

Overall Work Program Fiscal Year 2021/2022

July 1, 2021, to June 30, 2022

MONO COUNTY LOCAL TRANSPORTATION COMMISSION

Adopted: June 14, 2021

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Introduction

The Overall Work Program (OWP) defines the regional transportation planning process for the Mono County Local Transportation Commission (LTC). It establishes regional transportation planning objectives for Fiscal Years 2021/2022 covering the period of July 1, 2021, to June 30, 2022, and includes a corresponding budget to complete eligible activities as defined by the Regional Planning Handbook. This strategic management tool is organized by Work Elements that identify activities and products to be accomplished during the Fiscal Year. These activities include core regional transportation planning functions, mandated planning requirements, and other regional planning activities. Each activity listed in the OWP indicates who will do the work, the schedule for completing the work, the resulting product, the proposed funding, and a summary of total amounts and sources of State funding and matching funds. Funding for planning activities is made possible by the State of California Department of Transportation (Caltrans) and the Federal Highway Administration (FHWA). The majority of the funding is typically spent by Mono County and the Town of Mammoth Lakes. Figure 1.1 depicts the Mono County LTC boundary.

Geographical Overview

Mono County is a rural county located on the eastern side of the Sierra Nevada mountains. The county has an area of 3,103 square miles and a total population of 14,168 (2010 US Census). The county's one incorporated area, the Town of Mammoth Lakes (TOML), contains approximately 58% of the county population.

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

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

Organizational Overview

Every county in California is served by a regional transportation planning agency (RTPA), created by state law. RTPAs are known as local transportation commissions, county transportation commissions, councils of government, and associations of government. Counties with urbanized areas over 50,000 people also have

metropolitan planning organizations (MPO) to guide regional transportation planning. Both MPOs and RTPAs are required to develop an OWP and regional transportation plan (RTP). They also select projects identified in the Regional Transportation Improvement Programs (RTIP).

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

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

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

Table 1.1 Mono County LTC Policy Board

Commissioner	Governmental Body Represented
Ms. Ronda Duggan	Mono County
Ms. Jennifer Burrows	TOML / Planning & Economic Development Commission
Ms. Jennifer Kreitz (chair)	Mono County
Mr. John Peters	Mono County
Mr. Bill Sauser	TOML
Mr. John Wentworth (vice-chair)	TOML
Mr. Ryan Dermody*	Caltrans Dist. 9 Director or designee

*Non-Voting ex-officio member

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

Table 1.2 Mono County LTC Staff

Staff Member	Title and Agency
Wendy Sugimura	Community Development Director, Mono County
Gerry Le-Francois	LTC Co-Executive Director, Mono County
Haislip Hayes	LTC Co-Executive Director, TOML
Bentley Regehr	Planning Analyst, Mono County
Michael Draper	Planning Analyst, Mono County
Megan Mahaffey	Fiscal Specialist, Mono County
Becky Peratt	Secretary, Mono County
Chad Senior	Engineer, Mono County

Paul Roten	County Engineer, Mono County
Nate Greenberg	IT Director, Mono County
Tony Dublino	Public Works Director, Mono County
Grady Dutton	Engineer, TOML
Phil Moores	Director, ESTA

Responsibilities and Priorities

The majority of state designated RTPAs are described under California Government Code Section 29532 et seq.

An RTPA has the following core functions:

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

Organizational Procedures and Documents

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

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

- 2019 Regional Transportation Plan
- 2020 Regional Transportation Improvement Program (RTIP)
- Caltrans District 9 Wildlife Vehicle Collision Reduction Feasibility Study
- California Department of Fish and Wildlife (CDFW) Wildlife Crossing Study
- Past and Current MOU Projects
- US 395 Corridor Improvement Projects
- Electric Vehicle Policy
- Mono County Title VI
- Mono County LTC Handbook

Public Involvement

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

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

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

Native American participation includes contact with representatives of the two Tribal Governments; the Bridgeport Indian Colony and Utu Utu Gwaitu Paiute tribe of the Benton Reservation. Tribal governments also participate in the Mono County Collaborative Planning Team, which meets quarterly to collaborate on regional planning issues with state, federal and local agencies, such as Caltrans, BLM, USFS, the Town of Mammoth Lakes, and Mono County. Tribal representatives also occasionally participate at RPAC meetings. Staff continues to outreach on projects to both tribal governments on transportation issues and opportunities such as the Regional Transportation Plan, and the Regional Transportation Improvement Program.

Summary of FY 2020/21 accomplishments – in progress

The following are primary tasks that were undertaken during FY 2019/2020:

- TOML completed a VMT analysis and adopted VMT thresholds
- TOML completed a traffic model update
- Preliminary work on planning studies needs for the federal Highway Infrastructure Plan (HIP)
- Project Study Report review for potential 2022 RTIP projects
- Advancing the region’s MOU Projects with Inyo County LTC and Kern Council of Governments
- Continuation of Regional Asset Management Systems
- Air Quality Monitoring in Town of Mammoth Lakes
- Successful grant applications for an active transportation plan for the June Lake Loop (SR 158), ESTA Short Range Transit Plan and Coordinated Human Services Plan and development of vehicle miles traveled (VMT) standards, that includes an update to the countywide greenhouse gas emissions inventory.

Planning Emphasis Areas/FAST Act Planning Factors

The Federal Highway Administration (FHWA), in consultation with the Federal Transit Administration (FTA), developed Planning Emphasis Areas (PEAs) to promote policy, procedural, and technical topics that are to be considered by MPOs and RTPAs in preparation of work plans. In addition to PEAs, the FAST Act expanded the scope of factors to consider in the transportation planning process.

Planning Emphasis Areas

The three PEAs are described below:

- MAP-21/FAST Act Implementation- *Transition to performance-based planning and programming*. The development and implementation of performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

- Models of Regional Planning Cooperation- *Ensure a regional approach to transportation planning by promoting cooperation and coordination across agencies.* To improve effective of transportation decision-making, a coordinated approach should support common goals and capitalize on opportunities related to project delivery, congestion management, safety, freight, livability, and commerce across regions.
- Ladders of Opportunity- *Access to essential services.* Agencies that are a part of the transportation planning process should identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, schools/education, and recreation. Suggested OWP tasks include developing and implementing analytical methods to identify these gaps.

FAST Act Planning Factors

The FAST Act carried forward and expands the performance-based transportation planning framework established under MAP-21. Transportation legislation lists ten factors that must be considered as part of the transportation planning process for all MPOs and RTPAs. The ten factors are addressed in the OWP, where applicable, include:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase accessibility and mobility of people and freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight.
7. Emphasize the preservation of the existing transportation system.
8. Promote efficient system management and operation.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

Federal Planning Emphasis Areas/FAST Act Planning Considerations and OWP Tasks

Table 3.1 outlines FY 2021/22 OWP Work Elements that address and support each Planning Emphasis Area and FAST Act Planning Consideration. As illustrated below, all PEAs and FAST Act Planning Considerations are integrated into Mono County LTC's FY 2021/22 work program.

