

JAN ARBUCKLE – Grass Valley City Council  
ANDREW BURTON – Member-At-Large, Chair  
CAROLYN WALLACE DEE – Town of Truckee  
ANN GUERRA – Member-At-Large  
SUSAN HOEK – Nevada County Board of Supervisors, Vice Chair  
ED SCOFIELD – Nevada County Board of Supervisors  
DUANE STRAWSER – Nevada City City Council



DANIEL LANDON, Executive Director  
MICHAEL WOODMAN, Deputy Executive Director

Grass Valley • Nevada City

Nevada County • Truckee

## REGULAR MEETING AGENDA

A regular online meeting of the Nevada County Transportation Commission (NCTC) will be held exclusively via teleconference in light of COVID-19 restrictions on public gatherings.

The public is invited to participate in the Open Session of the meeting on **Wednesday, May 20, 2020 at 9:30 a.m.**, via the following:

This meeting is being held via Zoom and all attendees are muted by default.

### To join the Zoom meeting on your computer or mobile device:

<https://us02web.zoom.us/j/84981991532?pwd=bUdyelpDdEdSeDcldmplK3JTSmVldz09>

Webinar ID: **849 8199 1532** Webinar Password: **4mYrLq**

### To join the Zoom meeting by phone:

+1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592.

International numbers available: <https://zoom.us/j/84981991532>

Webinar ID: **849 8199 1532** Webinar Password: **186252**

### PUBLIC COMMENT:

**Written Comments:** You are welcome to submit written comments to the Commission via email. Please send your comments to [nctc@nccn.net](mailto:nctc@nccn.net) by **3:00 p.m. the day before the meeting date**. Please include the words **Public Comment** and the **meeting date and a brief title and/or agenda item number** in the subject line, and limit your word count to 400 words.

**Oral Comments:** Public Comment will be opened during the **Public Comment** time and for **each agenda item** in sequence. Please use the Zoom **“Raise Hand”** feature when the Chair announces the agenda item. The Chair may limit any individual to 3 minutes. Time to address the Commission will be allocated based on the number of requests received.

Phone attendees: **Press \*9 to Raise Hand**

Meetings are conducted in accordance with the Ralph M. Brown Act, California Government Code Section 54950, *et seq.* and Executive Order N-29-20.

The Commission welcomes you to its meeting. Your opinions and suggestions are encouraged. In compliance with Section 202 of the Americans with Disabilities Act of 1990, and in compliance with the Ralph M. Brown Act, anyone requiring reasonable accommodation to participate in the meeting, including auxiliary aids or services, should contact the NCTC office at (530) 265-3202 at least 72 hours in advance of the meeting.

**REGULAR MEETING:** 9:30 a.m.

**STANDING ORDERS:** Call the Meeting to Order, Pledge of Allegiance, Roll Call

**PUBLIC COMMENT**

**CONSENT ITEMS:** All matters listed are to be considered routine and noncontroversial by the Commission. There will be no separate discussion of these items unless, before the Commission votes on the motion to adopt, a Commissioner, a staff member, or an interested party requests that a specific item be removed. Adopt by roll call vote.

1. [Financial Reports:](#)

A. February 2020, March 2020

- Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) Fund.
- NCTC Administration/Planning Fund.
- Regional Transportation Mitigation Fee Program Fund.
- State Transit Assistance Fund.
- Regional Surface Transportation Program Fund.

2. [NCTC Minutes: April 15, 2020 Meeting](#) and [May 6, 2020 Special Meeting](#)

Recommendation: Approve

3. [Revised Findings of Apportionment for FY 2020/21](#): The State Department of Finance has provided an updated population estimate for Nevada County. In accordance with state statutes, staff has apportioned the estimated revenues to the entities within the jurisdiction of the Nevada County Transportation Commission.

Recommendation: Adopt Resolution **20-21**.

4. [Regional Surface Transportation Program \(RSTP\) Bid Targets for FY 2019/20](#): The attached table has been prepared by staff based on the Caltrans Office of Local Assistance estimate of RSTP funds for FY 2019/20.

Recommendation: Approve the Bid Target table as a basis for allocation from the RSTP Fund for FY 2019/20

5. [Update to the NCTC Personnel Manual](#): See staff report.

Recommendation: Adopt Resolution **20-22**.

## **INFORMATIONAL ITEMS**

6. [Correspondence](#)
  - A. [Betty T. Yee, California State Controller, Fiscal Year 2019-20 Second Quarter State Transit Assistance Allocation, File 1370.0, 3/12/2020.](#)
  - B. [Betty T. Yee, California State Controller, Fiscal Year 2019-20 State of Good Repair Program Second Allocation, File 370.2.1, 3/12/2020.](#)
  - C. [Wendy King, Office of Transit Grants and Contracts, FTA 5310 FY 2019 Approved Projects, File 1430.4, 3/30/2020.](#)
  - D. [California Department of Tax and Fee Administration, April 2020 Local & District Tax Advance Payment, 4/22/2020.](#)
7. [Executive Director's Report](#)
8. [Project Status Report:](#)
  - A. [Caltrans Projects:](#) Sam Vandell, Caltrans District 3 Project Manager for Nevada County.
  - B. [Nevada County Transit](#)
  - C. [The Town of Truckee's Transit operations:](#) Verbal report prepared by Kelly Beede, Truckee Administrative Analyst II

## **ACTION ITEMS**

9. [FY 2018/19 Fiscal and Compliance Audits:](#) Presentation by Robert D. Griffith, CPA, from AGT. See staff report.  
Recommendation: Accept the FY 2018/19 Fiscal and Compliance Audits.
10. [Final FY 2020/21 Overall Work Program.](#) See staff report.  
Recommendation: Adopt Resolution **20-23** by roll call vote.
11. [NCTC Lease Extension Agreement with Providence Park, LTD:](#) See attached staff report.  
Recommendation: Adopt Resolution **20-24** by roll call vote.

12. [Amendment 4 to the Professional Services Agreement with Fehr & Peers to Develop Senate Bill 743 Vehicle Miles Traveled Methodology and Thresholds Recommendations](#): See staff report.

Recommendation: Adopt Resolution **20-25** by roll call vote.

**COMMISSION ANNOUNCEMENTS**: Pursuant to Government Code Section 54954.2, Commission members and the Executive Director may make a brief announcement or report on his or her activities. They may also provide a reference to staff or other resources for factual information, request staff to report back to the Commission at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda.

**SCHEDULE FOR NEXT REGULAR MEETING**: July 15, 2020, meeting details to be announced.

### **ADJOURNMENT OF MEETING**

This meeting agenda was posted 72 hours in advance of the meeting at the Nevada County Transportation Commission office, and on the Nevada County Transportation Commission website: <http://www.nctc.ca.gov>.

For further information, please contact staff at the Nevada County Transportation Commission, 101 Providence Mine Road, Suite 102, Nevada City, CA 95959; (530) 265-3202; email: [nctc@nccn.net](mailto:nctc@nccn.net)

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## **2020 MEETING SCHEDULE**

<b>JANUARY 29, 2020</b>	<b><u>Grass Valley</u></b>
<b>MARCH 18, 2020</b>	<b><u>Cancelled</u></b>
<b>APRIL 15, 2020</b> <i>Special Meeting</i>	<b><u>Online Webinar</u></b>
<b>MAY 6, 2020</b> <i>Special Meeting</i>	<b><u>Online Webinar</u></b>
<b>MAY 20, 2020</b>	<b><u>Online Webinar</u></b>
<b>JULY 15, 2020</b>	<b><u>Truckee</u></b>
<b>SEPTEMBER 16, 2020</b>	<b><u>Nevada County</u></b>
<b>NOVEMBER 18, 2020</b>	<b><u>Nevada County</u></b>

*NCTC meetings are held at the following locations:*

Nevada County Eric Rood Center  
Board of Supervisors Chambers  
950 Maidu Avenue - First Floor  
Nevada City, CA

Grass Valley City Hall  
Council Chambers  
125 East Main Street  
Grass Valley, CA

Truckee Town Hall  
Town Council Chambers  
10183 Truckee Airport Road  
Truckee, CA

**COMMONLY USED ACRONYMS**  
**NEVADA COUNTY TRANSPORTATION COMMISSION (NCTC)**

Updated 11-14-17

ADA	Americans with Disabilities Act	NADO	National Association of Development Organizations
ADT	Average Daily Trip	NCALUC	Nevada County Airport Land Use Commission
AIA	Airport Influence Area	NCBA	Nevada County Business Association
ALUC	Airport Land Use Commission	NCCA	Nevada County Contractors' Association
ALUCP	Airport Land Use Compatibility Plan	NCTC	Nevada County Transportation Commission
ATP	Active Transportation Program	NEPA	National Environmental Policy Act
CALCOG	California Association of Councils of Governments	NSAQMD	Northern Sierra Air Quality Management District
CalSTA	California State Transportation Agency	NSSR	North State Super Region
CAR	Concept Approval Report	O & D	Origin and Destination Study
CARB	California Air Resources Board	OWP	Overall Work Program
CCAA	California Clean Air Act	PA/ED	Project Approval and Environmental Documentation
CDBG	Community Development Block Grant	PCTPA	Placer County Transportation Planning Agency
CEQA	California Environmental Quality Act	PDT	Project Development Team
CIP	Capital Improvement Program	PE	Professional Engineer
CMAQ	Congestion Mitigation and Air Quality	PID	Project Initiation Document
CNEL	Community Noise Equivalent Level	PPM	Planning, Programming, and Monitoring
CSAC	California State Association of Counties	PS&E	Plans, Specifications, and Estimates
CSMP	Corridor System Management Plan	PSR	Project Study Report
CT	Caltrans	PTMISEA	Public Transportation Modernization Improvement & Service Enhancement Acct.
CTC	California Transportation Commission	PUC	Public Utilities Code
CTP	California Transportation Plan	RCRC	Rural County Representatives of California
CTS	Community Transit Services	RCTF	Rural Counties Task Force
CTSA	Consolidated Transportation Service Agency	RFP	Request For Proposal
DBE	Disadvantaged Business Enterprise	RIP	Regional Improvement Program
DPW	Department of Public Works	RPA	Rural Planning Assistance
EIR	Environmental Impact Report	RSTP	Regional Surface Transportation Program
EIS	Environmental Impact Statement (U.S. Federal law)	RTAP	Rural Transit Assistance Program
EPA	Environmental Protection Agency	RTIP	Regional Transportation Improvement Program
ERC	Economic Resource Council	RTMF	Regional Transportation Mitigation Fee
FAA	Federal Aviation Administration	RTP	Regional Transportation Plan
FFY	Federal Fiscal Year	RTPA	Regional Transportation Planning Agency
FHWA	Federal Highway Administration	RTTPC	Resort Triangle Transportation Planning Coalition
FONSI	Finding Of No Significant Impact	R/W	Right-of-Way
FSTIP	Federal Statewide Transportation Improvement Program	SACOG	Sacramento Area Council of Governments
FTA	Federal Transit Administration	SDA	Special Development Areas
FTIP	Federal Transportation Improvement Program	SHA	State Highway Account
GIS	Geographic Information Systems	SHOPP	State Highway Operations and Protection Program
HPP	High Priority Project (Mousehole)	SSTAC	Social Services Transportation Advisory Council
HSIP	Highway Safety Improvement Program	STA	State Transit Assistance
INFRA	Infrastructure for Rebuilding America	STIP	State Transportation Improvement Program
IRRS	Interregional Road System	STP	Surface Transportation Program
IIP	Interregional Improvement Program	TAC	Technical Advisory Committee
ITE	Institute of Transportation Engineers	TART	Tahoe Area Regional Transit
ITIP	Interregional Transportation Improvement Program	TDA	Transportation Development Act
ITMS	Intermodal Transportation Management System	TDM	Transportation Demand Management
ITS	Intelligent Transportation Systems	TDP	Transit Development Plan
ITSP	Interregional Transportation Strategic Plan	TIGER	Transportation Investments Generate Economic Recovery (Funds)
JPA	Joint Powers Agreement	TIP	Transportation Improvement Program
LAFCO	Local Agency Formation Commission	TNT/TMA	Truckee-North Tahoe Transportation Management Association
LCTOP	Low Carbon Transit Operations Program (Truckee)	TRPA	Tahoe Regional Planning Agency
LOS	Level Of Service	TSC	Transit Services Commission
LTF	Local Transportation Fund	TTALUC	Truckee Tahoe Airport Land Use Commission
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century	VMT	Vehicle Miles Traveled
MOU	Memorandum of Understanding		
MPO	Metropolitan Planning Organization		
MTC	Metropolitan Transportation Commission		

**Nevada County Transportation Commission  
Monthly Financial Report FY 2019/20**

**FEBRUARY**

**TOWN OF TRUCKEE (5805) LTF**

16.62%

Cash Balance 02/01/20	\$327,280.02
Additions	\$60,688.55
Deductions	<u>\$114,061.75</u>
Cash Balance 02/29/20	\$273,906.82
 <u>Budget and Allocations</u>	
Fund Balance 6/30/19	\$475,044.12
Estimated LTF Revenue- Reso 19-09 Revised Findings 5/15/19	<u>\$537,997.00</u>
AMOUNT TO BE ALLOCATED	\$1,013,041.12
 Total Amount of Approved Allocations	 <u>\$537,997.00</u>
BALANCE Available for Allocation	\$475,044.12

DATE/RESO	PROJECT	ALLOCATION	YTD ACTIVITY	BALANCE
7/17/19 19-24	Transit/Paratransit Operations	\$537,997.00	\$497,122.00	\$40,875.00

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 FEBRUARY**

**PEDESTRIAN AND BIKE (5806) LTF  
 2.00%**

Cash Balance 02/01/20	\$157,072.41
Additions	\$7,846.17
Deductions	<u>\$0.00</u>
Cash Balance 02/29/20	\$164,918.58

Budget and Allocations

Fund Balance 6/30/19	\$249,486.57
Estimated LTF Revenue- Reso 19-09 Revised Findings 5/15/19	<u>\$69,555.00</u>
AMOUNT TO BE ALLOCATED	\$319,041.57
Total Amount of Approved Allocations	<u>\$125,000.00</u>
BALANCE Available for Allocation	\$194,041.57

DATE/RESO	PROJECT	ALLOCATION	YTD ACTIVITY	BALANCE
7/18/18    18-25	Grass Valley Wolf Creek Trail	\$125,000.00	\$125,000.00	\$0.00



**Nevada County Transportation Commission  
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 FEBRUARY**

**NEVADA COUNTY (5807) LTF**

67.32%

Cash Balance 02/01/20	\$3,328,970.70
Additions	\$245,867.31
Deductions	<u>\$0.00</u>
Cash Balance 02/29/20	\$3,574,838.01
 <u>Budget and Allocations</u>	
Fund Balance 6/30/19	\$4,128,939.44
Estimated LTF Revenue- Reso 19-09 Revised Findings 5/15/19	<u>\$2,179,587.00</u>
AMOUNT TO BE ALLOCATED	\$6,308,526.44
 Total Amount of Approved Allocations	 <u>\$2,369,597.00</u>
BALANCE Available for Allocation	\$3,938,929.44

DATE/RESO	PROJECT	ALLOCATION	YTD ACTIVITY	BALANCE
7/17/19 19-21	Transit/Paratransit Operations	\$2,369,597.00	\$1,777,197.75	\$592,399.25

**Nevada County Transportation Commission**  
**Monthly Financial Report FY 2019/20**  
**FEBRUARY**

**GRASS VALLEY (5808) LTF**  
12.91%

Cash Balance 02/01/20	\$34,599.94
Additions	\$47,154.20
Deductions	<u>\$0.00</u>
Cash Balance 02/29/20	\$81,754.14
<u>Budget and Allocations</u>	
Fund Balance 6/30/19	\$53,594.35
Estimated LTF Revenue- Reso 19-09 Revised Findings 5/15/19	<u>\$418,017.00</u>
AMOUNT TO BE ALLOCATED	\$471,611.35
Total Amount of Approved Allocations	<u>\$471,611.35</u>
BALANCE Available for Allocation	\$0.00

DATE/RESO	PROJECT	ALLOCATION	YTD ACTIVITY	BALANCE
1/29/20    20-01	Transit/Paratransit Operations	\$471,611.35	\$199,354.09	\$272,257.26

**Nevada County Transportation Commission  
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 FEBRUARY**

**NEVADA CITY (5809) LTF**

3.16%

Cash Balance 02/01/20	\$8,459.63
Additions	\$11,529.13
Deductions	<u>\$0.00</u>
Cash Balance 02/29/20	\$19,988.76

Budget and Allocations

Fund Balance 6/30/19	\$13,325.75
Estimated LTF Revenue- Reso 19-09 Revised Findings 5/15/19	<u>\$102,204.00</u>
AMOUNT TO BE ALLOCATED	\$115,529.75

Total Amount of Approved Allocations	<u>\$115,529.75</u>
BALANCE Available for Allocation	\$0.00

DATE/RESO	PROJECT	ALLOCATION	YTD ACTIVITY	BALANCE
1/29/20    20-02	Transit/Paratransit Operations	\$115,529.75	\$48,963.77	\$66,565.98

**Nevada County Transportation Commission**  
**Monthly Financial Report FY 2019/20**  
**FEBRUARY**

**COMMUNITY TRANSIT SERVICES (5810) LTF**

5.00%

Cash Balance 02/01/20	\$26,061.64
Additions	\$19,223.11
Deductions	<u>\$0.00</u>
Cash Balance 02/29/20	\$45,284.75

Budget and Allocations

Fund Balance 6/30/19	\$121,784.36
Estimated LTF Revenue- Reso 19-09 Revised Findings 5/15/19	<u>\$170,411.00</u>
AMOUNT TO BE ALLOCATED	\$292,195.36
Total Amount of Approved Allocations	<u>\$170,411.00</u>
BALANCE Available for Allocation	\$121,784.36

DATE/RESO	PROJECT	ALLOCATION	YTD ACTIVITY	BALANCE
7/17/19 19-21	Nevada County Paratransit Operations	\$141,742.00	\$141,742.00	\$0.00
7/17/19 19-24	Truckee Paratransit Operations	\$28,669.00	\$28,669.00	\$0.00
	TOTAL	\$170,411.00	\$170,411.00	\$0.00

**Nevada County Transportation Commission  
 Monthly Financial Report FY 2019/20  
 FEBRUARY**

**PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND  
 SERVICE ENHANCEMENT PROGRAM - TRUCKEE (6318)**

Cash Balance 02/01/20	\$80,471.51
Additions	\$0.00
Deductions	<u>\$0.00</u>
Cash Balance 02/29/20	\$80,471.51
Amount Approved for Projects	\$66,927.34
Interest Accrued*	<u>\$13,287.32</u>
Total Available	\$80,214.66

DATE/RESO	PROJECT	AMOUNT AVAILABLE FOR THE PROJECT	TTD ACTIVITY	BALANCE
9/18/13 13-32	NextBus Technology	\$149,390.30	\$82,462.96	\$66,927.34

\*In order for Truckee to utilize the interest earned, a project change request will have to be submitted to the state.

