regional Rehabilitation/Reconstruction/Maintenance Subprogram for the reconstruction, rehabilitation, and maintenance of regional street and highway segments. The allocation amount will be determined annually by the Authority. State Routes would normally not be eligible for these funds.

The Authority has agreed that the detailed scoping of eligible projects and/or programs under this Subprogram will occur at the local level by the local agencies. Approval of a Capital Improvement Program (CIP) listing eligible projects and/or programs, or an Annual Expenditure Plan (AEP), or a Resolution approving an eligible project or list of projects and/or programs will occur at publicly noticed meetings of each local agency (City Councils and the Board of Supervisors). Each local agency will strive to post the public notices and project information on their agency's website.

Table 6 below identifies the estimated Measure T Regional Rehabilitation/Reconstruction/Maintenance Subprogram funding for the life of the Measure (years 2007 through 2027) based upon the methodology described in Section 3 of this Plan.

- **Eligible Projects and/or Programs**

Funds are to be expended in accordance with the applicable provisions of the Investment Plan and the Public Utilities Code Section 180000 et seq.

Funds in this Subprogram may only be allocated to rehabilitation, reconstruction, or maintenance projects and/or programs. The definition of rehabilitation, reconstruction, and maintenance is provided in Appendix A.

Eligible investments would include all recognized Subprogram project phases including:

- Planning and environmental analysis
- Conceptual and Preliminary engineering
- Design Engineering (PS&E)
- Right-of-way acquisition, support, and relocation
- Utilities relocation
- Construction (rehabilitation, maintenance and/or reconstruction) of streets and roads, and unpaved roads
- Inspection of construction engineering
- Direct staff time (salary and benefits)
- Consultants selected consistent with a local agency selection process
- Construction contractors selected consistent with a local agency selection process

- Labor, materials, and equipment for day labor

**TABLE 6**

MEASURE "T" REVENUE - REGIONAL REHABILITATION/RECONSTRUCTION/MAINTENANCE SUBPROGRAM							
Measure "T" Revenue Projection Model				Regional Rehabilitation/Reconstruction/Maintenance Subprogram (25% of Measure "T" Proceeds)			
Program year	Fiscal year	Annual Proceeds	Cumulative Proceeds	Total Proceeds	Madera County	Chowchilla	Madera
				<b>Percent of Total:</b>	<b>50.25%</b>	<b>7.99%</b>	<b>41.76%</b>
1	2007	\$ 320,609	\$ 320,609	\$80,152	\$44,621	\$5,466	\$30,065
2	2008	\$ 7,707,106	\$ 8,027,715	\$1,926,777	\$1,072,636	\$131,406	\$722,734
3	2009	\$ 7,311,825	\$ 15,339,540	\$1,827,956	\$1,017,440	\$123,387	\$686,946
4	2010	\$ 6,118,354	\$ 21,457,894	\$1,529,589	\$843,568	\$110,436	\$575,584
5	2011	\$ 6,939,324	\$ 28,397,218	\$1,734,831	\$952,596	\$124,734	\$657,501
6	2012	\$ 7,775,292	\$ 36,172,510	\$1,943,823	\$1,002,235	\$150,063	\$791,525
7	2013	\$ 7,960,429	\$ 44,132,939	\$1,990,107	\$1,013,960	\$158,015	\$818,133
8	2014	\$ 8,439,910	\$ 52,572,849	\$2,109,978	\$1,075,456	\$163,523	\$870,999
9	2015	\$ 9,017,126	\$ 61,589,975	\$2,254,282	\$1,153,741	\$177,637	\$922,903
10	2016	\$ 9,327,292	\$ 70,917,267	\$2,331,823	\$1,194,360	\$180,716	\$956,747
11	2017	\$ 9,521,593	\$ 80,438,860	\$2,380,398	\$1,186,867	\$190,194	\$1,003,338
12	2018	\$ 9,810,898	\$ 90,249,758	\$2,452,725	\$1,221,702	\$195,237	\$1,035,786
13	2019	\$ 10,398,296	\$ 100,648,054	\$2,599,574	\$1,314,345	\$201,727	\$1,083,502
14	2020	\$ 10,534,761	\$ 111,182,815	\$2,633,690	\$1,326,853	\$210,432	\$1,096,405
15	2021	\$ 12,872,191	\$ 124,055,006	\$3,218,048	\$1,635,154	\$251,812	\$1,331,081
16	2022	\$ 13,193,996	\$ 137,249,002	\$3,298,499	\$1,657,410	\$263,778	\$1,377,311
17	2023	\$ 13,523,846	\$ 150,772,848	\$3,380,962	\$1,698,933	\$270,139	\$1,411,890
18	2024	\$ 13,861,942	\$ 164,634,790	\$3,465,486	\$1,741,406	\$276,892	\$1,447,187
19	2025	\$ 14,208,490	\$ 178,843,280	\$3,552,123	\$1,784,942	\$283,815	\$1,483,366
20	2026	\$ 14,563,703	\$ 193,406,983	\$3,640,926	\$1,829,565	\$290,910	\$1,520,451
<b>21</b>	<b>2027</b>	<b>\$ 11,195,846</b>	<b>\$ 204,602,829</b>				

Indirect costs (as defined by 2 CFR Part 200) will not be considered an eligible expense and retroactive expenses are ineligible. Expenses will not be reimbursed that are incurred prior to local agency approval of a Capital Improvement Program (CIP), or an Annual Expenditure Plan (AEP), or by a local agency Resolution for an eligible project or list of projects and/or programs. The CIP, AEP or Resolution must be adopted by the local agency during a public hearing.

The CDTFA began collecting Measure T funds on April 1, 2007. As a result, expenditures will only be approved for project work which was initiated after April 1, 2007.

▪ **Claims Process/Disbursements**

- Allocations for programmatic funding will be on an annual basis, in accordance with formulas specified above. Disbursement of actual funds will be on a quarterly basis upon receipt of Measure "T" dollars from the CDTFA.

▪ **Monitoring/Reporting Requirements**

Local agencies claiming Measure T Regional Rehabilitation/Reconstruction/Maintenance Subprogram funds will be required to submit annual reports regarding the expenditure of Subprogram funds for specific projects and/or programs included in its approved Capital Improvement Program (CIP), or Annual Expenditure Plan (AEP), or by local agency Resolution for a

project or list of projects and/or programs, including other funding sources applied to fully fund the projects and/or programs. It will be necessary for the Authority to identify and account for Measure T expenditures and to identify how well Measure T funds have “leveraged” other funds for Measure transportation projects and/or programs.

In addition, the local agency will provide signage at construction sites for projects funded partially or wholly by Measure T sales tax revenue so that the Madera County Taxpayers are informed as to how funds are being used. The signage shall be in conformance with specifications approved by and on file with the Authority (reference Appendix D).

Funds determined by an audit not to have been expended as provided for in a local agency’s claim for Measure T Regional Rehabilitation/Reconstruction/Maintenance Subprogram funds shall be repaid in full plus interest that would have been accrued.

▪ **Audit Process**

The local agency expenditures under this Program will be audited in accordance with requirements set forth in Public Utilities Code Section 180000 et seq.

▪ **2022 – 2026 Projected Allocation by Agency**

Table 7 below details the estimated Regional Rehabilitation/Reconstruction/Maintenance Subprogram funds by local agency for year 2022 through 2026 or over the five (5) year period of this Strategic Plan.

The funding amounts identified by local agency for each of the five years are estimated amounts and not the actual amounts to be claimed by the local agencies. Annually (by May 30<sup>th</sup> of each year), the Authority will provide each local agency with the exact Subprogram funding amount.

**TABLE 7**

MEASURE "T" REVENUE - REGIONAL REHABILITATION/RECONSTRUCTION/MAINTENANCE SUBPROGRAM							
Measure "T" Revenue Projection Model				Regional Rehabilitation/Reconstruction/Maintenance Subprogram (25% of Measure "T" Proceeds)			
Program year	Fiscal year	Annual Proceeds	Cumulative Proceeds	Total Proceeds	Madera County	Chowchilla	Madera
				<b>Percent of Total:</b>	<b>50.25%</b>	<b>7.99%</b>	<b>41.76%</b>
16	2022	\$ 13,193,996	\$ 137,249,002	\$3,298,499	\$1,657,410	\$263,778	\$1,377,311
17	2023	\$ 13,523,846	\$ 150,772,848	\$3,380,962	\$1,698,933	\$270,139	\$1,411,890
18	2024	\$ 13,861,942	\$ 164,634,790	\$3,465,486	\$1,741,406	\$276,892	\$1,447,187
19	2025	\$ 14,208,490	\$ 178,843,280	\$3,552,123	\$1,784,942	\$283,815	\$1,483,366
20	2026	\$ 14,563,703	\$ 193,406,983	\$3,640,926	\$1,829,565	\$290,910	\$1,520,451



## 5.2 Safe Routes to School & Jobs Program (Local Allocation Program)

### ◆ *Street Maintenance Subprogram*

#### ■ **Implementing Guidelines**

The investment objectives of this Subprogram are to:

- Provide additional funds to make up anticipated shortfalls to meet local street and highway improvement needs. Local streets and highways are defined as any facility under the jurisdiction of a local agency (expressways, arterials, collectors, local streets and roads and alleys)
- Leverage discretionary federal and State funding from the California Transportation Commission (CTC), if available
- Accelerate delivery of local street and highway projects and/or programs that may otherwise be delayed because of other funding shortages

This Subprogram would provide funds for:

- Rehabilitation, reconstruction or maintenance projects and/or programs on the local street and highway system within each jurisdiction
- Other related improvements to be determined by the local agency consistent with eligible projects and/or programs and project and/or program components identified below

#### ■ **Responsible Agencies**

Responsible agencies include the following:

- City of Chowchilla
- City of Madera
- County of Madera

#### ■ **20-Year Funding Allocation and Disbursement of Funds Process**

Of the total funds available in this Subprogram, not more than 13% of Measure T funds would be allocated to the Street Maintenance Subprogram for the reconstruction, rehabilitation, and maintenance of local street and highway segments. State Routes would not be eligible for these funds.

The Authority has agreed that the detailed scoping of eligible projects and/or programs under this Subprogram will occur at the local level by the local agencies. Approval of a Capital Improvement Program (CIP) listing eligible projects and/or programs, or an Annual Expenditure Plan (AEP), or a Resolution approving an eligible project or list of projects and/or programs will occur at publicly noticed meetings of each local agency (City Councils and the Board of Supervisors). Each local agency should also post the public notices and project information on their agency’s website.

Table 8 below identifies the estimated Measure T Street Maintenance Subprogram funding for the life of the Measure (years 2007 through 2027) based upon the methodology described in Section 3 of this Plan.

**TABLE 8**

MEASURE "T" REVENUE - STREET MAINTENANCE SUBPROGRAM							
Measure "T" Revenue Projection Model				Regional Rehabilitation/Reconstruction/Maintenance Subprogram (13% of Measure "T" Proceeds)			
Program year	Fiscal year	Annual Proceeds	Cumulative Proceeds	Total Proceeds	Madera County	Chowchilla	Madera
				Percent of Total:	50.25%	7.99%	41.76%
1	2007	\$ 320,609	\$ 320,609	\$41,679	\$23,203	\$2,843	\$15,634
2	2008	\$ 7,707,106	\$ 8,027,715	\$1,001,924	\$557,771	\$68,331	\$375,822
3	2009	\$ 7,311,825	\$ 15,339,540	\$950,537	\$529,069	\$64,161	\$357,212
4	2010	\$ 6,118,354	\$ 21,457,894	\$795,386	\$438,655	\$57,427	\$299,304
5	2011	\$ 6,939,324	\$ 28,397,218	\$902,112	\$495,350	\$64,862	\$341,900
6	2012	\$ 7,775,292	\$ 36,172,510	\$1,010,788	\$521,162	\$78,033	\$411,593
7	2013	\$ 7,960,429	\$ 44,132,939	\$1,034,856	\$527,259	\$82,168	\$425,429
8	2014	\$ 8,439,910	\$ 52,572,849	\$1,097,188	\$559,237	\$85,032	\$452,919
9	2015	\$ 9,017,126	\$ 61,589,975	\$1,172,226	\$599,945	\$92,371	\$479,909
10	2016	\$ 9,327,292	\$ 70,917,267	\$1,212,548	\$621,067	\$93,972	\$497,508
11	2017	\$ 9,521,593	\$ 80,438,860	\$1,237,807	\$617,171	\$98,901	\$521,736
12	2018	\$ 9,810,898	\$ 90,249,758	\$1,275,417	\$635,285	\$101,523	\$538,608
13	2019	\$ 10,398,296	\$ 100,648,054	\$1,351,778	\$683,459	\$104,898	\$563,421
14	2020	\$ 10,534,761	\$ 111,182,815	\$1,369,519	\$689,964	\$109,425	\$570,131
15	2021	\$ 12,872,191	\$ 124,055,006	\$1,673,385	\$850,280	\$130,942	\$692,162
16	2022	\$ 13,193,996	\$ 137,249,002	\$1,715,219	\$861,853	\$137,164	\$716,202
17	2023	\$ 13,523,846	\$ 150,772,848	\$1,758,100	\$883,445	\$140,472	\$734,183
18	2024	\$ 13,861,942	\$ 164,634,790	\$1,802,052	\$905,531	\$143,984	\$752,537
19	2025	\$ 14,208,490	\$ 178,843,280	\$1,847,104	\$928,170	\$147,584	\$771,351
20	2026	\$ 14,563,703	\$ 193,406,983	\$1,893,281	\$951,374	\$151,273	\$790,634
21	2027	\$ 11,195,846	\$ 204,602,829				

▪ **Eligible Projects and/or Programs**

Funds are to be expended in accordance with the applicable provisions of the Investment Plan and the Public Utilities Code Section 180000 et seq.

Funds in this Subprogram may only be allocated to rehabilitation, reconstruction, or maintenance projects and/or programs. The definition of rehabilitation, reconstruction and maintenance is provided in Appendix A.

Eligible investments would include all recognized Subprogram project phases including:

- Planning and environmental analysis
- Conceptual and Preliminary engineering
- Design Engineering (PS&E)
- Right-of-way acquisition, support and relocation
- Utilities relocation
- Construction (rehabilitation, maintenance and/or reconstruction) of streets and roads, unpaved roads, and alleys
- Inspection of construction engineering
- Direct staff time (salary and benefits)
- Consultants selected consistent with a local agency selection process
- Construction contractors selected consistent with a local agency selection process
- Labor, materials, and equipment for day labor

Indirect costs (as defined by 2 CFR Part 200) will not be considered an eligible expense and retroactive expenses are ineligible. Expenses will not be reimbursed that are incurred prior to local agency approval of the Measure T Street Maintenance Subprogram and allocation of Program funds.

The CDTFA began collecting Measure T funds on April 1, 2007. As a result, expenditures will only be approved for project work which was initiated after April 1, 2007.

**Claims Process/Disbursements**

- Allocations for programmatic funding will be on an annual basis, in accordance with formulas specified above. Disbursement of actual funds will be on a quarterly basis upon receipt of Measure “T” dollars from the CDTFA.

**Monitoring/Reporting Requirements**

Local agencies claiming Measure T Street Maintenance Subprogram funds will be required to submit annual reports regarding the expenditure of Subprogram funds for specific projects and/or programs included in its approved Capital Improvement Program (CIP), or Annual Expenditure Plan (AEP), or by local agency Resolution for a project or list of projects and/or programs, including other funding sources applied to fully fund the projects and/or programs. It will be necessary for the Authority to identify and account for Measure T expenditures and to identify how well Measure T funds have “leveraged” other funds for Measure transportation projects and/or programs.

In addition, the local agency will provide signage at construction sites for projects funded partially or wholly by Measure T sales tax revenue so that the Madera County Taxpayers are informed as to how funds are being used. The signage shall be in conformance with specifications approved by and on file with the Authority (reference Appendix D).

Funds determined by audit not to have been expended as provided for in a local agency’s claim for Measure T Street Maintenance Subprogram funds shall be repaid in full plus interest that would have been accrued.

**Audit Process**

The local agency expenditures for funding under this Program will be audited in accordance with requirements set forth in Public Utilities Code Section 180000 et seq.

**2022 – 2026 Projected Allocation by Agency**

Table 9 details the estimated Street Maintenance Subprogram funds by local agency for year 2022 through 2026 or over the five (5) year period of this Strategic Plan.

**TABLE 9**

MEASURE “T” REVENUE - STREET MAINTENANCE SUBPROGRAM							
Measure “T” Revenue Projection Model				Street Maintenance Subprogram (13% of Measure “T” Proceeds)			
Program year	Fiscal year	Annual Proceeds	Cumulative Proceeds	Total Proceeds	Madera County	Chowchilla	Madera
				Percent of Total:	50.25%	7.99%	41.76%
16	2022	\$ 13,193,996	\$ 137,249,002	\$1,715,219	\$861,853	\$137,164	\$716,202
17	2023	\$ 13,523,846	\$ 150,772,848	\$1,758,100	\$883,445	\$140,472	\$734,183
18	2024	\$ 13,861,942	\$ 164,634,790	\$1,802,052	\$905,531	\$143,984	\$752,537
19	2025	\$ 14,208,490	\$ 178,843,280	\$1,847,104	\$928,170	\$147,584	\$771,351
20	2026	\$ 14,563,703	\$ 193,406,983	\$1,893,281	\$951,374	\$151,273	\$790,634

The funding amounts identified by local agency for each of the five years are estimated amounts and not the actual amounts to be claimed by the local agencies. Annually (by May 30<sup>th</sup> of each year), the Authority will provide each local agency with the exact Subprogram funding amount.

### 5.3 Safe Routes to School & Jobs Program (Local Allocation Program)

#### ◆ *County Maintenance District/City Supplemental Maintenance Subprogram*

##### ▪ **Implementing Guidelines**

The investment objectives of this Subprogram are to:

- Provide a dedicated source of funding for roads within County Maintenance Districts and supplemental funds for local street and highway maintenance programs within the Cities of Chowchilla and Madera. Local streets and highways are defined as any facility under the jurisdiction of a local agency (expressways, arterials, collectors, local streets and roads and alleys)
- Leverage discretionary federal and State funding from the California Transportation Commission (CTC), if available
- Accelerate delivery of local street and highway maintenance programs that may otherwise be delayed because of other funding shortages

This Subprogram would provide funds for:

- Rehabilitation, reconstruction, or maintenance projects and/or programs within County Maintenance Districts and within the Cities of Chowchilla and Madera
- Other related improvements to be determined by the local agency consistent with eligible projects and/or programs and project components identified below

##### ▪ **Responsible Agencies**

Responsible agencies include the following:

- City of Chowchilla
- City of Madera
- County of Madera

##### ▪ **20-Year Funding Allocation and Disbursement of Funds Process**

Of the total funds available in this Subprogram, not more than 8.75% of Measure T funds would be allocated to the County Maintenance District/City Supplemental Maintenance Subprogram for the reconstruction, rehabilitation and maintenance of local street and highway segments. State Routes would not be eligible for these funds.

The Authority has agreed that the detailed scoping of eligible projects and/or programs under this Subprogram will occur at the local level by the local agencies. Approval of a Capital Improvement Program (CIP) listing eligible projects and/or programs, or an Annual Expenditure Plan (AEP), or a Resolution approving an eligible project or list of projects and/or programs will occur at publicly

noticed meetings of each local agency (City Councils and the Board of Supervisors). Each local agency should also post the public notices and project information on their agency’s website.

Table 10 below identifies the estimated Measure T County Maintenance District/City Supplemental Maintenance Subprogram funding for the life of the Measure (years 2007 through 2027) based upon the methodology described in Section 3 of this Plan.

**TABLE 10**

MEASURE "T" REVENUE - COUNTY MAINTENANCE DISTRICT/CITY SUPPLEMENTAL MAINTENANCE SUBPROGRAM							
Measure "T" Revenue Projection Model				County Maintenance District/City Supplemental Maintenance Subprogram (8.75% of Measure "T" Proceeds)			
Program year	Fiscal Year	Annual Proceeds	Cumulative Proceeds	Total Proceeds	Madera County	Chowchilla	Madera
				Percent of Total:	50.25%	7.99%	41.76%
1	2007	\$ 320,609	\$ 320,609	\$28,053	\$15,617	\$1,913	\$10,523
2	2008	\$ 7,707,106	\$ 8,027,715	\$674,372	\$375,423	\$45,992	\$252,957
3	2009	\$ 7,311,825	\$ 15,339,540	\$639,785	\$356,104	\$43,185	\$240,431
4	2010	\$ 6,118,354	\$ 21,457,894	\$535,356	\$295,249	\$38,653	\$201,454
5	2011	\$ 6,939,324	\$ 28,397,218	\$607,191	\$333,408	\$43,657	\$230,125
6	2012	\$ 7,775,292	\$ 36,172,510	\$680,338	\$350,782	\$52,522	\$277,034
7	2013	\$ 7,960,429	\$ 44,132,939	\$696,538	\$354,886	\$55,305	\$286,347
8	2014	\$ 8,439,910	\$ 52,572,849	\$738,492	\$376,409	\$57,233	\$304,850
9	2015	\$ 9,017,126	\$ 61,589,975	\$788,999	\$403,809	\$62,173	\$323,016
10	2016	\$ 9,327,292	\$ 70,917,267	\$816,138	\$418,026	\$63,251	\$334,861
11	2017	\$ 9,521,593	\$ 80,438,860	\$833,139	\$415,403	\$66,568	\$351,168
12	2018	\$ 9,810,898	\$ 90,249,758	\$858,454	\$427,596	\$68,333	\$362,525
13	2019	\$ 10,398,296	\$ 100,648,054	\$909,851	\$460,021	\$70,604	\$379,226
14	2020	\$ 10,534,761	\$ 111,182,815	\$921,792	\$464,399	\$73,651	\$383,742
15	2021	\$ 12,872,191	\$ 124,055,006	\$1,126,317	\$572,304	\$88,134	\$465,878
16	2022	\$ 13,193,996	\$ 137,249,002	\$1,154,475	\$580,093	\$92,322	\$482,059
17	2023	\$ 13,523,846	\$ 150,772,848	\$1,183,337	\$594,627	\$94,549	\$494,161
18	2024	\$ 13,861,942	\$ 164,634,790	\$1,212,920	\$609,492	\$96,912	\$506,515
19	2025	\$ 14,208,490	\$ 178,843,280	\$1,243,243	\$624,730	\$99,335	\$519,178
20	2026	\$ 14,563,703	\$ 193,406,983	\$1,274,324	\$640,348	\$101,818	\$532,158
21	2027	\$ 11,195,846	\$ 204,602,829	\$979,637	\$492,267	\$78,273	\$409,096

▪ **Eligible Projects and/or Programs**

Funds are to be expended in accordance with the applicable provisions of the Investment Plan and the Public Utilities Code Section 180000 et seq.

Funds in this Subprogram may be allocated to a maintenance/reconstruction/rehabilitation program or project. The definition of a maintenance/reconstruction/rehabilitation program or project is provided in Appendix A.

Eligible investments would include all recognized Subprogram project phases including:

- Planning and environmental analysis
- Conceptual and Preliminary engineering
- Design Engineering (PS&E)
- Right-of-way acquisition, support and relocation
- Utilities relocation
- Construction (rehabilitation, maintenance and/or reconstruction) of streets and roads, unpaved roads, and alleys
- Inspection of construction engineering

- Direct staff time (salary and benefits)
- Consultants selected consistent with a local agency selection process
- Construction contractors selected consistent with a local agency selection process
- Labor, materials, and equipment for day labor

Indirect costs (as defined by 2 CFR Part 200) will not be considered an eligible expense and retroactive expenses are ineligible.

The CDTFA began collecting Measure T funds on April 1, 2007. As a result, expenditures will only be approved for project work which was initiated after April 1, 2007.

▪ **Claims Process/Disbursements**

- Allocations for programmatic funding will be on an annual basis, in accordance with formulas specified above. Disbursement of actual funds will be on a quarterly basis upon receipt of Measure “T” dollars from the CDTFA.

▪ **Monitoring/Reporting Requirements**

Local agencies claiming Measure T County Maintenance District/City Supplemental Maintenance Subprogram funds will be required to submit annual reports regarding the expenditure of Subprogram funds for specific projects and/or programs included in its approved Capital Improvement Program (CIP), or Annual Expenditure Plan (AEP), or by local agency Resolution for a project or list of projects and/or programs, including other funding sources applied to fully fund the projects and/or programs. It will be necessary for the Authority to identify and account for Measure T expenditures and to identify how well Measure T funds have “leveraged” other funds for Measure transportation projects and/or programs.

In addition, the local agency will provide signage at construction sites for projects funded partially or wholly by Measure T sales tax revenue so that the Madera County Taxpayers are informed as to how funds are being used. The signage shall be in conformance with specifications approved by and on file with the Authority (reference Appendix D).

Funds determined by audit not to have been expended as provided for in the Strategic Plan shall be repaid in full plus interest that would have been accrued.

▪ **Audit Process**

The local agency expenditures for funding under this Program will be audited in accordance with requirements set forth in Public Utilities Code Section 180000 et seq.

▪ **2022 – 2026 Projected Allocation by Agency**

Table 11 details the estimated County Maintenance District/City Supplemental Maintenance Subprogram funds by local agency for year 2022 through 2026 or over the five (5) year period of this Strategic Plan.