3.1 FY 2021/22 OWP Work Elements and Planning Emphasis Areas/Planning Considerations

		Work Elements
PEAs	MAP-21/Fast Act Implementation	200.1, 700.1
	Models of Regional Planning Cooperation	100.1, 200.1, 200.2, 200.3, 800.1, 900.3, 900.5, 900.8
	Ladders of Opportunity	100.1, 100.3
FAST Act Planning Factors	Economic Vitality	200.1, 200.2, 200.3, 900.3 & .4, 900.7
	Safety of Transportation Systems	200.2, 700.1, 700.2, 900.8
	Security of Transportation Systems	100.3, 200.1, 200.2, 200.3
	Accessibility and Mobility	200.1, 200.2, 200.3, 700.1, 800.2, 900.3 & .4, 900.6
	Environment, Conservation, and Quality of Life	200.2, 200.2, 300.1, 700.1, 800.1, 900.6
	Connectivity of Modes	200.1, 200.3, 700.1, 800.1 & .2, 900.6
	Efficient Management and Operations	100.3, 200.2, 700.1, 900.3 & .4
	Preservation of Systems	200.1, 700.1, 900.3, .4, & .8
	Reliability of Systems	200.1, 700.1, 700.2, 900.3, .4, & .8
	Enhance Travel and Tourism	200.1, 700.1, 700.2, 800.2, 900.6

FY 2021/22 OWP

LTC's planning activities are divided into 19 Work Elements. Funding sources for LTC planning activities include a combination of RPA and PPM dollars. Table 4.1 lists the Work Elements and the total estimated cost for each. The following pages contain a detailed description of each of the work elements for the OWP, including work tasks, work products, estimated benchmarks, and estimated costs. A detailed summary table containing estimated cost and funding sources for all work elements is still in development. A few of the Work Elements, such as 200.3, will change once complete details of tasks, future projects, and funding requests are identified. One Work Element, 900.8 is a multi-year work element. Staff will finalize the list of projects for the 2021/22 FY but will include other possible task in case funding is available to advance certain tasks before 2022/23 FY.

4.1 Total Budgeted Amount by Work Element

Work Element	Description	RPA Amount	PPM Amount	RMRA	FTA 5304	SB-2 Grant	Mono Co
100.1	Agency Administration and Management	10,000					
100.2	Overall Work Program Development & Admin	7,000					
100.3	Training and Professional Development	2,000					
200.1	Regional Transportation Plan	3,000					
200.2	RTP Implementation and Monitoring	3,000					
200.3	Multi Modal Planning RPA	74,500					
300	VMT Implementation						
300.1	VMT and Implementation	25,000				30,000	
400	Grants						
400.1	June Lake ATP	10,000		145,089			8,798
400.2	Short Range Transit Plan	10,000			113,372		11,628
500	<i>Reserved for future needs</i>						
600	<i>Reserved for future needs</i>						
700.1	Regional Transportation Improvement Program	3,000					
700.2	Project Development and Project Study Reports		60,000				
800.1	Regional Transportation Planning	3,000					
800.2	Regional Transit Planning and Coordination	5,000					
900.1	Planning, Monitoring and Traffic Management	8,000					
900.2	Regional Data Collection Equipment	10,000					
900.3	Regional Asset Management - RPA	15,000					
900.4	Regional Asset Management - PPM		25,000				
900.5	Air Quality Monitoring	500					
900.6	Trails Planning	6,000					
900.7	Community Traffic Calming / Complete Streets / Design	5,000					
900.8	Mono County Public Works Projects	30,000					
		Min RPA \$230,000					
	Total	\$TBD	\$TBD	\$TBD	\$TBD		\$TBD
	Final Budget	\$TBD	\$85,000	\$TBD	\$TBD		\$TBD
	Reserve RPA/PPM	\$TBD	\$TBD				

Invoicing / Reimbursement

The OWP is a reimbursement-based program on eligible activities contained in the adopted program. The two main funding sources are Rural Planning Assistance (RPA) and Planning Programming and Monitoring (PPM) funds. Request for reimbursement is outlined below:

All costs need to be submitted to LTC staff from Mono County by the 15th of the month following the quarter end. Late submittals will not be included.

Q1 = July 1 – Sept 30: Billing must be submitted by October 15

Q2 = October 1 – December 31: Billing must be submitted by January 15

Q3 = January 1 -March 31: Billing must be submitted by April 15

Q4 = April 1 – June 30: Billing must be submitted by July 15

Full requirements for billing submittals are provided in appendix A.

Work Elements to be deleted from 2020/21 OWP:

- WE 200.4 Multi Modal Planning PPM funded

COVID -19

Task and projects in this OWP may be delayed at times during the COVID-19 pandemic for other higher priority needs. In Fiscal Year 2019/20, LTC had a significant RPA carryover into Fiscal Year 2020/21. Unspent RPA funds from Fiscal Year 2020/21 will carry over into this year's program. If there are instances where tasks or projects will be delayed, staff will prioritize end products to meet the needs of Mono County and Town of Mammoth Lakes.

Work Element 100—Agency Administration and Management

The tasks in this work element cover activities related to the overall administration of LTC's transportation planning program. All tasks are annual or ongoing activities undertaken to maintain compliance with regulations, organize and manage activities, and staff training.

100.1 General Administration and Management

Purpose: This task includes general administrative functions related to transportation planning and implementation of the Regional Transportation Plan goals and policies. This may include preparation of Commission agendas, reports, public noticing, and other administrative functions of the Commission.

Previous Work:

This work element provides ongoing transportation-focused administrative duties. Work includes agendas, reports, public notices, and general coordination for the transportation planning activities of staff and the commission.

Task Elements:

- Preparation of required reports and memoranda supporting the activities of the LTC.
- Management and administration of budgets and agreements.
- LTC support, such as providing staff reports, researching LTC/RTPA issues for Commissioners, preparation of board/public meeting materials, and attendance at LTC regular and special meetings.

Expected Products:

- Monthly agenda meeting materials for LTC Commission meetings and other public hearings, as needed.
- Miscellaneous reports, analyses, correspondence, task summaries and memoranda, and funding management and invoicing for LTC, as needed.

Estimated Benchmarks: Ongoing for the complete fiscal year

Estimated Completion Date: June 2022

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$5,000	\$5,000	\$10,000

100.2 Overall Work Program Development and Administration

Purpose: This task includes administration of FY 2021/22 OWP and development of the FY 2021/22 OWP by County staff in cooperation with other local, state, or federal agencies. This task also includes OWP amendments, as needed.

Previous Work: This WE include reporting on amendments to the current FY 2019/20 OWP.

Task Elements:

- Administration of the FY 2021/22 OWP.
- Quarterly reporting of current year OWP progress and billing.
- Implementation of the OWP including amendments.
- Development and preparation of the FY 2022/23 OWP.