Nevada County Transportation Commission  
Monthly Financial Report FY 2019/20

**FEBRUARY**

**NCTC Administration & Planning (6327)**

Cash Balance 02/01/20	\$171,671.03
Additions	\$98,047.85
Deductions	<u>\$72,839.29</u>
Cash Balance 02/29/20	\$196,879.59

**BUDGET: Estimated Revenue & Allocations**

Fund Balance 6/30/19	\$137,906
Estimated Revenue	<u>\$1,342,447</u>
<b>AVAILABLE FOR ALLOCATION</b>	<b>\$1,480,353</b>
Total of Approved Allocations	<u>\$1,342,447</u>
<b>BALANCE AVAILABLE FOR ALLOCATION</b>	<b>\$137,906</b>

W.E.	DESCRIPTION	Allocation	YTD Activity	Balance	% Expended
<b>1.1</b>	<b><u>General Services</u></b>				
	NCTC Staff	\$174,914.05	\$109,579.51	\$65,334.54	62.65%
	Indirect	\$34,068.38	\$17,405.07	\$16,663.31	51.09%
	Consultant Human Resources	\$5,000.00	\$2,210.00	\$2,790.00	44.20%
<b>1.2</b>	<b><u>TDA Admin.</u></b>				
	NCTC Staff	\$178,809.40	\$109,062.88	\$69,746.52	60.99%
	Indirect	\$34,827.09	\$17,160.81	\$17,666.28	49.27%
	Fiscal Audit	\$43,740.00	\$37,000.00	\$6,740.00	84.59%
<b>2.1</b>	<b><u>Regional Transportation Plan</u></b>				
	NCTC Staff	\$92,316.12	\$51,918.14	\$40,397.98	56.24%
	Indirect	\$21,165.07	\$7,641.12	\$13,523.95	36.10%
	Traffic Engineering	\$10,000.00	\$0.00	\$10,000.00	0.00%
	Local Agency	\$30,000.00	\$8,677.62	\$21,322.38	28.93%
	Traffic Counts	\$19,010.76	\$11,775.75	\$7,235.01	61.94%
<b>2.1.2</b>	<b><u>RTP Implementation VMT Thresholds</u></b>				
	NCTC Staff	\$1,970.36	\$1,829.01	\$141.35	92.83%
	Consultant	\$38,173.14	\$11,648.13	\$26,525.01	30.51%
<b>2.1.4</b>	<b><u>Truckee Big Data Daily VMT Analysis</u></b>				
	NCTC Staff	\$9,359.19	\$2,602.34	\$6,756.85	27.81%
	Consultant	\$36,942.00	\$0.00	\$36,942.00	0.00%
<b>2.1.5</b>	<b><u>Regional Traffic Model Update</u></b>				
	NCTC Staff	\$5,020.11	\$0.00	\$5,020.11	\$0.00
	Consultant	\$70,000.00	\$0.00	\$70,000.00	\$0.00
<b>2.2</b>	<b><u>Transportation Improvement Program</u></b>				
	NCTC Staff	\$56,613.53	\$32,528.56	\$24,084.97	57.46%
	Indirect	\$14,050.69	\$5,721.00	\$8,329.69	40.72%
<b>2.2.2</b>	<b><u>GV SR 174-20 Intersection Analysis</u></b>				
	NCTC Staff	\$7,762.79	\$6,697.01	\$1,065.78	86.27%
	Consultant	\$61,960.67	\$20,314.10	\$41,646.57	32.79%
<b>2.2.3</b>	<b><u>Nevada City SR 49 Multimodal Corridor Plan</u></b>				
	NCTC Staff	\$7,762.79	\$7,293.79	\$469.00	93.96%
	Consultant	\$59,847.47	\$20,172.25	\$39,675.22	33.71%
<b>2.3</b>	<b><u>Transit &amp; Paratransit Programs</u></b>				
	NCTC Staff	\$42,643.61	\$23,476.41	\$19,167.20	55.05%
	Indirect	\$11,724.20	\$4,549.42	\$7,174.78	38.80%
<b>2.3.1</b>	<b><u>Western Nevada County Transit Development Plan</u></b>				
	NCTC Staff	\$10,415.88	\$6,146.83	\$4,269.05	59.01%
	Consultant	\$80,000.00	\$0.00	\$80,000.00	0.00%
<b>2.3.2</b>	<b><u>NevCo Coordinated Public Transit-Human Services Plan Update</u></b>				
	NCTC Staff	\$7,134.96	\$4,629.22	\$2,505.74	64.88%
	Consultant	\$50,000.00	\$0.00	\$50,000.00	0.00%
<b>2.4</b>	<b><u>Coordination of Regional Planning</u></b>				
	NCTC Staff	\$75,585.78	\$48,085.65	\$27,500.13	63.62%
	Indirect	\$16,677.56	\$6,709.51	\$9,968.05	40.23%
	Rural Counties Task Force	\$2,000.00	\$2,000.00	\$0.00	100.00%
	Statewide Local Streets and Roads Needs Assessment	\$593.00	\$593.00	\$0.00	100.00%
<b>2.4.2</b>	<b><u>Airport Land Use Commission Planning &amp; Reviews</u></b>				
	NCTC Staff	\$10,040.22	\$3,187.82	\$6,852.40	31.75%
	ALUC Reviews	\$15,000.00	\$414.03	\$14,585.97	2.76%
	Contingency	\$7,318.21	\$0.00	\$7,318.21	0.00%
	<b>TOTAL ALL WORK ELEMENTS</b>	<b>\$1,342,447.03</b>	<b>\$581,028.98</b>	<b>\$761,418.05</b>	<b>43.28%</b>

Note: Totals may not equal addition of amounts in columns due to rounding.

**Nevada County Transportation Commission  
Monthly Financial Report FY 2019/20**

**FEBRUARY**

**REGIONAL TRANSPORTATION MITIGATION FEE FUND (6328)**

Cash Balance 02/01/20	\$913,636.25
Additions	\$0.00
Deductions	<u>\$0.00</u>
Cash Balance 02/29/20	\$913,636.25

**RTMF REVENUES, INTEREST, AND EXPENDITURES  
2000/01 - 2019/20**

JURISDICTION	RTMF COLLECTED/ EXPENDED 2000/01 - 2018/19	RTMF COLLECTED/ EXPENDED 2019/20	TOTAL RTMF COLLECTED /EXPENDED
Grass Valley	\$2,193,140.06	\$42,393.35	\$2,235,533.41
Nevada City	\$125,645.00	\$0.00	\$125,645.00
Nevada County	\$3,909,593.43	\$412,767.74	\$4,322,361.17
<b>Total</b>	<b>\$6,228,378.49</b>	<b>\$455,161.09</b>	<b>\$6,683,539.58</b>
Interest	\$182,772.77	\$5,261.68	\$188,034.45
Expenditures	\$5,957,937.79	\$0.00	\$5,957,937.79
<b>TOTAL</b>	<b>\$453,213.48</b>	<b>\$460,422.77</b>	<b>\$913,636.25</b>

**RTMF ALLOCATIONS**

	PROJECT	ORIGINAL ALLOCATION	PRIOR YEARS EXPENDITURES	REMAINING ALLOCATION AS OF 7/1/19	EXPENDED YTD	BALANCE
5/15/19 Reso 19-20	NCTC RTMF Administration	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
3/16/11 Reso 11-15 9/19/18 Reso 18-38	Grass Valley Dorsey Drive Interchange <del>\$223,071.84 rescinded</del>	\$4,386,462.84	\$1,260,261.54	\$3,126,201.30	\$0.00	\$3,126,201.30
7/19/17 Reso 17-28	Grass Valley Dorsey Drive Interchange	\$4,386,462.84	\$1,260,261.54	\$3,126,201.30	\$0.00	\$3,126,201.30
7/19/17 Reso 17-29	Grass Valley East Main Street/Bennett Street Intersection	\$1,500,000.00	\$1,026,057.28	\$473,942.72	\$0.00	\$473,942.72
<b>TOTAL</b>		<b>\$5,891,462.84</b>	<b>\$2,286,318.82</b>	<b>\$3,605,144.02</b>	<b>\$0.00</b>	<b>\$3,605,144.02</b>

**Nevada County Transportation Commission  
 Monthly Financial Report FY 2019/20  
 FEBRUARY**

**STATE TRANSIT ASSISTANCE FUND (6357)**

Cash Balance 02/01/20	\$2,347,222.29
Additions	\$0.00
Deductions	<u>\$0.00</u>
Cash Balance 02/29/20	\$2,347,222.29
 <u>Budget and Allocations</u>	
Fund Balance 6/30/19	\$2,143,242.02
Estimated STA Revenue	\$909,964.00
AMOUNT TO BE ALLOCATED	\$3,053,206.02
 Total Approved Allocations	 <u>\$193,047.00</u>
BALANCE Available for Allocation	\$2,860,159.02

DATE/RESO	PROJECT	ALLOCATION	YTD ACTIVITY	BALANCE
7/17/19 19-21	Nevada County Transit/Paratransit Services	\$31,898.00	\$0.00	\$31,898.00
7/17/19 19-24	Truckee Transit/Paratransit Services	\$161,149.00	\$0.00	\$161,149.00
	TOTAL	\$193,047.00	\$0.00	\$193,047.00



**Nevada County Transportation Commission  
Monthly Financial Report FY 2019/20**

**FEBRUARY**

**REGIONAL SURFACE TRANSPORTATION PROGRAM FUND (6492 )**

Cash Balance 02/01/20	\$3,050,844.09
Additions	\$0.00
Deductions	<u>\$1,341,933.00</u>
Cash Balance 02/29/20	\$1,708,911.09
<u>Budget and Allocations</u>	
Fund Balance 6/30/19	\$3,841,081.30
Estimated RSTP Revenue	<u>\$0.00</u>
AMOUNT TO BE ALLOCATED	\$3,841,081.30
Total Amount of Approved Allocations	<u>\$2,966,289.00</u>
BALANCE Available for Allocation	\$874,792.30

DATE/RESO	PROJECT	ORIGINAL ALLOCATION	PRIOR YEARS EXPENDITURES	REMAINING ALLOCATION	YTD ACTIVITY	BALANCE
3/21/18 18-12	GV 2018 Street Rehab \$260,227 reallocated to Wolf Creek Trail Reso 18-39	\$686,909.00	\$0.00	\$426,682.00	\$426,682.00	\$0.00
9/19/18 18-39	GV Wolf Creek Trail Phase 1	\$400,000.00	\$0.00	\$400,000.00	\$400,000.00	\$0.00
5/15/19 19-11	Nev Co 2019/20 Drainage & Shoulder Maintenance	\$152,484.00	\$0.00	\$152,484.00	\$152,484.00	\$0.00
5/15/19 19-11	Nev Co 2019/20 General Maintenance	\$1,189,449.00	\$0.00	\$1,189,449.00	\$1,189,449.00	\$0.00
5/15/19 19-11	Nev Co 2019/20 Shoulder Improvements Donner Pass Road	\$160,000.00	\$0.00	\$160,000.00	\$0.00	\$160,000.00
5/15/19 19-11	Nev Co 2019/20 Combie Road Corridor Improvements	\$583,174.00	\$0.00	\$583,174.00	\$0.00	\$583,174.00
1/29/20 20-10	NCTC SR 174/20 Intersection Anaylsis	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
1/29/20 20-10	NCTC SR 49 Multimodal Corridor Plan	\$34,500.00	\$0.00	\$34,500.00	\$0.00	\$34,500.00
	<b>TOTAL</b>	<b>\$3,226,516.00</b>	<b>\$0.00</b>	<b>\$2,966,289.00</b>	<b>\$2,168,615.00</b>	<b>\$797,674.00</b>

**Nevada County Transportation Commission  
Monthly Financial Report FY 2019/20**

**MARCH**

**TOWN OF TRUCKEE (5805) LTF**

16.62%

Cash Balance 03/01/20	\$273,906.82
Additions	\$36,981.99
Deductions	<u>\$0.00</u>
Cash Balance 03/31/20	\$310,888.81
 <u>Budget and Allocations</u>	
Fund Balance 6/30/19	\$475,044.12
Estimated LTF Revenue- Reso 19-09 Revised Findings 5/15/19	<u>\$537,997.00</u>
AMOUNT TO BE ALLOCATED	\$1,013,041.12
 Total Amount of Approved Allocations	 <u>\$537,997.00</u>
BALANCE Available for Allocation	\$475,044.12

DATE/RESO	PROJECT	ALLOCATION	YTD ACTIVITY	BALANCE
7/17/19 19-24	Transit/Paratransit Operations	\$537,997.00	\$497,122.00	\$40,875.00

**Nevada County Transportation Commission  
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**MARCH**

**PEDESTRIAN AND BIKE (5806) LTF**

2.00%

Cash Balance 03/01/20	\$164,918.58
Additions	\$5,529.58
Deductions	<u>\$0.00</u>
Cash Balance 03/31/20	\$170,448.16

Budget and Allocations

Fund Balance 6/30/19	\$249,486.57
Estimated LTF Revenue- Reso 19-09 Revised Findings 5/15/19	<u>\$69,555.00</u>
AMOUNT TO BE ALLOCATED	\$319,041.57

Total Amount of Approved Allocations	<u>\$125,000.00</u>
BALANCE Available for Allocation	\$194,041.57

DATE/RESO	PROJECT	ALLOCATION	YTD ACTIVITY	BALANCE
7/18/18    18-25	Grass Valley Wolf Creek Trail	\$125,000.00	\$125,000.00	\$0.00

**Nevada County Transportation Commission  
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**MARCH**

**NEVADA COUNTY (5807) LTF**

67.32%

Cash Balance 03/01/20	\$3,574,838.01
Additions	\$160,646.50
Deductions	<u>\$592,399.25</u>
Cash Balance 03/31/20	\$3,143,085.26
 <u>Budget and Allocations</u>	
Fund Balance 6/30/19	\$4,128,939.44
Estimated LTF Revenue- Reso 19-09 Revised Findings 5/15/19	<u>\$2,179,587.00</u>
AMOUNT TO BE ALLOCATED	\$6,308,526.44
 Total Amount of Approved Allocations	 <u>\$2,369,597.00</u>
BALANCE Available for Allocation	\$3,938,929.44

DATE/RESO	PROJECT	ALLOCATION	YTD ACTIVITY	BALANCE
7/17/19 19-21	Transit/Paratransit Operations	\$2,369,597.00	\$2,369,597.00	\$0.00

**Nevada County Transportation Commission  
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**MARCH**

**GRASS VALLEY (5808) LTF**

12.91%

Cash Balance 03/01/20	\$81,754.14
Additions	\$27,346.74
Deductions	<u>\$109,100.88</u>
Cash Balance 03/31/20	\$0.00

Budget and Allocations

Fund Balance 6/30/19	\$53,594.35
Estimated LTF Revenue- Reso 19-09 Revised Findings 5/15/19	<u>\$418,017.00</u>
AMOUNT TO BE ALLOCATED	\$471,611.35

Total Amount of Approved Allocations	<u>\$471,611.35</u>
BALANCE Available for Allocation	\$0.00

DATE/RESO	PROJECT	ALLOCATION	YTD ACTIVITY	BALANCE
1/29/20    20-01	Transit/Paratransit Operations	\$471,611.35	\$308,454.97	\$163,156.38

**Nevada County Transportation Commission  
Monthly Financial Report FY 2019/20**

**MARCH**

**NEVADA CITY (5809) LTF**

3.16%

Cash Balance 03/01/20	\$19,988.76
Additions	\$6,686.23
Deductions	<u>\$26,674.99</u>
Cash Balance 03/31/20	\$0.00

Budget and Allocations

Fund Balance 6/30/19	\$13,325.75
Estimated LTF Revenue- Reso 19-09 Revised Findings 5/15/19	<u>\$102,204.00</u>
AMOUNT TO BE ALLOCATED	\$115,529.75

Total Amount of Approved Allocations	<u>\$115,529.75</u>
BALANCE Available for Allocation	\$0.00

DATE/RESO	PROJECT	ALLOCATION	YTD ACTIVITY	BALANCE
1/29/20    20-02	Transit/Paratransit Operations	\$115,529.75	\$75,638.76	\$39,890.99

**Nevada County Transportation Commission  
Monthly Financial Report FY 2019/20**

**MARCH**

**COMMUNITY TRANSIT SERVICES (5810) LTF**

5.00%

Cash Balance 03/01/20	\$45,284.75
Additions	\$11,474.40
Deductions	<u>\$0.00</u>
Cash Balance 03/31/20	\$56,759.15

Budget and Allocations

Fund Balance 6/30/19	\$121,784.36
Estimated LTF Revenue- Reso 19-09 Revised Findings 5/15/19	<u>\$170,411.00</u>
AMOUNT TO BE ALLOCATED	\$292,195.36

Total Amount of Approved Allocations	<u>\$170,411.00</u>
BALANCE Available for Allocation	\$121,784.36

DATE/RESO	PROJECT	ALLOCATION	YTD ACTIVITY	BALANCE
7/17/19 19-21	Nevada County Paratransit Operations	\$141,742.00	\$141,742.00	\$0.00
7/17/19 19-24	Truckee Paratransit Operations	\$28,669.00	\$28,669.00	\$0.00
	TOTAL	\$170,411.00	\$170,411.00	\$0.00

**Nevada County Transportation Commission  
Monthly Financial Report FY 2019/20**

**MARCH**

**PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND  
SERVICE ENHANCEMENT PROGRAM - TRUCKEE (6318)**

Cash Balance 03/01/20	\$80,471.51
Additions	\$451.20
Deductions	<u>\$0.00</u>
Cash Balance 03/31/20	\$80,922.71
Amount Approved for Projects	\$66,927.34
Interest Accrued*	<u>\$13,995.37</u>
Total Available	\$80,922.71

DATE/RESO	PROJECT	AMOUNT AVAILABLE FOR THE PROJECT	TTD ACTIVITY	BALANCE
9/18/13 13-32	NextBus Technology	\$149,390.30	\$82,462.96	\$66,927.34

\*In order for Truckee to utilize the interest earned, a project change request will have to be submitted to the state.