**TABLE 11**

MEASURE "T" REVENUE - COUNTY MAINTENANCE DISTRICT/CITY SUPPLEMENTAL MAINTENANCE SUBPROGRAM							
Measure "T" Revenue Projection Model				County Maintenance District/City Supplemental Maintenance Subprogram (8.75% of Measure "T" Proceeds)			
Program year	Fiscal year	Annual Proceeds	Cumulative Proceeds	Total Proceeds	Madera County	Chowchilla	Madera
				Percent of Total:	50.25%	7.99%	41.76%
16	2022	\$ 13,193,996	\$ 137,249,002	\$1,154,475	\$580,093	\$92,322	\$482,059
17	2023	\$ 13,523,846	\$ 150,772,848	\$1,183,337	\$594,627	\$94,549	\$494,161
18	2024	\$ 13,861,942	\$ 164,634,790	\$1,212,920	\$609,492	\$96,912	\$506,515
19	2025	\$ 14,208,490	\$ 178,843,280	\$1,243,243	\$624,730	\$99,335	\$519,178
20	2026	\$ 14,563,703	\$ 193,406,983	\$1,274,324	\$640,348	\$101,818	\$532,158

The funding amounts identified by local agency for each of the five years are estimated amounts and not the actual amounts to be claimed by the local agencies. Annually (by May 30<sup>th</sup> of each year), the Authority will provide each local agency with the exact Subprogram funding amount.

5.4 Safe Routes to School & Jobs Program (Local Allocation Program)

◆ *Flexible Subprogram*

▪ **Implementing Guidelines**

The investment objectives of this Subprogram are to:

- Provide additional funds to make up anticipated shortfalls to meet transportation and circulation improvement needs
- Leverage discretionary federal and State funding from the California Transportation Commission (CTC)
- Accelerate delivery of transportation and circulation projects and/or programs that may otherwise be delayed because of other funding shortages

This Subprogram would provide funds for:

- All programs, services and projects and/or programs related to transportation and circulation systems within each jurisdiction
- Other related improvements to be determined by the local agency consistent with eligible projects and/or programs and project and/or program components identified below

▪ **Responsible Agencies**

Responsible agencies include the following:

- City of Chowchilla
- City of Madera
- County of Madera

▪ **20-Year Funding Allocation and Disbursement of Funds Process**

Of the total funds available in this Subprogram, not more than 21.75% of Measure T funds would be allocated to the Flexible Subprogram for transportation and circulation systems, projects and/or programs. State Routes would normally not be eligible for flexible funds.

The Authority has agreed that the detailed scoping of eligible projects and/or programs under this Subprogram will occur at the local level by the local agencies. Approval of a Capital Improvement Program (CIP) listing eligible projects and/or programs, or an Annual Expenditure Plan (AEP), or a Resolution approving an eligible project or list of projects and/or programs will occur at publicly noticed meetings of each local agency (City Councils and the Board of Supervisors). Each local agency should also post the public notices and project information on their agency’s website.

Table 12 below identifies the estimated Measure T Flexible Subprogram funding for the life of the Measure (years 2007 through 2027) based upon the methodology described in Section 3 of this Plan.

**TABLE 12**

MEASURE "T" REVENUE - FLEXIBLE SUBPROGRAM							
Measure "T" Revenue Projection Model				Flexible Subprogram (21.75% of Measure "T" Proceeds)			
Program year	Fiscal Year	Annual Proceeds	Cumulative Proceeds	Total Proceeds	Madera County	Chowchilla	Madera
				Percent of Total:	50.25%	7.99%	41.76%
1	2007	\$ 320,609	\$ 320,609	\$69,732	\$38,820	\$4,756	\$26,157
2	2008	\$ 7,707,106	\$ 8,027,715	\$1,676,296	\$933,194	\$114,323	\$628,778
3	2009	\$ 7,311,825	\$ 15,339,540	\$1,590,322	\$885,173	\$107,347	\$597,643
4	2010	\$ 6,118,354	\$ 21,457,894	\$1,330,742	\$733,904	\$96,080	\$500,758
5	2011	\$ 6,939,324	\$ 28,397,218	\$1,509,303	\$828,758	\$108,519	\$572,026
6	2012	\$ 7,775,292	\$ 36,172,510	\$1,691,126	\$871,945	\$130,555	\$688,627
7	2013	\$ 7,960,429	\$ 44,132,939	\$1,731,393	\$882,145	\$137,473	\$711,776
8	2014	\$ 8,439,910	\$ 52,572,849	\$1,835,680	\$935,646	\$142,265	\$757,769
9	2015	\$ 9,017,126	\$ 61,589,975	\$1,961,225	\$1,003,755	\$154,545	\$802,925
10	2016	\$ 9,327,292	\$ 70,917,267	\$2,028,686	\$1,039,093	\$157,223	\$832,370
11	2017	\$ 9,521,593	\$ 80,438,860	\$2,070,946	\$1,032,574	\$165,469	\$872,904
12	2018	\$ 9,810,898	\$ 90,249,758	\$2,133,870	\$1,062,881	\$169,856	\$901,133
13	2019	\$ 10,398,296	\$ 100,648,054	\$2,261,629	\$1,143,480	\$175,502	\$942,647
14	2020	\$ 10,534,761	\$ 111,182,815	\$2,291,311	\$1,154,362	\$183,076	\$953,873
15	2021	\$ 12,872,191	\$ 124,055,006	\$2,799,702	\$1,422,584	\$219,077	\$1,158,041
16	2022	\$ 13,193,996	\$ 137,249,002	\$2,869,694	\$1,441,947	\$229,487	\$1,198,261
17	2023	\$ 13,523,846	\$ 150,772,848	\$2,941,437	\$1,478,072	\$235,021	\$1,228,344
18	2024	\$ 13,861,942	\$ 164,634,790	\$3,014,972	\$1,515,024	\$240,896	\$1,259,052
19	2025	\$ 14,208,490	\$ 178,843,280	\$3,090,347	\$1,552,899	\$246,919	\$1,290,529
20	2026	\$ 14,563,703	\$ 193,406,983	\$3,167,605	\$1,591,722	\$253,092	\$1,322,792
21	2027	\$ 11,195,846	\$ 204,602,829				

▪ **Eligible Projects and/or Programs**

Funds are to be expended in accordance with the applicable provisions of the Investment Plan and the Public Utilities Code Section 180000 et seq.

Funds in this Subprogram may only be allocated to any transportation-related project or program. The definition of transportation-related project or program provided below and in Appendix A.

- Rehabilitation/Reconstruction/Maintenance projects and/or programs
- County Maintenance District Area improvements
- Add additional lanes to existing streets and roads
- Improve sidewalks
- Traffic control devices to enhance student and public safety
- Enhance public transit
- Construct bicycle and pedestrian projects and improvements
- Separate street traffic from rail traffic



- Any other projects, programs and/or systems directly or indirectly related to transportation and circulation within each of the jurisdictions.

Eligible investments would include all recognized Subprogram project phases including:

- Planning and environmental analysis
- Conceptual and Preliminary engineering
- Design Engineering (PS&E)
- Right-of-way acquisition, support and relocation
- Utilities relocation
- Construction of any transportation-related project including alleys and unpaved roads
- Inspection of construction engineering
- Direct staff time (salary and benefits)
- Consultants selected consistent with a local agency selection process
- Construction contractors selected consistent with a local agency selection process
- Labor, materials, and equipment for day labor

Indirect costs (as defined by 2 CFR Part 200) will not be considered an eligible expense and retroactive expenses are ineligible.

#### ▪ **Claims Process/Disbursements**

- Allocations for programmatic funding will be on an annual basis, in accordance with formulas specified above. Disbursement of actual funds will be on a quarterly basis upon receipt of Measure “T” dollars from the CDTFA.

#### ▪ **Monitoring/Reporting Requirements**

Local agencies claiming Measure T Flexible Subprogram funds will be required to submit annual reports regarding the expenditure of Subprogram funds for specific projects and/or programs included in its approved Capital Improvement Program (CIP), or Annual Expenditure Plan (AEP), or by local agency Resolution for a project or list of projects and/or programs, including other funding sources applied to fully fund the projects and/or programs. It will be necessary for the Authority to identify and account for Measure T expenditures and to identify how well Measure T funds have “leveraged” other funds for Measure transportation projects and/or programs.

In addition, the local agency will provide signage at construction sites for projects funded partially or wholly by Measure T sales tax revenue so that the Madera County Taxpayers are informed as to how funds are being used. The signage shall be in conformance with specifications approved by and on file with the Authority (reference Appendix D).

Funds determined by audit not to have been expended as provided for in the Strategic Plan shall be repaid in full plus interest that would have been accrued.

#### ▪ **Audit Process**

The local agency claims for funding under this Program will be audited in accordance with requirements set forth in Public Utilities Code Section 180000 et seq.

▪ **2022 – 2026 Projected Allocation by Agency**

Table 13 details the estimated Flexible Subprogram funds by local agency for year 2022 through 2026 or over the five (5) year period of this Strategic Plan.

The funding amounts identified by local agency for each of the five years are estimated amounts and not the actual amounts to be claimed by the local agencies. Annually (by May 30<sup>th</sup> of each year), the Authority will provide each local agency with the exact Subprogram funding amount to be claimed through the Madera County Auditor-Controller.

**TABLE 13**

MEASURE "T" REVENUE - FLEXIBLE SUBPROGRAM								
Measure "T" Revenue Projection Model				Flexible Subprogram (21.75% of Measure "T" Proceeds)				
Program year	Fiscal year	Annual Proceeds	Cumulative Proceeds	Total Proceeds	Madera County	Chowchilla	Madera	
				Percent of Total:	50.25%	7.99%	41.76%	
16	2022	\$ 13,193,996	\$ 137,249,002	\$2,869,694	\$1,441,947	\$229,487	\$1,198,261	
17	2023	\$ 13,523,846	\$ 150,772,848	\$2,941,437	\$1,478,072	\$235,021	\$1,228,344	
18	2024	\$ 13,861,942	\$ 164,634,790	\$3,014,972	\$1,515,024	\$240,896	\$1,259,052	
19	2025	\$ 14,208,490	\$ 178,843,280	\$3,090,347	\$1,552,899	\$246,919	\$1,290,529	
20	2026	\$ 14,563,703	\$ 193,406,983	\$3,167,605	\$1,591,722	\$253,092	\$1,322,792	

5.5 Safe Routes to School & Jobs Program (Local Allocation Program)

◆ *ADA Compliance Subprogram*

▪ **Implementing Guidelines**

The investment objectives of this Subprogram are to:

- Provide additional funds to make up anticipated shortfalls to meet ADA compliance needs
- Leverage discretionary federal and State funding from the California Transportation Commission (CTC), if available
- Accelerate delivery of ADA compliance programs and/or projects that may otherwise be delayed because of other funding shortages

This Subprogram would provide funds for:

- All programs, services and projects and/or programs related to ADA compliance programs and/or projects within each jurisdiction
- Other related improvements to be determined by the local agency consistent with eligible projects and/or programs and project and/or program components identified below

▪ **Responsible Agencies**

Responsible agencies include the following:

- City of Chowchilla
- City of Madera
- County of Madera

▪ **20-Year Funding Allocation and Disbursement of Funds Process**

Of the total funds available in this Subprogram, not more than 0.5% of Measure T funds would be allocated to the ADA Compliance Subprogram for ADA compliance programs and/or projects. State Routes would not be eligible for ADA Compliance funds.

The Authority has agreed that the detailed scoping of eligible projects and/or programs under this Subprogram will occur at the local level by the local agencies. Approval of a Capital Improvement Program (CIP) listing eligible projects and/or programs, or an Annual Expenditure Plan (AEP), or a Resolution approving an eligible project or list of projects and/or programs will occur at publicly noticed meetings of each local agency (City Councils and the Board of Supervisors). Each local agency should also post the public notices and project information on their agency’s website.

Table 14 below identifies the estimated Measure T ADA Compliance Subprogram funding for the life of the Measure (years 2007 through 2027) based upon the methodology described in Section 3 of this Plan.

**TABLE 14**

MEASURE "T" REVENUE - ADA COMPLIANCE SUBPROGRAM							
Measure "T" Revenue Projection Model				ADA Compliance Subprogram (0.5% of Measure "T" Proceeds)			
Program year	Fiscal year	Annual Proceeds	Cumulative Proceeds	Total Proceeds	Madera County	Chowchilla	Madera
				Percent of Total:	50.25%	7.99%	41.76%
1	2007	\$ 320,609	\$ 320,609	\$1,603	\$892	\$109	\$601
2	2008	\$ 7,707,106	\$ 8,027,715	\$38,536	\$21,453	\$2,628	\$14,455
3	2009	\$ 7,311,825	\$ 15,339,540	\$36,559	\$20,349	\$2,468	\$13,739
4	2010	\$ 6,118,354	\$ 21,457,894	\$30,592	\$16,871	\$2,209	\$11,512
5	2011	\$ 6,939,324	\$ 28,397,218	\$34,697	\$19,052	\$2,495	\$13,150
6	2012	\$ 7,775,292	\$ 36,172,510	\$38,876	\$20,045	\$3,001	\$15,830
7	2013	\$ 7,960,429	\$ 44,132,939	\$39,802	\$20,279	\$3,160	\$16,363
8	2014	\$ 8,439,910	\$ 52,572,849	\$42,200	\$21,509	\$3,270	\$17,420
9	2015	\$ 9,017,126	\$ 61,589,975	\$45,086	\$23,075	\$3,553	\$18,458
10	2016	\$ 9,327,292	\$ 70,917,267	\$46,636	\$23,887	\$3,614	\$19,135
11	2017	\$ 9,521,593	\$ 80,438,860	\$47,608	\$23,737	\$3,804	\$20,067
12	2018	\$ 9,810,898	\$ 90,249,758	\$49,054	\$24,434	\$3,905	\$20,716
13	2019	\$ 10,398,296	\$ 100,648,054	\$51,991	\$26,287	\$4,035	\$21,670
14	2020	\$ 10,534,761	\$ 111,182,815	\$52,674	\$26,537	\$4,209	\$21,928
15	2021	\$ 12,872,191	\$ 124,055,006	\$64,361	\$32,703	\$5,036	\$26,622
16	2022	\$ 13,193,996	\$ 137,249,002	\$65,970	\$33,148	\$5,276	\$27,546
17	2023	\$ 13,523,846	\$ 150,772,848	\$67,619	\$33,979	\$5,403	\$28,238
18	2024	\$ 13,861,942	\$ 164,634,790	\$69,310	\$34,828	\$5,538	\$28,944
19	2025	\$ 14,208,490	\$ 178,843,280	\$71,042	\$35,699	\$5,676	\$29,667
20	2026	\$ 14,563,703	\$ 193,406,983	\$72,819	\$36,591	\$5,818	\$30,409
21	2027	\$ 11,195,846	\$ 204,602,829	\$55,979	\$28,130	\$4,473	\$23,377

▪ **Eligible Projects and/or Programs**

Funds are to be expended in accordance with the applicable provisions of the Investment Plan and the Public Utilities Code Section 180000 et seq.

Funds in this Subprogram may only be allocated to an ADA Compliance project or program. The definition of an ADA Compliance project or program is provided below and in Appendix A.

- Curb cuts to remove barriers
- Sidewalk ramps to remove barriers
- Relocation of barriers along sidewalks or other pedestrian facilities

- Other special transportation improvements that address ADA compliance objectives

Eligible investments would include all recognized Subprogram project phases including:

- Planning and environmental analysis
- Conceptual and Preliminary engineering
- Design Engineering (PS&E)
- Right-of-way acquisition, support and relocation
- Utilities relocation
- Construction of ADA-related improvements including along streets and roads, alleys, and unpaved roads
- Inspection of construction engineering
- Direct staff time (salary and benefits)
- Consultants selected consistent with a local agency selection process
- Construction contractors selected consistent with a local agency selection process
- Labor, materials, and equipment for day labor

Indirect costs (as defined by 2 CFR Part 200) will not be considered an eligible expense and retroactive expenses are ineligible.

▪ **Claims Process/Disbursements**

- Allocations for programmatic funding will be on an annual basis, in accordance with formulas specified above. Disbursement of actual funds will be on a quarterly basis upon receipt of Measure “T” dollars from the CDTFA.

The CDTFA began collecting Measure T funds on April 1, 2007. As a result, expenditures will only be approved for project work which was initiated after April 1, 2007.

▪ **Monitoring/Reporting Requirements**

Local agencies claiming Measure T ADA Compliance Subprogram funds will be required to submit annual reports regarding the expenditure of Subprogram funds for specific projects and/or programs included in its approved Capital Improvement Program (CIP), or Annual Expenditure Plan (AEP), or by local agency Resolution for a project or list of projects and/or programs, including other funding sources applied to fully fund the projects and/or programs. It will be necessary for the Authority to identify and account for Measure T expenditures and to identify how well Measure T funds have “leveraged” other funds for Measure transportation projects and/or programs.

In addition, the local agency will provide signage at construction sites for projects funded partially or wholly by Measure T sales tax revenue so that the Madera County Taxpayers are informed as to how funds are being used. The signage shall be in conformance with specifications approved by and on file with the Authority (reference Appendix D).

Funds determined by audit not to have been expended as provided for in the Strategic Plan shall be repaid in full plus interest that would have been accrued.

**Audit Process**

The local agency claims for funding under this Program will be audited in accordance with requirements set forth in Public Utilities Code Section 180000 et seq.

**2022 – 2026 Projected Allocation by Agency**

Table 15 details the estimated ADA Compliance Subprogram funds by local agency for year 2022 through 2026 or over the five (5) year period of this Strategic Plan.

**TABLE 15**

MEASURE "T" REVENUE - ADA COMPLIANCE SUBPROGRAM							
Measure "T" Revenue Projection Model				ADA Compliance Subprogram (0.5% of Measure "T" Proceeds)			
Program year	Fiscal year	Annual Proceeds	Cumulative Proceeds	Total Proceeds	Madera County	Chowchilla	Madera
				Percent of Total:	50.25%	7.99%	41.76%
16	2022	\$ 12,378,266	\$ 136,796,510	\$61,891	\$31,099	\$4,949	\$25,843
17	2023	\$ 12,997,180	\$ 149,793,690	\$64,986	\$32,655	\$5,192	\$27,138
18	2024	\$ 13,647,039	\$ 163,440,729	\$68,235	\$34,288	\$5,452	\$28,495
19	2025	\$ 14,329,391	\$ 177,770,120	\$71,647	\$36,003	\$5,725	\$29,920
20	2026	\$ 15,045,860	\$ 192,815,980	\$75,229	\$37,803	\$6,011	\$31,416

The funding amounts identified by local agency for each of the five years are estimated amounts and not the actual amounts to be claimed by the local agencies. Annually (by May 30<sup>th</sup> of each year), the Authority will provide each local agency with the exact Subprogram funding amount.

**5.6 Transit Enhancement Program**

◆ *Public Transit Agencies Subprogram*

**Implementing Guidelines**

The investment objectives of this Subprogram are to:

- Provide additional funds to make up anticipated shortfalls to meet public transit needs
- Leverage discretionary federal and State funding from the California Transportation Commission (CTC), if available
- Accelerate delivery of public transit systems, services, programs and/or projects that may otherwise be delayed because of other funding shortages

This Subprogram would provide funds for:

- All public services, programs, and/or projects related to public transit systems provided by each jurisdiction
- Other related services, systems, projects and/or programs to be determined by the local agency consistent with eligible projects and/or programs and project and/or program components identified below

**Responsible Agencies**

Responsible agencies include the following:

- City of Chowchilla
- City of Madera
- County of Madera

▪ **20-Year Funding Allocation and Disbursement of Funds Process**

Of the total funds available in this Subprogram, not more than 1.83% of Measure T funds would be allocated to the Public Transit Agencies Subprogram for public transit system services, programs, and/or projects. Approval of a Capital Improvement Program (CIP) listing eligible projects and/or programs, or an Annual Expenditure Plan (AEP), or a Resolution approving an eligible project or list of projects and/or programs will occur at publicly noticed meetings of each local agency (City Councils and the Board of Supervisors). Each local agency will also post the public notices and project information on their agency’s website.

Table 16 below identifies the estimated Measure T Public Transit Agencies Subprogram funding for the life of the Measure (years 2007 through 2027) based upon the methodology described in Section 3 of this Plan.

**TABLE 16**

MEASURE "T" REVENUE - PUBLIC TRANSIT AGENCIES SUBPROGRAM							
Measure "T" Revenue Projection Model				Public Transit Agencies Subprogram (1.83% of Measure "T" Proceeds)			
Program year	Fiscal year	Annual Proceeds	Cumulative Proceeds	Total Proceeds	Madera County	Chowchilla	Madera
				Percent of Total:	50.25%	7.99%	41.76%
1	2007	\$ 320,609	\$ 320,609	\$5,867	\$3,266	\$400	\$2,201
2	2008	\$ 7,707,106	\$ 8,027,715	\$141,040	\$78,517	\$9,619	\$52,904
3	2009	\$ 7,311,825	\$ 15,339,540	\$133,806	\$74,477	\$9,032	\$50,284
4	2010	\$ 6,118,354	\$ 21,457,894	\$111,966	\$61,749	\$8,084	\$42,133
5	2011	\$ 6,939,324	\$ 28,397,218	\$126,990	\$69,730	\$9,131	\$48,129
6	2012	\$ 7,775,292	\$ 36,172,510	\$142,288	\$73,364	\$10,985	\$57,940
7	2013	\$ 7,960,429	\$ 44,132,939	\$145,676	\$74,222	\$11,567	\$59,887
8	2014	\$ 8,439,910	\$ 52,572,849	\$154,450	\$78,723	\$11,970	\$63,757
9	2015	\$ 9,017,126	\$ 61,589,975	\$165,013	\$84,454	\$13,003	\$67,556
10	2016	\$ 9,327,292	\$ 70,917,267	\$170,689	\$87,427	\$13,228	\$70,034
11	2017	\$ 9,521,593	\$ 80,438,860	\$174,245	\$86,879	\$13,922	\$73,444
12	2018	\$ 9,810,898	\$ 90,249,758	\$179,539	\$89,429	\$14,291	\$75,820
13	2019	\$ 10,398,296	\$ 100,648,054	\$190,289	\$96,210	\$14,766	\$79,312
14	2020	\$ 10,534,761	\$ 111,182,815	\$192,786	\$97,126	\$15,404	\$80,257
15	2021	\$ 12,872,191	\$ 124,055,006	\$235,561	\$119,712	\$18,433	\$97,435
16	2022	\$ 13,193,996	\$ 137,249,002	\$241,450	\$121,322	\$19,309	\$100,819
17	2023	\$ 13,523,846	\$ 150,772,848	\$247,486	\$124,362	\$19,774	\$103,350
18	2024	\$ 13,861,942	\$ 164,634,790	\$253,674	\$127,471	\$20,269	\$105,934
19	2025	\$ 14,208,490	\$ 178,843,280	\$260,015	\$130,658	\$20,775	\$108,582
20	2026	\$ 14,563,703	\$ 193,406,983	\$266,516	\$133,924	\$21,295	\$111,297
21	2027	\$ 3,949,538	\$ 197,356,521	\$72,277	\$36,319	\$5,775	\$30,183

▪ **Eligible Projects and/or Programs**

Funds are to be expended in accordance with the applicable provisions of the Investment Plan and the Public Utilities Code Section 180000 et seq.

Funds in this Subprogram may only be allocated to a public transit-related project or program. The definition of a public transit-related project or program is provided below.

- Major new expansions of the express, local and feeder bus services including additional:

*Madera County Transportation Authority*

- Routes
- Buses (including low emission)
- Night and weekend service
- Bus shelters and other capital improvements
- Bus turnouts
- Safer access to public transit services
- Car pools
- Specialized transportation needs for disabled and frail elderly people
- Van pools/car pools
- Less formal transportation assistance, such as payment of mileage vouchers for taxis or family/friends transportation when people live in remote rural locations where it may not be financially feasible to provide regular bus service
- Multi-modal transportation services and facilities

This program will provide funding for:

- Operations and capital improvements, including:
  - Fleet expansions
  - Infrastructure improvements and development
  - Multi-modal facilities
  - Planning studies
  - Any other purpose related to the delivery of public transit services or programs

Eligible investments would include all recognized Subprogram project phases including:

- Planning and environmental analysis
- Conceptual and Preliminary engineering
- Design Engineering (PS&E)
- Right-of-way acquisition, support and relocation
- Utilities relocation
- Construction
- Inspection of construction engineering
- Direct staff time (salary and benefits)
- Consultants selected consistent with a local agency selection process
- Construction contractors selected consistent with a local agency selection process
- Labor, materials, and equipment for day labor

Indirect costs (as defined by 2 CFR Part 200) will not be considered an eligible expense and retroactive expenses are ineligible.

▪ **Claims Process/Disbursements**

- Allocations for programmatic funding will be on an annual basis, in accordance with formulas specified above. Disbursement of actual funds will be on a quarterly basis upon receipt of Measure “T” dollars from the CDTFA.

The CDTFA began collecting Measure T funds on April 1, 2007. As a result, expenditures will only be approved for project work which was initiated after April 1, 2007.

■ **Monitoring/Reporting Requirements**

Local agencies claiming Measure T Public Transit Agencies Subprogram funds will be required to submit annual reports regarding the expenditure of Subprogram funds for specific projects and/or programs included in its approved Capital Improvement Program (CIP), or Annual Expenditure Plan (AEP), or by local agency Resolution for a project or list of projects and/or programs, including other funding sources applied to fully fund the projects and/or programs. It will be necessary for the Authority to identify and account for Measure T expenditures and to identify how well Measure T funds have “leveraged” other funds for Measure transportation projects and/or programs.