Expected Products:

- FY 2021/22 OWP quarterly reports.
- Amendments to the OWP, as needed.
- An adopted FY 2021/22 OWP
- Prior FY 2019/20 deliverables
- FY 2022/23 OWP

Estimated Benchmarks: Ongoing for the complete fiscal year

Estimated Completion Date: June 2022

Funding:

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

100.3 Training and Professional Development

Purpose: This task includes training and professional development opportunities related to transportation planning for staff. Staff must be up to date on current federal, state, and local regulations and policies that relate to and affect transportation. Training may include topics related to SB 1, SB 743, Transportation Development Act (TDA), Manual on Uniform Traffic Control Devices (MUCTD) requirements, Local Assistance, Federal Highway Administration (FHWA), Caltrans, complete streets design and best practices, and others.

Previous Work: Attendance in various webinars such as SB 1, and SB 743 implementation for rural agencies.

Task Elements:

- Attendance by staff for necessary workshops, conferences, webinars, and/or other transportation planning events.

Expected Products:

- Training documentation and attendance.

Estimated Benchmarks: Ongoing for the complete fiscal year

Estimated Completion Date: June 2022

Funding:

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

Work Element 200—Regional Transportation Series

The tasks of this Work Element are to maintain, monitor, and amend as needed the Regional Transportation Plan (RTP). This task is performed cooperatively by Mono County and Town of Mammoth Lakes staff. The series includes RTP development, monitoring, and multi-modal planning efforts.

200.1 Regional Transportation Plan

Purpose: The objective of the RTP is to maintain an up-to-date transportation plan that furthers the goals, policies, actions, and assessment of current modes on a regional and local basis. This element also coordinates other agency documents that are transportation-related (such as the TOML and Mono County Housing Elements).

Previous Work: Update and adoption of the 2019 Regional Transportation Plan and CEQA adoption documentation.

Task Elements:

- Evaluate and revise transportation policies as needed. This includes identification of future transportation needs/improvements.
- Implement RTP policies and programs for Housing Element and General Plan consistency
- Continue public engagement and outreach to community groups on transportation-related topics.
- Review state and federal agency planning documents for consistency with 2019 RTP.
- Review capital improvement programs from TOML and County for consistency with 2019 RTP.

Expected Products:

- Reports on and agendas from meetings with Regional Planning Advisory Committees (RPACs) and/or other stakeholders on transportation-related issues
- Housing and General Plan amendments
- Identification of future community needs and opportunities for RTP implementation
- Determine RTP amendments as necessary to comply with Regional Transportation Guidelines
- Incorporate the 2022 RTIP
- Incorporate any necessary County and TOML planning documents

Estimated Benchmarks: Ongoing for the complete fiscal year

Estimated Completion Date: June 2022

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$1,000	\$2,000	\$3,000

200.2 Regional Transportation Plan Monitoring

Purpose: Regional transportation is a changing environment that must be monitored to remain up to date on legislation, funding opportunities, and current planning efforts. The purpose of this Work Element is for Mono County and TOML to stay current on legislation and statutory requirements to maintain an adequate RTP.

Previous Work: This work element has been separated out to highlight legislation tracking and planning document review to ensure consistency in all planning efforts with the adopted Regional Transportation Plan. Past and current examples include Proposition 6 (effort to repeal SB 1); SB 152 (changes to Active Transportation Program formulas); SB 743 (VMT implementation); and Coronavirus Aid, Relief and Economic Security Act (CARES).

Task Elements:

- Track transportation state and federal legislation
- Track new funding opportunities
- Review California Transportation Commission (CTC) and/or Caltrans plans and policy changes
- Provide RTP consistency with Regional Transportation Improvement Program

Expected Products:

- RTP amendments as necessary
- Additional funding opportunities (may include grants like sustainable communities and or affordable housing grants)
- Correspondence to state and federal representatives on areas of concern (as determined by the Commission)

Estimated Benchmarks: Ongoing for the complete fiscal year

Estimated Completion Date: June 2022

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$1,000	\$2,000	\$3,000

200.3 Multi Modal Planning (WE 900-12-0) RPA funded

Purpose: Development of and implementation of multi-modal transportation plans for the TOML and County. Examples include Mobility Element, Mobility Hub, Walk Bike Ride, and other programs. This would also include updates to the TOML transportation model. These plans and models would provide for coordinated development programs that include housing, transit, bike, and pedestrian transportation facilities. This is predominately a Town of Mammoth Lakes WE.

Previous Work: This work element is a multi-year effort. The TOML continues to work on the update to its transportation model. This has been separated out to highlight legislation tracking and planning document review to ensure consistency in all planning efforts with the adopted Regional Transportation Plan. Past and current examples include Proposition 6 (effort to repeal SB 1); SB 152 (changes to Active Transportation Program formulas); SB 743 (VMT implementation); and Coronavirus Aid, Relief and Economic Security Act (CARES).

- TOML completed a VMT analysis and adopted VMT thresholds
- TOML completed a traffic model update

Task Elements:

- Complete TOML Mobility Hub study and the study will be expanded to include other sites in TOML
- Development of TOML Mobility Master Plan
- RTP integration of TOML Transportation Planning documents and modeling analysis

Expected Products:

- Updated RTP and policy changes as needed
- Identification of Transportation needs of the Parcel
- TOML Mobility Hub Study document
- Data and research deliverable that will be incorporated into a Mobility Master Plan to consolidate TOML planning documents

Estimated Benchmarks: Mobility Hub study phase 1 – late Summer 2021, Transportation studies to support development of the Parcel – July 2021

Estimated Completion Date: Major components of this work element are estimated to be completed by Summer 2021, but other activities will be ongoing.

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	74,500	\$0	\$74,500

Work Element 300—Vehicle Miles Traveled and Implementation

The task of this Work Element is compliance and implementation of Senate Bill 743 mandated by the Governor’s Office of Planning and Research (OPR) to develop a new metric for determining the level of significance of transportation impacts under the California Environmental Quality Act (CEQA).

300.1 VMT Planning and Implementation

Purpose: California Senate Bill 743 (SB 743) represents a change in land use development planning and potential transportation impacts. The law changes how transportation impacts are measured in the review of land use and transportation plans and projects under the California Environmental Quality Act (CEQA). SB 743 removes automobile delay as the primary measure of transportation impacts of environmental significance, typically measured by traffic level of service (LOS), and replaces it with vehicle-miles traveled (VMT). Once this study is completed, this item would reside under WE 900.1 as an on-going work element. Some of the funding is from a SB 2 Planning Grant received by the Community Development Department for jobs housing balance and VMT needs. The SB-2 grant will be used in conjunction with funds from this WE to hire a consultant.

Previous Work: This WE will implement the County’s Vehicle Miles Traveled study.