Nevada County Transportation Commission  
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**MARCH**

**NCTC Administration & Planning (6327)**

Cash Balance 03/01/20	\$196,879.59
Additions	\$107,465.94
Deductions	<u>\$119,872.40</u>
Cash Balance 03/31/20	\$184,473.13

**BUDGET: Estimated Revenue & Allocations**

Fund Balance 6/30/19	\$137,906
Estimated Revenue	<u>\$1,342,447</u>
<b>AVAILABLE FOR ALLOCATION</b>	<b>\$1,480,353</b>
Total of Approved Allocations	<u>\$1,342,447</u>
<b>BALANCE AVAILABLE FOR ALLOCATION</b>	<b>\$137,906</b>

W.E.	DESCRIPTION	Allocation	YTD Activity	Balance	% Expended
<b>1.1</b>	<b><u>General Services</u></b>				
	NCTC Staff	\$174,914.05	\$122,113.53	\$52,800.52	69.81%
	Indirect	\$34,068.38	\$18,662.53	\$15,405.85	54.78%
	Consultant Human Resources	\$5,000.00	\$3,272.50	\$1,727.50	65.45%
<b>1.2</b>	<b><u>TDA Admin.</u></b>				
	NCTC Staff	\$178,809.40	\$122,602.86	\$56,206.54	68.57%
	Indirect	\$34,827.09	\$18,456.94	\$16,370.15	53.00%
	Fiscal Audit	\$43,740.00	\$42,000.00	\$1,740.00	96.02%
<b>2.1</b>	<b><u>Regional Transportation Plan</u></b>				
	NCTC Staff	\$92,316.12	\$60,617.16	\$31,698.96	65.66%
	Indirect	\$21,165.07	\$8,463.54	\$12,701.53	39.99%
	Traffic Engineering	\$10,000.00	\$0.00	\$10,000.00	0.00%
	Local Agency	\$30,000.00	\$8,677.62	\$21,322.38	28.93%
	Traffic Counts	\$19,010.76	\$11,897.56	\$7,113.20	62.58%
<b>2.1.2</b>	<b><u>RTP Implementation VMT Thresholds</u></b>				
	NCTC Staff	\$1,970.36	\$1,989.93	(\$19.57)	100.99%
	Consultant	\$38,173.14	\$11,648.13	\$26,525.01	30.51%
<b>2.1.4</b>	<b><u>Truckee Big Data Daily VMT Analysis</u></b>				
	NCTC Staff	\$9,359.19	\$2,924.19	\$6,435.00	31.24%
	Consultant	\$36,942.00	\$20,452.24	\$16,489.76	55.36%
<b>2.1.5</b>	<b><u>Regional Traffic Model Update</u></b>				
	NCTC Staff	\$5,020.11	\$281.76	\$4,738.35	\$0.06
	Consultant	\$70,000.00	\$0.00	\$70,000.00	\$0.00
<b>2.2</b>	<b><u>Transportation Improvement Program</u></b>				
	NCTC Staff	\$56,613.53	\$37,400.74	\$19,212.79	66.06%
	Indirect	\$14,050.69	\$6,097.77	\$7,952.92	43.40%
<b>2.2.2</b>	<b><u>GV SR 174-20 Intersection Analysis</u></b>				
	NCTC Staff	\$7,762.79	\$7,511.27	\$251.52	96.76%
	Consultant	\$61,960.67	\$20,314.10	\$41,646.57	32.79%
<b>2.2.3</b>	<b><u>Nevada City SR 49 Multimodal Corridor Plan</u></b>				
	NCTC Staff	\$7,762.79	\$7,449.33	\$313.46	95.96%
	Consultant	\$59,847.47	\$20,172.25	\$39,675.22	33.71%
<b>2.3</b>	<b><u>Transit &amp; Paratransit Programs</u></b>				
	NCTC Staff	\$42,643.61	\$26,788.59	\$15,855.02	62.82%
	Indirect	\$11,724.20	\$4,881.60	\$6,842.60	41.64%
<b>2.3.1</b>	<b><u>Western Nevada County Transit Development Plan</u></b>				
	NCTC Staff	\$10,415.88	\$6,935.30	\$3,480.58	66.58%
	Consultant	\$80,000.00	\$0.00	\$80,000.00	0.00%
<b>2.3.2</b>	<b><u>NevCo Coordinated Public Transit-Human Services Plan Update</u></b>				
	NCTC Staff	\$7,134.96	\$5,366.84	\$1,768.12	75.22%
	Consultant	\$50,000.00	\$0.00	\$50,000.00	0.00%
<b>2.4</b>	<b><u>Coordination of Regional Planning</u></b>				
	NCTC Staff	\$75,585.78	\$53,918.34	\$21,667.44	71.33%
	Indirect	\$16,677.56	\$7,199.41	\$9,478.15	43.17%
	Rural Counties Task Force	\$2,000.00	\$2,000.00	\$0.00	100.00%
	Statewide Local Streets and Roads Needs Assessment	\$593.00	\$593.00	\$0.00	100.00%
<b>2.4.2</b>	<b><u>Airport Land Use Commission Planning &amp; Reviews</u></b>				
	NCTC Staff	\$10,040.22	\$3,928.88	\$6,111.34	39.13%
	ALUC Reviews	\$15,000.00	\$414.03	\$14,585.97	2.76%
	Contingency	\$7,318.21	\$0.00	\$7,318.21	0.00%
	<b>TOTAL ALL WORK ELEMENTS</b>	<b>\$1,342,447.03</b>	<b>\$665,031.94</b>	<b>\$677,415.09</b>	<b>49.54%</b>

Note: Totals may not equal addition of amounts in columns due to rounding.

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**MARCH**

**REGIONAL TRANSPORTATION MITIGATION FEE FUND (6328)**

Cash Balance 03/01/20	\$913,636.25
Additions	\$5,014.08
Deductions	<u>\$0.00</u>
Cash Balance 03/31/20	\$918,650.33

**RTMF REVENUES, INTEREST, AND EXPENDITURES  
2000/01 - 2019/20**

JURISDICTION	RTMF COLLECTED/ EXPENDED 2000/01 - 2018/19	RTMF COLLECTED/ EXPENDED 2019/20	TOTAL RTMF COLLECTED /EXPENDED
Grass Valley	\$2,193,140.06	\$42,393.35	\$2,235,533.41
Nevada City	\$125,645.00	\$0.00	\$125,645.00
Nevada County	\$3,909,593.43	\$412,767.74	\$4,322,361.17
<b>Total</b>	<b>\$6,228,378.49</b>	<b>\$455,161.09</b>	<b>\$6,683,539.58</b>
Interest	\$182,772.77	\$10,275.76	\$193,048.53
Expenditures	\$5,957,937.79	\$0.00	\$5,957,937.79
<b>TOTAL</b>	<b>\$453,213.48</b>	<b>\$465,436.85</b>	<b>\$918,650.33</b>

**RTMF ALLOCATIONS**

	PROJECT	ORIGINAL ALLOCATION	PRIOR YEARS EXPENDITURES	REMAINING ALLOCATION AS OF 7/1/19	EXPENDED YTD	BALANCE
5/15/19 Reso 19-20	NCTC RTMF Administration	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
3/16/11 Reso 11-15 9/19/18 Reso 18-38	Grass Valley Dorsey Drive Interchange \$223,071.84 rescinded	\$4,386,462.84	\$1,260,261.54	\$3,126,201.30	\$0.00	\$3,126,201.30
7/19/17 Reso 17-28	Grass Valley Dorsey Drive Interchange	\$4,386,462.84	\$1,260,261.54	\$3,126,201.30	\$0.00	\$3,126,201.30
7/19/17 Reso 17-29	Grass Valley East Main Street/Bennett Street Intersection	\$1,500,000.00	\$1,026,057.28	\$473,942.72	\$0.00	\$473,942.72
<b>TOTAL</b>		<b>\$5,891,462.84</b>	<b>\$2,286,318.82</b>	<b>\$3,605,144.02</b>	<b>\$0.00</b>	<b>\$3,605,144.02</b>

**Nevada County Transportation Commission  
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**MARCH**

**STATE TRANSIT ASSISTANCE FUND (6357)**

Cash Balance 03/01/20	\$2,347,222.29
Additions	\$232,125.69
Deductions	<u>\$0.00</u>
Cash Balance 03/31/20	\$2,579,347.98
 <u>Budget and Allocations</u>	
Fund Balance 6/30/19	\$2,143,242.02
Estimated STA Revenue	\$909,964.00
AMOUNT TO BE ALLOCATED	\$3,053,206.02
 Total Approved Allocations	 <u>\$193,047.00</u>
BALANCE Available for Allocation	\$2,860,159.02

DATE/RESO	PROJECT	ALLOCATION	YTD ACTIVITY	BALANCE
7/17/19 19-21	Nevada County Transit/Paratransit Services	\$31,898.00	\$0.00	\$31,898.00
7/17/19 19-24	Truckee Transit/Paratransit Services	\$161,149.00	\$0.00	\$161,149.00
	TOTAL	\$193,047.00	\$0.00	\$193,047.00

**Nevada County Transportation Commission  
Monthly Financial Report FY 2019/20**

**MARCH**

**REGIONAL SURFACE TRANSPORTATION PROGRAM FUND (6492 )**

Cash Balance 03/01/20	\$1,708,911.09
Additions	\$13,018.42
Deductions	<u>\$583,174.00</u>
Cash Balance 03/31/20	\$1,138,755.51
<u>Budget and Allocations</u>	
Fund Balance 6/30/19	\$3,841,081.30
Estimated RSTP Revenue	<u>\$1,126,371.00</u>
AMOUNT TO BE ALLOCATED	\$4,967,452.30
Total Amount of Approved Allocations	<u>\$2,966,289.00</u>
BALANCE Available for Allocation	\$2,001,163.30

DATE/RESO	PROJECT	ORIGINAL ALLOCATION	PRIOR YEARS EXPENDITURES	REMAINING ALLOCATION	YTD ACTIVITY	BALANCE
3/21/18 18-12	GV 2018 Street Rehab \$260,227 reallocated to Wolf Creek Trail Reso 18-39	\$686,909.00	\$0.00	\$426,682.00	\$426,682.00	\$0.00
9/19/18 18-39	GV Wolf Creek Trail Phase 1	\$400,000.00	\$0.00	\$400,000.00	\$400,000.00	\$0.00
5/15/19 19-11	Nev Co 2019/20 Drainage & Shoulder Maintenance	\$152,484.00	\$0.00	\$152,484.00	\$152,484.00	\$0.00
5/15/19 19-11	Nev Co 2019/20 General Maintenance	\$1,189,449.00	\$0.00	\$1,189,449.00	\$1,189,449.00	\$0.00
5/15/19 19-11	Nev Co 2019/20 Shoulder Improvements Donner Pass Road	\$160,000.00	\$0.00	\$160,000.00	\$0.00	\$160,000.00
5/15/19 19-11	Nev Co 2019/20 Combie Road Corridor Improvements	\$583,174.00	\$0.00	\$583,174.00	\$583,174.00	\$0.00
1/29/20 20-10	NCTC SR 174/20 Intersection Anaylsis	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
1/29/20 20-10	NCTC SR 49 Multimodal Corridor Plan	\$34,500.00	\$0.00	\$34,500.00	\$0.00	\$34,500.00
	<b>TOTAL</b>	<b>\$3,226,516.00</b>	<b>\$0.00</b>	<b>\$2,966,289.00</b>	<b>\$2,751,789.00</b>	<b>\$214,500.00</b>

JAN ARBUCKLE – Grass Valley City Council  
 ANDREW BURTON – Member-At-Large, Chair  
 CAROLYN WALLACE DEE – Town of Truckee  
 ANN GUERRA – Member-At-Large  
 SUSAN HOEK – Nevada County Board of Supervisors, Vice Chair  
 ED SCOFIELD – Nevada County Board of Supervisors  
 DUANE STRAWSER – Nevada City City Council



DANIEL LANDON, Executive Director  
 MICHAEL WOODMAN, Deputy Executive Director

Grass Valley • Nevada City

Nevada County • Truckee

## MINUTES OF NCTC MEETING April 15, 2020

An online Special Meeting of the Nevada County Transportation Commission (NCTC) was held via teleconference, in light of COVID-19 restrictions on public gatherings, on Wednesday, April 15, 2020. The meeting was held via Zoom. Notice of the Special Meeting was posted 24 hours in advance. The meeting was scheduled for 9:30 a.m.

Members Present: Jan Arbuckle  
 Andy Burton  
 Carolyn Wallace Dee  
 Ann Guerra  
 Susan Hoek  
 Ed Scofield  
 Duane Strawser

Members Absent: None

Staff Present: Dan Landon, Executive Director  
 Mike Woodman, Deputy Executive Director  
 Kena Sannar, Transportation Planner  
 Dale Sayles, Administrative Services Officer  
 Carol Lynn, Administrative Assistant

Standing Orders: Chair Burton convened the Nevada County Transportation Commission meeting at 9:36 a.m.

Pledge of Allegiance  
 Roll Call

PUBLIC COMMENT: None

### CONSENT ITEMS

1. Financial Reports  
 December 2019 and January 2020
2. NCTC Minutes  
 January 29, 2020 NCTC Meeting Minutes

3. Revised Findings of Apportionment for FY 2019/20 and Preliminary Findings of Apportionment for FY 2020/21  
Resolution 20-11 and 20-12
4. Revised Local Transportation Fund Allocation for the City of Grass Valley  
Resolution 20-13
5. Revised Local Transportation Fund Allocation for the City of Nevada City  
Resolution 20-14
6. State Transit Assistance Preliminary Apportionments for FY 2020/21  
Approve apportionment table
7. Regional Transportation Mitigation Fee Inflation Adjustment  
Resolution 20-15
8. Approval of Low Carbon Transit Operations Program FY 2019/20 Funding Amounts  
Approve the Town of Truckee's and Nevada County's allocation requests

**ACTION: Approved Consent Items by roll call vote**

**MOTION: Dee / SECOND: Scofield**

**AYES: Arbuckle, Burton, Dee, Guerra, Hoek, Scofield, Strawser (unanimous)**

**ABSTAIN: None**

**ABSENT: None**

## INFORMATIONAL ITEMS

### 9. Executive Director's Report

- Zero Traffic Fatalities Task Force

Executive Director Landon said at the start of January 2020, the report from the Zero Traffic Fatalities Task Force was forwarded to the legislature, and Assembly Member Friedman is working on putting some of the recommendations into legislation. However, given the current pandemic situation, there isn't anything to report at this time.

- SR 49 Corridor Plan and Roadside Safety Audit

Executive Director Landon said this process has been kicked off. He referred to two graphics that have been developed, one showing the fatal collisions on Highway 49 from 2015 to 2019, and the other a Communication Plan that has been set up to participate in this Roadside Safety Audit and report process. The next step that NCTC staff will be doing is to call a meeting of the State Route 49 Stakeholders Committee and apprise them of this effort, and share the Draft Report coming from the Caltrans consultant as soon as it comes out.

There were no questions or comments on the Executive Director's Report.

## 10. Project Status Reports

### A. Caltrans Project Report

Caltrans District 3 Project Manager Sam Vandell reviewed the March Caltrans Project Status Report.

There is a new project on Highway 80, it is the Yuba Pass separation overhead bridge replacement at Highway 80 and Highway 20.

The Soda Pavement Repair is a variable location project to repair the distressed pavement and to update the design standards on the roadway to current design standards. It is in Placer and Nevada Counties, from Soda Springs up to the Troy Road undercrossing.

A new project on Highway 80, Acid Flats 3H580, in Nevada County near Floriston at the Truckee River Bridge, replaces the bridges at that location and installs fiber optics, and an RWIS, which is a weather monitoring station.

A new project on Highway 80 in Truckee, west of the Donner Park overcrossing bridge to the Trout Creek undercrossing bridge, is a pavement rehabilitation SHOPP project, and will install rumble strips.

The Highway 174 Safety Project 4F370 to realign curves, widen shoulders, and add a left turn lane at Greenhorn Access Road has a construction contract approval date of February 2020.

Project 3F680 on Highway 174 to upgrade ADA infrastructure including curb ramps, cross slopes, driveways, etc. has a target date of April of 2020 to complete the environmental document.

Mr. Vandell said he will continue to have Highway 80 projects on the schedule. He said part of Senate Bill 1 (SB1) is to repair what we have first, and Highway 80, going up the mountains and over the top, is certainly a high-stressed pavement. It will continue to get lots of attention going forward. It is a vital stretch of pavement. It is not only a part of SB1, but it is a major route for commercial traffic as well. It takes lots of beatings from truck traffic, and along with the snow removal and the chain control, the pavement continues to take much pounding. It definitely needs to be updated and repaired.

Mr. Vandell addressed the vegetation management on Highway 49 near Banner Mountain. He said discussions were set up with maintenance staff. He believed Shelley Pangman was the maintenance area supervisor through there, and there were some concerns at that overcrossing. It was a matter of getting the right people in contact with one another to provide that communication, because there were some efforts to try and save some trees. There were a large number of trees near the overcrossing. They wanted to make sure that the sight distance was accomplished, but with trying to maintain as many of those trees as possible as well.

Mr. Vandell addressed the vegetation management on Highway 49 toward North San Juan, especially as evacuation paths become more and more critical. He said Tom Brannon has been working with CAL FIRE in identifying those areas and working to get those addressed. There has been some discussions on that, but with COVID-19 and the adjustment everybody is

making, it's been pushed on the back burner. People are just now being able to communicate and develop plans to move forward on that.

Mr. Vandell addressed the acceleration lanes at Wolf Road/Combie Road, saying the project went out to bid and the contract has been awarded to DeSilva Gates. The project should start this season and is moving forward. He said highway construction activities were considered essential during the shelter-in-place order, so projects are still proceeding.

Chair Burton commented, before all of our current pandemic and COVID-19 response became our new reality, the county was just preparing to get ready for this fire season, with some increased efforts on land clearing and other mitigation efforts. He requested that Mr. Vandell include in future updates the areas that Caltrans is focusing those efforts on, so that we can get that information into the hands of our supervisors. Executive Director Landon said he would work with Mr. Vandell on that. He also noted that staff received notification from Caltrans that NCTC has been awarded funding to do the READY Nevada County effort to parallel with what OES and the other community agencies are doing so that we will help combine all of our transportation planning into the efforts of the community related to emergency evacuation, etc. He said staff will be kicking that off in the coming fiscal year.

#### B. The Town of Truckee's Transit operations

Kelly Beede, Truckee Administrative Analyst II reviewed the Truckee TART Activity 4th Quarter FY18/19 & 1st & 2nd Quarters FY19/20.

Truckee TART saw a 27% increase in overall ridership over the past year. 32% of that was on the Fixed Route and about 16% was on Dial-A-Ride. Between July 1 and December 31st, the Fixed Route ridership was up 45%, and system-wide, it was up 35%.

The Fixed Route service was expanded in November. It used to operate from 9:00 a.m. to 5:00 p.m., six days a week, now it is operating 7:00 a.m. to 7:00 p.m. seven days a week. In the wintertime, it starts one hour earlier. The Fixed Route system is now a year-round operation.

February ridership to April ridership is down 60%. The Fixed Route schedule was modified to 8:00 a.m. to 6:00 p.m. on weekdays, and 9:00 a.m. to 6:00 p.m. on the weekend. Ridership is monitored daily. They are hoping they don't have to make any more adjustments. Transit is being provided to transit-dependent folks to essential needs appointments and to grocery centers. Masks are provided on the bus for passengers who don't have them. Drivers are wearing masks and gloves. Buses get wiped down on a daily basis. There are hand sanitizer stations at the main shelters.

A Truckee TART regional night service began in December, which has been an unmet need for at least a decade. A bus comes from North Lake Tahoe into Truckee during the daytime from 7:00 a.m. to 6:00 p.m. The night service runs from 6:00 p.m. to 2:00 a.m. in peak season and 10:00 p.m. in the shoulder seasons. There are a number of employees that rely on the transit service to get to the resorts for employment during the daytime, but there was no service getting them home. The new night service runs from Truckee to the resorts from roughly 6:00 p.m. until 11:30 p.m. There is now a full connection region-wide from 7:00 a.m. to 11:30 p.m. between Truckee and North Lake Tahoe.



From December 12th through February 28th, 3,155 one-way passenger trips were provided, and at the resorts, the connection between the Truckee TART and regional TART service, there were 730 transfers. This really speaks to the importance of the regional connection for residents and visitors and employees.

When the stay-at-home orders and having only essential businesses open occurred, the resorts closed. They continued to run service for a couple of weeks and got to the point where over a 12-hour period, total trips were about three. The decision was made with Placer TART to suspend night service. Night service will start again when the resorts and all the business within the resorts are open. This will be a viable year-round service when things are normalized.

Last year they saw another 9% increase in the Truckee Thursday shuttle for the July Parade Show program. This year they have received a number of special event applications, two of which rely on shuttle service. They are standing by to determine whether or not the Truckee Thursday event and 4th of July Parade will occur. They will be adjusting accordingly the summer shuttle event program.

Ms. Beede reported on the Transit Center Relocation Feasibility Study. The current transit center at the train depot is beyond capacity, particularly during peak times of the day. The project advisory committee initially identified 15 potential sites around Truckee. They whittled that down to three sites which were included in the report. One of the sites would be to modify the existing depot location. The second concept design is to modify the rail yard parking site into a new transit center location. The third site is called the North Balloon Track option. As part of the rail yard master plan, the town can buy 25,000 square feet from the developer for a dollar and then another 25,000 square feet at fair market value. The final PAC meeting will be sometime in May to bring back all of the public outreach efforts, all the questionnaires and surveys, and public meetings. The project advisory committee will give a final recommendation that will then go to the Town Council.

Chair Burton asked about the efforts to communicate the availability of night service with both employers and employees in Truckee. Ms. Beede responded they worked with the Truckee North Tahoe Transportation Management Association and with Placer County to do public outreach with social service agencies, the employment centers in Truckee, the resorts, and the businesses around the resorts. They posted flyers at affordable housing locations, on buses and in transit shelters. They worked with the resort employee orientation meetings to notify them about the service. For a new service, they felt that the ridership was actually really good.