In addition, the local agency will provide signage at construction sites for projects funded partially or wholly by Measure T sales tax revenue so that the Madera County Taxpayers are informed as to how funds are being used. The signage shall be in conformance with specifications approved by and on file with the Authority (reference Appendix D).

Funds determined by audit not to have been expended as provided for the Strategic Plan shall be repaid in full plus interest that would have been accrued.

■ **Audit Process**

The local agency expending under this Program will be audited in accordance with requirements set forth in Public Utilities Code Section 180000 et seq.

■ **2022 – 2026 Projected Allocation by Agency**

Table 17 details the estimated Public Transit Agencies Subprogram funds by local agency for year 2022 through 2026 or over the five (5) year period of this Strategic Plan.

**TABLE 17**

MEASURE "T" REVENUE - PUBLIC TRANSIT AGENCIES SUBPROGRAM							
Measure "T" Revenue Projection Model				Public Transit Agencies Subprogram (1.83% of Measure "T" Proceeds)			
Program year	Fiscal year	Annual Proceeds	Cumulative Proceeds	Total Proceeds	Madera County	Chowchilla	Madera
				Percent of Total:	50.25%	7.99%	41.76%
16	2022	\$ 13,193,996	\$ 137,249,002	\$241,450	\$121,322	\$19,309	\$100,819
17	2023	\$ 13,523,846	\$ 150,772,848	\$247,486	\$124,362	\$19,774	\$103,350
18	2024	\$ 13,861,942	\$ 164,634,790	\$253,674	\$127,471	\$20,269	\$105,934
19	2025	\$ 14,208,490	\$ 178,843,280	\$260,015	\$130,658	\$20,775	\$108,582
20	2026	\$ 14,563,703	\$ 193,406,983	\$266,516	\$133,924	\$21,295	\$111,297

The funding amounts identified by local agency for each of the five years are estimated amounts and not the actual amounts to be claimed by the local agencies. Annually (by May 30<sup>th</sup> of each year), the Authority will provide each local agency with the exact Subprogram funding amount.

5.7 Transit Enhancement Program



◆ *ADA/Seniors/Paratransit Subprogram*

▪ **Implementing Guidelines**

The investment objectives of this Subprogram are to:

- Provide additional funds to make up anticipated shortfalls to meet public transit needs for the disabled, seniors, and other residents and employees in need of Paratransit services
- Leverage discretionary federal and State funding from the California Transportation Commission (CTC), if available
- Accelerate delivery of ADA/Seniors/Paratransit systems, services, programs and/or projects that may otherwise be delayed because of other funding shortages

This Subprogram would provide funds for:

- All public services, programs, and/or projects related to ADA/Seniors/Paratransit systems provided by each jurisdiction
- Other related services, systems, projects and/or programs to be determined by the local agency consistent with eligible projects and/or programs and project and/or program components identified below

▪ **Responsible Agencies**

Responsible agencies include the following:

- City of Chowchilla
- City of Madera
- County of Madera

▪ **20-Year Funding Allocation and Disbursement of Funds Process**

Of the total funds available in this Subprogram, not more than 0.17% of Measure T funds would be allocated to the ADA/Seniors/Paratransit Subprogram for public transit system services, programs, and/or projects.

The Authority has agreed that the detailed scoping of eligible projects and/or programs under this Subprogram will occur at the local level by the local agencies. Approval of a Capital Improvement Program (CIP) listing eligible projects and/or programs, or an Annual Expenditure Plan (AEP), or a Resolution approving an eligible project or list of projects and/or programs will occur at publicly noticed meetings of each local agency (City Councils and the Board of Supervisors). Each local agency should also post the public notices and project information on their agency’s website.

Table 18 below identifies the estimated Measure T ADA/Seniors/Paratransit Subprogram funding for the life of the Measure (years 2007 through 2027) based upon the methodology described in Section 3 of this Plan.

**TABLE 18**

MEASURE "T" REVENUE - ADA/SENIORS/PARATRANSIT SUBPROGRAM							
Measure "T" Revenue Projection Model				ADA/Seniors/Paratransit Subprogram (0.17% of Measure "T" Proceeds)			
Program year	Fiscal year	Annual Proceeds	Cumulative Proceeds	Total Proceeds	Madera County	Chowchilla	Madera
				Percent of Total:	50.25%	7.99%	41.76%
1	2007	\$ 320,609	\$ 320,609	\$545	\$303	\$37	\$204
2	2008	\$ 7,707,106	\$ 8,027,715	\$13,102	\$7,294	\$894	\$4,915
3	2009	\$ 7,311,825	\$ 15,339,540	\$12,430	\$6,919	\$839	\$4,671
4	2010	\$ 6,118,354	\$ 21,457,894	\$10,401	\$5,736	\$751	\$3,914
5	2011	\$ 6,939,324	\$ 28,397,218	\$11,797	\$6,478	\$848	\$4,471
6	2012	\$ 7,775,292	\$ 36,172,510	\$13,218	\$6,815	\$1,020	\$5,382
7	2013	\$ 7,960,429	\$ 44,132,939	\$13,533	\$6,895	\$1,074	\$5,563
8	2014	\$ 8,439,910	\$ 52,572,849	\$14,348	\$7,313	\$1,112	\$5,923
9	2015	\$ 9,017,126	\$ 61,589,975	\$15,329	\$7,845	\$1,208	\$6,276
10	2016	\$ 9,327,292	\$ 70,917,267	\$15,856	\$8,122	\$1,229	\$6,506
11	2017	\$ 9,521,593	\$ 80,438,860	\$16,187	\$8,071	\$1,293	\$6,823
12	2018	\$ 9,810,898	\$ 90,249,758	\$16,679	\$8,308	\$1,328	\$7,043
13	2019	\$ 10,398,296	\$ 100,648,054	\$17,677	\$8,938	\$1,372	\$7,368
14	2020	\$ 10,534,761	\$ 111,182,815	\$17,909	\$9,023	\$1,431	\$7,456
15	2021	\$ 12,872,191	\$ 124,055,006	\$21,883	\$11,119	\$1,712	\$9,051
16	2022	\$ 13,193,996	\$ 137,249,002	\$22,430	\$11,270	\$1,794	\$9,366
17	2023	\$ 13,523,846	\$ 150,772,848	\$22,991	\$11,553	\$1,837	\$9,601
18	2024	\$ 13,861,942	\$ 164,634,790	\$23,565	\$11,842	\$1,883	\$9,841
19	2025	\$ 14,208,490	\$ 178,843,280	\$24,154	\$12,138	\$1,930	\$10,087
20	2026	\$ 14,563,703	\$ 193,406,983	\$24,758	\$12,441	\$1,978	\$10,339
<b>21</b>	<b>2027</b>	<b>\$ 11,195,846</b>	<b>\$ 204,602,829</b>	<b>\$19,033</b>	<b>\$9,564</b>	<b>\$1,521</b>	<b>\$7,948</b>

▪ **Eligible Projects and/or Programs**

Funds are to be expended in accordance with the applicable provisions of the Investment Plan and the Public Utilities Code Section 180000 et seq.

Funds in this Subprogram may only be allocated to an ADA/Seniors/Paratransit project or program. The definition of an ADA/Seniors/Paratransit project or program is provided below.

- Major new expansions of the Paratransit bus services including additional:
  - Buses (including low emission)
  - Night and weekend service
  - Safer access to public transit services
  - Specialized transportation needs for disabled and frail elderly people
  - Less formal transportation assistance, such as payment of mileage vouchers for taxis or family/friends transportation when people live in remote rural locations where it may not be financially feasible to provide regular bus service

This program will provide funding for:

- Operations and capital improvements, including:
  - Fleet expansions
  - Infrastructure improvements and development
  - Planning studies
  - Any other purpose related to the delivery of Paratransit services or programs

Eligible investments would include all recognized Subprogram project phases including:

- Planning and environmental analysis

- Conceptual and Preliminary engineering
- Design Engineering (PS&E)
- Right-of-way acquisition, support and relocation
- Utilities relocation
- Construction
- Inspection of construction engineering
- Direct staff time (salary and benefits)
- Consultants selected consistent with a local agency selection process
- Construction contractors selected consistent with a local agency selection process
- Labor, materials, and equipment for day labor

Indirect costs (as defined by 2 CFR Part 200) will not be considered an eligible expense and retroactive expenses are ineligible.

▪ **Claims Process/Disbursements**

- Allocations for programmatic funding will be on an annual basis, in accordance with formulas specified above. Disbursement of actual funds will be on a quarterly basis upon receipt of Measure “T” dollars from the CDTFA.

The CDTFA began collecting Measure T funds on April 1, 2007. As a result, expenditures will only be approved for project work which was initiated after April 1, 2007.

▪ **Monitoring/Reporting Requirements**

Local agencies claiming Measure T ADA/Seniors/Paratransit Subprogram funds will be required to submit annual status reports regarding the expenditure of Subprogram funds for specific projects and/or programs included in its approved Capital Improvement Program (CIP), or Annual Expenditure Plan (AEP), or by local agency Resolution for a project or list of projects and/or programs, including other funding sources applied to fully fund the projects and/or programs. It will be necessary for the Authority to identify and account for Measure T expenditures and to identify how well Measure T funds have “leveraged” other funds for Measure transportation projects and/or programs.

In addition, the local agency will provide signage at construction sites for projects funded partially or wholly by Measure T sales tax revenue so that the Madera County Taxpayers are informed as to how funds are being used. The signage shall be in conformance with specifications approved by and on file with the Authority (reference Appendix D).

Funds determined by audit not to have been expended as provided for in the Strategic Plan shall be repaid in full plus interest that would have been accrued.

▪ **Audit Process**

The local agency expenditures under this Program will be audited in accordance with requirements set forth in Public Utilities Code Section 180000 et seq.

▪ **2022 – 2026 Projected Allocation by Agency**

Table 19 details the estimated ADA/Seniors/Paratransit Subprogram funds by local agency for year 2022 through 2026 or over the five (5) year period of this Strategic Plan.

**TABLE 19**

MEASURE "T" REVENUE - ADA/SENIORS/PARATRANSIT SUBPROGRAM							
Measure "T" Revenue Projection Model				ADA/Seniors/Paratransit Subprogram (0.17% of Measure "T" Proceeds)			
Program year	Fiscal year	Annual Proceeds	Cumulative Proceeds	Total Proceeds	Madera County	Chowchilla	Madera
				<b>Percent of Total:</b>	<b>49.86%</b>	<b>7.99%</b>	<b>41.76%</b>
16	2022	\$ 13,193,996	\$ 137,249,002	\$22,430	\$11,270	\$1,794	\$9,366
17	2023	\$ 13,523,846	\$ 150,772,848	\$22,991	\$11,463	\$1,837	\$9,601
18	2024	\$ 13,861,942	\$ 164,634,790	\$23,565	\$11,750	\$1,883	\$9,841
19	2025	\$ 14,208,490	\$ 178,843,280	\$24,154	\$12,043	\$1,930	\$10,087
20	2026	\$ 14,563,703	\$ 193,406,983	\$24,758	\$12,344	\$1,978	\$10,339

The funding amounts identified by local agency for each of the five years are estimated amounts and not the actual amounts to be claimed by the local agencies. Annually (by May 30<sup>th</sup> of each year), the Authority will provide each local agency with the exact Subprogram funding amount.

5.8 Environmental Enhancement Program

◆ *Environmental Mitigation, Air Quality, Bicycle/Pedestrian Facilities, & Car/Van Pool Subprogram*

▪ **Implementing Guidelines**

The investment objectives of this Subprogram are to:

- Provide additional funds to make up anticipated shortfalls to meet environmental mitigation requirements for transportation/circulation projects, programs and systems, improve air quality, and enhance bicycle, pedestrian, and car and van pool facilities, systems and/or programs
- Leverage discretionary federal and State funding from the California Transportation Commission (CTC), if available
- Accelerate delivery of related projects and/or programs that may otherwise be delayed because of other funding shortages

This Subprogram would provide funds for:

- All programs, services and/or projects related to environmental mitigation for transportation/circulation projects, programs and/or systems, improving air quality, and enhancement of bicycle, pedestrian, and car and van pool facilities, systems and programs within each jurisdiction
- Other related improvements to be determined by the local agency consistent with eligible projects and/or programs and project and or program components identified below

▪ **Responsible Agencies**

Responsible agencies include the following:

- City of Chowchilla
- City of Madera
- County of Madera

▪ **20-Year Funding Allocation and Disbursement of Funds Process**

Of the total funds available in this Subprogram, not more than 2.0% of Measure T funds would be allocated to the Environmental Mitigation, Air Quality, Bicycle/Pedestrian Facilities, & Car/Van Pool Subprogram for transportation and circulation systems, projects, and/or programs.

The Authority has agreed that the detailed scoping of eligible projects and/or programs under this Subprogram will occur at the local level by the local agencies. Approval of a Capital Improvement Program (CIP) listing eligible projects and/or programs, or an Annual Expenditure Plan (AEP), or a Resolution approving an eligible project or list of projects and/or programs will occur at publicly noticed meetings of each local agency (City Councils and the Board of Supervisors). Each local agency should also post the public notices and project information on their agency’s website.

Table 20 below identifies the estimated Measure T Environmental Mitigation, Air Quality, Bicycle/Pedestrian Facilities, & Car/Van Pool Subprogram funding for the life of the Measure (years 2007 through 2027) based upon the methodology described in Section 3 of this Plan.

**TABLE 20**

MEASURE "T" REVENUE - ENVIRONMENTAL ENHANCEMENT SUBPROGRAM							
Measure "T" Revenue Projection Model				Environmental Enhancement Subprogram (2.0% of Measure T Proceeds)			
Program year	Fiscal year	Annual Proceeds	Cumulative Proceeds	Total Proceeds	Madera County	Chowchilla	Madera
				Percent of Total:	50.25%	7.99%	41.76%
1	2007	\$ 320,609	\$ 320,609	\$6,412	\$3,570	\$437	\$2,405
2	2008	\$ 7,707,106	\$ 8,027,715	\$154,142	\$85,811	\$10,512	\$57,819
3	2009	\$ 7,311,825	\$ 15,339,540	\$146,237	\$81,395	\$9,871	\$54,956
4	2010	\$ 6,118,354	\$ 21,457,894	\$122,367	\$67,485	\$8,835	\$46,047
5	2011	\$ 6,939,324	\$ 28,397,218	\$138,786	\$76,208	\$9,979	\$52,600
6	2012	\$ 7,775,292	\$ 36,172,510	\$155,506	\$80,179	\$12,005	\$63,322
7	2013	\$ 7,960,429	\$ 44,132,939	\$159,209	\$81,117	\$12,641	\$65,451
8	2014	\$ 8,439,910	\$ 52,572,849	\$168,798	\$86,036	\$13,082	\$69,680
9	2015	\$ 9,017,126	\$ 61,589,975	\$180,343	\$92,299	\$14,211	\$73,832
10	2016	\$ 9,327,292	\$ 70,917,267	\$186,546	\$95,549	\$14,457	\$76,540
11	2017	\$ 9,521,593	\$ 80,438,860	\$190,432	\$94,949	\$15,216	\$80,267
12	2018	\$ 9,810,898	\$ 90,249,758	\$196,218	\$97,736	\$15,619	\$82,863
13	2019	\$ 10,398,296	\$ 100,648,054	\$207,966	\$105,148	\$16,138	\$86,680
14	2020	\$ 10,534,761	\$ 111,182,815	\$210,695	\$106,148	\$16,835	\$87,712
15	2021	\$ 12,872,191	\$ 124,055,006	\$257,444	\$130,812	\$20,145	\$106,486
16	2022	\$ 13,193,996	\$ 137,249,002	\$263,880	\$132,593	\$21,102	\$110,185
17	2023	\$ 13,523,846	\$ 150,772,848	\$270,477	\$135,915	\$21,611	\$112,951
18	2024	\$ 13,861,942	\$ 164,634,790	\$277,239	\$139,313	\$22,151	\$115,775
19	2025	\$ 14,208,490	\$ 178,843,280	\$284,170	\$142,795	\$22,705	\$118,669
20	2026	\$ 14,563,703	\$ 193,406,983	\$291,274	\$146,365	\$23,273	\$121,636

▪ **Eligible Projects and/or Programs**

Funds are to be expended in accordance with the applicable provisions of the Investment Plan and the Public Utilities Code Section 180000 et seq.

Funds in this Subprogram may only be allocated to an environmental mitigation-related project or program. The definition of an environmental mitigation-related project or program is provided below.

- Conversion of fleets to cleaner burning fuels
- Financial assistance to agencies and individuals to stimulate increased use of less polluting hybrid and electric cars
- An environmental mitigation bank that would encompass the projects and/or programs that may be funded with Measure assistance.
- Bicycle/Pedestrian Facilities
- Car/Van Pools
- Any other projects, program and/or system related to environmental mitigation of Measure T related projects, programs, systems, and/or services, improvement of air quality, and the provision of bicycle and pedestrian facilities and car/van pool programs within each of the jurisdictions

Eligible investments would include all recognized Subprogram project phases including:

- Planning and environmental analysis related to the project and or program funded by this Subprogram. The funds in this Subprogram could not be applied to address environmental review of projects and/or programs to be funded using funds from other Measure T Subprograms
- Conceptual and Preliminary engineering
- Design Engineering (PS&E)
- Right-of-way acquisition, support and relocation
- Utilities relocation
- Construction
- Inspection of construction engineering
- Direct staff time (salary and benefits)
- Consultants selected consistent with a local agency selection process
- Construction contractors selected consistent with a local agency selection process
- Labor, materials, and equipment for day labor

Indirect costs (as defined by 2 CFR Part 200) will not be considered an eligible expense and retroactive expenses are ineligible.

#### ■ **Claims Process/Disbursements**

- Allocations for programmatic funding will be on an annual basis, in accordance with formulas specified above. Disbursement of actual funds will be on a quarterly basis upon receipt of Measure “T” dollars from the CDTFA.

The CDTFA began collecting Measure T funds on April 1, 2007. As a result, expenditures will only be approved for project work which was initiated after April 1, 2007.

#### ■ **Monitoring/Reporting Requirements**

Local agencies claiming Measure T Environmental Mitigation, Air Quality, Bicycle/Pedestrian Facilities, & Car/Van Pool Subprogram funds will be required to submit annual status reports regarding the expenditure of Subprogram funds for specific projects and/or programs included in its

approved Capital Improvement Program (CIP), or Annual Expenditure Plan (AEP), or by local agency Resolution for a project or list of projects and/or programs, including other funding sources applied to fully fund the projects and/or programs. It will be necessary for the Authority to identify and account for Measure T expenditures and to identify how well Measure T funds have “leveraged” other funds for Measure transportation projects and/or programs.

In addition, the local agency will provide signage at construction sites for projects funded partially or wholly by Measure T sales tax revenue so that the Madera County Taxpayers are informed as to how funds are being used. The signage shall be in conformance with specifications approved by and on file with the Authority (reference Appendix D). The Strategic Plan shall be repaid in full plus interest that would have been accrued.

▪ **Audit Process**

The local agency expenditures under this Program will be audited in accordance with requirements set forth in Public Utilities Code Section 180000 et seq.

▪ **2022 – 2026 Projected Allocation by Agency**

Table 21 details the estimated Environmental Mitigation, Air Quality, Bicycle/Pedestrian Facilities, & Car/Van Pool Subprogram funds by local agency for year 2022 through 2026 or over the five (5) year period of this Strategic Plan.

**TABLE 21**

MEASURE "T" REVENUE - ENVIRONMENTAL ENHANCEMENT SUBPROGRAM							
Measure "T" Revenue Projection Model				Environmental Enhancement Subprogram (2.0% of Measure T" Proceeds)			
Program year	Fiscal year	Annual Proceeds	Cumulative Proceeds	Total Proceeds	Madera County	Chowchilla	Madera
				Percent of Total:	50.25%	7.99%	41.76%
16	2022	\$ 13,193,996	\$ 137,249,002	\$263,880	\$132,593	\$21,102	\$110,185
17	2023	\$ 13,523,846	\$ 150,772,848	\$270,477	\$135,915	\$21,611	\$112,951
18	2024	\$ 13,861,942	\$ 164,634,790	\$277,239	\$139,313	\$22,151	\$115,775
19	2025	\$ 14,208,490	\$ 178,843,280	\$284,170	\$142,795	\$22,705	\$118,669
20	2026	\$ 14,563,703	\$ 193,406,983	\$291,274	\$146,365	\$23,273	\$121,636

The funding amounts identified by local agency for each of the five years are estimated amounts and not the actual amounts to be claimed by the local agencies. Annually (by May 30<sup>th</sup> of each year), the Authority will provide each local agency with the exact Subprogram funding amount.

5.9 Administration Program

◆ *Administration and Planning Program*

▪ **Implementing Guidelines**

The investment objectives of this Subprogram are to:

- Provide necessary funding to the Authority to address staff costs associated with administration of the Measure T Programs and Subprograms

This Subprogram would provide funds for:

- All staff support of programs, services, and/or projects related to administration of the Measure.
- Other related services as approved by the Authority.

▪ **Responsible Agencies**

Responsible agencies include the following:

- Authority

▪ **20-Year Funding Allocation and Disbursement of Funds Process**

Of the total funds available in this Subprogram, not more than 1.0% of Measure T funds would be allocated to the Administration Subprogram for administration of the Measure.

Table 22 below identifies the estimated Measure T Administration Subprogram funding for the life of the Measure (years 2007 through 2027) based upon the methodology described in Section 3 of this Plan.

**TABLE 22**

<b>MEASURE "T" REVENUE - ADMINISTRATION SUBPROGRAM</b>				
<b>Measure "T" Revenue Projection Model</b>				<b>Administration Subprogram (1.0% of Measure "T" Proceeds)</b>
<b>Program year</b>	<b>Fiscal year</b>	<b>Annual Proceeds</b>	<b>Cumulative Proceeds</b>	<b>Total Proceeds</b>
				<b>Percent of Total:</b>
1	2007	\$ 320,609	\$ 320,609	\$3,206
2	2008	\$ 7,707,106	\$ 8,027,715	\$77,071
3	2009	\$ 7,311,825	\$ 15,339,540	\$73,118
4	2010	\$ 6,118,354	\$ 21,457,894	\$61,184
5	2011	\$ 6,939,324	\$ 28,397,218	\$69,393
6	2012	\$ 7,775,292	\$ 36,172,510	\$77,753
7	2013	\$ 7,960,429	\$ 44,132,939	\$79,604
8	2014	\$ 8,439,910	\$ 52,572,849	\$84,399
9	2015	\$ 9,017,126	\$ 61,589,975	\$90,171
10	2016	\$ 9,327,292	\$ 70,917,267	\$93,273
11	2017	\$ 9,521,593	\$ 80,438,860	\$95,216
12	2018	\$ 9,810,898	\$ 90,249,758	\$98,109
13	2019	\$ 10,398,296	\$ 100,648,054	\$103,983
14	2020	\$ 10,534,761	\$ 111,182,815	\$105,348
15	2021	\$ 12,872,191	\$ 124,055,006	\$128,722
16	2022	\$ 13,193,996	\$ 137,249,002	\$131,940
17	2023	\$ 13,523,846	\$ 150,772,848	\$135,238
18	2024	\$ 13,861,942	\$ 164,634,790	\$138,619
19	2025	\$ 14,208,490	\$ 178,843,280	\$142,085
20	2026	\$ 14,563,703	\$ 193,406,983	\$145,637
<b>21</b>	<b>2027</b>	<b>\$ 11,195,846</b>	<b>\$ 204,602,829</b>	<b>\$111,958</b>

▪ **Eligible and Ineligible Projects and/or Programs**

Funds are to be expended in accordance with the applicable provisions of the Investment Plan and the Public Utilities Code Section 180000 et seq.

Funds in this Subprogram may only be allocated to an administrative-related project or program. The definition of an administrative-related project or program is provided below and in Appendix A.



- Approve requirements associated with development of each of the proposed allocation programs
- Approve the prioritization and programming of Regional Streets and Highways Subprogram projects and/or programs
- Conduct an independent audit of Measure Programs, Subprograms, and funds on an annual basis
- Conduct an on-going public outreach program
- Prepare and approve the Strategic Plan every two (2) years
- Prepare and approve the Annual Work Program (AWP)
- Issue bonds to deliver Measure projects and/or programs contained in this Investment Plan to save project costs by delivering them earlier
- Allocate Measure proceeds to the local jurisdictions consistent with Program and Subprogram requirements
- Any other costs associated with administration of the Measure T Transportation Sales Tax

Eligible activities would include the following:

- Direct staff time (salary and benefits)
- Consultants selected consistent with the Authority’s selection process
- Indirect costs (as defined by 2 CFR Part 200)

▪ **Claims Process**

- Allocations for programmatic funding will be on an annual basis, in accordance with formulas specified above. Disbursement of actual funds will be on a quarterly basis upon receipt of Measure “T” dollars from the CDTFA.

The CDTFA began collecting Measure T funds on April 1, 2007. As a result, expenditures will only be approved for project work which was initiated after April 1, 2007.

▪ **Monitoring/Reporting Requirements**

The Authority will be required to submit annual reports regarding the expenditure of Subprogram funds for specific purposes included in its approved Annual Work Program (AWP). It will be necessary for the Authority to identify and account for Measure T expenditures.