Task Elements:

- Prepare request for proposal (RFP) for VMT study and VMT CEQA checklist
- Select consultant
- Work with consultant to develop VMT standards and review administrative draft study
- Adopt VMT study
- Amend the RTP

Expected Products:

- RFP and consultant selection
- Administrative review of draft VMT study
- Final VMT study and VMT CEQA checklist
- RTP amendment

Estimated Benchmarks: RFP – Spring 2021, Consultant selection – Spring/Summer 2021, Draft VMT study – Winter 2021, Adopt VMT study – Summer 2022, RTP amendment – after completion of study adoption 2021/22 2022

Estimated Completion Date: Fall 2022

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$	\$25,000	\$25,000
SB 2 Grant	\$	\$30,000	\$30,000

Work Element 400—Grants

The purpose of this Work Element accounts for two transportation grants received in 2020. These one-time grants and the Work Element will be removed upon close out of the grants.

400.1 June Lake Loop Active Transportation Plan / Sustainable Communities Grant

Purpose: This grant will develop an Active Transportation Plan for the June Lake Loop that will identify priority areas for pedestrians and cyclists to walk or bike along or across SR 158.

Previous Work: Contract for the consultant doing this study.

Task Elements:

- Project Planning and Coordination
- Community Outreach including local, state, and federal agencies
- Community Engagement
- Plan content development and review
- Draft and Final Plan
- Grant Administration

Expected Products:

- Meeting agendas, data collection, outreach efforts, and stakeholder groups
- Charrette schedule, materials, and meeting presentations
- Draft and final plan
- Grant administration and final closeout

Estimated Benchmarks: Project Planning and Coordination with consultant – Spring 2021, Community Outreach – Summer 2021, Community Engagement – Summer/Fall 2021, Draft and Final Plan – Winter of 2022, Grant Closeout – Summer 2022

Estimated Completion Date: Summer of 2022

Funding:

	Mammoth Lakes	Mono County
RPA	\$	\$10,000
Mono County General Fund (staff hours)	\$	\$8,798
RMRA	\$	\$145,089
	Total	\$163,887

400.2 ESTA Short Range Transit Plan & Coordinated Human Services Plan

Purpose: This grant will develop a Short-Range Transit Plan and Coordinated Human Service Plan for Eastern Sierra Transit Authority (ESTA).

Previous Work: This is a new work element.

Task Elements:

- Project Initiation
- Review of Existing Conditions
- Public Outreach
- Security and Technology
- Needs Assessment & Alternatives Analysis
- Coordinated Strategies
- Short Range Transit Plan & Coordinated Human Service Plan
- Grant Management

Expected Products:

- Meeting agendas, Consultant Selection
- Comprehensive review of area characteristics, Driver Retention report, Maintenance Program report
- Stakeholder meetings, Technology and Security report
- Alternatives Analysis and Coordinated Strategies
- Draft and final plan

Estimated Benchmarks: Project Initiation with consultant Spring 2021, Review of Existing Conditions, Public Outreach – Summer 2021, Security and Technology Report – Summer 2021, Alternatives Analysis & Coordinated Strategies – Summer / Fall 2021, Draft and Final Plan – Winter 2021, Grant Closeout – Winter 2021 or 2022

Estimated Completion Date: Winter 2022

Funding:

	Mammoth Lakes	Mono County
RPA		\$10,000
Mono County General Fund (staff time)		\$11,628
FTA 5304	\$	\$113,372
	Total	\$135,000

Note this WE may increase RPA funding depending on future needs.

Work Element 700—Regional Transportation Improvement Program (RTIP) and Project Development Series

The RTIP and Project Development Series is the design and programming of various work elements for projects that are ready for construction funding. The funding may come from a variety of federal (FTIP, grants), State (STIP, grants) and local sources (SB 1, grants).

700.1 RTIP

Purpose: The RTIP is a two-year planning and programming document that is adopted in odd calendar years. The funds can be used for road, transit, bike, and pedestrian construction projects in the County and TOML. The funding comes from a variety of federal, state, and local sources. Regional and local projects cannot be programmed or allocated by the California Transportation Commission (CTC) without a current RTIP.

Previous Work: Adoption of 2020 RTIP, consistency determination of the 2020 RTIP to the 2019 Regional Transportation Plan, and consistency of the 2020 RTIP with CTC guidelines.

Task Elements:

- Coordinate with statewide, regional, and local planning agencies on future capital projects
- Coordinate with MOU partners on funding and revised MOU time frames when necessary
- Monitor 2021 Mid-Cycle CRRSSS for any necessary amendments
- Develop programming needs and/or projects for the 2022 RTIP
- Monitor / amend the 2020 RTIP as necessary
- Identification of any 2022 RTIP needs

Expected Products:

- This is an ongoing project and applies to development of any amendments needed for the 2020 RTIP or prior projects
- 2022 RTIP

Estimated Benchmarks: Ongoing for the complete fiscal year

Estimated Completion Date: December 2021

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$1,000	\$2,000	\$3,000

700.2 Project Development Work / Project Study Reports

Purpose: This WE will develop Project Initiation Documents (PID) and Project Study Reports (PSR) for future construction programming. PIDs are planning documents used to determine the type and scope of a project. PSRs are a type of PID document that include engineering reports on the scope, schedule, and estimated cost of a project. A PSR is used to program the project for State Transportation Improvement Program (STIP) funding.

PID and PSR work under this element can also include development of trail projects with Active Transportation Program (ATP) or Recreational Trails Program (RTP) funding opportunities.

Previous Work: PSRs to support RTIP funding in 2020. Examples include Long Valley PSR, Airport Road PSR, TOML Local Roads PSR, and Eastside Lane phase 2 PSR.

Task Elements:

- Complete necessary engineering and technical studies to support the development of PSR's and PID's
- Conduct public outreach and research to support the development of PSR's and PID's
- Maintain a list of fundable and construction ready projects
- Review emergency access routes for PSR development consistent with Local Hazard Mitigation Plan (LHMP)
- Update existing PSRs as needed for the 2022 RTIP cycle

Expected Products:

- PIDs and PSRs development for 2021 Mid-Cycle and 2022 RTIP
- Other technical studies needed for project development

Estimated Benchmarks: Ongoing for the complete fiscal year

Estimated Completion Date: May/June 2021

Funding:

	Mammoth Lakes	Mono County	Total Funding
PPM	\$30,000	\$30,000	\$60,000

Work Element 800—Regional Transportation Planning Series

This Work Element is to improve multi-modal access between the Eastern Sierra and other regions, such as Nevada, Southern, and Central California. Interagency partners include National Park Service, US Forest Service, Kern Council of Governments (COG), San Bernardino County Transportation Agency (SBCTA), and Inyo County LTC.

800.1. Regional Transportation Planning

Purpose: This work element includes coordinating with Rural Counties Task Force (RCTF), Kern Council of Governments, San Bernardino County Transportation Agency, and Inyo County Local Transportation Commission on current issues, funding opportunities, and MOU projects. Kern COG, SBCTA, Inyo, and Mono LTCs make up the Eastern California Transportation Planning Partnership.

Previous work: Staff participation and attendance with the Eastern California Transportation Planning Partnership (ECTPP), and Rural Counties Task Force. The ECTPP and staff met twice last year. RCTF and staff participated in five meetings last year.