Ms. Beede addressed safety of drivers and passengers, and whether people could enter through a back door on the bus. She said the buses only have one entrance in the front because the buses are smaller. Placer County TART has the larger buses and they do have their passengers enter through the back door. For Truckee's smaller buses they have cordoned off the first two rows behind the drivers and ask passengers to sit in every other seat. They are trying to do as much social distancing on the bus as possible.

**ACTION: None – Information only.**

## ACTION ITEMS

11. Presentation: Bryce Consulting Compensation Survey  
This item was moved to a future meeting due to a scheduling conflict.
12. Revised Allocation Request from the Town of Truckee  
Resolution 20-17

Executive Director Landon said based on funding policies that NCTC adopted last spring, Truckee is requesting a revision of their current transit claim in order to assist them in establishing a 12-month operating reserve.

**ACTION: Adopted Resolution 20-17 by roll call vote**

**MOTION: Dee / SECOND: Scofield**

**AYES: Arbuckle, Burton, Dee, Guerra, Hoek, Scofield, Strawser (unanimous)**

**ABSTAIN: None**

**ABSENT: None**

13. Draft FY 2020/21 Overall Work Program

Executive Director Landon said staff has received notification that NCTC will be receiving funding for the READY Nevada County effort, which will be added into the Draft and brought back in the Final OWP report for the May NCTC meeting. Staff is waiting to hear on another grant that is due to be awarded this month that may also be added to the Draft for our Final report in May. Staff received some comments from Caltrans regarding formatting and timing of some of the projects, and these are being addressed.

**ACTION: There were no comments.**

14. Congestion Mitigation and Air Quality Improvement Program Adjustments  
Resolution 20-18

Deputy Executive Director Mike Woodman said this item is recommending some adjustments to the projects in the Congestion Mitigation and Air Quality Improvement Program (CMAQ). CMAQ is a federal funding program for transportation projects that improve air quality in regions that have been designated as non-attainment for federal air quality standards. In 2004, Western Nevada County was designated as non-attainment for the federal ozone standards. As a result of that designation, NCTC annually receives approximately \$1 million in CMAQ funds. As the regional transportation planning agency, NCTC is responsible for administering the funding program. NCTC staff programs the projects in coordination with Caltrans and the Federal Highway Administration, making sure the funding is utilized and not lost, and following annual reporting requirements.

The City of Grass Valley indicated they had two recent bids come in that were higher than the CMAQ funding previously approved. Those two projects are the Condon Park Accessibility Project and the Wolf Creek Trail Project. As a result of those higher bids, the city indicated that they needed an additional \$50,000 for the construction of the Condon Park Accessibility Project and an additional \$45,000 for the preliminary engineering for the Wolf Creek Trail Project. Looking at the program, staff determined that we could address these requests. The city had a previous CMAQ project, the Southeast Grass Valley Sidewalk Improvement Project that was recently closed out. As part of that closeout, they had a \$50,000 savings that went back into

NCTC's carryover funds. Additionally, the Wolf Creek Trail Project needed an additional \$45,000. The City of Grass Valley indicated they would support reducing the McCourtney Road Active Transportation Project by \$45,000 and applying that funding to the Wolf Creek Trail Project. Those two actions would allow the bids to be awarded and both of those projects to move forward without any impact on the current CMAQ program.

With those actions, the funding amounts would be adjusted. The Condon Park Accessibility Project amount would now be \$415,000. The Wolf Creek Trail Project would be \$271,000, and the McCourtney Road Active Transportation Project would be reduced by \$45,000, for a total of \$640,046.

Deputy Executive Director Woodman reviewed the McCourtney Road Active Transportation Project, saying it will include installation of a concrete sidewalk on the north side of McCourtney Road, beginning at the terminus of the existing sidewalk on Mill Street, and continuing west through the intersection of the freeway ramps, and connect to the existing sidewalk in front of the Brighton Greens property. The project proposes to construct a shared-use, eight to 10 foot wide paved path on the south side of McCourtney Road, from Allison Ranch Road west to the Brighton Street intersection, where it will join the existing paths and sidewalk running along the Fairground property. The project is currently programmed in the Federal Transportation Improvement Program, and the City of Grass Valley indicated they will probably obligate the funding for that and move forward next year. Chair Burton said those improvements will be fantastic.

**ACTION: Adopted Resolution 20-18 by roll call vote**  
**MOTION: Arbuckle / SECOND: Dee**  
**AYES: Arbuckle, Burton, Dee, Guerra, Hoek, Scofield, Strawser (unanimous)**  
**ABSTAIN: None**  
**ABSENT: None**

15. Revised Allocation Request from Nevada County  
Resolution 20-19

Executive Director Landon said Nevada County Transit has found, through the changes in funding programs, that they need to adjust their current year transit allocation from what it was back in July when it was adopted. They have submitted a revised claim to bring their funding sources in line with their budgeting, and have provided all the necessary documentation for the Transportation Development Act.

**ACTION: Adopted Resolution 20-19 by roll call vote**  
**MOTION: Arbuckle / SECOND: Dee**  
**AYES: Arbuckle, Burton, Dee, Guerra, Hoek, Scofield, Strawser (unanimous)**  
**ABSTAIN: None**  
**ABSENT: None**

COMMISSION ANNOUNCEMENTS:

Commissioner Arbuckle said the county and the cities are really working hard together to keep our virus case numbers low. She said it shows what we can do when we all pull together and share information in a timely manner. She is sharing information with County Executive Officer Alison Lehman daily on all the briefings, webinars and conference calls through the National League of Cities and the League of California Cities.

Chair Burton commented he was asked to participate in a small way with the Nevada County Relief Fund effort that got approved yesterday by the Board of Supervisors. He said it is going to be exciting for the next couple of weeks as the website launches and we start to build momentum on that fund. He said he has been impressed by just how much digging in and leaning in there has been from the cities and the county.


Commissioner Dee commented that she is concerned about Truckee’s virus case numbers, and it is difficult if it is a matter of altering the public’s behavior. She said the government officials are being very vocal in their pleas to be careful and aware of imposing personal activities on an entire community. She said they are trying to bring their averages down. Commissioner Arbuckle said they appreciate what Truckee is doing and understand their unique situation to the rest of the county.

Chair Burton thanked staff for adding quick links to the Agenda Packet and said they are very helpful.

SCHEDULE FOR NEXT MEETING: The next regularly scheduled meeting of the NCTC will be May 20, 2020 via Zoom Webinar.

ADJOURNMENT OF MEETING

Chair Burton called for a motion to adjourn the meeting. Commissioner Arbuckle made a motion to adjourn. Commissioner Guerra seconded the motion. The meeting was adjourned at 10:38 a.m.

Respectfully submitted by:   
\_\_\_\_\_  
Carol Lynn, Administrative Assistant

Approved on: \_\_\_\_\_

By: \_\_\_\_\_  
Andrew Burton, Chair  
Nevada County Transportation Commission



Grass Valley • Nevada City

Nevada County • Truckee

## MINUTES OF NCTC SPECIAL MEETING May 6, 2020

An online Special Meeting of the Nevada County Transportation Commission (NCTC) was held via teleconference, in light of COVID-19 restrictions on public gatherings, on Wednesday, May 6, 2020. The meeting was held via Zoom. Notice of the Special Meeting was posted 24 hours in advance. The meeting was scheduled for 9:00 a.m.

Members Present: Jan Arbuckle  
Andy Burton  
Carolyn Wallace Dee  
Ann Guerra  
Susan Hoek  
Ed Scofield

Members Absent: Duane Strawser

Staff Present: Dan Landon, Executive Director  
Mike Woodman, Deputy Executive Director  
Kena Sannar, Transportation Planner  
Dale Sayles, Administrative Services Officer  
Carol Lynn, Administrative Assistant

Standing Orders: Chair Burton convened the Nevada County Transportation Commission meeting at 9:01 a.m.

Pledge of Allegiance  
Roll Call

PUBLIC COMMENT: None

### ACTION ITEMS

1. PUBLIC HEARING: Proposed Amendment to the FY 2019/20 Regional Transportation Improvement Program  
Resolution 20-20

Executive Director Landon reported that staff was informed by the Caltrans Environmental staff that in order to keep the State Route 49 Corridor Improvement Project moving forward and to complete the National Environmental Protection Act requirements, the project needs to have funding programmed in a future phase to show that it is a viable continuing project. Staff

contacted the California Transportation Commission, and they will do an adjustment to the State Transportation Improvement Program to include funding for the next phase of that project, which is the right-of-way phase. There is sufficient funding held in reserve from the previous action to cover this additional funding for right-of-way engineering. The first two phases of the project, the environmental documentation / project approval (PA/ED) phase and the plan specifications and estimates phase (PS&E), were programmed and had money remaining that was set aside for future use, which now staff can use for the right-of-way phase.

There was no public comment during the Public Hearing.

**ACTION: Adopted Resolution 20-20 by roll call vote**

**MOTION: Scofield / SECOND: Arbuckle**

**AYES: Arbuckle, Burton, Dee, Guerra, Hoek, Scofield, (unanimous)**

**ABSTAIN: None**

**ABSENT: Strawser**

COMMISSION ANNOUNCEMENTS: None.

SCHEDULE FOR NEXT MEETING: The next regularly scheduled meeting of the NCTC will be May 20, 2020 via Zoom Webinar.

ADJOURNMENT OF MEETING

Chair Burton called for a motion to adjourn the meeting. Commissioner Arbuckle made a motion to adjourn. Commissioner Guerra seconded the motion. The meeting was adjourned at 9:10 a.m.

Respectfully submitted by:



\_\_\_\_\_  
Carol Lynn, Administrative Assistant

Approved on: \_\_\_\_\_

By: \_\_\_\_\_

Andrew Burton, Chair  
Nevada County Transportation Commission

JAN ARBUCKLE – Grass Valley City Council  
 ANDREW BURTON – Member-At-Large, Chair  
 CAROLYN WALLACE DEE – Town of Truckee  
 ANN GUERRA – Member-At-Large  
 SUSAN HOEK – Nevada County Board of Supervisors, Vice Chair  
 ED SCOFIELD – Nevada County Board of Supervisors  
 DUANE STRAWSER – Nevada City City Council



DANIEL LANDON, Executive Director  
 MICHAEL WOODMAN, Deputy Executive Director

Grass Valley • Nevada City

Nevada County • Truckee

File: 720.1, 1400.0

## MEMORANDUM

TO: Nevada County Transportation Commission  
 FROM: Daniel B. Landon, Executive Director *Daniel B. Landon*  
 SUBJECT: Revised Findings of Apportionment for FY 2020/21, Resolution 20-21  
 DATE: May 20, 2020

**RECOMMENDATION:** Approve Resolution 20-21 adopting the Revised Findings of Apportionment for FY 2020/21.

**BACKGROUND:** Prior to March 1 of each year, Nevada County Transportation Commission (NCTC), pursuant to California Code of Regulations Section 6644, transmits Findings of Apportionment for all prospective claimants.

The apportionments are determined from the Auditor-Controller's estimate of Local Transportation Funding (LTF) for the ensuing fiscal year, less those funds made available for Transportation Development Act administration, planning projects, pedestrian/bicycle projects, and community transit service projects. The remaining funds are apportioned by each jurisdiction's percentage of the total population.

On April 15, 2020, NCTC approved Resolution 20-12 adopting the FY 2020/21 Preliminary Findings of Apportionment based on the California Department of Finance Population Estimates 2019 E-1 Report. On May 1, 2020, NCTC obtained the 2020 E-1 Report with updated population figures. In accordance with Section 6655.5 of the California Code of Regulations, the attached Resolution 20-21, Revised Findings of Apportionment for FY 2020/21, has been prepared to update the apportionments with the latest population data. The apportionment adjustments are as follows:

COMPARISON OF POPULATION ESTIMATES AND APPORTIONMENTS						
Department of Finance E-1 Report May 1, 2019 & 2020				Apportionments		
Jurisdiction	1/1/2019 Population	1/1/2020 Population	Population Change	Resolution 20-12 4/15/20 Preliminary Findings	Resolution 20-21 5/20/20 Revised Findings	Difference
Nevada County	66,579	65,881	-698	\$2,072,802	\$2,067,586	\$(5,216)
Grass Valley	12,769	12,865	96	\$397,537	\$403,751	\$ 6,214
Nevada City	3,122	3,140	18	\$97,197	\$98,545	\$ 1,348
Truckee	16,434	16,228	-206	\$511,639	\$509,294	\$(2,345)
Total	98,904	98,114	-790	\$3,079,176	\$3,079,176	

Totals may not equal sum of amounts in column due to rounding.

**RESOLUTION 20-21  
OF THE  
NEVADA COUNTY TRANSPORTATION COMMISSION**

**REVISED FINDINGS OF APPORTIONMENT FOR FISCAL YEAR 2020/21**

WHEREAS, Section 6655.5 of the California Code of Regulations states that the transportation planning agency may, at any time before the conveyance of initial allocation instructions pursuant to Section 6659, issue a revised determination of apportionments based on a revised determination of populations; and

WHEREAS, the Auditor-Controller of Nevada County has issued an estimate of \$3,985,787 as the amount available for allocation in FY 2020/21; and

WHEREAS, the amount subject to apportionment is to be determined by subtracting the anticipated amounts to be allocated, or made available for allocation, for administration of the Transportation Development Act, for transportation planning, for facilities for the exclusive use of pedestrians and bicycles, and for community transit services, from the total estimate of monies to be available for apportionment and allocation during the ensuing fiscal year; and

WHEREAS, the following figures represent the amount described above:

Estimated LTF Available for FY 2020/21

Sales and Use Tax	\$3,945,787
Interest	\$40,000
Subtotal	\$3,985,787
<u>Anticipated Allocations</u>	
Administration and Planning	-\$678,402
Pedestrian and Bicycles	-\$66,148
Community Transit Services	-\$162,062
<b>Total Estimated FY 2020/21 LTF Available for Apportionment</b>	<b>\$3,079,176</b>

Area apportionments based on population: Population figures from State of California Department of Finance 2020 E-1 Report, May 2020

Jurisdiction	Estimated Population	Percent of Estimated Total*	Apportionment**
Nevada County	65,881	67.15%	\$2,067,586
Grass Valley	12,865	13.11%	\$403,751
Nevada City	3,140	3.20%	\$98,545
<u>Truckee</u>	16,228	16.54%	\$509,294
<b>TOTAL</b>	<b>98,114</b>	<b>100.00%</b>	<b>\$3,079,176</b>

Totals may not equal sum of amounts in column due to rounding.



NOW, THEREFORE, BE IT RESOLVED, that Nevada County Transportation Commission finds that the above figures represent area apportionments to be used for FY 2020/21. These apportionments will be used as the basis for allocations throughout FY 2020/21, unless these findings are revised in accordance with statutes and regulations contained in the Transportation Development Act.

PASSED AND ADOPTED by the Nevada County Transportation Commission on May 20, 2020 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_  
Andrew Burton, Chair  
Nevada County Transportation Commission

Attest: \_\_\_\_\_  
Dale D. Sayles  
Administrative Services Officer

**E-1: City/County/State Population Estimates with Annual Percent Change  
January 1, 2019 and 2020**

JURISDICTION	Total Population		Percent Change	JURISDICTION	Total Population		Percent Change
	1/1/19	1/1/20			1/1/19	1/1/20	
Seaside	33,047	33,537	1.5	Villa Park	5,786	5,766	-0.3
Soledad	25,745	25,301	-1.7	Westminster	92,737	92,421	-0.3
Balance of County	106,908	106,744	-0.2	Yorba Linda	68,458	68,650	0.3
<b>Napa</b>	139,970	139,088	-0.6	Balance of County	128,082	128,421	0.3
American Canyon	21,000	20,837	-0.8	<b>Placer</b>	395,978	403,711	2.0
Calistoga	5,378	5,348	-0.6	Auburn	14,440	14,594	1.1
Napa	79,730	79,278	-0.6	Colfax	2,121	2,152	1.5
St Helena	6,101	6,073	-0.5	Lincoln	48,679	49,317	1.3
Yountville	2,763	2,685	-2.8	Loomis	6,828	6,888	0.9
Balance of County	24,998	24,867	-0.5	Rocklin	68,806	70,350	2.2
<b>Nevada</b>	<b>97,820</b>	<b>98,114</b>	<b>0.3</b>	Roseville	141,299	145,163	2.7
<b>Grass Valley</b>	<b>12,851</b>	<b>12,865</b>	<b>0.1</b>	Balance of County	113,805	115,247	1.3
<b>Nevada City</b>	<b>3,160</b>	<b>3,140</b>	<b>-0.6</b>	<b>Plumas</b>	18,242	18,260	0.1
<b>Truckee</b>	<b>16,136</b>	<b>16,228</b>	<b>0.6</b>	Portola	2,017	2,016	0.0
<b>Balance of County</b>	<b>65,673</b>	<b>65,881</b>	<b>0.3</b>	Balance of County	16,225	16,244	0.1
<b>Orange</b>	3,192,987	3,194,332	0.0	<b>Riverside</b>	2,422,146	2,442,304	0.8
Aliso Viejo	49,815	50,044	0.5	Banning	31,142	31,125	-0.1
Anaheim	356,669	357,325	0.2	Beaumont	49,630	51,475	3.7
Brea	44,879	45,629	1.7	Blythe	19,256	19,255	0.0
Buena Park	82,422	81,998	-0.5	Calimesa	8,830	9,329	5.7
Costa Mesa	114,634	114,778	0.1	Canyon Lake	10,995	11,000	0.0
Cypress	48,976	49,272	0.6	Cathedral City	53,320	53,580	0.5
Dana Point	33,212	33,146	-0.2	Coachella	46,885	47,186	0.6
Fountain Valley	56,099	55,878	-0.4	Corona	166,723	168,248	0.9
Fullerton	141,931	141,863	0.0	Desert Hot Springs	29,683	29,660	-0.1
Garden Grove	175,052	174,801	-0.1	Eastvale	65,611	66,413	1.2
Huntington Beach	201,239	201,281	0.0	Hemet	85,159	85,175	0.0
Irvine	277,462	281,707	1.5	Indian Wells	5,379	5,403	0.4
Laguna Beach	22,445	22,343	-0.5	Indio	90,087	90,751	0.7
Laguna Hills	31,674	31,508	-0.5	Jurupa Valley	106,115	107,083	0.9
Laguna Niguel	65,363	65,316	-0.1	Lake Elsinore	63,154	63,453	0.5
Laguna Woods	16,329	16,243	-0.5	La Quinta	40,389	40,660	0.7
La Habra	63,319	63,371	0.1	Menifee	94,732	97,093	2.5
Lake Forest	84,576	84,711	0.2	Moreno Valley	207,181	208,838	0.8
La Palma	15,572	15,492	-0.5	Murrieta	114,193	115,561	1.2
Los Alamitos	11,576	11,567	-0.1	Norco	26,426	27,564	4.3
Mission Viejo	94,766	94,267	-0.5	Palm Desert	52,911	52,986	0.1
Newport Beach	85,706	85,780	0.1	Palm Springs	47,296	47,427	0.3
Orange	140,410	140,065	-0.2	Perris	79,856	80,201	0.4
Placentia	51,750	51,494	-0.5	Rancho Mirage	18,886	19,114	1.2
Rancho Santa Margarita	49,051	48,793	-0.5	Riverside	326,427	328,155	0.5
San Clemente	64,541	64,581	0.1	San Jacinto	50,431	51,028	1.2
San Juan Capistrano	36,149	36,318	0.5	Temecula	111,879	111,970	0.1
Santa Ana	337,639	335,052	-0.8	Wildomar	37,126	37,183	0.2
Seal Beach	25,080	24,992	-0.4	Balance of County	382,444	385,388	0.8
Stanton	39,097	39,077	-0.1	<b>Sacramento</b>	1,541,301	1,555,365	0.9
Tustin	80,491	80,382	-0.1	Citrus Heights	87,731	87,811	0.1

JAN ARBUCKLE – Grass Valley City Council  
 ANDREW BURTON – Member-At-Large, Chair  
 CAROLYN WALLACE DEE – Town of Truckee  
 ANN GUERRA – Member-At-Large  
 SUSAN HOEK – Nevada County Board of Supervisors, Vice Chair  
 ED SCOFIELD – Nevada County Board of Supervisors  
 DUANE STRAWSER – Nevada City City Council



DANIEL LANDON, Executive Director  
 MICHAEL WOODMAN, Deputy Executive Director

Grass Valley • Nevada City

Nevada County • Truckee

File:500.1

## MEMORANDUM

TO: Nevada County Transportation Commission

FROM: Daniel B. Landon, Executive Director *Daniel B. Landon*

SUBJECT: Regional Surface Transportation Program Bid Targets for Fiscal Year 2019/20

DATE: May 20, 2020

**RECOMMENDATION:** Approve Regional Surface Transportation Program Bid Targets for Fiscal Year 2019/20.

**BACKGROUND:** The Regional Surface Transportation Program (RSTP) was established by the State of California to utilize federal Surface Transportation Program funds for a wide variety of transportation projects. The State allows Nevada County Transportation Commission (NCTC) to exchange these federal funds for state funds to maximize the ability of local public works departments to use the funds for transportation purposes including planning, construction, improvement, maintenance, and operation of public streets and highways, and pedestrian and bicycle projects. NCTC has the responsibility for distributing these exchanged funds to the local jurisdictions. Annual apportionments of RSTP funds range from \$900,000 to \$1,000,000.