Funds determined by audit not to have been expended as provided for in the Strategic Plan shall be repaid in full plus interest that would have been accrued.

▪ **Audit Process**

The Authority expenditures under this Program will be audited in accordance with requirements set forth in Public Utilities Code Section 180000 et seq.

▪ **2022 – 2026 Projected Allocation**

Table 23 details the estimated Administration Subprogram funds for year 2022 through 2026 or over the five (5) year period of this Strategic Plan.

**TABLE 23**

MEASURE "T" REVENUE - ADMINISTRATION SUBPROGRAM				
Measure "T" Revenue Projection Model				Administration Subprogram (1.0% of Measure "T" Proceeds)
Program year	Fiscal year	Annual Proceeds	Cumulative Proceeds	Total Proceeds
				Percent of Total:
16	2022	\$ 13,193,996	\$ 137,249,002	\$131,940
17	2023	\$ 13,523,846	\$ 150,772,848	\$135,238
18	2024	\$ 13,861,942	\$ 164,634,790	\$138,619
19	2025	\$ 14,208,490	\$ 178,843,280	\$142,085
20	2026	\$ 14,563,703	\$ 193,406,983	\$145,637

The funding amounts identified for each of the five years are estimated amounts and not the actual amounts to be claimed by the Authority. Annually (by May 30<sup>th</sup> of each year), the Authority will provide each local agency with the exact Subprogram funding amount to be claimed.

## 6. REGIONAL TRANSPORTATION REVENUES, IMPLEMENTING GUIDELINES & PROGRAM OF PROJECTS

### 6.1 Commute Corridors/Farm to Market Program (Regional Transportation Program)

#### ◆ *Regional Streets and Highways Program*

The Regional Streets and Highways Program was anticipated to be driven by the availability of State Transportation Improvement Program and Transportation Enhancement (STIP/TE) funding considering approximately a two to one (2 to 1) funding ratio of STIP/TE funding to Measure T Regional Streets and Highways Program funding. As a result, the delivery of projects contained in the Tier 1 list of projects may not be in the order listed in the Investment Plan approved by the voters. The Authority will consider two major criteria when determining which projects will be programmed. The most important factor or criteria will be how soon the project can be delivered e.g.: is the project “shelf ready” and can move quickly toward implementation. The second most important criteria or factor is the availability of local and “leveraged” funding. For multi-year projects, funding allocations and funding agreements may be for the term of project phases (e.g.: environmental, design, construction).

#### ■ **Implementing Guidelines**

The investment objectives of this Subprogram are to:

- Provide additional funds to make up anticipated shortfalls to meet regional street and highway improvement needs
- Leverage discretionary federal and State funding from the California Transportation Commission (CTC), if available

- Accelerate delivery of street and highway projects that may otherwise be delayed because of other funding shortages

This Subprogram would provide funds for Tier 1 projects identified in the Measure T Investment Plan including the following project components:

- Additional lane capacity on existing regional streets and highways
- Ramp metering or other management approaches to increase street and highway usage
- New routes
- Other eligible improvements

A maximum of twenty-six percent (26%) of total Measure funding would be allocated to fund the Regional Streets and Highways Subprogram for regional capacity increasing projects or to leverage additional federal and State funds for such projects.

In addition to Measure funds, the Regional Streets and Highways Subprogram would require the allocation of 100 percent (100%) of the total State Transportation Improvement Program and Transportation Enhancement (STIP/TE) funds available to Madera County to regional capacity increasing projects, and the implementation of local traffic impact fee programs, and other developer mitigation funding.

At least 20% of all funds allocated to candidate Measure projects in Tier 1 and within each jurisdiction must be provided from traffic impact fees or other local funds on a project by project basis. Twenty percent (20%) of the funds for Tier 1 projects must be associated with impact fee programs or other local funds. **The Authority will impound a local agency's "Flexible" fund allocation to ensure that the 20% match requirement (stated above) is met. The match requirement is considered met when a local agency has a "current" adopted impact fee program that identifies the projects included in the Regional Streets and Highways Program and programs funds to Tier 1 projects or has approved funding from other local sources to fund the project.** The funds from local agency traffic fee impact programs would be considered matching funds to Measure funds since population, housing, commercial, and industrial growth contribute to the need for regional street and highway system expansion and improvement. If a local agency does not implement a local traffic mitigation fee program or maintain such a program to address identified transportation project needs within its jurisdiction, the agency would be required to use other local funds or forfeit an equivalent apportionment of the Flexible Transportation Funds described in the Safe Routes to School and Jobs Program in Section 4 of this Plan. Authority approval is required to use impounded funds from one agency to finance a project of another agency.

Should bonding not be the most cost effective solution to deliver Measure T projects, or if a project is of a high priority for delivery and the total amount of funds currently available do not completely cover the cost of the project, then Interprogram Loans may be the best option to finance project fund allocation shortfalls. Inter-program loans would only apply to the Regional Streets and Highways Program, since it would be very difficult to administer and manage Inter-program Loans to other Measure T programs. To accomplish this, available funds from other Measure T programs would be "loaned" to the Regional Streets and Highways Program for a specific project on the Tier 1 list. Such

funds would be paid back “in full” plus interest once additional Regional Streets and Highways Program funding becomes available to the Authority.

### Responsible Agencies

The Authority is the agency ultimately responsible for implementation of the Regional Streets and Highways Subprogram. The Authority may enter into agreements with the agencies identified below to plan for, design, and construct Tier 1 projects should the Authority be assured that local agencies have the staff and support services to deliver the project within the approved budget and delivery schedule.

- City of Chowchilla
- City of Madera
- County of Madera
- Caltrans

A Project Development Team (PDT) must be formed (under the control of the Authority or if there is an agreement between the Authority and a local agency for a local agency to deliver a Tier 1 project, then the local agency will form, conduct and administer the (PDT) for Tier 1 projects that exceed \$20,000,000. Every (PDT) formed by a local agency for any project on the Tier 1 list shall include a member from the Authority/MCTC. In addition, the Authority or a local agency must retain a consultant firm to manage the project when the project exceeds a cost of \$20,000,000. Another option is for the Authority to retain a consultant to manage all Tier 1 projects.

Measure T funding commitments will be examined by the Authority for regional projects or programs that are not progressing adequately toward delivery under an agreement between the Authority and a local agency. If a Tier 1 project is not progressing through to project delivery in a timely or effective manner, the Authority will make that determination and administer delivery of the project. The agreement between the Authority and a local agency to deliver a Tier 1 project must be written to include this policy. Furthermore, the Authority retains the option of planning for, designing, engineering, and constructing any and all Tier 1 projects over the life of the Measure. The costs for such Authority services would be paid from the Regional Streets and Highways Subprogram on a “project by project” basis.

### ■ 20-Year Funding Allocation and Disbursement of Funds Process

Measure T Regional Streets and Highways Subprogram, STIP/TE, 20% local traffic mitigation fee, and other developer mitigation funding when combined was originally projected to result in **\$285 million** available for Tier 1 Urban and Rural regional street and highway projects. Tier 2 projects are considered for funding once Tier 1 projects have been programmed or implemented and if additional funding is still available over the 20-year period. Tier 1 and Tier 2 projects are in generalized priority order. Should additional Measure T Regional Streets and Highways Subprogram funding be available following the programming of all Tier 1 and Tier 2 projects, MCTC shall identify additional projects as part of the Regional Transportation Plan (RTP) Update process. During preparation of the biennial Strategic Plan Updates, MCTC and the Authority will develop a detailed improvement program that specifies the timing and delivery of projects or funding order considering project cost benefit, project readiness, funding availability, etc.

Table 24 below identifies the estimated Measure T Regional Streets and Highways Subprogram funding for the life of the Measure (years 2007 through 2027) based upon the methodology described in Section 4 of this Plan.

**Eligible Projects**

Eligible projects include those projects included on the Tier 1 list of Regional Streets and Highways Subprogram list or Table 2 in the Measure T Investment Plan. Tier 2 projects are considered for funding once Tier 1 projects have been programmed or implemented and if additional funding is still available over the 20-year period. If additional Measure T Regional Streets and Highways Subprogram funds are still available after all Tier 1 and Tier 2 projects have been programmed, the Authority may identify additional Subprogram projects contained in the most recent Regional Transportation Plan (RTP) Update. Only under exceptional circumstance and approval by the Authority, can a Tier 2 move up to the Tier 1 list of projects before all Tier 1 projects are programmed and delivered.

**TABLE 24**

<b>MEASURE "T" REVENUE - REGIONAL STREETS AND HIGHWAYS SUBPROGRAM</b>				
<b>Measure "T" Revenue Projection Model</b>				<b>Regional Streets and Highways Subprogram (26.0% of Measure "T Proceeds)</b>
<b>Program year</b>	<b>Fiscal year</b>	<b>Annual Proceeds</b>	<b>Cumulative Proceeds</b>	<b>Total Proceeds</b>
1	2007	\$ 320,609	\$ 320,609	\$83,358
2	2008	\$ 7,707,106	\$ 8,027,715	\$2,003,848
3	2009	\$ 7,311,825	\$ 15,339,540	\$1,901,075
4	2010	\$ 6,118,354	\$ 21,457,894	\$1,590,772
5	2011	\$ 6,939,324	\$ 28,397,218	\$1,804,224
6	2012	\$ 7,775,292	\$ 36,172,510	\$2,021,576
7	2013	\$ 7,960,429	\$ 44,132,939	\$2,069,712
8	2014	\$ 8,439,910	\$ 52,572,849	\$2,194,377
9	2015	\$ 9,017,126	\$ 61,589,975	\$2,344,453
10	2016	\$ 9,327,292	\$ 70,917,267	\$2,425,096
11	2017	\$ 9,521,593	\$ 80,438,860	\$2,475,614
12	2018	\$ 9,810,898	\$ 90,249,758	\$2,550,833
13	2019	\$ 10,398,296	\$ 100,648,054	\$2,703,557
14	2020	\$ 10,534,761	\$ 111,182,815	\$2,739,038
15	2021	\$ 12,872,191	\$ 124,055,006	\$3,346,770
16	2022	\$ 13,193,996	\$ 137,249,002	\$3,430,439
17	2023	\$ 13,523,846	\$ 150,772,848	\$3,516,200
18	2024	\$ 13,861,942	\$ 164,634,790	\$3,604,105
19	2025	\$ 14,208,490	\$ 178,843,280	\$3,694,207
20	2026	\$ 14,563,703	\$ 193,406,983	\$3,786,563
<b>21</b>	<b>2027</b>	<b>\$ 11,195,846</b>	<b>\$ 204,602,829</b>	<b>\$2,910,920</b>

Funds are to be expended in accordance with the applicable provisions of the Expenditure Plan and the Public Utilities Code Section 180000 et seq.

Eligible investments would include all recognized Subprogram project phases including:

- Planning and environmental analysis
- Conceptual and Preliminary engineering
- Design Engineering (PS&E)
- Right-of-way acquisition, support and relocation
- Utilities relocation
- Construction
- Inspection of construction engineering

- Direct staff time (salary and benefits)
- Consultants selected consistent with the Authority's, local agency's, or Caltrans' selection process
- Construction contractors selected consistent with the Authority's selection process
- Labor, materials, and equipment for day labor
- Necessary Authority oversight costs (Authority staff or consultant services to manage the delivery of Regional Streets and Highways Subprogram projects financed using Measure funds)

Indirect costs (as defined by 2 CFR Part 200) will not be considered an eligible expense and retroactive expenses prior to April 1, 2007 are ineligible. Expenses will not be reimbursed that are incurred prior to the Authority entering into an agreement with a local agency to plan, design, and construct a Regional Streets and Highways Subprogram Tier 1 project.

#### ▪ **Claims Process**

All allocations of Measure T Regional Streets and Highways Subprogram funds by the Authority to local agencies must be in accordance with an executed agreement between the Authority and a local agency, which has agreed to plan for, design, and construct a Tier 1 project. If the Authority decides that it will deliver a Regional Streets and Highways Subprogram project, the Authority must identify such in the Annual Work Program and in the Transportation Improvement Program (TIP).

All claims of Measure T Regional Streets and Highways Subprogram funds by a local agency or the Authority will be reviewed for the following:

- Consistency with the Investment Plan and Strategic Plan (Table 2 in the Investment Plan and the 5-year Program of Projects contained in this Plan)
- Completeness of the application/claim
- All allocations of Measure T funds will be governed by a funding agreement between Authority and a local agency sponsoring the project. The Authority will approve such allocations. The Authority's Executive Director will have the authority to execute funding agreements. The following provisions detail required provisions and issues related to the agreement process:
  - The STIP/TE funding amounts identified in the Regional Streets and Highways Tier 1 and Tier 2 Project Table (reference Table 25) are considered "maximum" contributions available to each project included in the Table, unless excess STIP/TE or Measure T revenues are received or anticipated.
  - All agreements will document the following:
    - Scope of Work
    - Project Schedule
    - Funding Plan
    - Reporting requirements
    - Acceptance of Authority's Claim Policies

- Funding agreements shall be executed by resolution of the local agency’s governing board and the Authority.

**TABLE 25**

<b>20-YEAR MEASURE 1/2 CENT TRANSPORTATION SALES TAX</b>							
<b>1. Regional Streets and Highways Program</b>							
Candidate Capacity Increasing Projects and Recommended Priorities							
Approved by the Steering Committee on March 16, 2006 and approved by local agencies in June 2006							
Map #	Route	Limits	Description	Cost <sup>1</sup>	Other Funds (at least 20%) <sup>2</sup>	Measure + STIP/TE (Cost Minus Other Funds) <sup>3</sup>	Balance of Measure & STIP/TE <sup>4</sup>
<b>\$164,354,000</b>							
<b>TIER 1 PROJECTS<sup>5</sup></b>							
1A	SR 41	Between SR 145 and Road 200	Construct passing lanes	\$30,560,000	\$6,112,000	\$24,448,000	\$139,906,000
1B	SR 145 <sup>7</sup>	At SR 99	Reconstruct/widen interchange	\$6,800,000	\$6,800,000	\$0	\$139,906,000
1C	4th Street	At SR 99	Reconstruct/widen interchange	\$11,000,000	\$2,200,000	\$8,800,000	\$131,106,000
1D	Ave 12 <sup>8,9</sup>	At SR 99	Reconstruct/widen interchange	\$39,292,000	\$19,646,000	\$19,646,000	\$111,460,000
1E	SR 41 <sup>9</sup>	Ave 10 to Ave 12 w/interchange at Ave 12	Extend freeway/build interchange	\$46,400,000	\$23,200,000	\$23,200,000	\$88,260,000
1F	SR 233 <sup>9,10</sup>	At SR 99	Reconstruct/widen interchange	\$35,000,000	\$25,000,000	\$10,000,000	\$78,260,000
1G	Ellis/Avenue 16	Granada to Road 26 & new SR99 Overcrossing	Reconstruct street & Construct overcrossing	\$25,447,665	\$12,723,833	\$12,723,833	\$65,536,168
1H	Gateway Ave	Cleveland to Yosemite	Reconstruct/widen from 2 to 4 lanes	\$3,200,000	\$640,000	\$2,560,000	\$62,976,168
1I	Gateway (SR 145)	Yosemite to SR 99	Reconstruct/widen from 2 to 4 lanes	\$2,800,000	\$560,000	\$2,240,000	\$60,736,168
1J	Cleveland	Schnoor to SR 99	Reconstruct/widen from 4 to 6 lanes	\$3,400,000	\$680,000	\$2,720,000	\$58,016,168
1K	SR 41	Road 420 to SR 49 (South of Oakhurst)	Widen from 2 to 4 lanes	\$22,900,000	\$4,580,000	\$18,320,000	\$39,696,168
1L	AVE. 12 <sup>9</sup>	Road 38 to SR 41	2 to 4 lanes	\$21,239,169	\$10,619,585	\$10,619,585	\$29,076,583
1M	Rd 29	Olive to Ave 13	2 to 4 lanes	\$4,857,311	\$1,943,000	\$2,914,311	\$28,162,272
1N	4th	SR 99 to Lake	Reconstruct/widen from 2 to 4 lanes w/RR Xing	\$1,800,000	\$360,000	\$1,440,000	\$24,722,272
1O	Ave 12	SR 99 to Road 32	2 to 4 lanes	\$12,200,000	\$2,440,000	\$9,760,000	\$14,962,272
1P	Rd 29 <sup>11</sup>	Ave 12 to Ave 13	2 to 4 lanes and realignment	\$9,567,994	\$3,828,057	\$5,739,937	\$9,222,335
1Q	Gateway	At SR 99	Reconstruct/widen interchange	\$6,650,000	\$0	\$6,650,000	\$2,572,335
				<b>\$283,114,139</b>	<b>\$121,332,474</b>	<b>\$161,781,665</b>	
<b>TIER 2 PROJECTS (if funding available)<sup>6</sup></b>							
2A	Cleveland	Tozer to Lake	Restripe to 4 lanes	\$280,000	\$280,000	\$0	\$0
2B	Children's Blvd	SR 41 NB Ramps to Peck Blvd.	6 to 8 lanes	\$3,800,795	\$3,800,795	\$0	\$0
2C	Ave 12	SR 41 to North Rio Mesa Blvd	2 to 6 lanes	\$2,451,208	\$2,451,208	\$0	\$0
2D	Airport	Ave 17 to Yeager	Restripe to 4 lanes	\$270,000	\$270,000	\$0	\$0
2E	Children's Blvd	Road 401/2 to Peck Blvd	2/4 to 6 lanes	\$2,280,000	\$2,280,000	\$0	\$0
2F	Cleveland	Lake to Rd. 26 (Country Club Dr.)	Restripe to 4 lanes	\$30,000	\$30,000	\$0	\$0
2G	Schnoor	Trevor to Sunset	Pavement rehab & restripe to 4 lanes	\$830,000	\$830,000	\$0	\$0
2H	Yeager	Airport to Falcon	Pavement rehab & restripe to 4 lanes	\$270,000	\$270,000	\$0	\$0
2I	Ave 10	Road 401/2 to SR 41	2 to 4 lanes	\$4,336,462	\$4,336,462	\$0	\$0
2J	Peck	At Children's Blvd	2 to 6 lanes	\$2,933,441	\$2,933,441	\$0	\$0
2K	Rd 30 1/2	Ave 12 to Ave 13	2 to 4 lanes	\$4,830,687	\$4,830,687	\$0	\$0
2L	Sunset/4th	RR Xing/K to SR 99	Reconstruct/widen from 2 to 4 lanes w/RR Xing	\$1,600,000	\$320,000	\$1,280,000	\$0
2M	Lake	4th to Cleveland	Reconstruct/widen from 2 to 4 lanes	\$1,600,000	\$320,000	\$1,280,000	\$0
2N	Sunrise	B Street to Road 28	Reconstruct/widen from 2 to 4 lanes	\$1,600,000	\$320,000	\$1,280,000	\$0
2O	SR 41	NB On Ramp/SR 41 @ Children's Blvd	1 to 2 lanes	\$20,200,000	\$20,200,000	\$0	\$0
2P	SR 41	Madera County Ln to Ave 10	4 to 6 lanes	\$4,700,000	\$4,700,000	\$0	\$0
2Q	Cleveland	Rd 26 to SR 99	Reconstruct/widen from 4 to 6 lanes w/RR Xing	\$8,300,000	\$1,660,000	\$6,640,000	\$0
2R	Fig Tree Overpass <sup>12</sup>	Over SR 99	Overpass	\$10,800,000	\$10,800,000	\$0	\$0
2S	Avenue 26 <sup>12</sup>	SR 99 to Coronado	Widen to 4 lanes	\$5,400,000	\$5,400,000	\$0	\$0
				<b>\$76,512,593</b>	<b>\$66,032,593</b>	<b>\$10,480,000</b>	
				<b>\$359,626,732</b>	<b>\$187,365,067</b>	<b>\$172,261,665</b>	



- Prior to the disbursement of funds, a project must have:
  - An approved allocation resolution from the Authority
  - An executed funding agreement between the local agency and the Authority
- The standard method of payment will be through approved reimbursement of costs associated with a Tier 1 project in accordance with the funding agreement between the local agency and the Authority
- Funds may be accumulated by the Authority over a period of time to pay for larger and long-term projects. All interest income generated by these proceeds will be used for the transportation purposes described in the Investment Plan under the Regional Streets and Highways Subprogram
- The timely use of funds requirement will be specified in each agreement between a local agency and the Authority
- Measure T funds will not substitute for another fund source that has been programmed or allocated previously to the project or program without prior approval of the Authority
- Other fund sources committed to a project or program will be used in conjunction with Measure T Regional Streets and Highways Subprogram funds. To the maximum extent practicable, other fund sources will be spent down prior to Measure T funds. Otherwise, Measure T funds will be drawn down at a rate proportional to the Measure T share of the total funds programmed to that project phase or program
- After a multi-year allocation of funds has been made to a project phase, the release of funds in any subsequent fiscal year will be subject to the submittal and acceptance by the Authority's Executive Director of a complete Progress Report meeting the requirements for progress reports as adopted by the Authority
- Measure T Regional Streets and Highways Subprogram funds will be allocated to phases of a project or to a program based on demonstrated readiness to begin the work and ability to complete the project phase
- Measure T Regional Streets and Highways Subprogram allocations for right-of-way and construction will be contingent on a completed environment document

The CDTFA began collecting Measure T funds on April 1, 2007. As a result, claims for reimbursement will only be approved for project work which was initiated after April 1, 2007.

#### ■ **Monitoring/Reporting Requirements**

Local agencies or the Authority claiming Measure T Regional Streets and Highways Subprogram funds will be required to submit annual reports regarding the expenditure of Subprogram funds for Tier 1 projects during preparation of the Authority's Annual Work Program (AWP). It will be necessary for the Authority to identify and account for Measure T expenditures and to identify

how well Measure T funds have “leveraged” other funds for Measure transportation projects and programs.

In addition, local agencies or the Authority will provide signage at construction sites for projects funded partially or wholly by Measure T sales tax revenue so that the Madera County taxpayers are informed as to how funds are being used. The signage shall be in conformance with specifications approved by and on file with the Authority (reference Appendix D).

Funds determined by audit not to have been expended as provided for in a local agency’s or Authority’s claim for Measure T Regional streets and Highways Subprogram funds shall be repaid in full plus interest that would have been accrued.

- **Audit Process**

The local agency or Authority claims for funding under this Subprogram will be audited in accordance with requirements set forth in Public Utilities Code Section 180000 et seq.



## **MEASURE T STRATEGIC PLAN DEFINITIONS**

---

### ***Annual Work Program (AWP)***

A listing of annual allocations of Measure T Local Transportation Revenue Funds by Investment Plan Program. This is an annual programming document that identifies allocations of estimated and collected Measure T funds by the State of California to the Authority. The Authority then identifies the Local Transportation Revenue Fund allocations to each local agency for programs covered by Local Transportation Revenue Funds.

### ***Annual Expenditure Plan (AEP)***

A listing of annual allocations of Measure T Local Transportation Revenue Funds prepared by local agencies to identify the projects and/or programs that will be delivered using local Measure T funds.

### ***Authority***

As used in this document, Authority refers to the Madera County Transportation Authority (Authority).

### ***Eligible Projects and/or Programs***

Local agencies shall identify projects and/or programs to be funded using Measure T Local Transportation Revenue Funds in local CIPs or Annual Expenditure Programs (AEPs) or through passage of a Resolution by a local agency adopting a project or list of projects and/or programs for which Measure T funding will be allocated consistent with the Final 2006 ½ Cent Transportation Sales Tax Measure Investment Plan's Implementing Guidelines. Local Agency CIPs, AEPs or Resolutions must be reviewed by the public prior to approval by the local agency. If a local agency does not prepare or approve a CIP, AEP or a Resolution that includes Measure T Local Transportation Revenue Funds, the local agency must review the list of projects and/or programs to be funded with Measure T Local Transportation Revenue Funds with the public prior to expenditure of such funds to eligible projects and/or programs.

**Implementing Guidelines**

A guidance document included as Appendix B in the 2006 ½ Cent Transportation Sales Tax Measure Investment Plan that identifies investment objectives, eligible investments, and other details related to each of the funding programs included in the Investment Plan.

**Investment Plan**

A planning document that identifies Measure T funding programs and program fund estimates. This document does not include a listing of projects and/or programs to be funded using Measure Local Transportation Revenue Funds. The Plan also includes Implementing Guidelines to be applied by the Authority to develop the Strategic Plan including Guidelines for programs to be implemented by local agencies using Measure T Local Transportation Revenue Funds.