Task Elements:

- Serve as a member of Eastern California Transportation Planning Partnership
- Monitor MOU projects between SBCTA, Inyo County, and Kern Council of Governments (COG) and make/review any necessary changes to existing MOU’s
- Participate in Rural Counties Task Force (RCTF) via phone/video conference
- Participate as needed with the Mono County Collaborative Planning Team and other regional efforts such as the Eastern Sierra Planning group and Eastern Sierra Council of Governments.
- Work collaboratively with Inyo and Humboldt-Toiyabe National Forest, Bureau of Land Management, and National Park Service as needed

Expected Products:

- Attendance at Collaborative Planning Team and other regional meetings
- Update MOUs and coordination of funding for each agency
- Rural Counties Task Force (RCTF) meetings on statewide transportation matters, including SB 743
- Attendance at Rural Counties Task Force meetings once a quarter via phone conference as available

Estimated Benchmarks: Ongoing for the complete fiscal year

Estimated Completion Date: This is an annual work element

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA		\$3,000	\$3,000

800.2 Regional Transit Planning and Coordination

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

One of the critical assets is the ESTA fleet of vehicles is due to reach the end of useful life in 2024. The Commission is supportive of dedicated support for replacing ESTA's fleet, including support to purchase zero emissions buses, fueling infrastructure, buildings, and planning.

Previous work: Staff and Commission participation with YARTS on 2020 summer service (123 service days) and increase in annual in LTF funding (now \$40,000/yr). In conjunction with ESTA, conduct unmet transit and transportation needs with RPACs.

Task Elements:

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

Expected Products:

- Identify Unmet and regional transit needs for annual Local Transportation Fund allocation in June of each fiscal year. This may include community meeting agendas, comments, and outcomes for Unmet Transit needs
- Identification of any general or contractual transit needs or service issues within the region
- Participation with YARTS, including support to the AAC and Governing Board and consideration of annual operating schedules or funding
- YARTS strategy for fleet replacement and contract needs
- Annual allocation of STA and LTF funds

Estimated Benchmarks: Unmet Transit needs process January – June 2022, Consultation with YARTS –on a monthly basis, Annual STA/LTF allocations June 2022

Estimated Completion Date: June 2022

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$1,000	\$4,000	\$5,000

900 Asset Management and Traffic Issues

Mono County and the Town of Mammoth Lakes make base operational decisions and work priorities from data. For the past two decades, the organizations have incrementally developed a comprehensive enterprise-scale GIS to house the information necessary to make those decisions and continue to prioritize work efforts to keep the information within Asset Management up to date.

This is fundamentally important as we strive for data-driven decision making in the way that we manage transportation assets throughout the region. To ensure that we can continue doing so in the future, there is an ongoing commitment of staff resources and funding to ensure that we have the appropriate data needed to drive and carry out projects.

At the core of this is a series of transportation and asset management datasets which contain information on a variety of elements which exist within the right of way and are managed as part of our overall transportation infrastructure. In order to adequately perform planning work for future efforts, we must continue to maintain this data to ensure that we have the right information to help with our decision making.

900.1 Planning, Monitoring, and Traffic Management Issues

Purpose: The purpose of this Work Element is to provide for the planning, review and monitoring of various transportation improvements and traffic management issues. These tasks support local and regional transportation planning including safety, multimodal infrastructure, vehicle use, vehicle miles traveled, bike and pedestrian counts, etc.

Previous work: TOML Biannual Traffic Study, Town Annual Traffic Report, and North Village Cut-Through Study, TOML VMT modeling

Task Elements:

- Conduct applicable reviews, such as analysis of non-motorized features
- Conduct street parking management studies
- Perform studies such as: traffic volume, speed studies, turning movements, VMTs, and sight distance studies
- Conduct pedestrian / bike user counts

Expected Products:

- Staff support on the Mobility Element update to help identify future projects under Walk, Bike, Ride
- Various TOML studies (traffic volume, speed, turning movements, sight distance studies, VMT surveys and background data, and bike/ped counts)
- Update to TOML VMT model

Estimated Benchmarks: Ongoing for the complete fiscal year

Estimated Completion Date: June of 2022

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$6,000	\$2,000	\$8,000

900.2 Regional Data Collection Equipment

Purpose: This Work Element will purchase equipment for counting vehicles, cyclists, and pedestrians. WE may include associated software to support current monitoring and transportation planning activities. Data collected through purchased equipment will be used to analyze the use (number, patterns, and trends) of various transportation facilities, including sidewalks, bike trails, and roadways and will be used to aid in planning future transportation policies, programs, and capital projects to improve safety and reduce vehicle use at the local level. This WE also accounts for the deployment of trail counters.

Previous work: County has deployed counters over the 2020/21 fiscal year. It is evident that additional trail and or vehicle counters are needed for data collection on public lands.

Task Elements:

- Purchase equipment and software if necessary
- Purchase trail counters and or vehicle counters
- Deployment of trail/vehicle counters as necessary

Expected Products:

- Purchase of equipment
- Purchase, outfit, and deployment of trail and or traffic counters
- Reports compiled and usage rates determined at various recreation hubs. This data will be used to implement WE 900.1 and 900.3.
- Collection of trail and traffic counts for inclusion into Regional Asset Management System WE 900.3

Estimated Benchmarks: Order trail counters – Summer 2021, take delivery of trail counters summer 2021

Estimated Completion Date: June of 2022

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$5000	\$5000	\$10,000

900.3 Regional Asset Management System - RPA

Purpose: This work element is done on a regional basis to provide a comprehensive and consistent program around asset management. Because the staff necessary to do the appropriate work are County employees, 100% of the budget is allocated to the County, despite the fact that some of the work being done is within and for the TOML.

This work element covers staff time necessary to continually develop and maintain an inventory of Right-of-Way, encroachments, culverts, signs, and other transportation issues or facilities in order to have the best possible data on current and or future projects. This quantitative baseline data helps staff analyze and prioritize potential projects.

Previous Work: On going work to develop and maintain an Asset Management System to help inventory and track transportation infrastructure.

Task Elements:

- Catalog and report all transportation related infrastructure as a baseline quantitative data set. These may include current pavement conditions, ROWs, culverts, signs, traffic counts, trail counts, center line data, lane miles, etc.
- Coordinate / store regional agency data for traffic counts, trail count and user counts for recreational areas
- Improve centerline data quality
- Integrate linear reference information into future projects
- Provide support to TOML and for County regarding transportation data base requests

Expected Products:

- Updated transportation and attribute data to ensure accuracy of GIS
- Reports that prioritize, and plan future projects related to asset management information (decision tool)
- Quantitative data for traffic & trail counts and recreational areas user rate in grant applications, and future funding requests

Estimated Benchmarks: Ongoing for the complete fiscal year

Estimated Completion Date: June of 2022

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA		\$15,000	\$15,000

900.4 Regional Asset Management System - PPM

Purpose: This work element is done on a regional basis to provide a comprehensive and consistent program around asset management. Because the staff necessary to do the appropriate work are County employees, 100% of the budget is allocated to the County, despite the fact that some of the work being done is within and for the TOML.