Each year Caltrans notifies NCTC of the amount of RSTP funds that will be available based on federal budget appropriations. NCTC then establishes bid targets for each jurisdiction based on its pro rata portion of the countywide population and notifies the jurisdictions of their share. However, NCTC has discretion in allocating RSTP funds and may award an agency more or less than its bid target in order to fund high priority regional projects.

For Fiscal Year 2019/20 the apportionment to NCTC is \$1,126,371. The chart below shows the bid targets by jurisdiction and the amounts that are available for allocation as of March 31, 2020.

Jurisdiction	Estimated Population Resolution 19-09	Population %	19/20 Bid Targets 3/31/2020
Grass Valley	12,769	12.91%	\$138,149.11
Nevada City	3,122	3.16%	\$33,777.24
Truckee	16,434	16.62%	\$177,801.12
Nevada County	66,579	67.32%	\$720,324.98
Nevada County Transportation Commission			\$56,318.55
<b>TOTAL</b>	<b>98,904</b>	<b>100.00%</b>	<b>\$1,126,371.00</b>

FEDERAL APPORTIONMENT EXCHANGE PROGRAM  
CALIFORNIA DEPARTMENT OF TRANSPORTATION  
REGIONAL TRANSPORTATION PLANNING AGENCY

District: 03

Agency: Nevada County Transportation Commission

Agreement No. X20-6144(045)

AMS Adv ID:0320000146

THIS AGREEMENT is made on March 12, 2020 by Nevada County Transportation Commission, a Regional Transportation Planning Agency (RTPA) designated under Section 29532 of the California Government Code, and the State of California, acting by and through the Department of Transportation (STATE).

WHEREAS, RTPA desires to assign RTPA's portion of federal apportionments made available to STATE for allocation to transportation projects in accordance with Section 182.6 of the Streets and Highways Code (Regional Surface Transportation Program/Regional Surface Transportation Block Grant Program [RSTP/RSTBGP] funds) in exchange for nonfederal State Highway Account funds:

NOW, THEREFORE, the parties agree as follows:

1. As authorized by Section 182.6(g) of the Streets and Highways Code, RTPA agrees to assign to STATE the following portion of its estimated annual RSTP/RSTBGP apportionment:

\$1,126,371.00 for Fiscal Year 2019/2020

The above referenced portion of RTPA's estimated annual RSTP/RSTBGP apportionment is equal to the estimated total RSTP/RSTBGP apportionment less (a) the estimated minimum annual RSTP/RSTBGP apportionment set for the County under Section 182.6(d)(2) of the Streets and Highways Code, (b) any Federal apportionments already obligated for projects not chargeable to said County's annual RSTP/RSTBGP minimum apportionment, and (c) those RSTP/RSTBGP apportionments RTPA has chosen to retain for future obligation.

2. RTPA agrees the exchange for County's estimated annual RSTP/RSTBGP minimum apportionment under Section 182.6(d)(2) of the Streets and Highways Code will be paid by STATE directly to Nevada County.

---

For Caltrans Use Only

---

I hereby Certify upon my own personal knowledge that budgeted funds are available for this encumbrance



Accounting Officer

| Date 3/5/20 | \$1,126,371.00

3. Subject to the availability of STATE funds following the receipt of an RTPA invoice evidencing RTPA's assignment of those estimated RSTP/RSTBGP funds under Section 1 to STATE, STATE agrees to pay to RTPA an amount not to exceed \$1,126,371.00 of non-federal exchange funds ("Funds") that equals the sum of the estimated RSTP/RSTBGP apportionment assigned to State in Section 1 above.

4. RTPA agrees to allocate all of these Funds only for those projects implemented by cities, counties, and other public transportation agencies as are authorized under Article XIX of the California State Constitution, in accordance with the requirements of Section 182.6(d)(1) of the Streets and Highways Code.

5. RTPA agrees to provide to STATE annually by each August 1 a list of all local project sponsors allocated Funds in the preceding fiscal year and the amounts allocated to each sponsor.

6. RTPA agrees to require project sponsors receiving those Funds provided under this AGREEMENT to establish a special account for the purpose of depositing therein all payments received from RTPA pursuant to this Agreement: (a) for cities within their Special Gas Tax Street Improvement Fund, (b) for counties, within their County Road Fund, and (c) for all other sponsors, a separate account.

7. RTPA agrees, in the event a project sponsor fails to use Funds received hereunder in accordance with the terms of this AGREEMENT, to require that project sponsor to return those exchange Funds to RTPA for credit to the account established under Section 6 above. In the event of any such requirement by STATE, RTPA shall provide written verification to STATE that the requested corrective action has been taken.

8. STATE reserves the right to reduce the STATE Funds payment required hereunder to offset such additional obligations by the RTPA or any of its sponsoring agencies against any RSTP/RSTBGP federal apportionments as are chargeable to, but not included in, the assignment made under Section 1 above.

#### 9. COST PRINCIPLES

A) RTPA agrees to comply with, and require all project sponsors to comply with Office of Management and Budget Supercircular 2 CFR 200, Cost Principles for State and Local Government and the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

B) RTPA will assure that its fund recipients will be obligated to agree that (A) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, Et Seq., shall be used to determine the allowability of individual project cost items and (B) Those parties shall comply with Federal Administrative Procedures in accordance with 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements To State And Local Governments. Every sub-recipient receiving funds as a contractor or sub-contractor under this agreement shall comply with Federal administrative procedures in accordance with 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

C) Any fund expenditures for costs for which RTPA has received payment or credit that are determined by subsequent audit to be unallowable under Office of Management and Budget Supercircular 2 CFR 200 are subject to repayment by RTPA to STATE. Should RTPA fail to reimburse fund moneys due STATE within 30 days of demand, or within such other period as may be agreed in writing between the parties, hereto, STATE is authorized to intercept and withhold future payments due RTPA and STATE or any third-party source, including but not limited to, the State Treasurer, The State Controller and the CTC. The implementation of the Supercircular will cancel 49 Cfr Part 18.

#### 10. THIRD PARTY CONTRACTING

A) RTPA shall not award a construction contract over \$10,000 or other contracts over \$25,000 [excluding professional service contracts of the type which are required to be procured in accordance with Government Code Sections 4525 (d), (e) and (f)] on the basis of a noncompetitive negotiation for work to be performed using Funds without the prior written approval of STATE.

B) Any subcontract or agreement entered into by RTPA as a result of disbursing Funds received pursuant to this AGREEMENT shall contain all of the fiscal provisions of this Agreement; and shall mandate that travel and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as project costs only after those costs are incurred and paid for by the subcontractors.

C) In addition to the above, the preaward requirements of third party contractor/consultants with RTPA should be consistent with Local Program Procedures as published by STATE.

#### 11. ACCOUNTING SYSTEM

RTPA, its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate Fund expenditures by line item. The accounting system of RTPA, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices.

#### 12. RIGHT TO AUDIT

For the purpose of determining compliance with this AGREEMENT and other matters connected with the performance of RTPA's contracts with third parties, RTPA, RTPA's contractors and subcontractors and STATE shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times for three years from the date of final payment of Funds to RTPA. STATE, the California State Auditor, or any duly authorized representative of STATE or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent for audits, examinations, excerpts, and transactions, and RTPA shall furnish copies thereof if requested.

13. TRAVEL AND SUBSISTENCE

Payments to only RTPA for travel and subsistence expenses of RTPA forces and its subcontractors claimed for reimbursement or applied as local match credit shall not exceed rates authorized to be paid exempt non-represented State employees under current State Department of Personnel Administration (DPA) rules.

If the rates invoiced are in excess of those authorized DPA rates, then RTPA is responsible for the cost difference and any overpayments shall be reimbursed to STATE on demand.

STATE OF CALIFORNIA  
Department of Transportation

Nevada County Transportation Commission

By: *Alan Ambrosini*  
Office of Project Implementation  
Division of Local Assistance

Date: 3/12/2020

By: *Daniel B. Anderson*

Title: Executive Director

Date: 3/12/2020





JAN ARBUCKLE – Grass Valley City Council  
ANDREW BURTON – Member-At-Large, Chair  
CAROLYN WALLACE DEE – Town of Truckee  
ANN GUERRA – Member-At-Large  
SUSAN HOEK – Nevada County Board of Supervisors, Vice Chair  
ED SCOFIELD – Nevada County Board of Supervisors  
DUANE STRAWSER – Nevada City City Council



DANIEL LANDON, Executive Director  
MICHAEL WOODMAN, Deputy Executive Director

Grass Valley • Nevada City

Nevada County • Truckee

File: 950.6.3

### MEMORANDUM

TO: Nevada County Transportation Commission  
FROM: Daniel B. Landon, Executive Director *Daniel B Landon*  
SUBJECT: Update to the Nevada County Transportation Commission (NCTC) Personnel Manual, Resolution 20-22  
DATE: May 20, 2020

**RECOMMENDATION:** Adopt Resolution 20-22 approving NCTC’s updated Personnel Manual.

**BACKGROUND:** This update to the NCTC Personnel Manual includes the additions of Section 3.7 Recruitment, and Section 4.7 Telecommuting Policy. These sections have been added to ensure NCTC's personnel policies reflect current labor laws and human resource management practices, and were drafted with the help and advice of NCTC’s legal counsel.

**RESOLUTION 20-22  
OF THE  
NEVADA COUNTY TRANSPORTATION COMMISSION**

ADOPTING THE UPDATED NEVADA COUNTY TRANSPORTATION COMMISSION  
PERSONNEL MANUAL

WHEREAS, the Nevada County Transportation Commission (NCTC) Personnel Manual was approved on May 20, 2015; and

WHEREAS, the content and format of the document has been updated to be consistent with current labor laws and human resource management practices.

NOW, THEREFORE, BE IT RESOLVED, that the Nevada County Transportation Commission approves the updated NCTC Personnel Manual effective May 20, 2020.

PASSED AND ADOPTED by the Nevada County Transportation Commission on May 20, 2020 by the following vote:

Ayes:

Noes:

Absent:

Abstain

\_\_\_\_\_  
Andrew Burton, Chair  
Nevada County Transportation Commission

Attest: \_\_\_\_\_  
Dale Sayles  
Administrative Services Officer



**NEVADA COUNTY  
TRANSPORTATION COMMISSION**

**PERSONNEL MANUAL**

**MAY 20, 2015  
Revised May 20, 2020**

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## **ARTICLE 1 – INTRODUCTION**

### **1.1 Statement of Purpose and Authority**

The purpose of this manual is to provide fair and systematic procedures for the administration of all matters affecting the status and activities of employees of the Nevada County Transportation Commission (NCTC). It shall be the duty of all Commission employees to comply and assist in carrying into effect the provisions of this manual and such internal management memoranda, as the Executive Director shall issue. However, the policies and procedures set forth in this manual are guidelines only and are not intended to confer contractual rights upon an employee or to impose contractual obligations on the Commission.

Commission employees are not civil service employees, but rather serve at the discretion of the Executive Director. The Executive Director is responsible for administration of the personnel system. He/she may delegate any such powers and duties to any other officer or employee. The Executive Director or his/her designee shall have the authority to appoint, promote, transfer, discipline, and terminate any employee of the Commission, in accordance with the personnel practices described in this document, and adopted by the Commission. The Commission does not guarantee any minimum length of employment and no supervisor or manager has any authority to make contrary representations.

The Executive Director, with the authority and direction of the full Commission, has all rights not specifically delegated in this document, including, but not limited to: the exclusive right to determine the administrative goals and objectives of the Commission, set standards of performance, determine the procedures and standards of selection for employment and promotion, direct employees, take disciplinary action with proper cause, lay off employees because of lack of work or for other legitimate reasons, maintain the efficiency of the Commission's activities, determine the methods, means, and personnel by which the Commission's activities are to be conducted, determine the content of position classifications, exercise control and discretion over the organization of the Commission, and the technology required to perform its goals and objectives.

Insofar as is practical, exceptions to these procedures as written will be avoided. However, it is the intent of the Commission to comply with all applicable State and Federal laws. Should any provision of this manual conflict with any State or Federal law, such law shall control. These personnel policies and procedures will be reviewed periodically and adjustments will be made based on actual experience and economic considerations. In the event of any change to the policies set forth herein, all employees will receive a copy of a written memorandum from the Executive Director detailing the changes made and the reasons therefore.

### **1.2 Open Door Policy**

Employees are encouraged to share their concerns, seek information, provide input, resolve problems or issues through the Executive Director. The Executive Director is expected to listen to employee concerns, to encourage their input, and to seek resolution to their problems or issues.

### **1.3 Suggestions**

The Commission is always looking for suggestions that improve methods, procedures and working conditions, reduce costs or errors, and benefit the Commission, its employees, and the public.

**ARTICLE 2 – DEFINITIONS**

**ACTUAL SERVICE** - For the purposes of determining the amount of sick leave and vacation earned by an employee shall mean the number of hours worked in an allocated position within a biweekly pay period or while absent from work with pay, but shall not include compensatory time earned or overtime.

**ALLOCATED POSITION** - An established position within a classification funded through the Commission's budget process.

**ANNIVERSARY DATE** - An employee's anniversary date shall be the first day of the biweekly pay period following their employment date.

**APPEAL PANEL** - A panel composed of the Commission: Chairperson, Vice-Chairperson, and the third member selected by them.

**APPOINTING AUTHORITY** - The Executive Director shall have the authority to hire, terminate employment, conduct performance evaluations, take appropriate disciplinary actions, and determine salary increases as dictated in the annual budget.

**BASE HOURLY RATE** - The hourly rate corresponding to the salary step in the salary range of the classification to which the employee is appointed.

**COMMISSION** - When used alone means the Nevada County Transportation Commission.

**COMPENSATORY TIME OFF** - Time off with pay, which an employee accrues; instead of cash compensation.

**CONTINUOUS SERVICE** - For the purposes of personnel and salary administration, that service commencing with the employee's anniversary date and continuing until broken by resignation or dismissal from Commission service for the purpose of determining eligibility for sick leave allowance, eligibility for longevity advances, vacation eligibility and accruals, and eligibility for merit step advancement. Service as an extra help or provisional employee shall not count toward continuous service.

**EXEMPT EMPLOYEE** - An employee in a position that has been designated by the Commission to be elective, executive, administrative, professional, or other category specifically exempted from the overtime pay requirements of the Fair Labor Standards Act (FLSA), and interpretive and administrative regulations.

**EXTRA HELP EMPLOYEE** - A person who is hired for temporary employment by the Commission and who does not occupy an allocated position.

**FULL-TIME EMPLOYEE** - An employee who is appointed to an allocated position which requires full-time work as defined herein.

**FULL-TIME WORK** - Shall normally mean eight (8) hours per day and five (5) days per calendar week, provided, however, that at the discretion of the Executive Director, specific individuals may be authorized to utilize a ten (10) hour per day, four (4) day week work schedule or other approved alternate work schedule.

**HOLIDAYS** - Those days enumerated herein applicable to the individual employee.

**IMMEDIATE FAMILY** - Parents, spouse, domestic partner, son, daughter, sibling, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, or grandchildren by blood or marriage.

**INDEPENDENT CONTRACTOR** - A non-employee who provides independent contractual services to the Commission (includes consultants). The contractor, not the Commission, is responsible for: (1) tax and social security withholding; and (2) health, unemployment, and worker's compensation insurance. The contractor is paid on a task basis rather than an hourly rate. An individual under this status receives no Commission benefits.

**INTRODUCTORY PERIOD** - The six (6) months (180 calendar days) of time-limited period of paid service which is an extension of the examination process required before an employee gains regular employee status. An employee during the introductory period may be terminated at any time without the right to appeal, except as provided by law.

**NON-EXEMPT EMPLOYEE** - An employee whose position does not meet FLSA exemption tests and who is therefore paid overtime pay for authorized hours work in excess of the approved schedule. (See definition of Work Week below).

**OVERTIME** - Time worked above the minimum forty (40) hours of straight time during a work week, with the exception of employees working a flexible scheduling plan as approved by the Executive Director, who may work a modified work week. Overtime for non-exempt employees is calculated at one and one half times the regular hourly rate.

**PART-TIME EMPLOYEE** - An employee regularly scheduled to work less than "full-time work" (as defined herein).

**PAY PERIOD** - Fourteen (14) calendar days from 12:00 a.m. Sunday to 11:59 p.m. the second Saturday thereafter and including the normal eighty (80) hour biweekly pay cycle.

**PAY STATUS** - Means whenever an employee is at work, absent on a paid holiday, absent on leave with pay, or absent on authorized compensatory time off. Means the change of an employee to a position in a class allocated to a salary range where the top step is higher than the top step of the class which the employee formerly occupied.

**RECLASSIFICATION** - Means the act of changing the allocation of a position by raising it to a higher class or reducing it to a lower class on the basis of significant changes in the nature, difficulty, or responsibility of duties performed in the position.

**REGULAR EMPLOYEE** - Means an employee who has satisfactorily completed the initial Introductory Period and who is not temporary, intermittent, or a student intern.

**SATISFACTORY SERVICE** - Means meeting the work, performance, and conduct standards established by the Commission. Eligibility, as to periods of service required for merit step advancements, shall be verified by the Executive Director.

**TEMPORARY EMPLOYEE** - Means an employee who is hired for a pre-established period. Temporary employees may work full-time or part-time. Temporary employees may be dismissed at any time, with or without cause. (See Article 9, Disciplinary Actions).

**VETERAN** - Means a person satisfying the definition specified in the Military and Veterans Code.

**WORK WEEK** - Means a forty (40) hour week. For purposes of computing overtime, the work week for employees on a standard schedule is a seven (7) day period beginning 12:00 a.m. on each Sunday and ending 11:59 p.m. on each Saturday. Employees; however, may select among flexible scheduling plans as approved by the Executive Director. In such cases, the work week will be modified from this standard week.

## **ARTICLE 3 – GENERAL PROVISIONS**

### **3.1 New Employees**

The Introductory Period for newly-hired employees is six (6) months (180 calendar days). This is the time-limited period of paid service that is an extension of the examination process required before an employee gains regular employee status. It is intended to give new full-time and part-time employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations.