**Local Agency refers to the following agencies:**

- ◆ County of Madera
- ◆ City of Chowchilla
- ◆ City of Madera

**Local Transportation Revenue Fund and Programs**

A set of Measure T funds that are specifically allocated to local agencies based upon estimates of, and actual Measure T proceeds and population estimates. Measure T Local Transportation Revenue Funds are defined as funds from the following Measure T 2006 ½ Cent Transportation Sales Tax Measure Investment Plan Funding Programs:

- ◆ Regional Rehabilitation/Reconstruction/Maintenance Program
- ◆ Safe Routes to School and Jobs Program
- ◆ Transit Enhancement Program
- ◆ Environmental Enhancement Program
- ◆ Administration/Planning Program

**Maintenance, Reconstruction, and Rehabilitation**

As per AB 2928 (Proposition 42) language for local agency allocations (Revenue & taxation code, Section 7104 (e). Funds allocated to a city, county..... shall be used only for street and highway maintenance, rehabilitation, reconstruction, and storm damage repair. For purposes of this section, the following terms have the following meanings:

- ◆ "Maintenance" means either or both of the following:
  - patching
  - overlay and sealing
- ◆ "Rehabilitation" means street resurfacing, crackfilling, sidewalk and sidewalk ramp replacement, utility dig up and other similar activities.
- ◆ "Reconstruction" includes any overlay, sealing, or widening of the roadway, if the widening is necessary to bring the roadway width to the desirable minimum width consistent with the geometric design criteria of the department for 3-R (reconstruction, resurfacing, and rehabilitation) projects and/or programs that are not on a freeway but does not include widening for the purpose of increasing the traffic capacity of a street or highway
- ◆ "Storm Damage" is repair or reconstruction of local streets and highways and related drainage improvements that have been damaged due to winter storms and flooding, and reconstruction of drainage improvements to mitigate future roadway flooding and damage problems.

**MCTA Technical Advisory Committee (TAC)**

A standing technical committee that meets monthly, one week prior to the Authority, to review and discuss information submitted to the Board of Directors. The (TAC) shall review and comment on staff recommendations that pertain to the Measure T Strategic Plan, Annual Work Program, Authority Procedures, and other related documents, policies, and programs. The purpose of the Technical Advisory Committee is to prioritize infrastructure investments in the Investment Plan and to undertake other technical reviews as requested by the Commission. The Technical Advisory Committee shall consist of:

- 1) County of Madera
- 3) City of Madera
- 5) City of Chowchilla
- 7) Caltrans District 06
- 8) Tribal Representatives
- 9) MCTA Staff
- 10) Local Agency Project Program Managers

**Officers**

The term officers, as used herein, signify the administrative staff of the Authority.

**Officials**

The term officials, as used herein, describes the policy making persons of the Authority. This includes the members of the Board of Directors.

**Strategic Plan**

A five-year planning document that identifies Measure T funding programs and planned regional projects and/or programs, their estimated cost, and the fiscal year of construction. This document does not include a listing of projects and/or programs to be funded using Measure T Local Transportation Revenue Funds. The document is the principal planning and financing statement of the Authority. The Strategic Plan is developed from information collected by Authority staff for all Measure T Programs. This document is updated every second year.

**Transportation-Related Project**

A transportation-related project is a project that is directly or indirectly related to transportation modes, systems, programs, and/or projects.



**MEASURE T**  
**REGIONAL STREETS AND HIGHWAYS PROJECTS**  
**AND FUNDING STRATEGY**

---

Measure T Regional Program - Phase I (FY 2006 - 2018)														Environmental Approval									
Prior	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Total	RW	Const	E & P	PS & E	RW Sup	Con Sup				
<b>SR 99/Ave 12 Interchange (CTC Version 2)</b>																							
Measure T Regional				\$ 5,177,000	\$ 2,480,000								\$ 7,657,000	\$ 4,677,000	\$ 2,480,000				\$ 500,000	Sep-09			
Measure T Flexible					\$ 3,920,000								\$ 3,920,000		\$ 3,920,000								
Route 99 Bond					\$ 50,402,000					\$ 9,000,000			\$ 59,402,000	\$ 9,000,000	\$ 42,402,000				#####				
STIP	\$ 1,300,000		\$ 21,523,000								\$ 5,295,000		\$ 28,118,000	\$ 19,618,000		\$ 2,000,000	\$ 4,000,000	\$ 2,500,000					
County Flex					\$ 1,960,000								\$ 1,960,000										
City of Madera Flex					\$ 1,960,000								\$ 1,960,000										
<b>Ellis Ave. Overcrossing (Phase I) AWARD</b>																							
Measure T Regional				\$ 1,200,000									\$ 1,200,000		\$ 1,200,000					Jul-08			
Measure T Flexible					\$ 300,000								\$ 300,000		\$ 300,000								
STIP																							
Measure A/ Local	\$ 400,000	\$ 1,600,000		\$ 1,100,000									\$ 3,100,000	\$ 1,600,000	\$ 1,100,000		\$ 400,000						
County Flex					\$ 150,000								\$ 150,000										
City of Madera Flex					\$ 150,000								\$ 150,000										
<b>Ellis Ave. Overcrossing (Phase II) AWARD</b>																							
Measure T Regional					\$ 7,470,000								\$ 7,470,000		\$ 7,470,000					Jul-08			
Measure T Flexible					\$ 1,500,000								\$ 1,500,000		\$ 1,500,000								
STIP																							
Measure A/ Local	\$ 600,000	\$ 1,600,000		\$ 630,000									\$ 2,830,000	\$ 1,600,000	\$ 630,000		\$ 600,000						
County Flex					\$ 750,000								\$ 750,000										
City of Madera Flex					\$ 750,000								\$ 750,000										
<b>TOTAL</b>													\$ 16,400,000										
<b>4th Street Widening (Phase I)</b>																							
Measure T Regional					\$ 323,000	\$ 846,000							\$ 1,169,000	\$ 30,000	\$ 293,000				\$ 846,000	Sep-09			
Measure T Flexible					\$ 954,000								\$ 1,479,000		\$ 579,000	\$ 400,000	\$ 500,000						
STIP					\$ 5,148,000								\$ 5,148,000		\$ 5,148,000								
City of Madera Flex		\$ 75,000	\$ 100,000	\$ 350,000	\$ 954,000								\$ 7,796,000										
<b>4th Street Widening (Phase II)</b>																							
Measure T Regional			\$ 30,000	\$ 1,671,000									\$ 1,701,000	\$ 30,000	\$ 1,671,000					Sep-09			
Measure T Flexible			\$ 30,000	\$ 1,599,000									\$ 1,879,000		\$ 1,429,000	\$ 50,000	\$ 400,000						
STIP																							
City of Madera Flex		\$ 75,000	\$ 30,000	\$ 175,000	\$ 1,599,000								\$ 3,580,000										
<b>TOTAL</b>													\$ 11,376,000										
<b>SR 41 Passing Lanes</b>																							
Measure T Regional					\$ 2,203,000			\$ 2,206,000					\$ 4,409,000	\$ 2,203,000	\$ 2,206,000					Sep-11			
Measure T Flexible					\$ 1,344,000								\$ 4,374,000	\$ 944,000		\$ 2,033,000	\$ 997,000	\$ 400,000	#####				
STIP								\$ 11,047,000					\$ 11,047,000		\$ 9,024,000								
County Flex		\$ 1,136,250	\$ 1,515,000	\$ 378,750	\$ 1,344,000								\$ 19,830,000										
<b>SR 99 Widening 12 to 17</b>																							
Measure T Regional						\$ 2,250,000				\$ 1,350,000	\$ 1,250,000		\$ -	\$ 50,000		\$ 2,250,000	\$ 2,150,000	\$ 400,000		Jul-15			
Measure T Flexible										\$ 1,545,000			\$ 4,850,000										
STIP													\$ 1,545,000										
SHOPP												\$ 65,925,900	\$ 65,925,900		\$ 56,925,900		\$ 1,500,000	#####					
Route 99 Bond												\$ 13,829,000	\$ 13,829,000		\$ 13,829,000								
City of Madera Flex					\$ 2,250,000					\$ 1,350,000	\$ 1,250,000		\$ 86,149,900										
Regional			\$ 30,000	\$ 6,377,000	\$ 14,147,000	\$ 846,000	\$ -	\$ 2,206,000	\$ -	\$ -	\$ -	\$ -	\$ 23,606,000										
Flexible		\$ 1,286,250	\$ 1,645,000	\$ 1,203,750	\$ 9,317,000	\$ 2,250,000	\$ -	\$ -	\$ -	\$ 1,350,000	\$ 1,250,000	\$ -	\$ 18,302,000										
STIP		\$ 1,300,000	\$ -	\$ 21,523,000	\$ -	\$ 5,148,000	\$ -	\$ -	\$ 11,047,000	\$ -	\$ 1,545,000	\$ 5,295,000	\$ 45,858,000			\$ 64,425,900							
SHOPP													\$ 65,925,900										
Other	\$ 1,000,000	\$ 3,200,000	\$ -	\$ -	\$ 1,100,000	\$ 51,032,000	\$ -	\$ -	\$ -	\$ 9,000,000	\$ -	\$ -	\$ 79,161,000	\$ 232,852,900									
<b>Measure T Total</b>		\$ 1,286,250	\$ 1,675,000	\$ 7,580,750	\$ 23,464,000	\$ 3,096,000	\$ -	\$ 2,206,000	\$ -	\$ 1,350,000	\$ 1,250,000	\$ -	\$ 41,908,000	\$ 190,944,900	Leverage amount								

Measure T 1/2 Cent Transportation Sales Tax Program – 2007 Strategic Plan

Madera County Transportation Authority

Measure T Regional Program - Phase II (2015-2027)																					
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total	RW	Const	E & P	PS & E	RW Sup	Con Sup	Environmental Approval
<b>Oakhurst Mid-Town Connector</b>																					
Measure T Regional			\$ 228,500			\$ 584,000	\$ 6,572,500							\$ 7,385,000	\$750,000	\$5,500,000			\$62,500	\$1,072,500	Nov-19
Measure T Flexible	\$ 300,000	\$ 610,000	\$ 228,500			\$ 1,924,000	\$ 4,872,500							\$ 7,935,000	\$750,000	\$3,800,000	\$350,000	\$1,900,000	\$62,500	\$1,072,500	\$2,250,000
LPP Competitive							\$ 5,000,000							\$ 5,000,000		\$5,000,000					\$1,625,000
Other														\$ -							\$16,445,000
	\$ 300,000	\$ 610,000	\$ 457,000	\$ -	\$ -	\$ 2,508,000	\$ 16,445,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,320,000							
<b>SR 233 Interchange Operational Improvements</b>																					
Measure T Regional									\$ 500,000	\$ 7,100,000				\$ 7,600,000	\$500,000	\$7,100,000					
Measure T Flexible	\$ 300,000	\$ 900,000				\$ 600,000			\$ 1,200,000	\$ 1,850,000	\$ 50,000			\$ 4,900,000	\$1,850,000	\$50,000	\$1,800,000	\$1,200,000			
Other										\$ 3,600,000				\$ 3,600,000		\$3,600,000					
	\$ 300,000	\$ 900,000	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ 1,200,000	\$ 2,350,000	\$ 10,750,000	\$ -	\$ -	\$ 16,100,000							
<b>Road 200 Phase III</b>																					
Measure T Regional									\$ 2,700,000					\$ 2,700,000		\$2,700,000					
Measure T Flexible									\$ 2,800,000					\$ 2,800,000	\$90,000	\$1,760,000	\$200,000	\$300,000	\$10,000	\$440,000	
Other													\$ 2,690,000		\$2,140,000					\$550,000	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,500,000	\$ -	\$ -	\$ -	\$ -	\$ 2,690,000	\$ 8,190,000						
<b>Avenue 7 Reconstruction</b>																					
Measure T Regional												\$ 1,427,500		\$ 1,427,500							
Measure T Flexible												\$ 652,500		\$ 652,500							
Other												\$ 6,858,000		\$ 6,858,000							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,938,000	\$ -	\$ 8,938,000							
<b>Cleveland Ave Widening</b>																					
Measure T Regional												\$ 1,600,000		\$ 1,600,000		\$1,600,000					
Measure T Flexible												\$ 1,800,000		\$ 1,800,000	\$70,000	\$1,275,000	\$80,000	\$375,000			
Other												\$ 350,000		\$ 350,000		\$350,000					
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,750,000	\$ -	\$ 3,750,000							
<b>Gateway Ave Widening</b>																					
Measure T Regional													\$ 2,940,000	\$ 2,940,000		\$2,940,000					
Measure T Flexible													\$ 3,160,000	\$ 3,160,000	\$132,000	\$2,253,000	\$125,000	\$650,000			
Other													\$ 2,500,000	\$ 2,500,000		\$2,500,000					
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,600,000	\$ 8,600,000							
<b>Measure T Regional</b>	\$ -	\$ -	\$ 228,500	\$ -	\$ -	\$ 584,000	\$ 6,572,500	\$ -	\$ 2,700,000	\$ 500,000	\$ 7,100,000	\$ 3,027,500	\$ 2,940,000	\$ 23,652,500							
<b>Measure T Flexible</b>	\$ 600,000	\$ 1,510,000	\$ 228,500	\$ -	\$ -	\$ 2,524,000	\$ 4,872,500	\$ -	\$ 4,000,000	\$ 1,850,000	\$ 50,000	\$ 2,452,500	\$ 3,160,000	\$ 21,247,500							
<b>LPP Competitive</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000							
<b>Other</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,600,000	\$ 7,208,000	\$ 5,190,000	\$ 15,998,000							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,600,000	\$ 7,208,000	\$ 5,190,000	\$ 65,898,000	\$ 65,898,000						
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,253,000	\$ 63,253,000						
<b>Total Measure T</b>	\$ 600,000	\$ 1,510,000	\$ 457,000	\$ -	\$ -	\$ 3,108,000	\$ 11,445,000	\$ -	\$ 6,700,000	\$ 2,350,000	\$ 7,150,000	\$ 5,480,000	\$ 6,100,000	\$ 44,900,000							
*Totals are reflected in year of construction																					
<b>Flexible</b>																					
County						\$ 11,387,500															
Madera						\$ 4,960,000															
Chowchilla						\$ 4,900,000															
						\$ 21,247,500															





## APPENDIX C

### ***REGIONAL PROGRAM CLAIM FOR FUNDING***

---



MEASURE "T" CLAIM FORM - Regional Program

\_\_\_\_\_  
 Jurisdiction

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Fiscal Year

<b>Measure T Program</b>	<b>Amount</b>
Regional Streets and Highways Program	
Flexible Program	

Project \_\_\_\_\_

\_\_\_\_\_  
 Description of Expenditure(s) (Please include all supporting documentation)

1		\$
2		\$
3		\$
Total		\$ _____

\_\_\_\_\_  
 Authorized Signature of Claimant

\_\_\_\_\_  
 MCTA Authorizing Signature




## APPENDIX D

### **SIGNAGE SPECIFICATIONS**

---

**Your Local Sales Tax Dollars at Work**




**MEASURE T**  
*Madera County Transportation Authority*

Street:  
Limits:

**A City of Chowchilla Project**  
***Safer, Quicker, Better Roads***

**Your Local Sales Tax Dollars at Work**



**MEASURE T**  
*Madera County Transportation Authority*

**A County of Madera Project**  
***Safer, Quicker, Better Roads***

***Your Local Sales Tax Dollars at Work***



Measure T Funds:        \$

**A City of Madera Project**  
***Safer, Quicker, Better Roads***

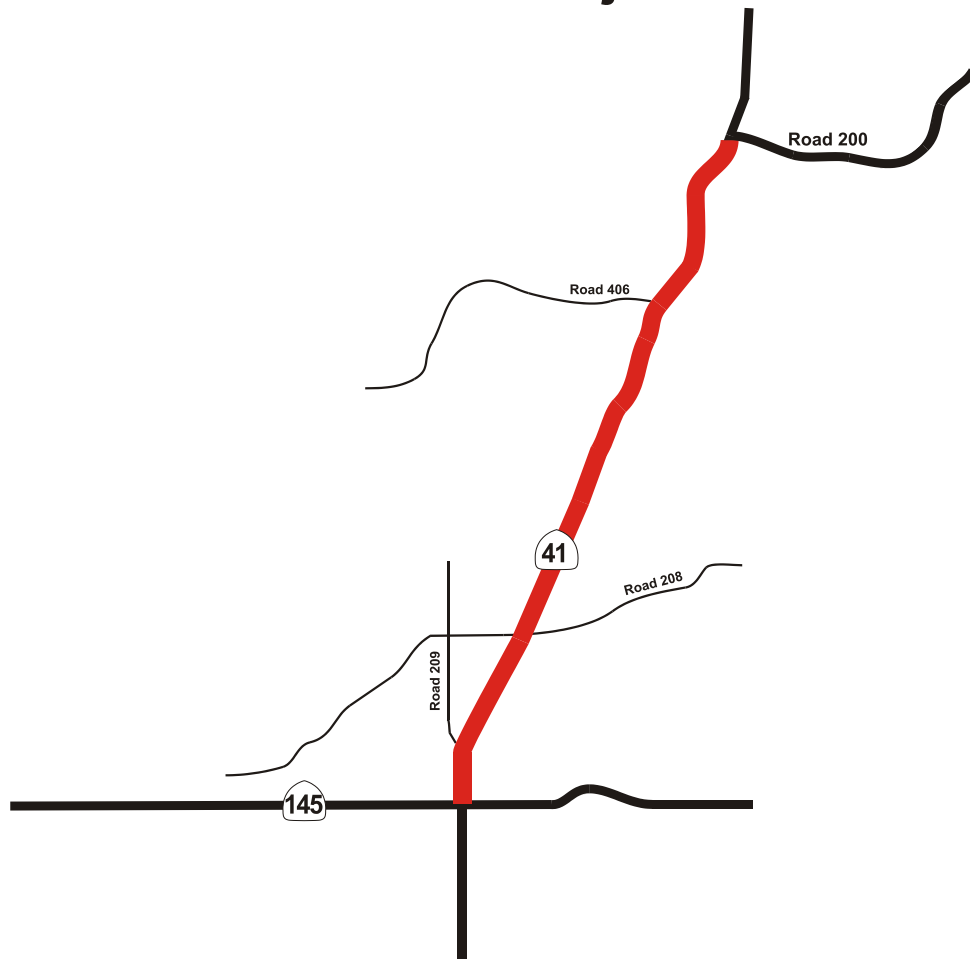


## APPENDIX E

### ***ELIGIBLE REGIONAL PROJECTS***

---

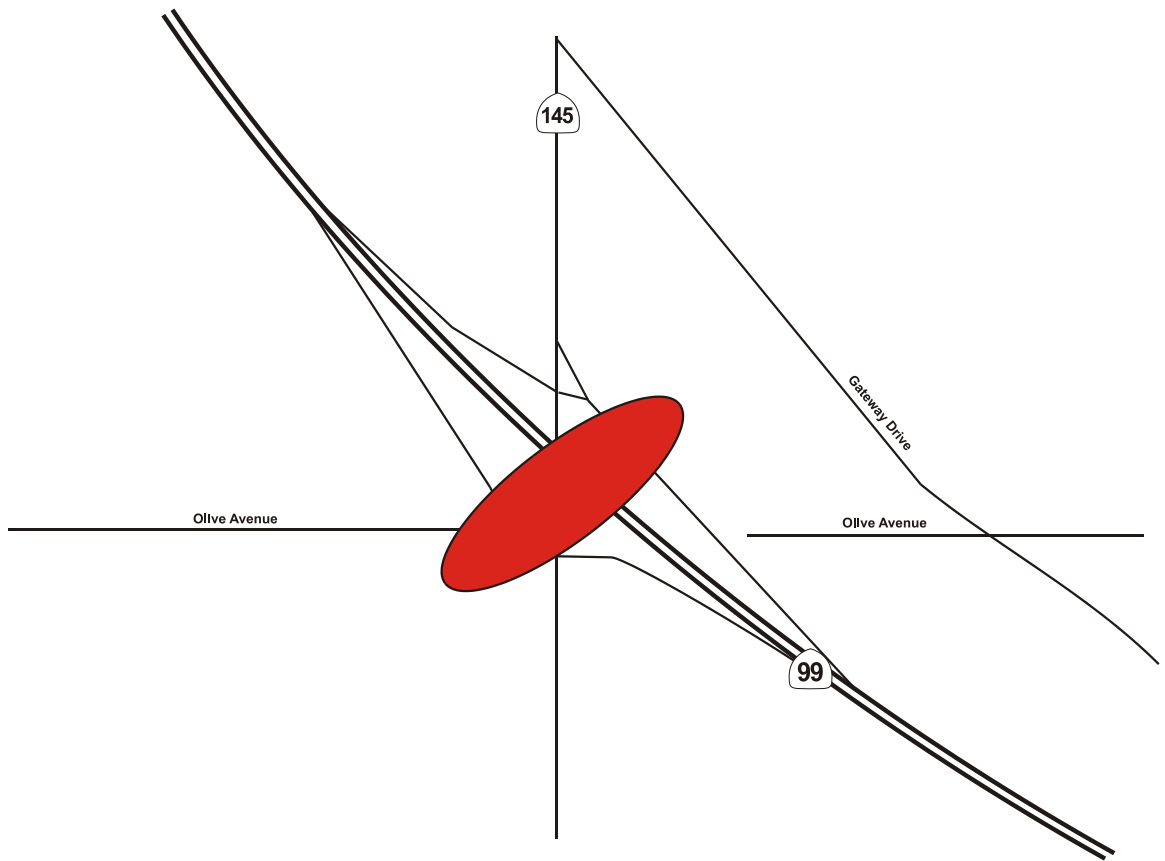
# FIGURE 1 Measure T Regional Streets & Highways Subprogram Tier 1 Projects