This work element covers staff time necessary to continually develop and maintain an inventory of Right-of-Way, encroachments, culverts, signs, and other transportation issues or facilities in order to have the best possible data on current and or future projects. This quantitative data is used for project development such as PIDs and PSRs.

Previous Work: On-going work to develop and maintain an Asset Management System to help inventory and track transportation infrastructure. This data is used to develop PIDs, PSRs, and capital projects.

Task Elements:

- Catalog and report all transportation related infrastructure including current pavement condition information and Pavement Management System (PMS)
- Provide reports to plan future maintenance in a cost-effective matter
- Improve center line data quality
- Integrate linear reference dataset into highway and road projects
- Provide support to TOML for County and TOML on transportation data request

Expected Products:

- Asset management data used to develop PIDs and PSRs
- Findings integrated into existing plans such as the five-year Capital Improvement Plan and the Transportation Asset Management Plan

Estimated Benchmarks: Ongoing for the complete fiscal year

Estimated Completion Date: June of 2022

Funding:

	Mammoth Lakes	Mono County	Total Funding
PPM	\$	\$25,000	\$25,000

900.5 Air Quality Monitoring and Planning TOML

Purpose: The purpose of this work element is to offset a portion of the cost for the daily monitoring and collection of air pollution data in Mammoth Lakes associated with particulate matter created by vehicle use (cinders and tire wear) and other emissions in Mammoth Lakes. The data is utilized to monitor the effects of Vehicle Miles Traveled on air pollution and measure the effects of proposed or implemented transportation infrastructure improvements and maintenance policies. The work effort supports the policies and programs of the Great Basin Unified Air Pollution Control District, which coordinates regional air quality monitoring and improvement programs.

Task Elements & Products:

- Annual daily air pollution data and reporting

Estimated Benchmarks:

- FY 21/22 daily air pollution data report

Estimated Completion Date: On-going work element

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$500	\$	\$500

900.6 Regional Trails Planning

Purpose: This work element will review community projects and implementation of the Trail and Bike Plans. This component may also consider Off Highway Vehicle (OHV) and Over Snow Vehicle (OSV) connections within and adjoining communities with public lands (combined use roads). Significant planning efforts and various design standards have been developed by the TOML, Mammoth Lakes Trails and Public Access (MLTPA), and Mammoth Lakes Recreation (MLR). Trail planning within the County will follow existing templates and standards where possible.

Previous work: Met with trail proponents (Community Service Area 1 and MLR) on projects in the greater Long Valley area. Staff has reviewed future road rehabilitation projects for incorporation of bike lanes and other features where appropriate. Staff meets quarterly with Mammoth Lakes Recreation (MLR) to collaborate on various bike/pedestrian activities throughout the County. Supported Adventure Cycling Association pursuit of USBR 85 through Mono County.

Staff will incorporate previous studies into this GIS task/data layer. Project Study Reports (PSRs) and any related work on specific trail development or implementation will be funded with PPM funds or CSA 1/5 funding.

Task Elements:

- Conduct collection of GIS data and mapping to plan for future trail alignments
- Continue agency collaboration for trails planning and multi-modal accessibility including possible OHV connections (Combined Use Roads)
- Develop and refine trails plans and concepts for bike/pedestrian system components where there is an interest
- Investigate and identify funding sources for trail projects
- Develop mapping and baseline data for inclusion into WE 900.3
- Work with BLM, USFS, TOML, and MLR to ensure cohesive trail planning
- Develop a Regional Trails Plan for greater Long Valley area (CSA 1 trails and connectivity plan – Tom’s Place, Whitmore, to Sherwin Creek / Sawmill Cutoff Road)
- Continue work on North County Regional Trails Network – Bridgeport and Antelope Valleys (Combined Use Roads / OHV and the West Walker River/Mt Gate Planning effort)
- Community outreach to coordinate OHV/OSV staging areas for summer/winter recreation needs and community access points in the region
- Possible amendment to adopted Bicycle Plan and or Trails Plan

Expected Products:

- Preliminary trail alignments for Long Valley area CSA 1
- Long Valley area CSA 1 trails program from Tom’s Place, Whitmore, to Sherwin Creek / Sawmill Cutoff Road
- Combined Use demonstration or conceptual plan that would make OHV connections with communities and adjoining public lands
- Conceptual plan for the West Walker River / Mountain Gate Plan
- Community outreach efforts for summer/winter recreational access points

Estimated Benchmarks: Preliminary trail alignments – Summer / Fall 2021, Long Valley area CSA 1 trails program – June 2022

Estimated Completion Date: On going tasks

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	\$2,000	\$4,000	\$6,000

900.7 Community Traffic Calming, Complete Streets and Design Standards

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

Task Elements:

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

Expected Products:

- Traffic count updates, snow storage constraints for June Lake Village and SR 158
- Wayfinding and MUTCD sign implementation

Estimated Benchmarks: Update of Mono County Road Standards – Summer of 2021

Estimated Completion Date: September of 2021

Funding:

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

900.8 Mono County Public Works Projects

Purpose: Completion of various projects administered by the Mono County Public Works department. Projects include planning and coordination for regional trails and emergency access routes, modeling through the use of drone surveys and GIS, gathering data for speed surveys and Average Daily Traffic (ADT) counts, updating the Pavement Surface Evaluation and Rating (PASER) System, performing research and planning for the life cycle costs for pavement preservation treatments, updates to Mono County Road Standards, completion of the Local Road Safety Plan (LRSP), tracking of yearly traffic accident data and collision rates for evaluation of roadway safety, and support software. Some of these task elements are listed by probably funded in the 2022/23 OWP.

Previous work:

- This is a new WE for FY 21/22
- The Systemic Safety Analysis Report Program (SSARP) is completed. The LRSP will expand county road safety beyond engineering countermeasures.
- Emergency access routes for Swall Meadows and the Petersen Tract in June Lake have been proposed and partially analyzed, as identified in the Multi-Jurisdictional Hazard Mitigation Plan.
- GIS shapefiles exist for roads and some signs.
- PASER System has been developed. Data has been collected for 2017-2018 and 2019-2020.
- Speed survey / traffic count device has been acquired.
- Life cycle analysis using equivalent annual cost method is being used to identify road maintenance treatments based on PASER ratings.
- Implementation of safety projects are in progress. Yearly assessment would inform effectiveness of implemented projects.