The Executive Director uses this period to evaluate employee capabilities, work habits, and overall performance. If any deficiencies become apparent that were not evident during the hiring process, the Introductory Period is the time to address the issues. Small problems can hopefully be resolved quickly with guidance. Any major problems that appear during this period may indicate that the employee should not continue employment with the Commission. The Introductory Period may be extended up to one (1) year at the discretion of the Executive Director.

If it is clear to management that an employee will not successfully pass the Introductory Period, it is not necessary to wait for the conclusion of the Introductory Period to discharge the employee. Upon satisfactory completion of the Introductory Period, employees enter the “regular” employee classification.

During the Introductory Period, employees accrue sick time and vacation. Employees are eligible for health benefits on the first day of the month following thirty (30) days of employment. Employees can use accrued vacation after six (6) months of successful service. Sick time off may be taken as it is accrued. Any absence exceeding fifteen (15) calendar days shall cause the employee’s salary anniversary date to be postponed the number of days equal to the number of days for which the leave was taken and will automatically extend the Introductory Period by the length of the absence. Employees should read the information for each specific benefits program for the details on eligibility requirements.

On the reporting day, the new employee will be briefed on the employee benefits available and on all standard administrative procedures. The new employee will be provided with a copy of these personnel policies. New employees are responsible for reading all instructional materials and asking questions on areas that need further clarification.

### **3.2 Entry Level Salaries**

The beginning salary advertised for a position shall apply to all persons on original appointment. The Executive Director; however, may hire at Step 2 or 3 of the current pay schedule, a person with significant qualifications above entry level, and at Step 4 or 5 with the approval of the Commission.

### **3.3 Performance Evaluation and Work Planning**

On-the-job training and work progress should be followed carefully and checked frequently enough to know that the employee understands the job and how it relates to the Commission as a whole. Work planning and performance review are continuous processes and should be documented and discussed with the employee as often as necessary. However, at a minimum, a work planning and performance evaluation shall occur at least once a year for all employees. This evaluation should occur on the employee’s anniversary date.

The Executive Director may propose a Performance Improvement Program to improve deficiencies in performance. A Performance Improvement Program is to be considered part of the evaluation program and is not considered disciplinary action.

### **3.4 Performance review of the Executive Director**

The Nevada County Transportation Commission shall conduct a performance review of the Executive Director every fiscal year consistent with the following procedures.

- a. The Executive Director shall provide a report to the NCTC reviewing achievements of prior goals, and propose new goals for the upcoming fiscal year.
- b. In March the Chairman of the NCTC shall distribute an evaluation questionnaire of the Executive Director to the Commission members, requesting return of the completed questionnaire to the Chairman prior to the end of April.
- c. At its May meeting, the NCTC shall conduct a performance review in closed session with the Executive Director.

### **3.5 Continuing Education/Training Programs**

If an employee has been directed by the Executive Director to take courses to improve work productivity and/or work habits (e.g., either through the semi-or-annual performance evaluation or through a counseling session), the Commission will pay for the approved training course(s).

### **3.6 Internship Program**

The Internship Program was created to enable the Commission to recruit, train, and develop an intern's skills in order to prepare him/her for professional, entry-level employment with the Commission or another transportation organization. An intern is considered an extra help temporary employee and the provisions of Section 6.4.3 apply. This program does not guarantee an intern regular employment with the Commission, but rather the Commission attempts to assist in an intern's career development to become an experienced, knowledgeable, and qualified individual capable of competing in the professional job market. When there is a Commission employment vacancy, the qualified intern would be encouraged to apply and would be afforded the same full and equal consideration for employment as any other applicant under consideration.

### **3.7 Recruitment**

The Executive Director is authorized to fill vacancies with qualified persons.

The general policy of NCTC is to ensure that the recruitment, selection, and hiring of Regular employees is accomplished in an open, competitive, and objective manner, and in a fully documented and timely fashion.

#### **Filling Vacant Positions**

Whenever a position vacancy occurs, it may be filled in one of the following three ways:

- Open Recruitment: All interested persons are eligible to compete for a vacant position.
- Internal Recruitment: Only current Commission employees are eligible to compete for a vacant position.

- Direct Appointment: A direct appointment of a current Commission employee to a vacant position, without open or internal recruitment.

The Executive Director may, in his or her discretion, determine not to fill a vacant position.

### **Open Recruitment**

Open recruitment is a defined process which requires: 1) the position is advertised to the general public; and 2) both Commission employees and any interested person are eligible to apply and, if qualified, be considered for the position.

Open recruitment may be applied: 1) to all position classifications at, or below, the Director level; or 2) if a direct promotion is not requested or approved.

The following procedures and requirements shall be followed for open recruitment:

- a. The Executive Director shall ascertain the minimum qualifications and the requirements of the position.
- b. A recruitment bulletin (job announcement) will be developed which will contain at a minimum the following information:
  - Position title
  - Salary range
  - Brief description of duties to be performed
  - Minimum qualifications (knowledge, skills, abilities, etc.)
  - Preferred qualifications
  - Physical qualifications, if any
  - Last date applications must be filed with the Commission to be considered for the position
  - Information on where and how to apply
  - General information about the Commission and the fringe benefits

Recruitment bulletins must be posted at the NCTC office, on the NCTC website, and advertised in appropriate newspapers and trade papers. All recruitments shall be publicized by such methods to capture the most qualified and inclusive applicant pool and to provide opportunities for existing workforce development. Application forms will consist of such information deemed necessary to ascertain data to determine qualification for the position and consistent with applicable state and federal laws.

Interested persons must submit an application to the Commission to be considered for employment. Resumes may not be accepted in lieu of an application. Applications must be filed no later than the established deadline date indicated on the job announcement. The Commission reserves the right to extend the application filing deadline.

As a component of the recruitment and selection process, applicants for employment may be requested to perform one or more job-relevant tests. These may include demonstrations of written, oral, or physical abilities, or other forms of testing designed to fairly examine the qualifications of applicants.

Applications will be retained by the commission for a minimum of one year after the date of hire of the successful applicant.

After the close of the application filing period, the Executive Director or his or her representative(s) will review the applications submitted. Only the most qualified applicants will be invited for personal interviews. Each application will be reviewed for completeness and the level of qualifications to fill the position.

Applicants may be rejected from the application review phase of the selection process by not submitting their application within the advertised period, not meeting the stated qualifications, providing false statements, or other factor which determine an incomplete or improperly completed application for employment.

The Executive Director or his or her representative will notify applicants to be interviewed and will arrange the date and time of the interview.

- a. Initial interviews will be conducted by an interview panel. Panel members may be comprised of the Executive Director, Commission employees or persons from outside agencies. Panel members may be selected based upon their understanding of the job requirements, impartiality, and/or working relationship to the position.
- b. The panelist will use an interview rating sheet to rate interviewees. Questions asked by panelists during the interview must be consistent with the position requirements.
- c. Panelists may not rate or interview candidates of whom they are: 1) well acquainted socially, 2) a relative, or 3) member of his or her household, i.e., roommate.
- d. Second Interview: Based upon the ratings (ranking), the top candidates may be asked to return for a second interview. The second interview panel may consist of the Executive Director, a staff person, and/or a representative(s) from another agency.

The final selection will be made by the Executive Director.

All job offers must be made by the Executive Director and verified in writing. All candidates not selected shall be notified in writing. When feasible, the top three candidates not selected will be personally contacted by the Commission.

Vacancies for regular employee positions shall be filled via competitive recruitment processes. Exceptions to this requirement include:

- When the Executive Director determines that it is in NCTC's best interest to promote an existing NCTC employee.
- When the Executive Director determines that it is in NCTC's best interest to appoint a particular, qualified individual to ensure continuity of work.
- When a vacancy occurs and a qualified candidate is on one of NCTC's recruitment lists, the candidate may be selected for the position.
- When an entity provides funding to NCTC and such funding is conditioned upon, or the continuity of the work is dependent upon, a particular individual continuing to perform the work supported by that funding.

**Internal Recruitment**

Internal Recruitment is defined as filling a vacant position by promoting or laterally transferring current employees.

Recruitment for positions shall be limited to current Commission employees. A job announcement will be developed and posted at designated bulletin boards throughout the agency only. Interested employees must submit a resume and/or application to be considered for the vacant position.

After the close of the filing period, applicants will be evaluated based on their degree of qualifications to perform the job, as determined by: 1) relevant experience, 2) past job performance, 3) recommendation of current supervisor, 4) qualifications to fill the higher position, i.e., training courses, etc. Based on the evaluation, the Executive Director or his or her designee will then:

- a. Certify that the employee is qualified to fill the position. If approved by the Executive Director, the interview and final selection may be limited to current employees; or
- b. Make a direct promotion; or
- c. Commence open recruitment procedure.

If the new position is at a higher level, the successful candidate must serve a minimum six-month probationary period in the new position; by the end of this period, a written performance evaluation will be prepared by the Director recommending whether or not the employee should be retained in the new position in accordance with personnel procedures.

If the employee is not recommended for regular status, she or he may be permitted to return to the previous position level, if applicable, depending upon:

- a. whether a vacant position is available for which that person is qualified, and
- b. approval by the Executive Director.

If there are no vacant positions which she or he can fill, the employee would be laid off from the Commission and would be given consideration when a vacancy occurs.

**Direct Appointment**

If in the best interest of the agency, the Executive Director may directly promote, reassign, or transfer employees to positions without being subject to the established recruitment and selection procedures. A direct appointment may only apply to current Commission employees for position classifications below the Director level.

The Executive Director can recommend a direct appointment. A memorandum must be prepared justifying the proposed direct appointment and the reasons for not soliciting or considering other candidates. The recommendations for a direct appointment must take into consideration such factors as:

- a. Special needs of the position, department, or project. The current incumbent of a position may have duties and responsibilities far exceeding those reasonably expected of the existing position; appointment to the position in question is justified by program needs, and the incumbent has demonstrated the ability to do the work; the program is expanding and higher level and more complex



functions are required; incumbent has been doing closely similar work and has demonstrated capabilities to perform the duties of the new position.

- b. Qualifications and record of performance and accomplishments of the candidate and other capabilities indicating that this person is best qualified for the job.
- c. Special circumstances involving the candidate and office, such as tenure in a position for which the new job is a logical step; and/or the need to fill the position quickly with a person who can be operational with a minimal start-up time.
- d. Special skills or experience of the candidate and/or prior employment which make him or her particularly well qualified for the position.

The Executive Director may:

- a. Approve the direct appointment and issue an inter-office memorandum to that effect;
- b. Disapprove the direct appointment recommendation; and/or
- c. Require internal or open recruitment to fill the position.

If the direct appointment is approved, the successful candidate would be placed on a minimum six-month probationary period in accordance with personnel procedures.

### **Temporary Assignment and Acting Positions**

If in the interest of the agency, the Executive Director may assign persons to a position temporarily in an acting capacity. Said person may be compensated at a higher rate if approved by the Executive Director.

### **Other Provisions**

The employment of members of an employee's immediate family shall be avoided except under extraordinary circumstances. If such employment is in the best interest of NCTC, it shall be authorized only by action of the Executive Director.

NCTC is an equal employment opportunity employer. It is the policy of NCTC to actively recruit, hire, train, promote, and make all other employment decisions without regard to race, color, religious creed, sex, sexual orientation, age, national origin, physical or mental disability, ancestry, marital status, veteran's status, medical condition, genetic information or other trait protected by law in accordance with all applicable laws and regulations.

If within one year of hiring an employee for a position, that position, or a position with similar qualifications, becomes vacant, acceptable and qualified candidates from the previous recruitment may be considered to interview for the available position.

If within one year of an unsuccessful recruitment where all NCTC procedures were properly followed and documented, a satisfactory candidate who meets the requirements of the available position becomes known, it shall be at the discretion of the Executive Director to offer that candidate the position.

It is against NCTC policy to rehire any person who was formerly employed by NCTC if that person was terminated for a cause subject to discipline.

The Federal Immigration Reform and Control Act of 1986 (IRCA) requires all employers to verify the identity and legal right to work of all employees. Each person accepting an offer of employment must attest to their identity and legal authorization to work by fully completing an Employment Eligibility Verification Form, U.S. Citizenship and Immigration Services Form I-9.

NCTC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or genetic information or any other trait protected by law. NCTC will make reasonable accommodations for the known physical or mental limitations of a qualified person with a disability, who is an applicant or employee, unless undue hardship to NCTC would result. No question which elicits information concerning marital status, race, color, disability, medical condition, ancestry, national origin, sexual orientation, genetic information, or political or religious affiliation may be used as a basis for decision on an applicant's qualification for employment

## **ARTICLE 4 – EMPLOYEE'S HOURS OF WORK AND WORKING CONDITIONS**

### **4.1 Work Schedules**

The Executive Director shall fix the hours of work with due regard for the convenience of the public, the Commission, and the laws of the State. The Executive Director may change that schedule at his/her discretion. Unless an employee has a reasonable and valid excuse, the employee will:

- a. Work the hours and job duties assigned per the operational needs of the Commission.
- b. Work such reasonable additional hours or job duties as the Commission may reasonably request.
- c. Understand that nothing in these policies shall be construed as a restriction on the Commission's right to schedule workdays and require a reasonable amount of overtime work.
- d. Be expected to perform other job duties as requested, per operational needs of the Commission, at various times as necessary.

#### **4.1.1 Flexible Scheduling/Flextime**

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the Executive Director. However, flex time is not available for every position. Such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult the Executive Director to request participation in the flextime program which will be subject to the following:

- a. Flextime will be available on a 9/80 schedule or as may otherwise be approved by the Executive Director.
- b. Any adjustment to flextime due to holidays or other issues will be taken within the same pay period unless a different schedule is agreed to by the Executive Director.
- c. Where a holiday falls on a Friday or a 9/80 flexible day falls on a holiday, the flextime shall be adjusted to reflect a regular work schedule (40 hours) and compensation for the day will not exceed eight hours.

#### **4.1.2 Attendance**

It shall be the responsibility of each employee to be prompt and in regular attendance on the job.

#### **4.1.3 Time Sheets**

Each employee shall fill in his/her time sheet on a daily basis. The biweekly time sheets should be submitted to the Executive Director at the close of each pay period. Overtime work for non-exempt employees must always be approved before it is performed.

It is the employees' responsibility to sign their biweekly time sheet to certify the accuracy of all time recorded. The Executive Director will review and then sign the time sheet before submitting it for payroll processing.

#### **4.1.4 Overtime – Non-Exempt Employees**

The Fair Labor Standards Act (FLSA) requires that work performed by non-exempt employees in excess of forty (40) hours in a seven (7) day work period be paid at a rate of time and one half the employee's regular rate of pay. Whether an employee is exempt (salaried) or non-exempt (hourly) is determined by the type of duties they perform. A list of exempt and non-exempt positions is attached in Appendix B – Job Classifications.

- a. Non-exempt employees receive overtime pay at the rate of one and one-half times their regular pay after forty (40) hours work in a seven (7) day workweek.
- b. Non-exempt employees working a flexible schedule approved by the Executive Director may work a modified workweek.
- c. For the purposes of this policy, time worked only includes those hours in which the employee performs authorized services for the Commission.
- d. Holidays, vacation, sick leave, jury duty, and other leave are not considered work time for the purposes of this policy.
- e. Time worked as overtime shall not be used to earn fringe benefits or to serve out probation or merit increase periods.
- f. Overtime shall be reported in increments to the nearest one-tenth of an hour.

All staff is responsible for ensuring that advance work planning is done so that overtime is kept to a minimum. However, when it becomes absolutely necessary to work overtime, prior approval must be obtained from the Executive Director.

#### **4.1.5 Clarification of Working Hours for Non-Exempt Employees**

Unless instructed otherwise, actual working hours during a work day are considered to be those hours that an employee is required to be at a workstation and available to work. This represents any time spent at designated or required work station(s), working on assignments, and/or awaiting additional work assignments from supervisory staff. Unless authorized, overtime will not be calculated for the time an employee spends before and after his/her normal working hours.

#### **4.2 Overtime – Exempt Employees**

Employees who are designated as "exempt" from overtime laws do not receive any compensation for overtime work. However, exempt employees are authorized, subject to

approval of the Executive Director, to take reasonable time off for personal use during normal working hours without loss of compensation. Exempt employees will have no time deducted for partial day absences. However, exempt employees are expected to work whatever time reasonably is required to perform the duties of their position.

A list of exempt and non-exempt positions is maintained by the Executive Director.

#### **4.3 Breaks**

Each employee is allowed two (2) 15-minute breaks per day. The breaks are not cumulative. They may not be skipped in order to leave early or earn overtime pay. It is required by law that these breaks are taken and it is the employee's responsibility to take all breaks allowed. Unused breaks may not be accumulated and used at a future date or used to lengthen assigned lunch breaks. If they are not taken, they are lost. Unless under urgent circumstances, supervisors must allow employees an opportunity to take the required breaks.

#### **4.4 Meal Periods**

Employees will be allowed a meal period of not less than thirty (30) minutes, nor more than one (1) hour, scheduled approximately at the midpoint or middle of a full work shift. Combining meal periods, "banking" meal periods from day to day, saving to shorten work days or requesting compensatory time or overtime for work performed during meal periods, shall not be allowed unless specifically authorized.

#### **4.5 Inclement Weather**

The Commission is committed to providing high quality public service in all types of weather. The purpose of the Inclement Weather policy is to inform employees of their responsibilities and options during adverse weather conditions.

The Commission's policy is to remain open during normal business hours. When weather conditions arise that requires temporarily modifying business hours, the determination will be made by the Executive Director or designee only. Recognizing that every employee may encounter different circumstances in their daily commute to and from work, employees are expected to make every effort to report for work during instances of adverse weather conditions. Employees, who are unable to report for work on-time because of adverse weather conditions, must contact the Executive Director for leave approval.

For the purposes of this policy, the term "inclement weather" is an event of nature that adversely impacts the safety of citizens or employees. Typically, such situations are the result of unusual severe weather, snow or ice storms, floods, or extreme wind conditions.

The authority to close the Commission office, or to modify business hours due to adverse weather conditions, shall reside with the Executive Director or designee. The Executive Director will coordinate and communicate before closures.

##### **4.5.1 Operational Plan(s) For Adverse Weather Conditions**

The Executive Director, or designee, will implement one (1) of the following operational plans:

- a. Standard Operational Plan for Inclement Weather - Commission Office Open –**

Employees are expected to make every effort to report for work during instances of adverse weather conditions. Employees who are unable to report for work on time because of adverse weather conditions must contact the Executive Director for leave approval. Employees absent or late to work shall be required to use either accrued paid leave time (vacation, compensatory time, personal holiday), request leave without pay, or request to make up the time absent.

**b. Emergency Operational Plan for Inclement Weather - Commission Office Closed for Normal Business, Delayed Opening, or Early Departure –**

When operations are temporarily modified, employees are not to report to work.

**4.5.2 Inclement Weather Notification Plan**

- a. The Executive Director or designee will communicate the designated operational plan to Commission employees by one or more of the following mode(s) of communication:
- Telephone call to employees
  - Email to home address
  - Previous instruction to listen to broadcast media alert

**4.5.3 Timekeeping Issues**

**General Rule:** In the event of inclement weather conditions, all employees will make a good faith effort to report to work on time. This includes, but is not limited to, allowing sufficient travel time and using alternate routes or alternate methods of transportation. It shall be the policy of the Commission that when the office is open and operating, and an employee chooses not to report to work because of inclement weather, the employee shall either use earned paid leave (vacation, compensatory time, personal holiday), request the time absent be leave without pay, or make up the time absent, subject to availability of work and supervisor approval. All absences are subject to approval by the Executive Director.