## PROJECT 1A SR 41 BETWEEN SR 145 AND ROAD 200

Construct Passing Lanes

**FIGURE 2**  
**Measure T**  
**Regional Streets & Highways Subprogram**  
**Tier 1 Projects**

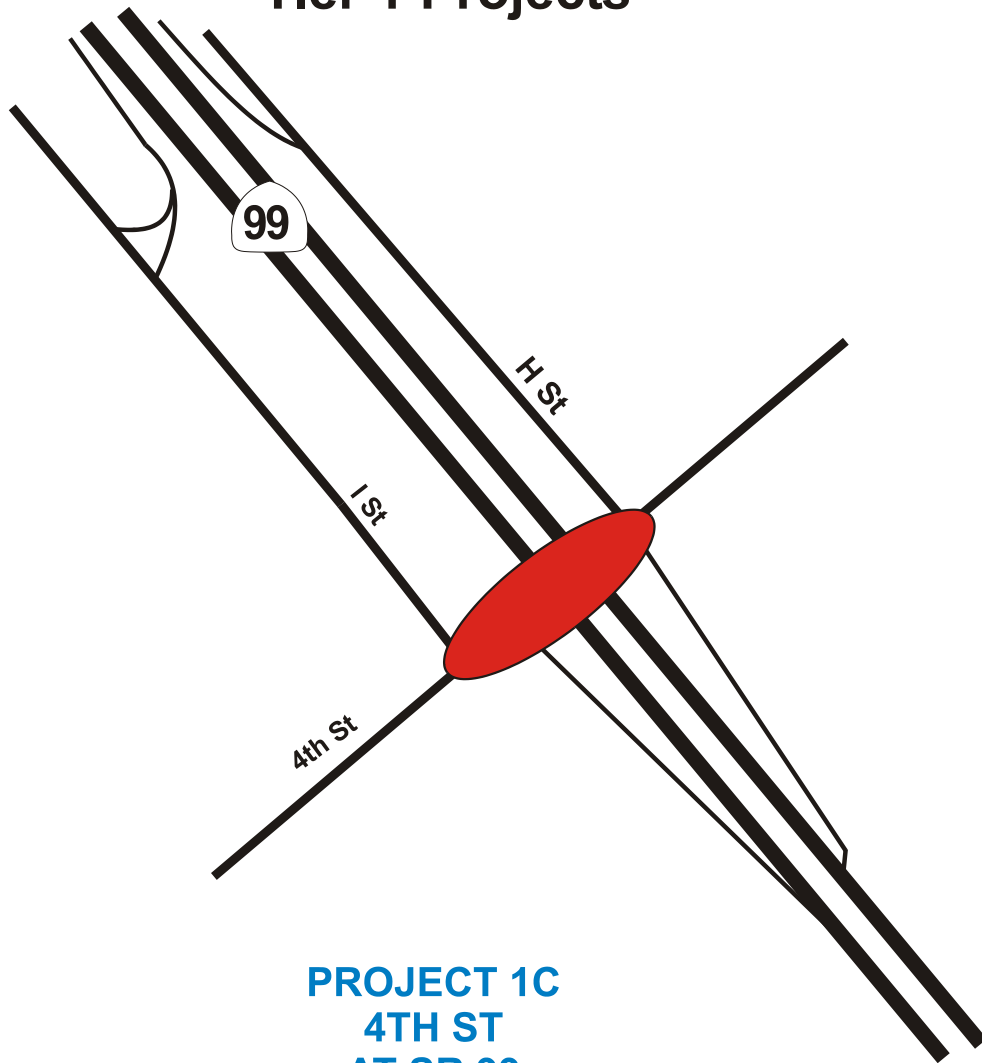


**PROJECT 1B**  
**SR 145**  
**AT SR 99**

 **Reconstruct/Widen Interchange**

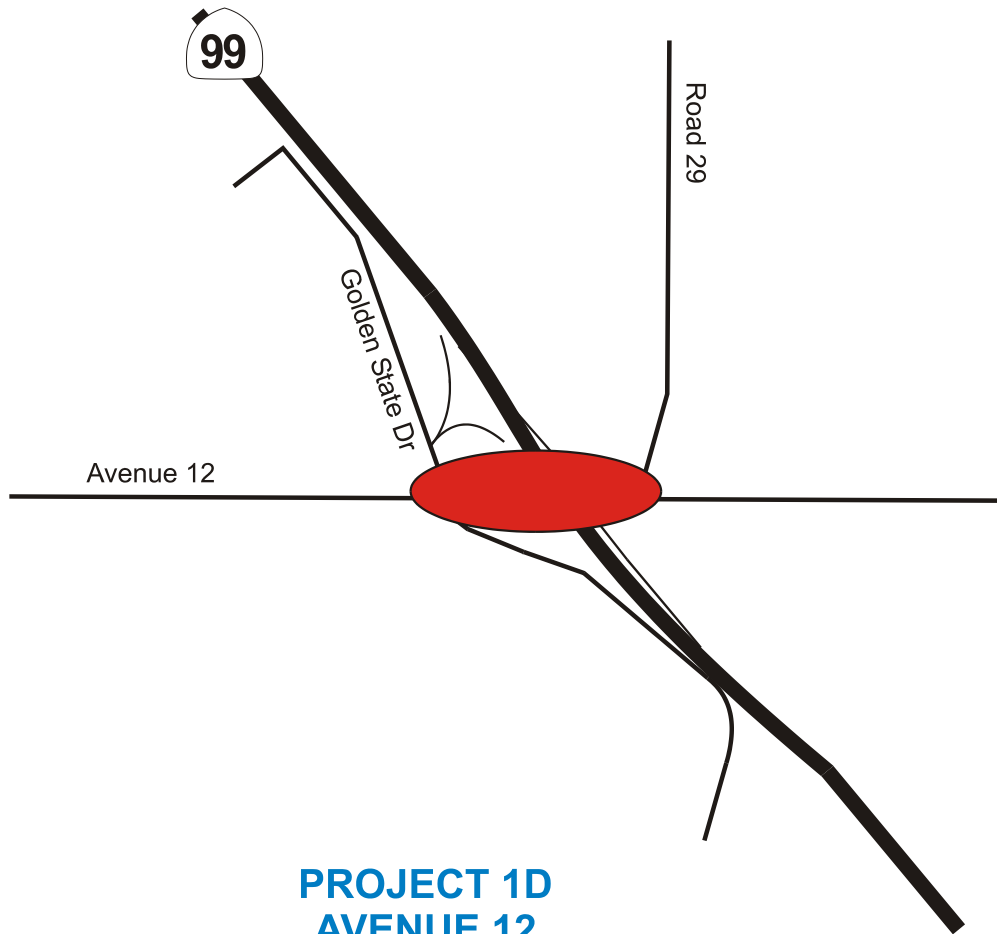


**FIGURE 3**  
**Measure T**  
**Regional Streets & Highways Subprogram**  
**Tier 1 Projects**



 **Reconstruct/Widen Interchange**

**FIGURE 4**  
**Measure T**  
**Regional Streets & Highways Subprogram**  
**Tier 1 Projects**

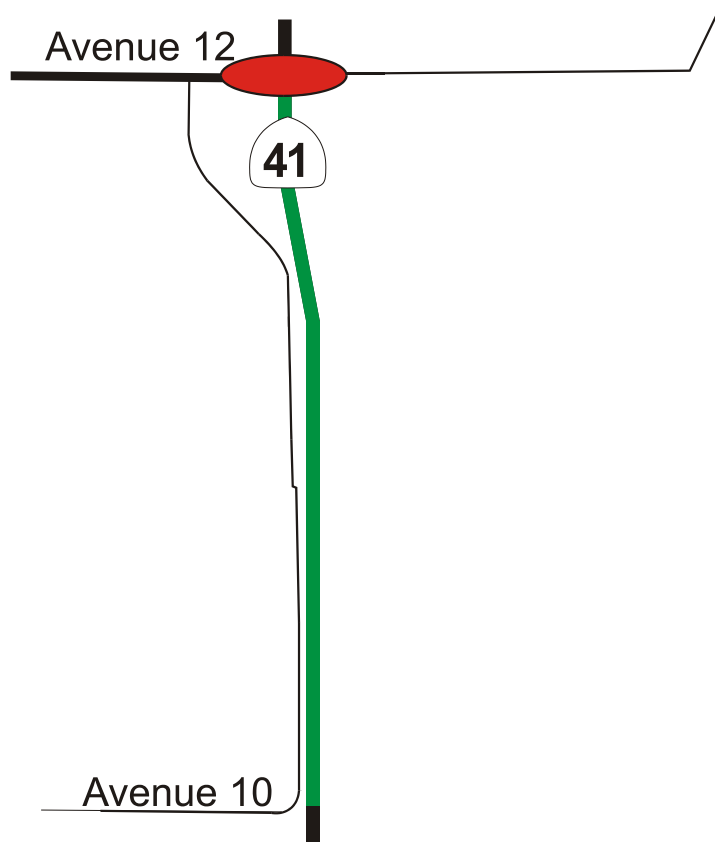


**PROJECT 1D**  
**AVENUE 12**  
**AT SR 99**



**Reconstruct/Widen Interchange**

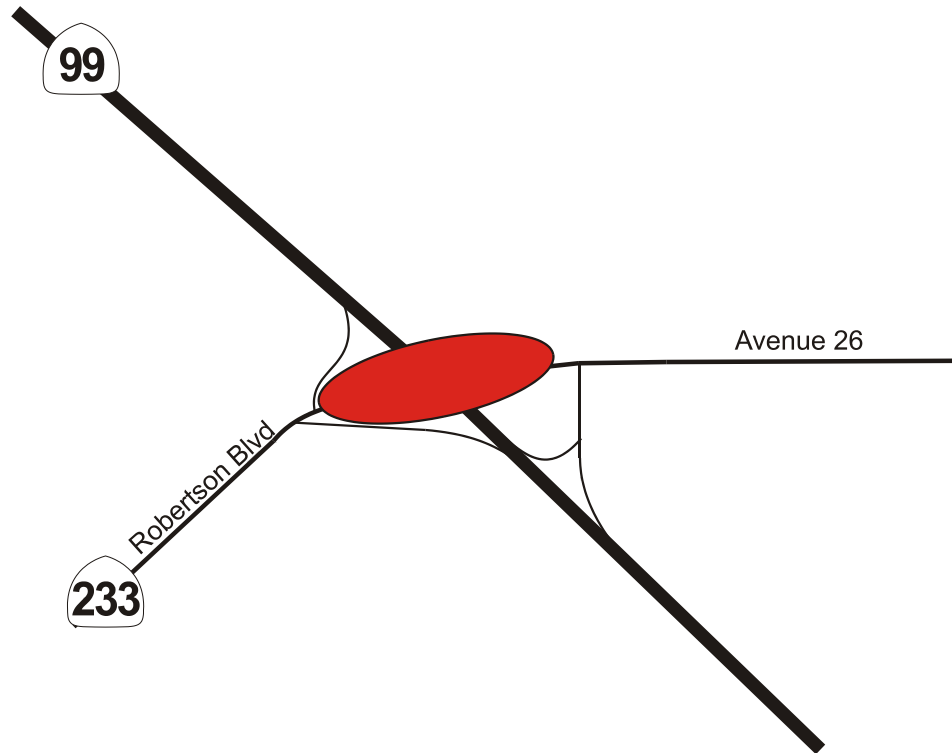
**FIGURE 5**  
**Measure T**  
**Regional Streets & Highways Subprogram**  
**Tier 1 Projects**



**PROJECT 1E**  
**SR 41**  
**AVENUE 10 TO AVENUE 12 WITH**  
**INTERCHANGE @ AVENUE 12**

-  **Build Interchange**
-  **Extend Freeway**

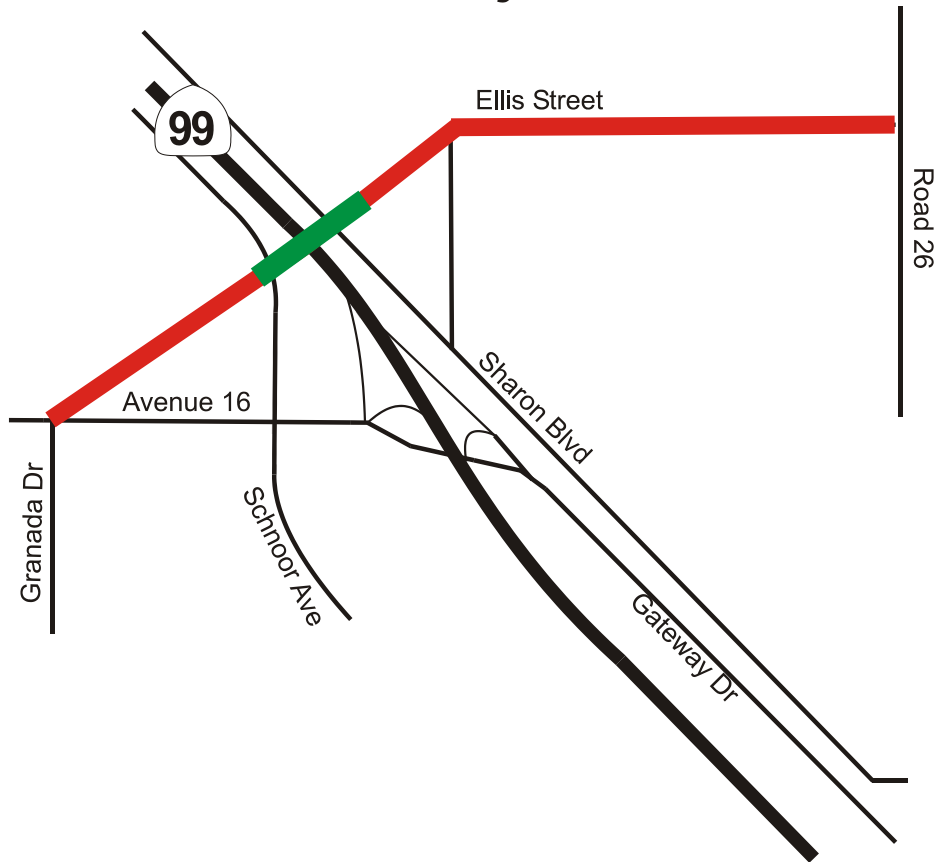
**FIGURE 6**  
**Measure T**  
**Regional Streets & Highways Subprogram**  
**Tier 1 Projects**



**PROJECT 1F**  
**SR 233**  
**AT SR 99**

 **Reconstruct/Widen Interchange**

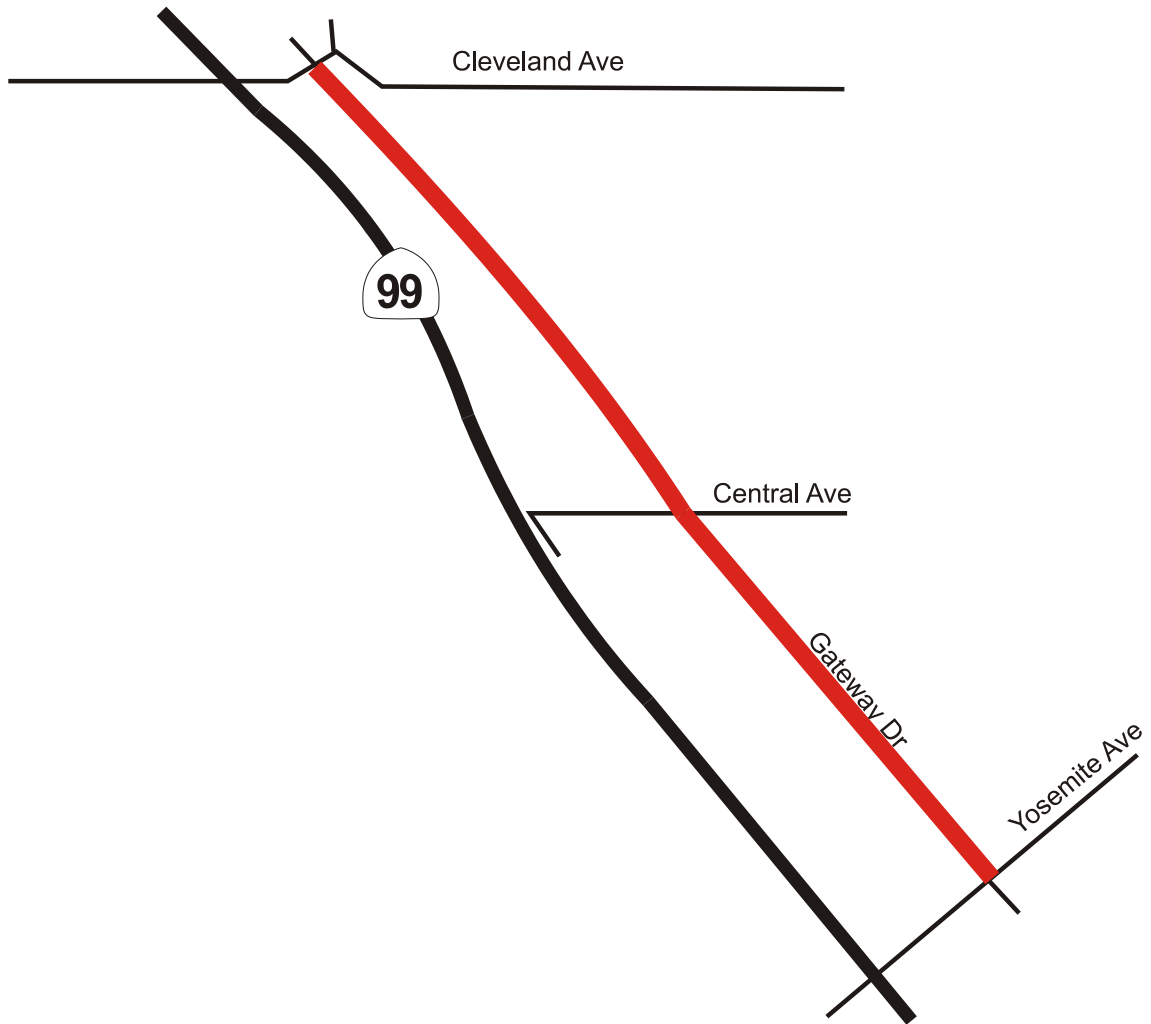
### FIGURE 7 Measure T Regional Streets & Highways Subprogram Tier 1 Projects



#### PROJECT 1G ELLIS ST/AVENUE 16 BETWEEN GRANADA AND ROAD 26 WITH NEW SR 99 OVERCROSSING

- Reconstruct/Extend Street
- Construct Overcrossing

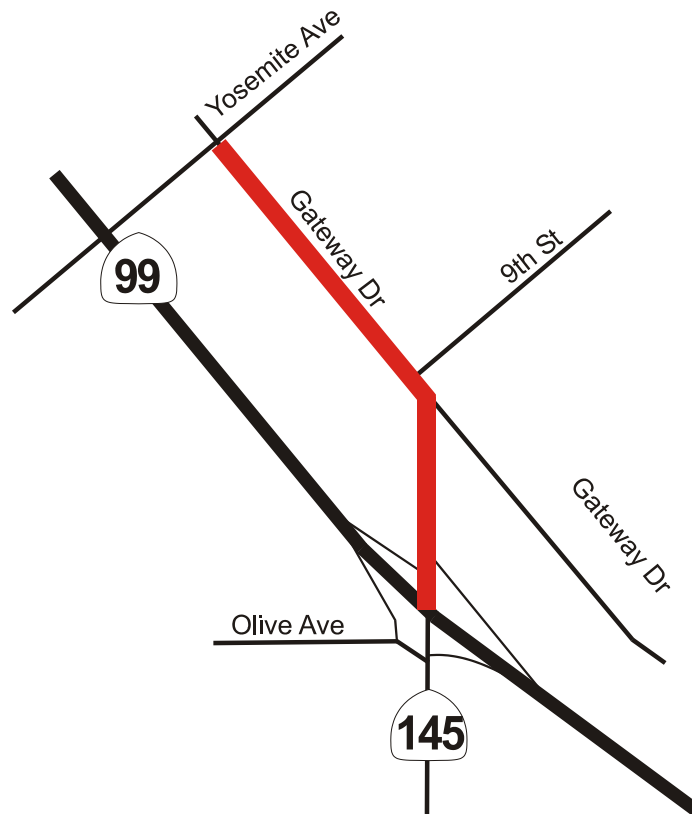
**FIGURE 8**  
**Measure T**  
**Regional Streets & Highways Subprogram**  
**Tier 1 Projects**



**PROJECT 1H**  
**GATEWAY AVENUE**  
**BETWEEN CLEVELAND AND YOSEMITE**

**■ Reconstruct/Widen From 2 to 4 Lanes**

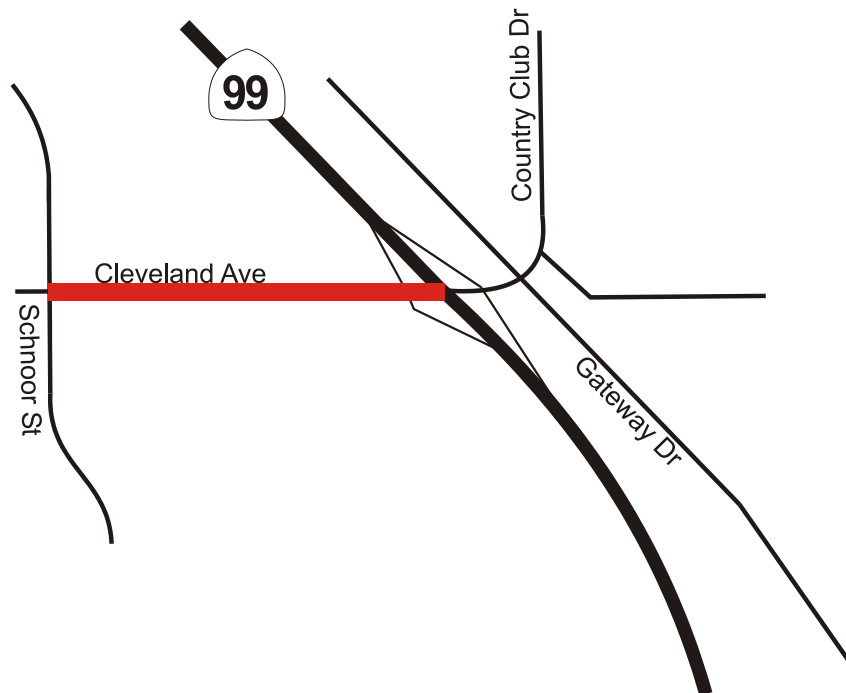
**FIGURE 9**  
**Measure T**  
**Regional Streets & Highways Subprogram**  
**Tier 1 Projects**



**PROJECT 11**  
**GATEWAY(SR 145)**  
**BETWEEN YOSEMITE AND SR 99**

**■ Reconstruct/Widen From 2 to 4 Lanes**

**FIGURE 10**  
**Measure T**  
**Regional Streets & Highways Subprogram**  
**Tier 1 Projects**

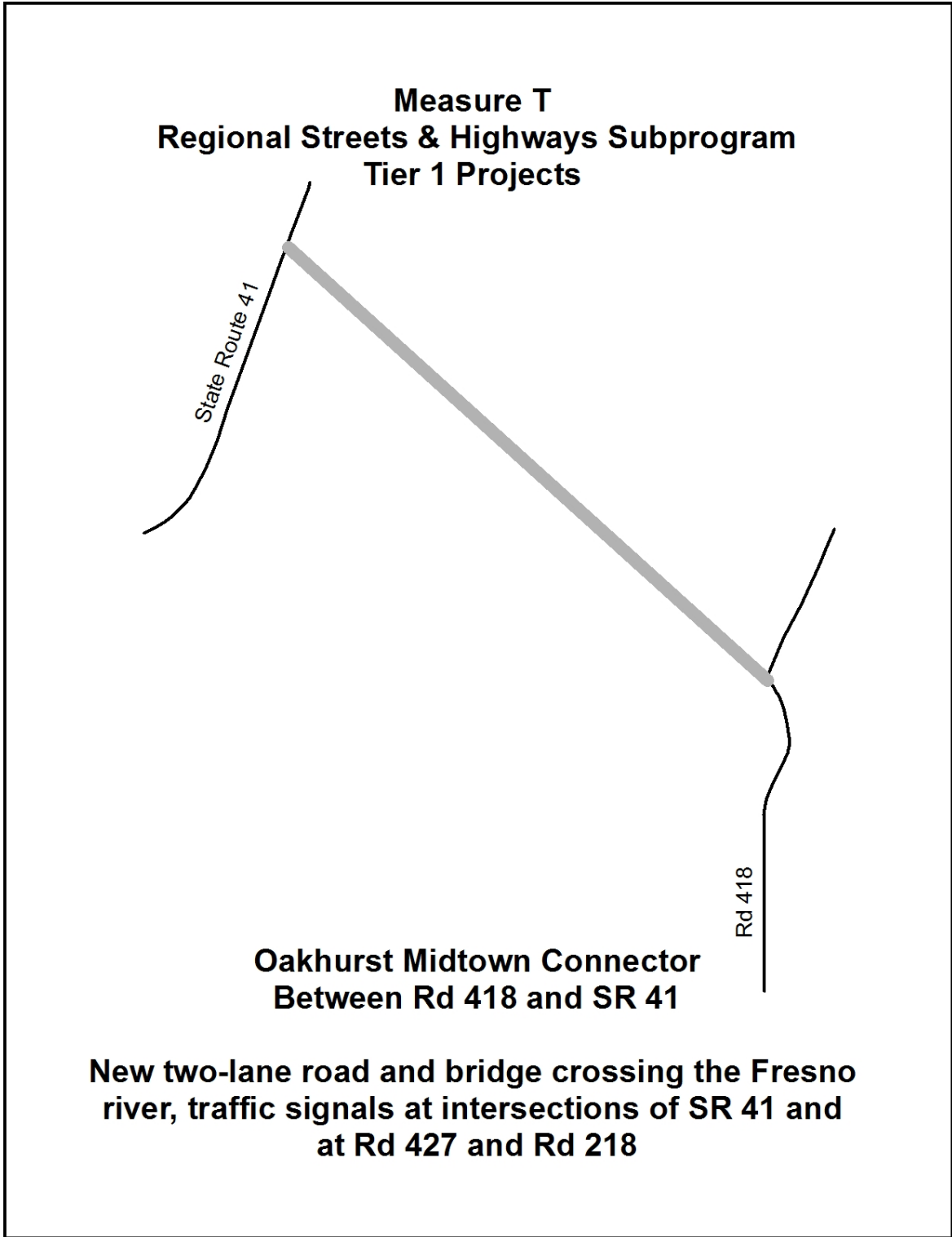


**PROJECT 1J**  
**CLEVELAND AVENUE**  
**BETWEEN SCHNOOR AND SR 99**

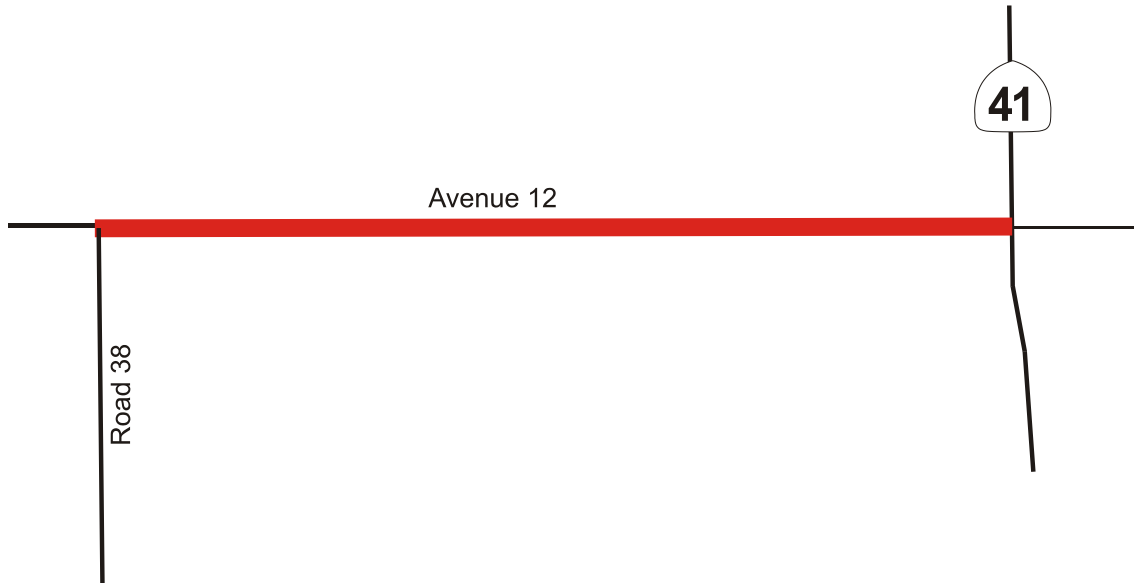
**■ Reconstruct/Widen From 4 to 6 Lanes**