Task Elements:

- Prepare LRSP report, including community coordination, goal setting for safety, draft report, and tracking
- Planning of emergency access routes
- Inventory existing assets to be included in shapefiles and imported into GIS
- Refine life cycle costs for pavement preservation
- Update PASER database for 2021-22 by collecting and importing data
- Development of ten speed/traffic surveys throughout the county
- Create framework for a yearly assessment of safety plans and tracking of traffic collisions
- Work with relevant community groups on regional trails planning
- Perform research and planning on the life cycle cost for pavement preservation and development of life cycle software for implementation
- Use of drone surveys for asset management products to be incorporated into WE 900.3

Expected Products:

- LSRP report
- Draft design of emergency access routes
- Completion of GIS map, including inventory of existing assets
- Updated PASER database that reflects data from 2021-22
- Report on data collected from ten speed/traffic surveys
- Identification of most cost-effective road maintenance treatments for incorporation into the 5-Year CIP
- Determination of current traffic collision frequencies and collision rates on relevant county roads

Estimated Benchmarks: First draft of GIS map in 2022, updated PASER dataset by end of fiscal year, draft report of LSRP winter 2021, draft of Mono County Road Standards in 2021

Estimated Completion Date: GIS map ongoing, PASER system data updates ongoing, speed/traffic surveys ongoing, tracking of traffic collision data ongoing, Mono County Road Standards adopted by the Board of Supervisors in FY 21/22, regional trails planning ongoing, completion of LSRP report in FY 21/22

Funding:

	Mammoth Lakes	Mono County	Total Funding
RPA	-	\$30,000	\$30,000

APPENDIX A OWP BILLING PROCEDURES

- 1) All costs need to be submitted by the 15th of the month following the quarter end. Late submittals will not be included. The deadlines are:

Quarter 1 = July 1 – Sept 30: Billing must be submitted by October 15

Quarter 2 = October 1 – December 31: Billing must be submitted by January 15

Quarter 3 = January 1 -March 31: Billings must be submitted by April 15

Quarter 4 = April 1 – June 30: Billings must be submitted by July 15

- 2) All expenditures must include the following:
 - A. OWP Work Element number and work element description that has a budget. If there is no approved budget the costs will be omitted.
 - B. Staff time must include hours worked per day with a rate.
 - C. If consultant costs are included, then detail of consultant costs must be included.
 - D. A brief narrative of quarterly work completed per Work Element and explanation of expenditures for the overall billing.
- 3) All OWP expenditures require a final closeout for the prior fiscal year to Caltrans District 9 by August 31. Please include all WE deliverables no later than July 31.

APPENDIX B GLOSSARY OF TERMS AND ACRONYMS

Active Transportation Program (ATP): Created in 2013 by the passage of SB 99 and AB 101, the Active Transportation Program consolidates existing federal and state transportation programs into a single program with a focus to make California a national leader in active transportation. The purpose of the Active Transportation Program is to encourage increased use of active modes of transportation by achieving the following goals:

- ◆ Increase the proportion of trips accomplished by biking and walking,
- ◆ Increase safety and mobility for non-motorized users,
- ◆ Advance the active transportation efforts of regional agencies to achieve Greenhouse Gas (GHG) reduction goals, pursuant to SB 375 (of 2008) and SB 341 (of 2009),
- ◆ Enhance public health and ensure that disadvantaged communities fully share in the benefits of the program, and
- ◆ Provide a broad spectrum of projects to benefit many types of active transportation users.

Airport Land Use Commission (ALUC): The fundamental purpose of ALUCs is to promote land use compatibility around airports. As expressed in state statutes, this purpose is "... to protect public health, safety, and welfare by ensuring the orderly expansion of airports and the adoption of land use measures that minimize the public's exposure to excessive noise and safety hazards within areas around public airports to the extent that these areas are not already devoted to incompatible uses." The statutes give ALUCs two principal powers by which to accomplish this objective:

1. ALUCs must prepare and adopt an airport land use plan; and
2. ALUCs must review the plans, regulations, and other actions of local agencies and airport operators for consistency with that plan.

California Environmental Quality Act (CEQA): A statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible.

Community Service Areas (CSA): A body that provides services to specific areas of the County. Typical services include may include services not provided by Special Districts or services not provided on a Countywide basis. Examples include, TV service, parks and recreational services, fire/police, mosquito abatement, and/or other community needs. CSA spending is dependent on Board of Supervisor approval.

Eastern California Transportation Planning Partnership (ECTPP): This group is made of Inyo County Local Transportation Commission (ICLTC), Kern Council of Governments (Kern COG), MCLTC, San Bernardino County Transportation Agency (SBCTA), and Caltrans District 9. Other Caltrans Districts also participate (District 6 in Fresno and District 8 in San Bernardino) depending on project location or District involvement.

Eastern Sierra Transit Authority (ESTA): The Eastern Sierra Transit Authority (ESTA) was established in November of 2006 as a Joint Powers Authority between the Counties of Inyo and Mono, the City of Bishop, and the Town of Mammoth Lakes. ESTA is the public transit agency created to provide for public transportation in and for the four member jurisdictions and throughout the entire Eastern Sierra region.

Federal Highway Administration (FHWA): An agency within the U.S. Department of Transportation that supports state and local governments in the design, construction, and maintenance of the Nation's highway system (Federal Aid Highway Program) and various federally and tribal owned lands (Federal Lands).

Fixing America's Surface Transportation (FAST) Act: A federal law enacted in 2015 to provide long-term funding for surface transportation infrastructure planning and investment. The FAST Act authorizes \$305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs.

Interregional Transportation Improvement Program (ITIP): The ITIP is a five-year program of projects funded through the State Transportation Improvement Program (STIP) that obtains funding primarily through the per-gallon State tax on gasoline. The ITIP is prepared by the California Department of Transportation (Caltrans) and is submitted to the California Transportation Commission (CTC) for approval.

Local Transportation Fund (LTF): The LTF is derived from a 1/4-cent general sales tax collected statewide. The State Board of Equalization, based on the sales tax collected in each county, returns the sales tax revenues to each county's LTF. The LTF was created in 1971 when legislation was passed to provide funding to counties for transit and non-transit related purposes.

Memorandum of Understanding (MOU): An agreement between two (or more) parties. It expresses a convergence of will between the parties, indicating an intended common line of action. Many government agencies use MOUs to define a relationship between agencies.

Metropolitan Planning Organization (MPO): MPOs are the regional planning entities in urbanized areas, usually an area with a population of 50,000 or more. There are 18 MPOs in California, accounting for approximately 98% of the state's population.

Mono County Local Transportation Commission (MCLTC): MCLTC is the recognized RTPA for the Town of Mammoth Lakes and County.

Overall Work Program (OWP): MCLTC annually adopts a budget through the preparation of an Overall Work Program. This work program describes the planning projects and activities or work elements that are to be funded, and the type of funds that will pay for the expenditures.

Planning, Programming, and Monitoring (PPM): PPM is funding allocated by the California Transportation Commission (CTC) through the State Transportation Improvement Program (STIP). Designated uses of PPM include:

- ◆ Regional transportation planning – includes development and preparation of the regional transportation plan;
- ◆ Project planning – includes the development of project study reports or major investment studies conducted by regional agencies or by local agencies, in cooperation with regional agencies;
- ◆ Program development – includes the preparation of regional transportation improvement;
- ◆ Monitoring the implementation of STIP projects – includes project delivery, timely use of funds, and compliance with state law and CTC guidelines.

Project Initiation Document (PID): a report that documents the purpose, need, scope, cost, and schedule for a transportation project. The PID identifies and describes the viable alternatives to a transportation problem.