**a. Inability to Report to Work**

An employee, who is late or unable to report to work due to inclement weather, shall be required to use either accrued paid leave time, request leave without pay, or request to make up the time absent. It is the employee's responsibility to report such inability to report to work as soon as practicable to the Executive Director.

**b. Request for Adjusted Work Schedule**

Requests to report to work at a later time and/or requests to leave early due to inclement conditions shall be made as soon as practicable to the Executive Director. Accrued paid leave time, requested leave without pay, or a request to make up the time absent, shall be used.

**c. Effect of Commission's Decision to Close**

In some instances, the Executive Director, or designee, may decide to close the Commission office during a work day. Employees who were unable to report to work prior to the closure must use their leave time or make up the time, under

the policy, to cover hours not worked prior to the closure. Employees will be paid for their work hours that crossed the closure time.

Example: The employee's work hours are 8:00 a.m. to 5:00 p.m. with 12 noon to 1:00 p.m. off for lunch. On a snow day, the employee was unable to report to work. The employee's office closed due to inclement weather at 12 noon. The employee must use leave time to cover 8:00 a.m. to 12 noon, or make up the time under the policy. The employee will get paid for 1:00 – 5:00 p.m. under an early departure implemented by the Executive Director.

**d. Request to Make Up Work**

An employee may request to be allowed to make up work missed due to inclement weather or during the same or following pay period. Approval shall be at the sole decision of the Executive Director. The Executive Director may allow an employee to make up time lost due to inclement weather as long as work is available and does not create unauthorized overtime usage.

**e. Request to Work at Home**

- Request by Employee: An employee may request to work at home during inclement weather.
- Considerations in Granting Request: The Executive Director will consider the nature of the employee's job, the operating needs of the Commission, and other relevant issues in deciding whether to grant such a request.

**4.5.4 Decision To Close Or Modify Office Hours**

**a. Decision made during a work day to close the Commission Office**

Impacted employees (full-time, part-time, and temporary) who reported to work and remained at work at the time of the decision shall receive compensation for the time worked and receive compensation for the remainder of their work shift.

**b. Decision made prior to a work day to open the Commission Office late**

Impacted employees (full-time, part-time, and temporary) who report to work at the modified work time shall receive compensation for the time worked and receive compensation for the balance of their work shift.

**c. Full Closure of the Commission Office**

If the Commission closes for the day, impacted employees (full-time, part-time, and temporary) who were scheduled to work on that day are paid for the normally scheduled work shift and are not charged leave time. If an employee reports to work on the day of a closure, the employee will be paid their regular wages, but will not receive extra overtime or compensatory time for the hours worked.

**d. Pre-Approved Leave**

Employees who previously requested and have been approved for scheduled vacation, compensatory time, or sick leave will not be charged leave time when the office is closed.

#### **4.6 Working Hours**

The Commission's normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, and open during the lunch hour.

#### **4.7 Telecommuting Policy**

Telecommuting is the concept of working from home or another location on a full- or part-time basis. While telecommuting, to the extent possible, employees should be performing the full range of their normal job duties. Employees and supervisor should maintain communication throughout the workday, through email, by phone, video chat, or other means. Managers and supervisors will be expected to establish and communicate work expectations of employees working remotely, including setting work priorities, deadlines, and reviewing work assignments.

##### **Compensation and Work Schedules**

The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the teleworking program. Telecommuting employees should coordinate with their supervisor the set hours that will be devoted to performing their work. Start and end times for telecommuting employees should be communicated in advance and should be consistent from day to day, as much as possible. As approved by the employee's supervisor, an employee's start time and end time may be permitted to be different from the employee's normal hours when working on-site.

Employees are expected to follow their normal tracking of work hours protocol. Employees should coordinate with their supervisor for any periods of time during the workday when they will not be working. Employees should record all time worked and all leaves in accordance with standard protocols. Requests for overtime, sick leave, vacation, or other leave must be approved in the same manner as required at the office. Employees should immediately notify the Executive Director if the employee encounters any constraints that prohibit the employee from continuing with telework (e.g., required equipment or connectivity fails).

There may be circumstances in which the employee is needed to return to their normal work site. In the event such on-site attendance is required, supervisors will notify the employee, in advance, when on-site attendance is necessary.

##### **Equipment and Tech Support**

Electronic equipment needed for employees to telecommute will be supplied by NCTC to the extent resources are available, and will allow for access to NCTC e-mail and file servers. In certain circumstances and/or if sufficient resources are not available, employees may be required to use their personal phones, computers, or other equipment. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. NCTC accepts no responsibility for damage or repairs to employee-owned equipment and reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by NCTC is to be used for business purposes only. All NCTC owned equipment issued to an employee must be returned immediately at the conclusion of the telecommuting arrangement.

NCTC will provide employees with appropriate office supplies (pens, paper, file folders, ink cartridges, etc.) as deemed necessary and may reimburse the employee for business-related expenses that are necessary and reasonably incurred to carry out the employee's job.

**Work Environment**

Telecommuting employees will establish an appropriate work environment within his or her home for work purposes and provide the necessary workspace, such as desk, tabletop, or other location that provides optimal work productivity. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. Employees are not expected to purchase furniture or equipment to arrange a home workspace.

Employees should seek advice from a tax advisor if they have questions concerning tax implications of working from home. NCTC is not responsible for substantiating any employee's claim of tax deductions for operation of a home office used to perform work.

**Security**

Consistent with NCTC's expectations of information security for employees working at the office, telecommuting employees are expected to ensure the protection of NCTC information accessible from their home office. Employees shall maintain confidentiality as required by their job duties and shall not disclose confidential files, records, materials or information, or allow access to confidential Commission materials to anyone who is not authorized to have access.

**Workers' Compensation**

Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties may be covered by Workers' Compensation. Telecommuting employees are responsible for notifying their supervisor of such injuries immediately. NCTC assumes no liability for injuries that occur outside the performance of the employee's duties and/or outside the employee's scheduled telecommuting hours.

**NCTC Policies and Procedures**

Working from home inherently changes the workplace dynamic for employees. However, employees are expected to continue to adhere to all NCTC policies and procedures while telecommuting. Employees with questions about the application of a policy or procedure should contact their supervisor for additional information.

**Public Records Requirements**

The California Public Records Act applies to all NCTC employees, including telecommuting employees who use personal computers or other personal devices to conduct Commission business. Public records include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the Commission regardless of physical form or characteristic. Employees may be required to search for and produce a copy of any public records that are stored on a personal device, in response to a Public Records Act request. Employees shall, to the extent possible, segregate such documents on their device in separate folders so they can be easily located.

**Telecommuting Discontinuation**

NCTC may discontinue a telecommuting arrangement and require the employee to report back to their principal work location at any time.

**4.8 Abandonment of Position**

- a. When, in the opinion of the Executive Director, an employee has abandoned his/her position, the Executive Director shall notify the employee that the Commission has determined that he/she has abandoned his/her position and that the employee has five (5) working days upon receipt of the notice to contact the Commission regarding his/her



intent to return to work. Such notice shall be in writing and sent by certified mail or personal service to the last address listed in the employee's personnel records.

- b. Abandonment of position may include, but it is not limited to: situations where an employee fails to respond within five (5) working days of notice of abandonment of position; where an employee fails to return to his/her employment upon the conclusion of any authorized leave of absence; where an employee fails to properly notify by telephone or in writing his/her immediate supervisor of absence due to sickness or injury; or, where an employee fails to keep his/her immediate supervisor informed of his disability status on a daily basis unless otherwise directed.
- c. Abandonment of position shall constitute an automatic voluntary resignation from service.

#### **4.9 Loss Reimbursements**

The Commission will not reimburse, in any manner or form, personnel employed by the Commission for any personal objects, possessions or clothing which are lost or damaged, either while on duty or off duty, as an employee of the Commission; unless the employee can prove liability rests with the Commission. Personal objects, possessions, and clothing are items purchased and maintained by the employee and not purchased and maintained by the Commission.

#### **4.10 Dress Code**

Employees are expected to dress in a manner fitting and proper for appearing before the public who enter the Commission office. Extremes in dress will not be accepted. It shall be the responsibility of the Executive Director to inform the employee when his/her style of dress is inappropriate or disruptive.

#### **4.11 Accidents**

In the case of an accident involving Commission property, the Executive Director should be contacted immediately. In the event an employee is injured on the job, the employee shall report the accident immediately to the Executive Director or designee.

#### **4.12 Personal Visits**

It is expected that employees will keep personal visits from family and friends to a minimum. Should it become necessary that an employee have a personal visitor, and the visit cannot be arranged during a lunch or break period, the visit should be conducted as quickly as possible at the employee's desk.

#### **4.13 Smoking**

In keeping with the Commission's intent to provide a safe and healthful work environment, and in compliance with State law, smoking is prohibited throughout the workplace. This policy applies equally to all employees and visitors.

#### **4.14 Telephone Usage**

The telephone provided by the Commission is for use in conducting Commission business. The use of these telephones during business hours for local personal calls shall be held to a minimum. Personal long distance phone calls may not be charged on Commission phones.

#### **4.15 Commission Property**

There will be no use of Commission resources for personal use without the prior, expressed, written consent of the Executive Director. Commission resources include, but are not limited to, computer hardware and software, computer peripheral (including printers, "mice", modems, etc.), facsimile and copy machines, office supplies, telephones, presentation materials, and audio-visual equipment. Commission resources also include staff time and wages that are charged to work program elements.

#### **4.16 Computer, Internet, and E-Mail Usage; Communication Tools**

The computer system (including e-mail, the Internet, computer files and software), the telephone system (including voicemail), and all other means of electronic communication (collectively "communication tools") are Commission property provided to employees to carry out Commission business. Employees shall use professionalism when using communication tools. Personal use of communication tools shall be held to essential personal business and kept as brief as possible. Employees may not use a password, access a file, or retrieve any stored communication without authorization. All passwords must be made available to the Executive Director.

Information contained in communication tools is not private. To ensure compliance with this policy, the use of communication tools may be monitored by the Commission management at any time. Management has the right to access any and all files, messages, materials, or any other information contained in communication tools. Employees should be aware that even when information has been deleted or erased, it may still be retrieved.

The Commission strives to maintain a workplace free of harassment and sensitivity to the diversity of its employees. Therefore, the Commission prohibits the use of communication tools in ways that are disruptive, offensive to others, or harmful to morale. Neither e-mail nor any other communication tool may be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Employees should notify the Executive Director upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

### **ARTICLE 5 – CONFLICT OF INTEREST**

Conflict of interest is defined generally as acting in any way contrary to the best interest of the Commission. Employees are expected to exercise good judgment and discretion in evaluating any particular activity so as to avoid any actual or apparent conflict of interest. No employee shall take any action on behalf of the Commission, which they know, or reasonably should know, violates any applicable law or regulation. This will obviously include such activities as kickbacks, bribery, falsehood, misrepresentation, and divulging non-public information to organizations that could potentially benefit from exclusive information. Employees are urged to conduct their activities in such a manner as to comply with the spirit, as well as, the letter of this policy.

Employees shall be free from any personal influence, interest, or relationship that might conflict with the best interests of the Commission. Acceptance of entertainment, travel, or gifts of a character which might reasonably be deemed by others to affect the judgment or action of an employee in the performance of his employment with the Commission would violate this policy.

When writing personal letters, articles to be published, and when participating in public affairs, staff members are cautioned to avoid embarrassing situations for the writer or participant and the Commission. Personal letters may not be written on Commission letterhead for obvious reasons. Endorsements, testimonials, publications, and participation in public affairs should be undertaken cautiously lest they be misinterpreted as endorsements by the Commission.

This policy in no manner prohibits membership in any political organization, attendance at meetings, expression of views on political matters, nor voting with complete freedom. Employees are in fact encouraged to actively support their individual political beliefs on their own time as long as these opinions are not represented as the official viewpoint of this Commission. Therefore:

- a. Staff members may not use their position with the Commission to promote any specific political action, candidate, or belief.
- b. Staff members may not use their Commission titles in either written or verbal communications concerning political activities or beliefs.
- c. Staff members may not use Commission letterhead stationery for personal and/or political correspondence.
- d. Supervisory employees shall not attempt, through any means, to coerce other staff members into working for or accepting their political beliefs or candidates.
- e. Staff members may not conduct personal political activity of any kind during working hours, nor use any Commission property, resources, or office supplies, while engaged in personal political activity.

The Commission does not encourage employees to engage in outside employment. No employee shall engage in outside employment which requests or requires employment with the Commission as a prerequisite for said outside employment, creates a conflict of interest, or interferes with the employee's efficiency and quality of work. The name and location of any outside employer shall be filed with the Executive Director by the employee within three days after beginning such outside employment. This is a confidential file, which shall be reviewed by legal counsel annually to assure there is no conflict of interest. Any questions regarding a potential conflict of interest or outside work shall be discussed in advance with the Executive Director.

## **ARTICLE 6 – ADMINISTRATION OF SALARY**

### **6.1 Standard Salary Ranges**

The Commission shall establish salary ranges and steps for employees. Salary schedules consisting of either flat rates or five steps of hourly and equivalent monthly salary rates in dollars for employees in full-time positions shall be established by Resolution of the Commission. Annual, monthly, and biweekly salary rates are listed for the purpose of convenience in quotation of salaries. Computations for purposes of paying employees shall be on the basis of hourly rates.

Except as otherwise provided by law or ordinance, employees shall receive the hourly rate provided in the salary range that has been adopted by the Commission by Resolution for their respective classifications of positions.

### **6.2 Payroll Records**

The office of the Commission shall be the office of record with respect to maintenance of payroll records to implement the payroll provisions of all ordinances and resolutions. Payroll records shall be maintained in forms provided or approved by the Executive Director. The payroll records for every employee shall be kept on file for five (5) years after the employee's termination date.

### **6.3 Pay Date**

All employees are paid every other Friday following the close of the biweekly pay period. In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly schedule payday. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon return from his or her vacation.

A list of paydays will be provided to employees each year.

#### **6.3.1 Pay Advances**

The Commission does not provide pay advances on unearned wages to employees.

### **6.4 Employment Categories**

#### **6.4.1 Full-Time Employees**

A full-time employee shall receive the full amount of salary based upon the step in the range for the classification to which the employee is assigned by his/her appointment, if the total hours in pay status for the biweekly pay period as shown equals or is greater than eighty (80) hours. A full-time employee, who is not in pay status for eighty (80) hours for a particular biweekly pay period shall be entitled only the total hours in pay status. Employees, who are exempt under FLSA, shall receive a biweekly salary, which is based upon multiplying the hourly salary step rate by eighty (80).

#### **6.4.2 Part-Time Employees**

A part-time employee shall receive that portion of the salary based upon the step in the range for his/her classification to which the employee is assigned and the number of hours in pay status in the pay period.

Part-time employees shall earn vacation with pay and accrue sick leave on a prorated basis based upon the number of hours in pay status in the pay period. In other respects, the provisions of this manual, applicable to full-time employees shall apply to part-time employees, unless specifically defined otherwise herein.

#### **6.4.3 Extra-Help Temporary Employees**

The Executive Director may authorize the temporary employment of a person as extra help upon a determination that sufficient funds are budgeted. Unless otherwise specified, extra-help temporary employees shall only be paid the flat rate salary step for their classification or the first step hourly rate in the salary range listed for the classification to which he/she is appointed, unless specifically authorized by the Executive Director. To the extent permitted by law, extra-help temporary employees shall not be entitled to accrue sick leave, vacation, or holiday pay, and shall not be eligible for benefits or to participate in the retirement system.

#### **6.4.4 Annual Cost-of-Living Adjustments**

The Commission, in the annual Overall Work Program and Budget, shall consider cost-of-living salary increases for employees in full-time, part-time, and extra-help classifications. NCTC will adjust its salary ranges, as budget allows, by the average cost of living increase provided by the local labor market to the journey level

planner, which includes: The County of Nevada, the City of Grass Valley, the Town of Truckee, and the City of Nevada City. Adopted March 16, 2016 by Resolution 16-11.

## **6.5 Salary Advancement**

### **6.5.1 Merit Salary Increases**

Eligibility for salary increases will be based upon merit and at the discretion of the Executive Director. Advancement in the range, whether the employee is on a step system or open range, will reflect time worked in the classification. Except for employees who receive a flat rate, a full-time or part-time employee will be eligible for a merit salary increase as follows, subject to funding availability: After completion of thirteen (13) biweekly pay periods of satisfactory service at the minimum of the salary range, and upon approval of the Executive Director, an employee will receive a merit salary increase. For those on a step system, the increase will be equivalent to one step. Except as specified above, if an employee is appointed a salary above the minimum range for that classification, that employee will be eligible for the first merit increase after completion of twenty-six (26) full pay periods of satisfactory service.

After the completion of twenty-six (26) biweekly pay periods of satisfactory service at each point in the range above the minimum, and at the discretion of the Executive Director, a full-time or part-time employee may be advanced in the salary range of that classification until the top of the range is reached. For those on a step system, the increases will be in one step increments.

Extra-help employees are not eligible for merit salary step increases.

### **6.5.2 Procedure**

All merit salary advancements must be initiated by the Executive Director. Salary advancements will be effective on the first day of the biweekly pay period following completion of the required period of service.

### **6.5.3 Anniversary Date**

Changes in an employee's salary because of promotion or upward reclassification will set a new anniversary date for that employee. The salary anniversary date for an employee shall not be affected by a transfer, downward reclassification, or a demotion.

Changes in salary ranges for a classification as defined in Section 6.8 will not set a new salary anniversary date for employees.

## **6.6 Salary Step on Promotion**

Salary on Promotion – An employee who is appointed to a position in a class allocated to a salary range for which the top step is higher than the top step of the class which the employee formerly occupied shall receive the nearest step within the new salary range which shall not be less than five percent more than his/her former salary step, provided, however, that in no case shall the increased salary be more than the top step in the new range.

The effective date of a promotion shall be the first day of the first full pay period following the appointment.

The employee's anniversary date for future merit salary step increases shall be based upon the effective date of the promotion.

If a promotion occurs on the same day a salary step increase is due and approved, the salary step increase shall be computed first and subsequently the increase due to promotion.

Advanced Salary Upon Promotion – Upon promotion of a full-time or part-time employee, the Executive Director may recommend to the Commission that the person being promoted receive one additional step beyond which the employee is entitled, but which in no way exceeds the top of the range.

## **6.7 Salary on Demotion**

Demotion to Another Position or Class-Voluntary – An employee, who voluntarily demotes to a position of a class having a lower salary range than the class previously occupied by the employee, shall have his/her salary reduced to the salary step within the lower range which is closest to, but not exceeding, the salary step received before the demotion.

Salary Upon Demotion During Probation – A full-time or part-time employee who, during the employee's probationary period, is demoted to a class, which the employee formerly occupied in good standing during the same period of continuous service, shall have the employee's salary reduced to the salary the employee would have received if the employee had remained in the lower class. The employee's eligibility for salary step advancement shall be determined as if the employee had remained in the lower class throughout the employee's period of service in the higher class.

Salary Upon Involuntary Demotion To A Lower Class – A full-time or part-time employee to whom the circumstances described in the above section do not apply, who is demoted involuntarily to a position of a class, which is allocated to a lower salary range than the class from which the employee is demoted, shall have the employee's salary reduced to the salary step in the lower range for the new class, which is closest to, but not exceeding the salary step received before the demotion. The employee's eligibility for salary step advancement shall not change as a result of demotion.

Demotion Within A Salary Range – An employee may only be demoted to a lower salary step within a salary range as a disciplinary action in accordance with Commission rules and regulations.