Figure 11



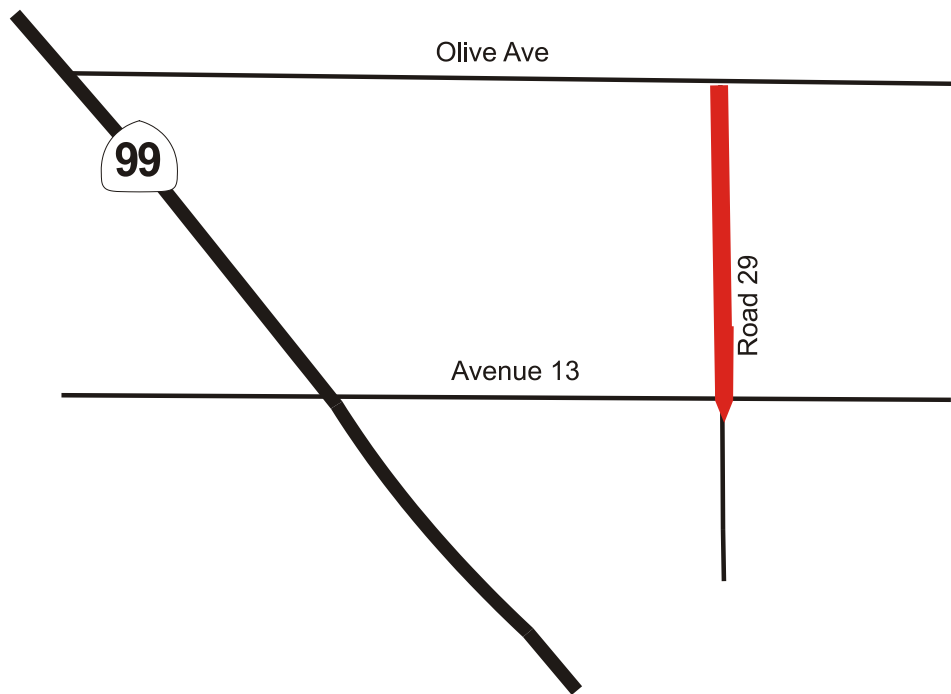
**FIGURE 12**  
**Measure T**  
**Regional Streets & Highways Subprogram**  
**Tier 1 Projects**



**PROJECT 1L**  
**AVENUE 12**  
**BETWEEN ROAD 38 TO SR 41**

**■ Widen From 2 to 4 Lanes**

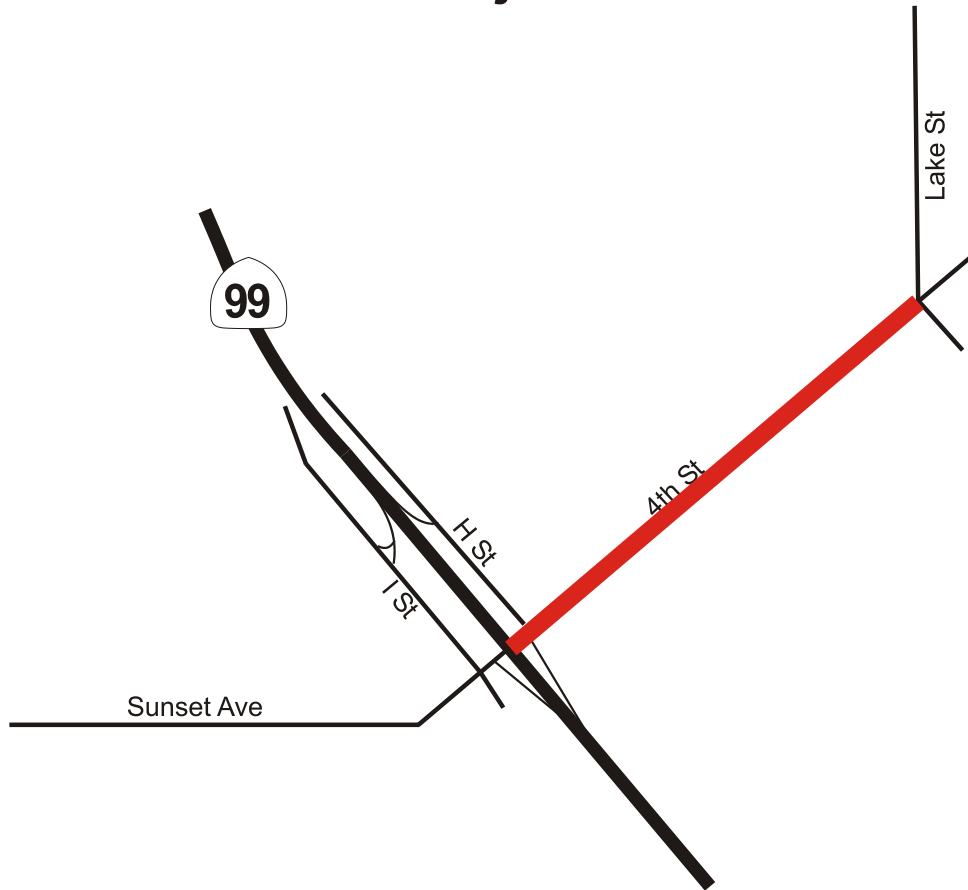
**FIGURE 13**  
**Measure T**  
**Regional Streets & Highways Subprogram**  
**Tier 1 Projects**



**PROJECT 1M**  
**ROAD 29**  
**BETWEEN OLIVE AVENUE AND AVENUE 13**

**■ Widen From 2 to 4 Lanes**

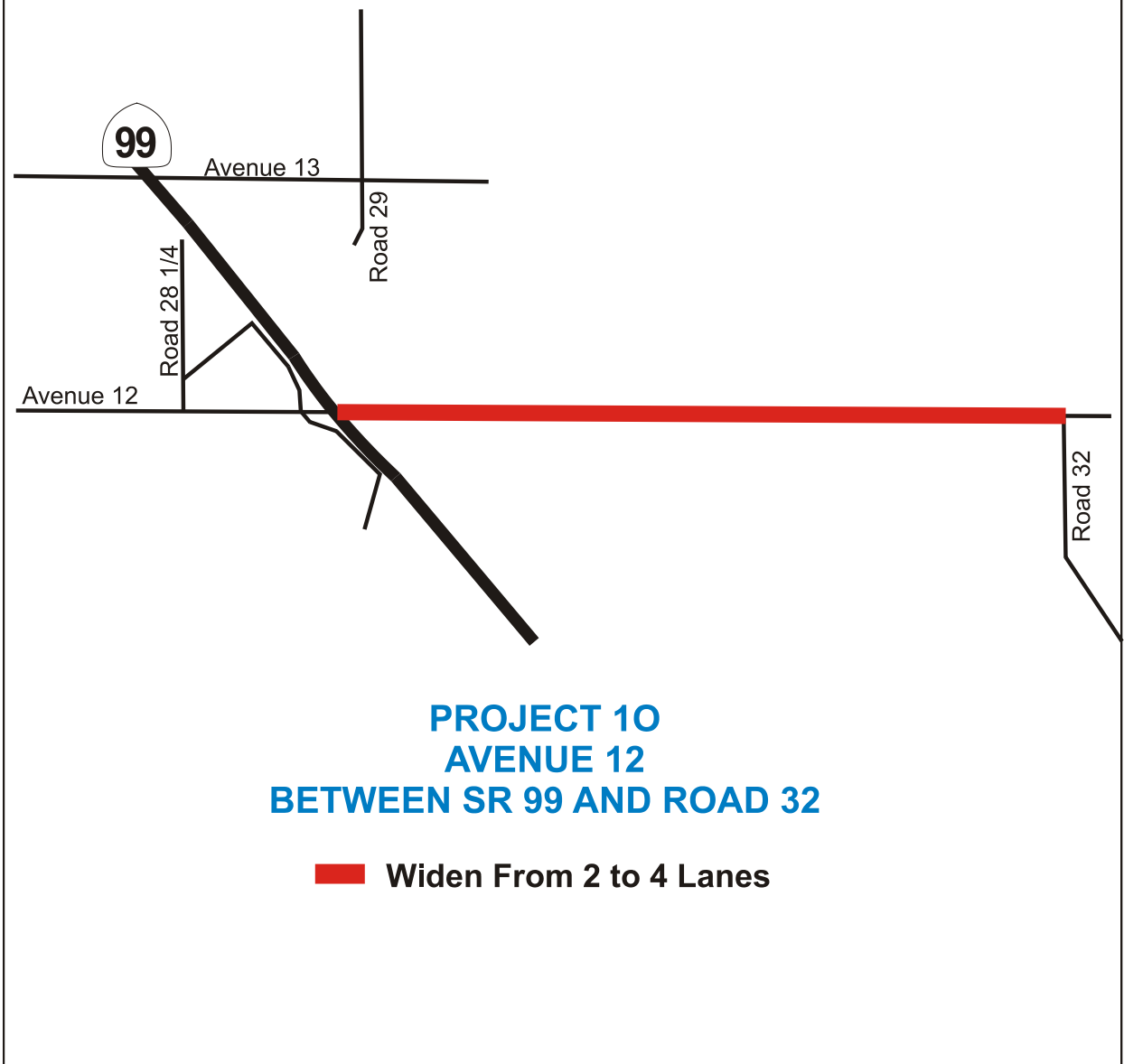
**FIGURE 14**  
**Measure T**  
**Regional Streets & Highways Subprogram**  
**Tier 1 Projects**



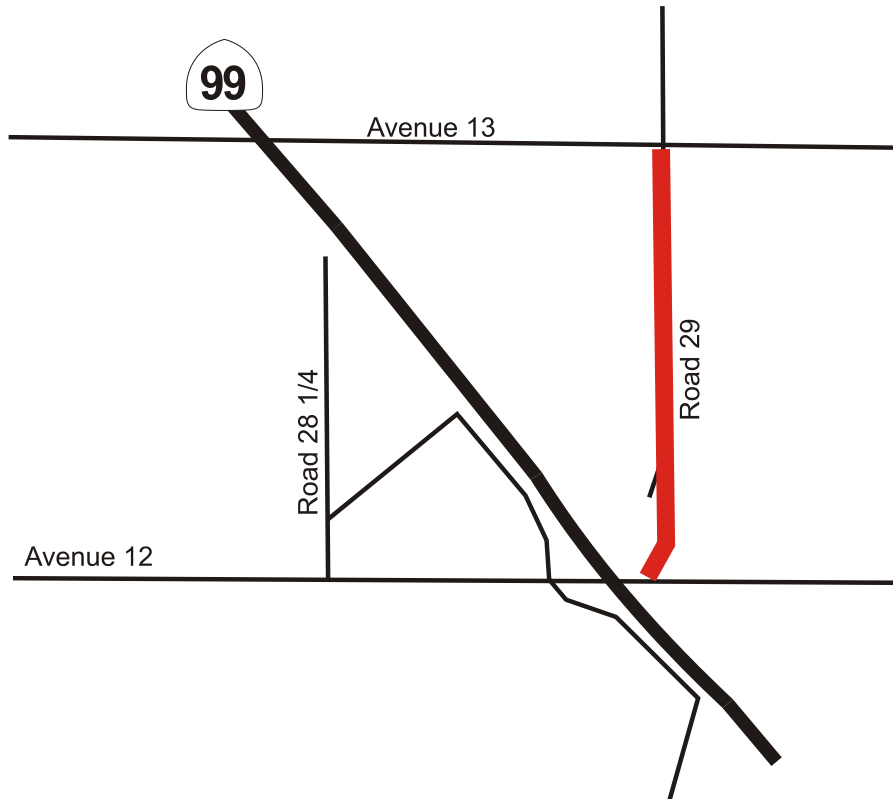
**PROJECT 1N**  
**4TH AVENUE**  
**BETWEEN SR 99 AND LAKE ST**

**■ Reconstruct/Widen From 2 to 4 Lanes with Railroad Crossing**

**FIGURE 15**  
**Measure T**  
**Regional Streets & Highways Subprogram**  
**Tier 1 Projects**



**FIGURE 16**  
**Measure T**  
**Regional Streets & Highways Subprogram**  
**Tier 1 Projects**



**PROJECT 1P**  
**ROAD 29**  
**BETWEEN AVENUE 12 AND AVENUE 13**

**■ Widen From 2 to 4 Lanes With Realignment**

**FIGURE 17**  
**Measure T**  
**Regional Streets & Highways Subprogram**  
**Tier 1 Projects**

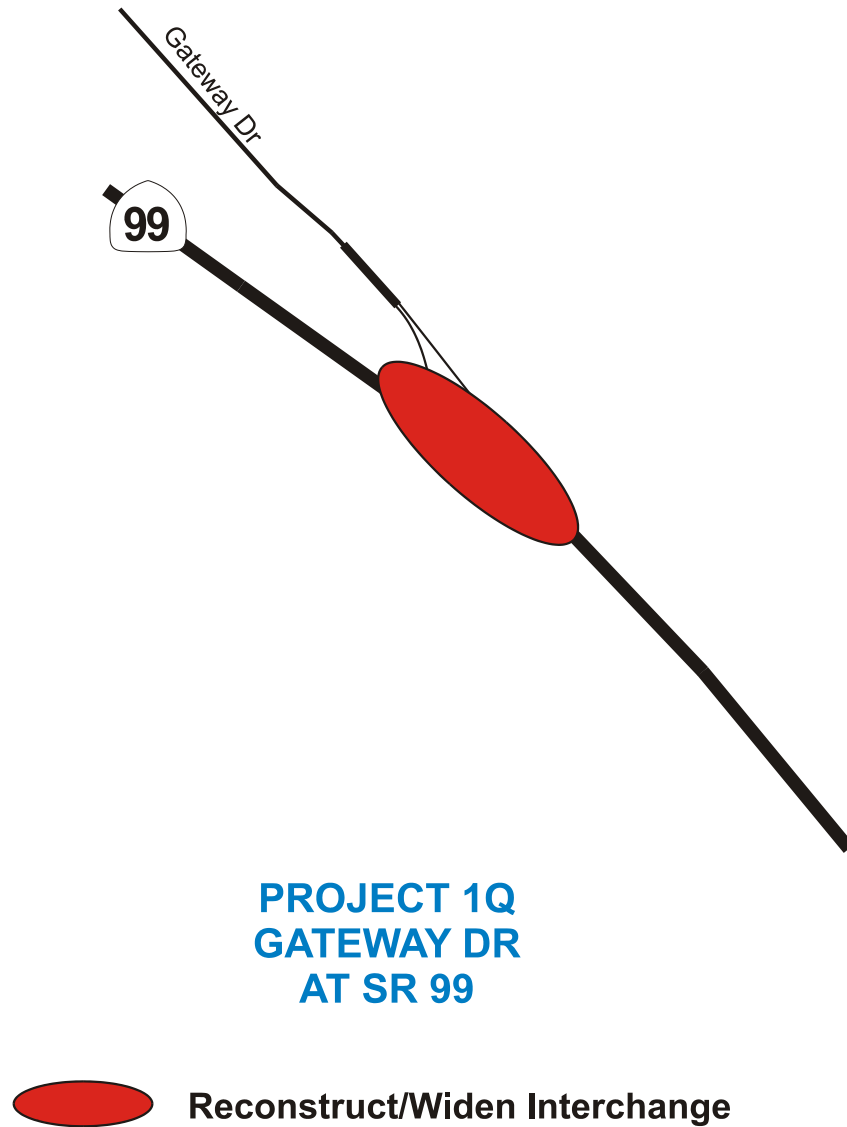
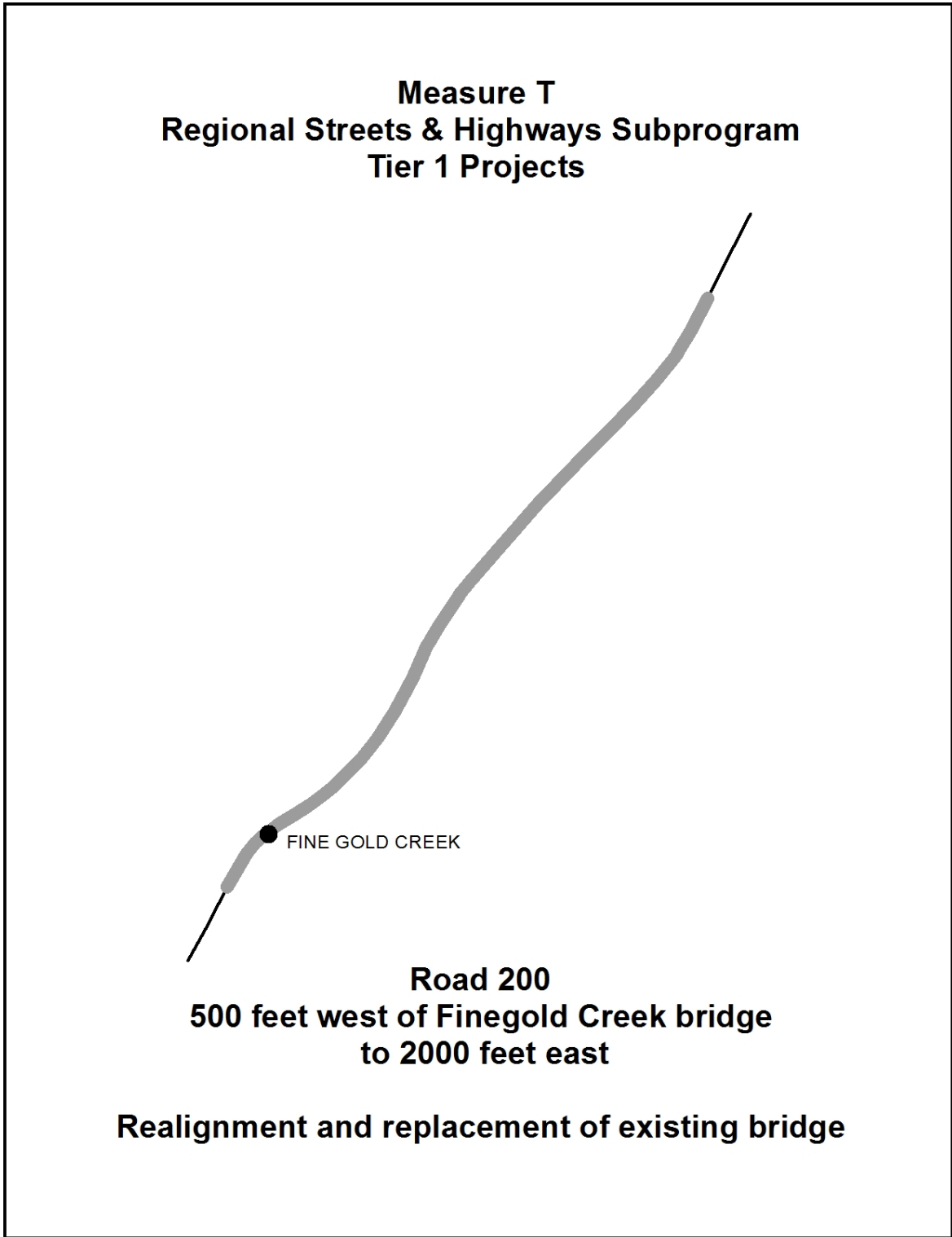


Figure 18







**STAFF REPORT**  
Board Special Meeting of October 20, 2021

**AGENDA ITEM:** 10-A

**PREPARED BY:** Patricia Taylor, Executive Director

---

**SUBJECT:**

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

**Enclosure:** Yes

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

**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.1, 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 NOVEMBER 1-30, 2021,  
PURSUANT TO BROWN ACT PROVISIONS**

Resolution No.: **21-1**  
**Amendment No. 1**

**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 20<sup>th</sup> day of October 2021 by the following vote:

Commissioner Jose Rodriguez	_____
Commissioner Tom Wheeler	_____
Commissioner Waseem Ahmed	_____
Commissioner Brett Frazier	_____
Commissioner Cecelia Gallegos	_____
Commissioner Robert Poythress	_____

\_\_\_\_\_  
Chairman, Madera County Transportation Commission

\_\_\_\_\_  
Executive Director, Madera County Transportation Commission



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 10-B

**PREPARED BY:** Troy McNeil, Deputy Director/Fiscal Supervisor

---

**SUBJECT:**

Measure T Local Agency Updates

**Enclosure:** Yes

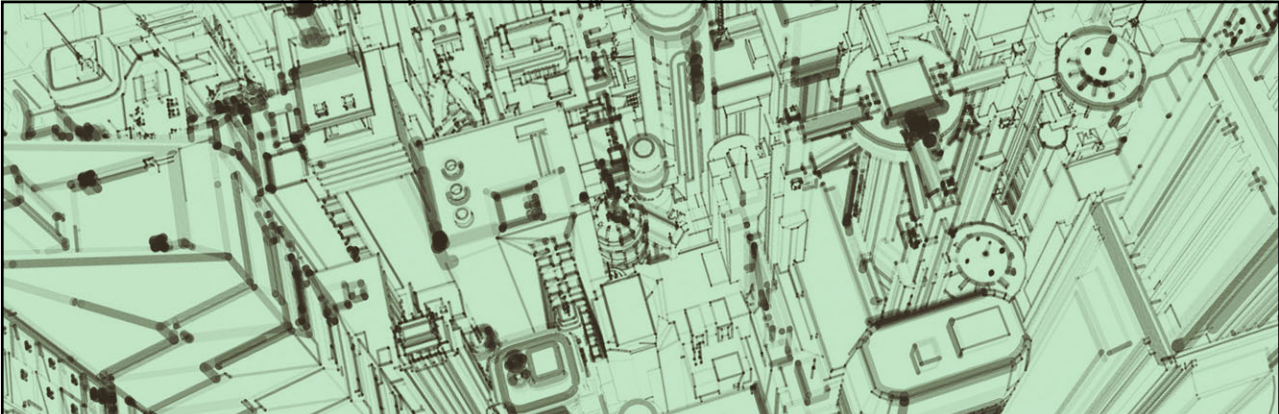
**Action:** Information and Discussion Only

**SUMMARY:**

Local agency staffs will provide a verbal presentation, including an update on local Measure T projects.

**FISCAL IMPACT:**

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



# City of Chowchilla

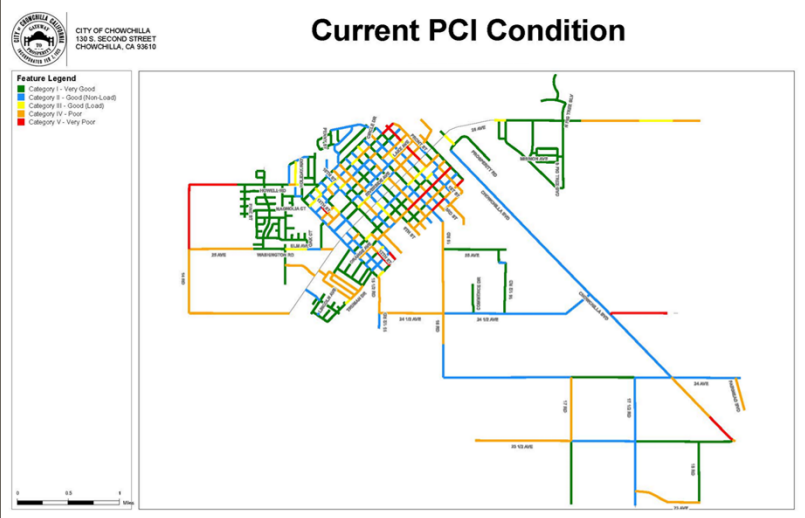
Citizen's Oversight Committee, September 8, 2021



1

## Chowchilla Streets Overview

- 62.9 miles
- Current PCI – 65, unchanged from 2020



2

JR1

# Chowchilla Measure T 2021-22 Allocations

MEASURE T CATEGORY	AMOUNT
Commute Corridors/Farm to Market (Regional)	
Rehab, Reconstruct, Maintenance Program	\$226,867
Safe Routes to School & Jobs (Local)	
Street Maintenance Program	\$117,971
Supplemental Street Maintenance Program	\$ 79,403
Flexible Program (Impounded by MCTC)	\$184,368
ADA Compliance	\$ 4,537
Transit Enhancement Program (Public)	\$ 16,610
ADA / Seniors / Paratransit	\$ 1,543
Environmental Enhancement Program	\$ 18,149
<b>Total</b>	<b>\$465,080</b> <small>Flexible Program Funds not included in total</small>

3

## Projects Completed in 2020-21

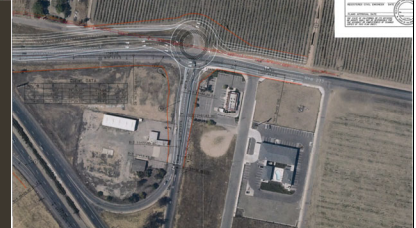
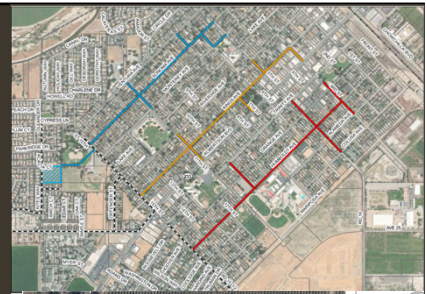
- Road 16 Reconstruction Project Completed to State Route 152 with Madera County
- Total project costs of approx. \$532,105
- Total Measure T used on this projects was \$232,105.
- Various Pothole repairs/patching



4

## Upcoming Projects 2021-22

- Humboldt Storm Drainage and Road Rehabilitation Design – Est. \$79,000 of Measure T allocated for total project. Design and environmental completed. Construction estimated for 2022.
- Design and Environmental reconstruction of Chowchilla Blvd. from Ave 24 to Ave 24 1/2 Construction estimated in Summer 2023.
- SR 99/233 Interchange Project (Roundabouts) - \$600,000 currently being used for completion of Environmental. Unknown construction date.
- Additionally, Measure T will continue to be used for general street maintenance and repair.



5

## Conclusion

- The City of Chowchilla will continue to use various fund combinations, Measure T, Gas Tax, CMAQ, LTF, etc. in order to address the City's transportation needs.
- Questions?