Project Study Report (PSR): A report of preliminary engineering efforts, including a detailed alternatives analysis, cost, schedule, and scope information for a transportation project. A PSR also includes estimated schedule and costs for environmental mitigation and permit compliance.

Regional Transportation Improvement Program (RTIP): MCLTC submits regional transportation projects to the California Transportation Commission (CTC) for funding in a list called the RTIP. The RTIP is a five-year program that is updated every two years. Projects in the RTIP are funded from the Regional Improvement Program (RIP).

Regional Transportation Plan (RTP): The Regional Transportation Plan has been developed to document transportation policy, actions, and funding recommendations that will meet the short- and long-term access and mobility needs of Mono County residents over the next 20 years. This document is designed to guide the systematic development of a comprehensive multi-modal transportation system for Mono County.

Regional Transportation Planning Agency (RTPA): County or multi-county entities charged by state law in meeting certain transportation planning requirements. As the RTPA for Mono County, MCLTC coordinates transportation planning for the Town of Mammoth Lakes and County.

Rural Counties Task Force (RCTF): There are 26 rural county Regional Transportation Planning Agencies (RTPAs), or Local Transportation Commissions represented on the Rural Counties Task Force (RCTF). The RCTF is an informal organization with no budget or staff that generally meets every other month. A member of the CTC usually acts as liaison to the RCTF, and CTC and Caltrans staff typically attend these meetings to explain and discuss changing statewide transportation issues that may be of concern to the rural counties.

Rural Planning Assistance (RPA): Annually the 26 rural RTPAs receive state transportation planning funding, known as RPA, on a reimbursement basis, after costs are incurred and paid for using local funds.

Social Services Transportation Advisory Council (SSTAC): Consists of representatives of potential transit users including the general public, seniors and/or disabled; social service providers for seniors, disabled, and persons of limited means. The SSTAC meets at least once annually and has the following responsibilities:

- ◆ To maintain and improve transportation services to County residents, particularly the elderly and transit dependent
- ◆ Review and recommend action to the MCLTC relative to the identification of unmet transit needs and advise the Commission on transit issues, including coordination and consolidation of specialized transportation services.
- ◆ Provide a forum for members to share information and concerns about existing elderly and handicapped transportation resources.

State Transit Assistance (STA): These funds are provided by the State for the development and support of public transportation needs. They are allocated by the State Controller's Office to each county based on population and transit performance.

State Transportation Improvement Program (STIP): The STIP is a multi-year capital improvement program of transportation projects on and off the State Highway System, funded with revenues from the Transportation Investment Fund and other funding sources. STIP programming generally occurs every two years. The STIP has two funding programs, the Regional Improvement Program, and the Interregional Improvement Program.

Transportation Development Act (TDA): The Transportation Development Act was enacted in 1971 and provides two major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). The TDA funds a wide variety of transportation programs, including planning and programming activities, pedestrian and bicycle facilities, community transit services, and public transportation projects. One of MCLTC's major responsibilities is the administration of TDA funds.

Yosemite Area Regional Transportation System (YARTS): a joint powers agreement between Merced, Mariposa, and Mono Counties created in September 1999 to improve transportation to and from Yosemite National Park. YARTS provides seasonal transit service into the park from Mono County via SR 120.

APPENDIX C BUDGET BREAKDOWN FOR 2021/22

Work Element	Description	RPA Amount	PPM Amount	RMRA	FTA 5304	SB-2 Grant	Mono Co (not used)
100.1	Agency Administration and Management	\$ 10,000					
100.2	Overall Work Program Development & Admin	\$ 7,000					
100.3	Training and Professional Development	\$ 2,000					
200.1	Regional Transportation Plan	\$ 3,000					
200.2	RTP Implementation and Monitoring	\$ 3,000					
200.3	Multi Modal Planning RPA	\$ 74,500					
300	VMT Implementation						
300.1	VMT and Implementation	\$ 25,000				30,000	
400	Grants						
400.1	June Lake ATP	\$ 10,000		145,089			8,798
400.2	Short Range Transit Plan	\$ 10,000			113,372		11,628
500	Reserved for future needs						
600	Reserved for future needs						
700.1	Regional Transportation Improvement Program	\$ 3,000					
700.2	Project Development and Project Study Reports		60,000				
800.1	Regional Transportation Planning	\$ 3,000					
800.2	Regional Transit Planning and Coordination	\$ 5,000					
900.1	Planning, Monitoring and Traffic Management	\$ 8,000					
900.2	Regional Data Collection Equipment	\$ 10,000					
900.3	Regional Asset Management - RPA	\$ 15,000					
900.4	Regional Asset Management - PPM		25,000				
900.5	Air Quality Monitoring	\$ 500					
900.6	Trails Planning	\$ 6,000					
900.7	Community Traffic Calming / Complete Streets / Design	\$ 5,000					
900.8	Mono County Public Works Projects	\$ 30,000					
	RPA Budget	\$ 230,000					
	Total other funds	\$ 85,000	\$ 145,089	\$ 113,372	\$ 30,000	\$ 20,428	
	Total w/ RPA carryover	\$TBC					
	Reserve RPA/PPM	\$TBC					

Separate column for SB-2 Annual Allocation and Carryover separated out

Work Element	Description	RPA Amount	PPM Amount	RMRA	FTA 5304	SB-2 Grant	Mono Co (staff hours)
100.1	Agency Administration and Management	\$ 10,000					
100.2	Overall Work Program Development & Admin	\$ 7,000					
100.3	Training and Professional Development	\$ 2,000					
200.1	Regional Transportation Plan	\$ 3,000					
200.2	RTP Implementation and Monitoring	\$ 3,000					
200.3	Multi Modal Planning RPA	\$ 74,500					
300	VMT Implementation						
300.1	VMT and Implementation	\$ 25,000				30,000	
400	Grants						
400.1	June Lake ATP	\$ 10,000		145,089			8,798
400.2	Short Range Transit Plan	\$ 10,000			113,372		11,628
500	Reserved for future needs						
600	Reserved for future needs						
700.1	Regional Transportation Improvement Program	\$ 3,000					
700.2	Project Development and Project Study Reports		60,000				
800.1	Regional Transportation Planning	\$ 3,000					
800.2	Regional Transit Planning and Coordination	\$ 5,000					
900.1	Planning, Monitoring and Traffic Management	\$ 8,000					
900.2	Regional Data Collection Equipment	\$ 10,000					
900.3	Regional Asset Management - RPA	\$ 15,000					
900.4	Regional Asset Management - PPM		25,000				
900.5	Air Quality Monitoring	\$ 500					
900.6	Trails Planning	\$ 6,000					
900.7	Community Traffic Calming / Complete Streets / Design	\$ 5,000					
900.8	Mono County Public Works Projects	\$ 30,000					
RPA Budget		\$ 230,000					
Total other funds			\$ 85,000	\$ 145,089	\$ 113,372	\$ 30,000	\$ 20,426
Total w/ RPA carryover		\$TBD					
Reserve RPA/PPM		\$TBD					

Separate column for SB-2
Annual Allocation and Carryover separated out