6



# Measure "T"

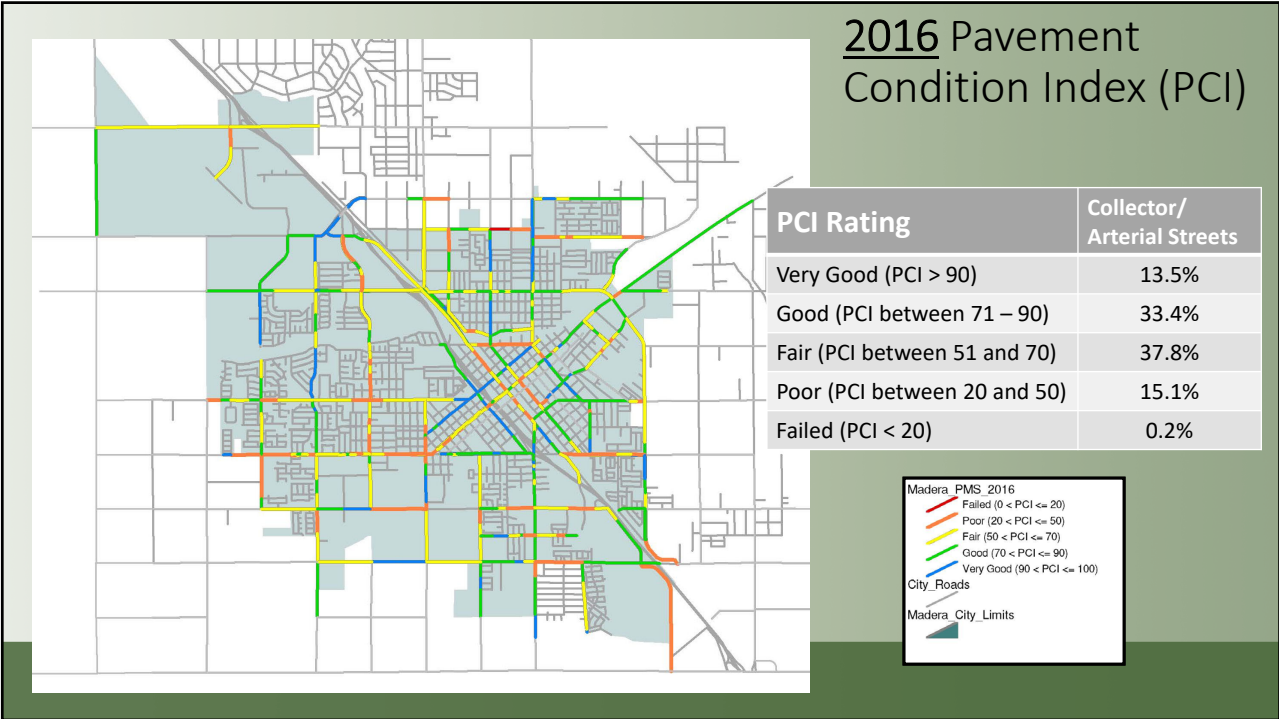
## Citizen Oversight Committee Meeting

### September 8, 2021

### Measure T Annual Work Program

The City of  
**MADERA**

1



2

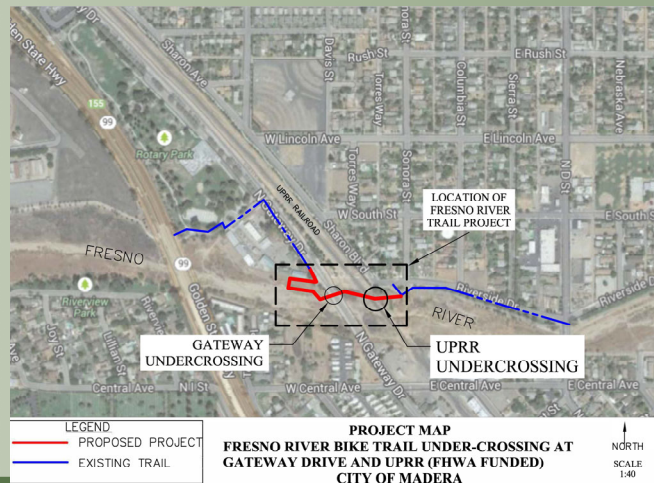
# Recent Projects Completed or Nearing Completion



3

## Fresno River Trail-Gateway Drive /UPRR Undercrossings, PK-0008

- **Measure T .....\$ 300,000**
- Measure A.....\$ 117,000
- CMAQ.....\$ 298,000
- ATP.....\$ 379,000
- Air District Grant ..\$ 50,000
- Local (LTF) funds ...\$100,000
- Complete April, 2021



4



5

## TS-00017 Granada Dr/Howard Rd Traffic Signal

- Measure T – RTP... **\$225,000**
- Impact Fees.....**\$375,000**
- Construction Complete  
September 2021

The City of  
**MADERA**

6

## TS-00019 Howard Rd/Westberry Traffic Signal

- Measure T – RTP... **\$150,000**
- CMAQ Grant.....\$400,000
- Impact Fees.....\$125,000
- Construction Complete September 2021.



7

## Safe Routes to School & Jobs

### 22.25% of the City's Measure T Funds

- Street Maintenance & Supplemental Street Maintenance Program (21.75%) ~ \$1.2 million  
 Included in Annual Budget for pothole patching , crack filling, various pavement seals and other street department maintenance
- ADA Compliance (0.5%)  
 Provides funding to enhance sidewalk project budgets to install curb access ramps and ADA compliance projects



8

# 2021-22 Work Plan

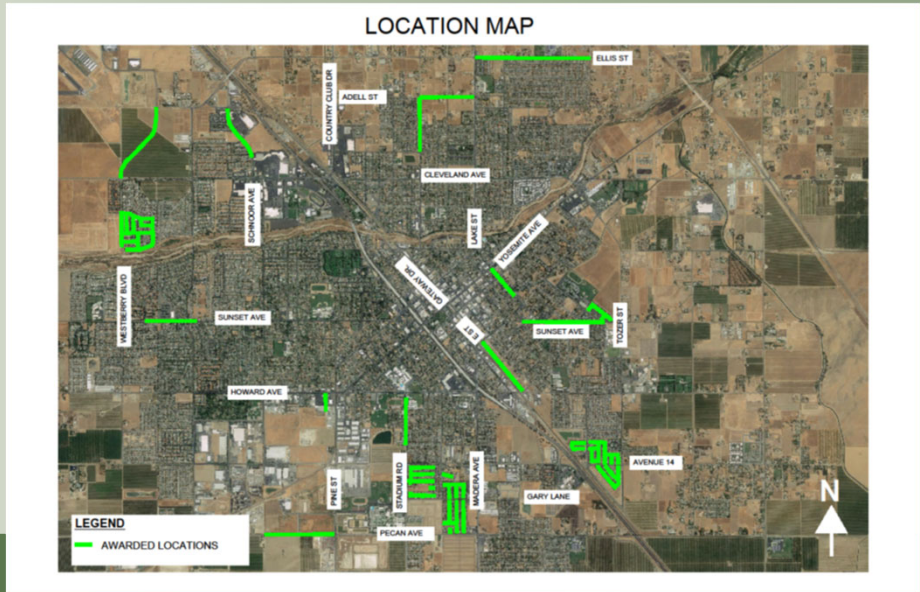
The City of  
**MADERA**

9

## 2020-21SB-1 Seals and Overlays, Project R-78

- Measure T... **\$300,000**
- RMRA Gas Tax Funds.....\$1,350,000
- Construction Starting September 2021
- Completion Expected November 2021

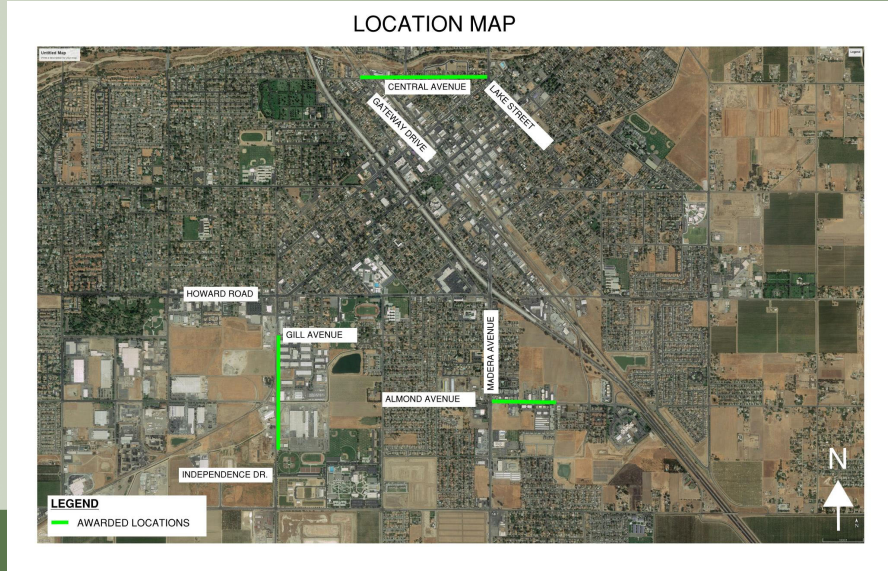
The City of  
**MADERA**



10

## 2020-21SB-1 City St. 3R & ADA Project, State Project No. SB1-LLPL 5157(120), Project R-71

- Measure T... **\$326,000**
- SB-1 LPP.....\$306,000
- Construction Started August 2021.
- Completion expected October 2021



11

## R-000010 Olive Ave Widening-Gateway to Knox

- Measure T – RTP **\$6,000,000**
- RSTP/LTF/DIF - \$4,000,000
- Widen street to four lanes for Arterial Street Standards, acquire right-of-way and construct sidewalks. Widen UPRR crossing at SW corner of Olive Avenue
- Design – 100%
- Demolition – 100%
- Dry Utilities – Under Construction
- Road Widening – Construction 2022



12

## Projects in Development Phase

- Almond Avenue Connection between Pine Street and Stadium Road
- Includes traffic study of Almond Avenue, Stadium Road and Pine Street Corridors

The City of  
**MADERA**

13

## Safe Routes to School & Jobs 22.25% of the City's Measure T Funds

- Street Maintenance & Supplemental Street Maintenance Program (21.75%) ~ \$1.2 million  
Included in Annual Budget for pothole patching , crack filling, various pavement seals and other street department maintenance
- ADA Compliance (0.5%)  
Provides funding to enhance sidewalk project budgets to install curb access ramps and ADA compliance projects

The City of  
**MADERA**

14

## Transit Enhancement 2% of the City's Measure T Funds

- Prior Allocation on New Transit Facility
- Current Allocations are Reserved for Future Projects/Enhancements



15

## Environmental Enhancement 2% of the City's Measure T Funds

- Alley Paving Various Locations (match CMAQ grant)
- Various Sidewalk Projects
  - Schnoor Sidewalks (match CMAQ grant)
  - Washington School (match CMAQ grant)
- Bicycle facilities (match programmed CMAQ grant)



16





17



18

# Measure T Projects Update

October 5, 2021



1

## Measure T (County Regional Projects):

- Road 23 Bridge Replacement
- Road 30 Improvements (north of Avenue 12)
- Avenue 26 Rehabilitation
- Road 200 Phase 3 Bridge
- Avenue 7 Rehabilitation (west of SR 99)

## Measure T (General Road Maintenance):

- Pothole patching, shouldering, drainage maintenance
- Supplement road maintenance funds

## Measure T (Road Maintenance Districts):

- Various treatments (overlays, seals, etc.)
- Matched with MD funds

2

## Road 23 Bridge at Dry Creek

- Full bridge replacement
- Approach roadway tie-ins
- Total Cost: \$3.1M
  - Federal Highway Bridge Program: \$2.7M (87%)
  - Measure T: \$400K (13%)
- **Opened to traffic April 2021**



## Road 30 Improvements (north of Avenue 12)

- Road rehabilitation including bike and pedestrian facilities
- Eliminated dirt shoulder being used for parking (air quality improvement)
- Total Cost: \$266K
  - Federal Congestion Mitigation Air Quality: \$142K (54%)
  - SB-1 Local Partnership Program (Formula): \$62K (23%)
  - Measure T: \$62K (23%)
- **Opened to traffic April 2021**



# Avenue 26/Road 29 Rehabilitation

- 16 miles of road rehabilitation
- Avenue 26 from Chowchilla City Limit to Road 29; Road 29 from Avenue 26 to Eastman Lake entrance
- Project Cost Estimate: \$24.8M
  - Federal Land Access Program (FLAP): \$22M (88.7%)
  - Measure T: \$2.8M (11.3%)
- **UPDATE (per FHWA Project Manager):**
  - Advertise for bids end of September 2021**
  - Award contract by Mid-November 2021**
  - Construction in Spring 2022**



# Road 200 Phase 3 Bridge

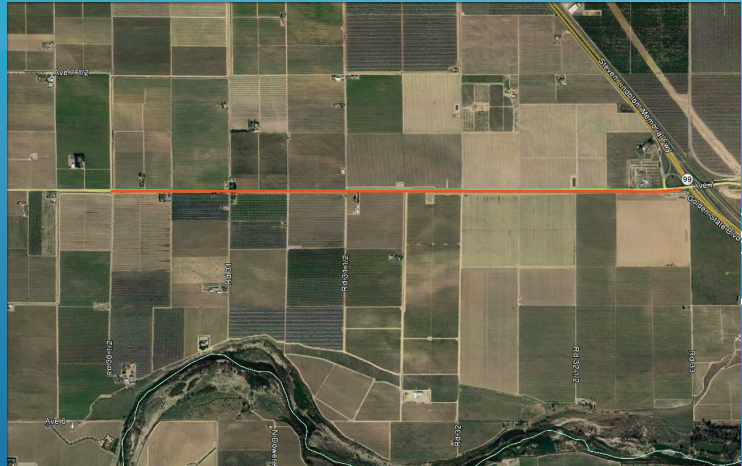
- Project design is complete
- Project permits are being extended
- Project cost estimate (updated): \$9.8M
- MCTC Regional \$'s programmed for 2023
- County has been banking local agency regional Measure T funds to supplement MCTC Regional \$'s for construction (currently \$4M banked)



# Avenue 7 Rehabilitation (west of SR 99)

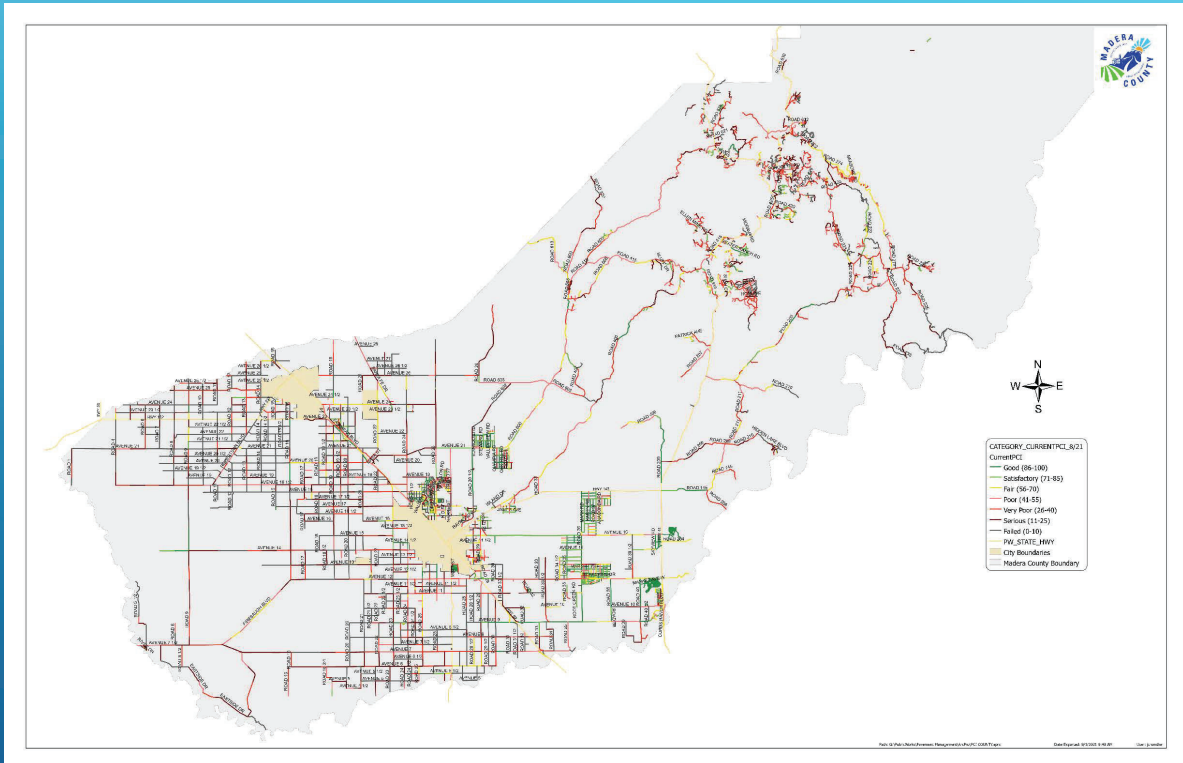
- 2 miles of road rehabilitation (SR 99 to Road 30-1/2)
- Full depth reclamation and wearing surface
- Project Cost Estimate: \$2.1M:
  - SB-1 Local Partnership Program: \$340K
  - Measure T: \$1.76M

• **In-design; anticipate construction in Spring 2022**  
(grouped with SB-1 projects for cost savings benefit)



# Pavement Management System

- Continual evaluation and update of database of all county road conditions (1,503 county-maintained miles)

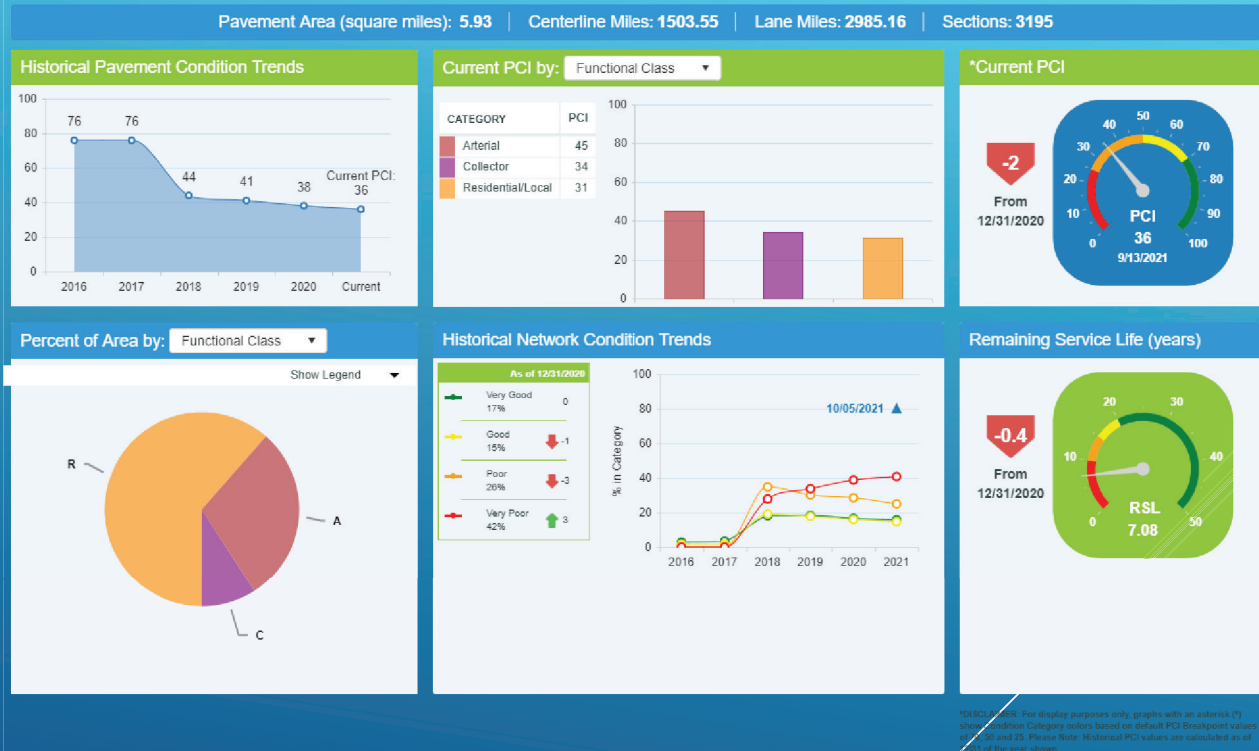


# Pavement Management System

Item 10-10-B.

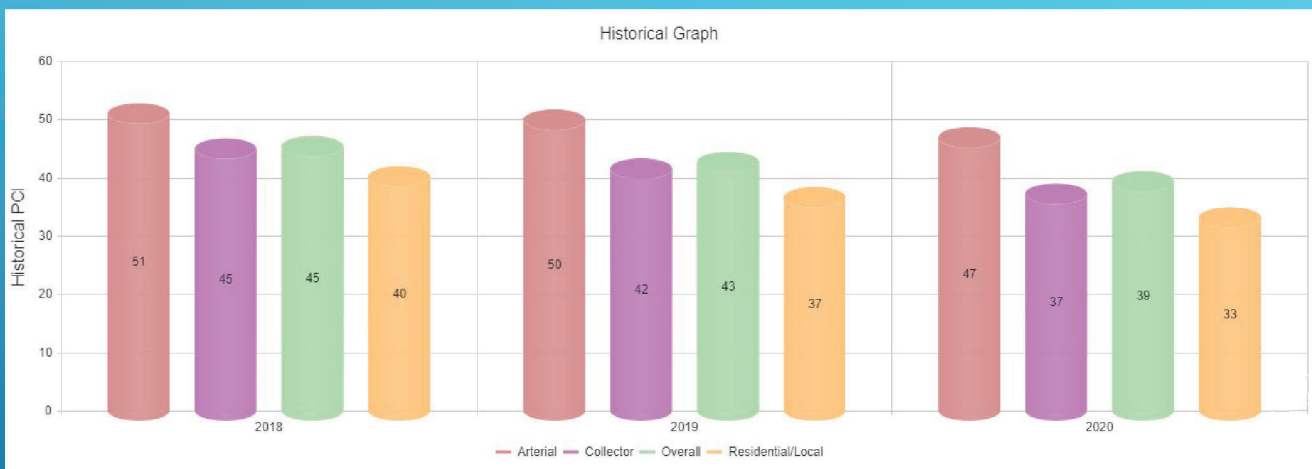
- Continual evaluation and update of database of all county road conditions (1,503 county-maintained miles)

## Executive Dashboard



9

# Pavement Management System



10

230



CONTACT PUBLIC WORKS  
(559) 675-7811

Questions?

## Measure T Snapshot



Received \$124,055,006 in sales tax revenue from April 2007 thru June 2021



FY 2020-21 receipts -  
\$12,872,191

Local Agencies  
received  
\$6,725,720



Have leveraged approximately \$226,273,000 so far  
**\$1.82/\$1 Measure T**

## Regional Program Update

- 99 Widening – Ave 12 to Ave 17  
(Basically complete. Ribbon Cutting – September 15, 10:00 AM)
- Oakhurst Midtown Connector  
(In construction. Expected to be complete by December 2021 )
- SR 233 Interchange – Operational improvements  
(Environmental phase should be completed by December 2021)





**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 10-C

**PREPARED BY:** Troy McNeil, Deputy Director/Fiscal Supervisor

---

**SUBJECT:**

Transaction Tax Management Services Consultant

**Enclosure:** No

**Action:** Direct staff to enter an agreement with HdL Companies to provide transaction tax management services

**SUMMARY:**

Recently, Commissioners have inquired regarding the use of a transaction tax management services consultant. The Authority does not currently have an agreement with a consultant for these types of services. Staff requested a proposal from HdL Companies that could provide these services. Their proposal indicated they could perform the following services:

- Transactions and Use Tax Audit Program – The following services would be performed by HdL audit team members under the direction of the Director of Audit Services: A thorough initial audit will be supplemented by ongoing reviews of quarterly distribution reports as new data is released. All countywide payments, including direct allocations, county pool distributions and deficiency assessments will be compared to the Commission’s transactions tax distributions to isolate all potential opportunities for revenue recovery.
- Transactions and Use Tax Management Program – The following services would be performed by HdL sales tax principals, production team and assisted by their IT department: Economic Analysis, Budget Projections and Monitoring, Management Support, and Reports, Transactions Tax Website and Training.

The cost for these services is as follows:

- Transactions and Use Tax Audit Program – All fees for the allocation and deficiency audit work are billed at 25% for any audit recovery for retroactive adjustments only. Quarterly invoices will detail on an account-by-account basis the amount of district tax recovered due to HdL’s audit efforts. Clients are not invoiced until/unless CDTFA has confirmed the specific allocation error identified and has processed the necessary corrections so that the revenue has been received.

- Transactions Tax Management Services for Measure T – Economic Analysis, Management Support, Reports, Transactions Tax Website, Budgets and Quarterly Meetings will be billed quarterly at a monthly rate of \$450\* to the Commission. All costs associated with this service are included in the monthly charge and they will not bill for any out of pocket or other miscellaneous fees. \*The monthly fee will increase annually by the percentage increase in the “CPI” for the preceding twelve-month period.

Additional Services: Should the Commission require additional services not covered in this proposal, those charges will be billed at the hourly rates below:

	Hourly Rate
<b>Principal</b>	\$325
<b>Programmer</b>	\$295
<b>Senior Analyst</b>	\$245
<b>Analyst</b>	\$195

If approved by the Policy Board, staff will enter into an agreement with HdL Companies to provide the indicated services until the end of the measure in 2027.

**FISCAL IMPACT:**

Fiscal impact of \$5,400 to the approved 2021-22 Overall Work Program and Budget.