## **6.8 Salary on Transfer**

Upon approval by the Executive Director, a full-time or part-time employee may transfer from one allocated position in one class to another allocated position in the same class, or in another closely related class at the same salary range, or a class which has a salary range the top step of which is within five percent of the top step of the range of the previously occupied class. In such case, an employee shall be paid at the salary step in the salary range for the new class that is the closest to, but not exceeding, the salary step the employee previously received. For purposes of further annual increase within the salary range, his/her anniversary date shall remain the same as it was before the transfer. The effective date of all transfers shall be the first working day of the period.

## **6.9 Changes in Salary Ranges**

Whenever the salary range for a class is revised, each incumbent in a position to which the revised salary range applies shall remain at the step held in the previous range, unless otherwise specifically provided by the Commission.

## **6.10 Salary Step on Reclassification**

The salary of an incumbent in a position that is reclassified shall be determined as follows:

Lateral Reclassification – If the position is reclassified to a class which is allocated to the same salary range as is the class of the position before it was reclassified, the salary step and anniversary date of the employee shall not change.

Upward Reclassification – If the position is reclassified to a class which is allocated to a higher salary range than the class of the position before it was reclassified, the salary step of the employee shall be governed by Section 6.6, Salary Step on Promotion.

Downward Reclassification – If the position is reclassified to a class which is allocated to a lower salary range than the class of the position before it was reclassified, the employee shall receive the step, if any, in the new range which is the same as, but does not exceed, the salary he/she was receiving prior to reclassification and his/her anniversary date shall not change. If the salary step of the employee is greater than the maximum step of the new range, the salary step of the employee shall be designated at a sixth-step rate equal to their salary step prior to reclassification and the salary will be frozen until the top step salary of the new classification equals or exceeds the present salary, based upon cost of living increases. At that time, the employee will be placed on the top step and will become eligible for cost of living increases granted to incumbents of that classification.

## **6.11 Salary Provisions Upon Restoration**

An employee who has been laid off or voluntarily demoted as a result of layoff, and subsequently restored in their former classification within a two (2) year period from the date of his/her layoff or voluntary demotion, shall receive the following considerations and benefits:

- a. All sick leave credited to the employee's account when laid off shall be restored, unless the employee received compensation for such sick leave at the time of the layoff.
- b. All prior service shall be credited for the purpose of determining sick leave and vacation earning rates, longevity pay increases, and time in step.

The employee shall be placed on the step of the salary range that was held at the time of the layoff.

## **6.12 Commission Authority to Specify Salary Step**

Notwithstanding anything herein to the contrary, the Commission may, by resolution, upon recommendation of the Executive Director, specify that the incumbent of a particular position shall occupy a step on the salary range for that class either higher or lower than that provided for in this Manual.

## **6.13 Designated Salaries – Employees**

The Commission shall establish salary ranges or flat step salaries for employees.

## **ARTICLE 7 – INTERNAL COMMUNICATIONS**

Employees, who leave the office during working hours, shall check out at the receptionist desk located in the Commission office.

Public information concerning the Commission and its activities shall be coordinated by the Executive Director.

The control and maintenance of all the Commission committee mailing lists shall be the responsibility of the Executive Director or his/her designee. The Executive Director or his/her designee shall maintain the master mailing lists for the Commission and shall make them accessible to all employees for their use.

Accounting/personnel/contract files shall be maintained by the Executive Director. Access to these files is restricted and shall be available only if authorized by the Executive Director or otherwise required by law.

### **7.1 Personnel Records**

Confidential personnel files shall be maintained for every employee by the Executive Director or his/her designee. The files shall contain the employee's employment letter and all other pertinent information. Access to these files is restricted. Each employee shall have access to his/her personnel file under supervision of the Executive Director. The personnel files for every employee shall be kept on file for five (5) years after the employee's termination date.

It shall be the responsibility of each employee to keep the Executive Director and Administrative Services Officer advised concerning his/her marital status, number of dependents, correct address and telephone number, emergency contact, and any similar information required for the purposes of maintaining personnel records.

The following procedures will be used in case of a dispute over material or information in the employee's personnel file:

- a. Any employee who objects to material or information in the file should forward, in writing, a request for its removal to the Executive Director.
- b. The Executive Director shall, within his/her discretion, grant or deny the request and notify the employee of the decision.
- c. If the decision is favorable to the employee, the material will be removed immediately and destroyed by the Executive Director.

### **7.2 Petty Cash**

The Commission will maintain up to one hundred dollars (\$100) in a Petty Cash fund to pay for miscellaneous costs. This fund will be maintained by the Executive Director or his/her representative. All use of these funds will be accounted for in accordance with the Commission's accounting policies.

## **ARTICLE 8 – BENEFITS**

### **8.1 Holidays**

#### **8.1.1 Regular Holidays**



The Commission will grant paid holiday time off to all regular full-time and part-time employees on the holidays listed below. Part-time employees shall receive holiday pay on a pro-rata basis.

1. January 1 – New Year's Day
2. January / third Monday – Martin Luther King Jr.'s Birthday (*Floating Holiday*)
3. February / third Monday – Presidents Day (*Floating Holiday*)
4. May / last Monday – Memorial Day
5. July 4 – Independence Day
6. September / first Monday – Labor Day
7. October / second Monday – Columbus Day (*Floating Holiday*)
8. November 11 – Veterans' Day (*Floating Holiday*)
9. November / fourth Thursday – Thanksgiving Day
10. November – Friday after Thanksgiving
11. December 24 – Christmas Eve
12. December 25 – Christmas Day
13. Employee's Birthday (*Floating Holiday*)

Special holidays proclaimed by the President of the United States or the Governor of the State of California may be granted upon approval of the Executive Director.

All full-time employees, who are on a flexible schedule, shall be entitled to the same number of regular paid holiday hours as those employees on a regular workweek schedule.

### **Day Observed**

If any of the above holidays falls on a Sunday, the following Monday shall be observed as the holiday in lieu thereof. If any of the above holidays falls on a Saturday, the preceding Friday shall be observed as the holiday in lieu thereof. In years in which December 24 falls on a Sunday, the Commission shall observe December 26 as a holiday (Tuesday). In years in which December 25 falls on a Saturday, the Commission shall observe December 23 as a holiday (Thursday).

#### **8.1.2 Floating Holidays**

Each regular employee who has successfully completed his or her Introductory Period shall be granted five floating holidays per calendar year. Regular part-time employees shall receive floating holiday pay on a pro rata basis. Floating holidays may be scheduled at the employee's discretion during the year in which they are earned, subject to the supervisor's approval. Floating holidays shall not be taken in increments of less than one working day. If a floating holiday is not taken within the year in which it is earned, the floating holiday is lost. Floating holidays accrued, but not used at the time an employee leaves the Commission, shall be paid to the employee.

#### **8.2 Vacations**

For purposes of this section, one (1) year shall be equivalent to twenty-six (26) biweekly pay periods of continuous service.

### **8.2.1 Accrual Rates and Maximum Accumulation**

Full-time and part-time employees (except “extra help” temporary employees) shall accrue and accumulate vacation leave with pay as follows:

Each employee with less than four (4) years continuous service shall accrue vacation credit at the rate of .03875 an hour for each full hour in pay status (equal to 3.1 hours for full-time in a full pay period). In no case shall an employee with less than four (4) years continuous service accumulate more than 240 hours vacation leave.

Each full-time and part-time employee with over four (4) years continuous service shall accrue vacation credit at the rate of .05875 an hour for each full hour in pay status (equal to 4.7 hours per full-time in a pay period). In no case shall an employee with more than four (4) years continuous service accumulate more than 320 hours vacation leave.

Each full-time and part-time employee with over eleven (11) years continuous service shall accrue vacation credit at the rate of .07750 an hour for each full hour in pay status (equal to 6.2 hours per full time in a pay period). In no case shall an employee with more than eleven years (11) continuous service accumulate more than 320 hours vacation leave.

### **8.2.2 Provisions**

Accrued vacation leave shall be accumulated from each qualified full-time or part-time employee's anniversary date. Qualified new employees shall be entitled to use accrued vacation leave upon satisfactory completion of the Introductory Period. Upon termination of an employee's employment, for any cause, the employee shall be paid for any unused vacation hours accumulated, up to the maximum amount permitted to be accumulated.

### **8.2.3 Vacation Scheduling**

It is the policy of the Commission that employees take their vacation each year; provided; however, that for reasons deemed sufficient by the Executive Director, an employee may take less than the normal vacation accrued that year. All vacations shall be taken at such times during the calendar year as may be approved by the Executive Director.

In the event an employee is not permitted to take all of the vacation to which he or she is entitled in a calendar year, the employee shall be permitted to accumulate the unused portion to the employee's credit, provided that the employee shall not have a total vacation credit of more than the maximum allowed herein.

All requests for vacation must be approved by the Executive Director. The Executive Director is responsible for ensuring that the employee is eligible for the vacation requested. No person shall be allowed vacation in excess of that actually accrued at the time such vacation is taken.

It shall be the responsibility of the Executive Director to require vacation leave be taken in order to avoid excessive accumulation or forfeiture.

### **8.2.4 Donation of Vacation Time**

An employee may donate accumulated vacation time to another employee who has exhausted his/her sick leave and vacation leave due to an extended or catastrophic illness. Such donations shall be made on a form prescribed by the Commission and shall be in eight (8) hour increments. The hours donated will be deducted from the donating employee's accumulated balance and credited to the accumulation vacation account of the employee receiving the donation. If the donation of hours is accepted, the accepting employee shall be responsible for payment of any applicable taxes. Commission shall withhold any amounts authorized or required by law.

### **8.2.5 Exclusion**

Extra help temporary employees shall not be subject to the provision of this Section. Extra help, or other employment time, shall not count towards the required continuous service for vacation benefits.

## **8.3 Sick Leave**

### **8.3.1 Accrual**

Every regular full-time or part-time employee shall accrue sick leave at the rate of .04625 per hour in pay status, calculated on the basis of actual service (3.7 hours earned per full pay period paid). Sick leave shall not accrue when an employee is on leave of absence with or without pay.

### **8.3.2 Eligibility**

A full-time or part-time employee shall not be entitled to use accrued sick leave with pay until the employee has two (2) full biweekly pay periods of continuous service with the Commission.

### **8.3.3 Usage**

Employees are entitled to use accrued sick leave, with the approval of the Executive Director, to a maximum of the time accrued, for the following conditions:

- a. The employee's illness, injury, disability, or exposure to contagious disease, which incapacitates him/her from performance of duties.
- b. The employee's receipt of required medical, dental, or optical care or consultation.
- c. The employee's care of a member of the immediate family who is ill or disabled.
- d. The employee's preparation for or attendance at the funeral of a member of the immediate family. Immediate family means parent, spouse, son, daughter, sibling, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, or grandchildren by blood or marriage.

### **8.3.4 Exemption to Use of Sick Leave**

No employee shall be entitled to sick leave when absent from duty for any of the following reasons:

- a. Disability arising from any sickness or injury purposely self-inflicted or caused by the employee's willful misconduct.
- b. Sickness or disability while on leave of absence with or without pay other than the employee's disability indemnity will total the employee's full pay.

### **8.3.5 Integration with Other Benefits**

Workers' Compensation – A full-time or part-time employee of the Commission who is entitled to receive temporary disability indemnity under the California Labor Code (Workers' Compensation), may elect to take only that portion of the employee's accumulated leave balances as when added to the employee's disability indemnity will total the employee's full pay.

### **8.3.6 State Disability Insurance**

Public entities (State of California, counties, cities, districts, public agencies and authorities, school districts, and community colleges) are not subject to State Disability Insurance (SDI), but may elect it under certain circumstances. As of the date of adoption of this manual, NCTC has not elected to participate in SDI.

### **8.3.7 Administration of Sick Leave**

Employees, upon return to work, may be required to submit a sick leave request form or record of sick leave use to the Executive Director. The Executive Director may request information in order to aid in the determination of whether the sick leave use is legitimate. The Executive Director may require a physician's statement or acceptable substitute from an employee who applies for sick leave, or make whatever reasonable investigation into the circumstances that appears warranted before taking action on a sick leave request.

The Executive Director may require a prescribed affidavit or medical report form. When an employee is absent for longer than ten (10) consecutive working days, the employee may be required to submit a statement from the employee's physician releasing the employee for normal duty.

When an employee has been determined to have used sick leave for illegitimate purposes, the Commission may recover such funds.

When medical documentation is submitted by the employee as proof of illness, the Executive Director may review such medical documentation based on the available medical evidence, and his/her knowledge of the physical and mental requirements of the employee's occupation to determine whether the employee's illness or injury was sufficient as to justify the employee's absence from the work site.

### **8.3.8 Incapacity to Perform Duties**

If the Executive Director has reasonable cause to believe that an employee is not capable of properly performing the duties of the position, he/she may require the employee to absent himself/herself from work until the incapacity is remedied. During such absence, the employee may utilize any accumulated paid leaves.

### **8.3.9 Fitness for Duty Examination**

If the Executive Director has reasonable cause to believe that an employee is not capable of properly performing the duties of the position, he may require an employee to submit to a fitness-for-duty examination.

### **8.3.10 Payment for Unused Sick Leave**

In order to receive payment for unused sick leave at the time of retirement, lay-off, or voluntary termination, all Commission employees, unless otherwise stated in contract or Letter of Employment, must have five (5) or more years of Commission service.

- a. Employees – employees shall be entitled to receive a pay-off of their unused sick leave. Payment shall be made at the employee's last hourly rate of pay.
- b. Death – In the event an employee dies while in active service with the Commission, his/her sick leave pay-off will be made in accordance with the provisions of this Section.

### **8.3.11 Extra Help/Temporary Employees**

Extra help/temporary employees are granted sick leave as follows: After 90 days of employment, three (3) days of sick leave will be granted to each employee in their first year of employment and each calendar year thereafter.

Unused sick leave does not carry over from year to year, and NCTC does not pay extra help/temporary employees in lieu of unused sick leave.

Employees may use sick leave for preventive care for themselves or a family member, as well as for the diagnosis, care, or treatment of their or their family member's existing health condition. California law defines "family member" as a (1) child (as defined), (2) parent (as defined), (3) spouse, (4) registered domestic partner, (5) grandparent, (6) grandchild, or (7) sibling. Paid sick days may also be used for an employee who is a victim of domestic violence, sexual assault, or stalking.

Employees should provide advance notification to their supervisor if the need to use sick leave is foreseeable. Where the need is unforeseeable, the employee shall provide notice to their supervisor as soon as practicable.

## **8.4 Other Paid Leave**

### **8.4.1 Jury Duty**

Any unrepresented management or confidential employee who shall be summoned for attendance to any court for jury duty during his/her normal working hours shall be deemed to be on duty, and there shall be no loss in salary, but any jury fees received by him/her shall be paid forthwith to the Commission to be deposited to the Commission's Planning and Administration Fund (#327).

### **8.4.2 Court Appearances**

Any employee who shall be called as a witness arising out of, and in the course of the employee's Commission employment, or prior employment, shall be deemed to

be on duty and there shall be no loss of salary, but any witness fees received by him shall be paid forthwith to the Commission.

An employee, who shall be called as a witness arising out of, and in the course of the employee's Commission employment during the employee's off duty hours, shall be compensated for the time spent.

Employees called for any other witness duty shall receive unpaid time off in accordance with law. Any employee called for witness duty shall notify the Executive Director immediately upon receiving notice of such duty.

## **8.5 Leave of Absence with Pay**

The Executive Director may place an employee on leave of absence with pay (suspended with pay) for period not to exceed ten (10) working days. Such leave may be extended with justification for up to an additional ten (10) working days. This leave (suspended with pay) shall be used when an employee is under investigation or for other necessary or urgent need, such as, when the employee's continued presence at the work site may be hazardous or disruptive.

## **8.6 Leave of Absence without Pay**

### **8.6.1 Conditions**

Leave of absence without pay may be granted to any employee upon the specific written request of the employee and with the prior written approval of the Executive Director for the following purposes:

- a. Family and Medical Care Leave in accordance with law;
- b. Pregnancy-Disability Leave in accordance with law;
- c. Other personal reasons which do not impair the effectiveness of the Commission.

### **8.6.2 Duration**

- a. Family and Medical Care Leave shall not exceed three (3) months in any twelve (12) month period.
- b. Pregnancy-Disability Leave. Any employee who is disabled on account of pregnancy, childbirth, or related conditions may take a pregnancy-disability leave of up to four (4) months, in addition to any family and medical care leave to which the employee may be entitled.
- c. Other leaves shall not exceed three (3) months.

At the request of the employee, the Executive Director may extend a leave of absence for an additional three (3) months if conditions warrant such an extension.

### **8.6.3 Revocation of Leave of Absence**

A leave of absence may be revoked by the Executive Director upon evidence that the cause for granting the leave of absence was misrepresented or has ceased to exist.

**8.6.4 Reinstatement Upon Termination of Leave of Absence**

Upon the expiration of the leave of absence, the employee shall be reinstated to his/her former position at the same step in the salary range.

**8.6.5 Non-Qualifying Service**

Leave of absence without pay shall not be counted as qualifying service for purposes of accruing vacation, sick leave, and annual salary adjustments.

**8.6.6 Vacation and Sick Leave Usage**

Employees, who are granted a leave of absence without pay, shall have the option to exhaust any accumulated vacation time or to leave such vacation time in their accumulated account. Employees requesting a leave of absence due to illness or disability may use any accumulated sick leave prior to the requested beginning date of such leave.

**8.6.7 Payment of Insurance Premiums**

- a. An employee taking family and medical care leave (which may include overlap with a pregnancy/disability leave) for a period not to exceed three (3) months in any one (1) year period shall receive health, dental, vision, and life insurance coverage to the same extent that the employee would receive this coverage if the employee was not on leave.
- b. All other employees on unpaid leave and wishing to maintain health, dental, vision, and life insurance shall be responsible for paying the full monthly premium payments at the time and in the manner provided for by the Commission.

**8.7 Bereavement Leave**

An employee compelled to be absent from duty because of the death of a member of his/her immediate family may be entitled to not more than three (3) consecutive days off, with pay, upon approval of the Executive Director. It will be the responsibility of the Executive Director to determine the number of bereavement days necessary for the employee to be absent.

The Executive Director may reduce the amount of days granted for leave for bereavement purposes, if, in his/her opinion, the distance to be traveled does not necessitate the full three (3) days leave.

For purposes of this section, immediate family means parents, spouse, domestic partner, son, daughter, sibling, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, or grandchildren by blood or marriage.

**8.8 Health Benefits**

Employer shall provide Health, Dental, Vision, and other insurance benefits for the employee and family as directed by the Commission. The Commission will determine the amount that will be provided to each employee for these benefits by resolution.

### **8.8.1 Health Benefit Continuation at Termination**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Commission's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage of the Commission's group rates plus an administration fee.

### **8.9 Workers' Compensation Insurance**

The Commission will provide Workers' Compensation Insurance as required by State law for the protection of employees in case of accident or injury when on duty. An employee who incurs a work-related injury should immediately report accidents or injuries to the Executive Director or his/her designee.

An employee who incurs a work related injury, as verified by Workers' Compensation Insurance, and necessitates an unpaid leave of absence from work, shall continue to have their insurance premiums for health, dental, and vision, paid by the Commission as set forth above for a period of not to exceed three (3) months.

An employee who has accrued sick leave may elect to receive full salary from the Commission with the understanding that the full amount of Workers' Compensation insurance will be paid to the Commission. Sick leave will then be deducted on an hourly basis, depending upon the amount of reimbursement received.

### **8.10 Retirement Benefits**

Retirement benefits will be provided to full-time employees as agreed and set forth in the contract with the International City Management Association (ICMA) Retirement Corporation. The Commission shall pay a contribution to the ICMA Retirement Trust totaling fifteen percent (15%) of Employee's gross salary. Part-time and temporary employees are not eligible for retirement benefits.

In accordance with Resolution 13-34; adopted September 18, 2013, the Commission shall pay a contribution to the ICMA Retirement trust totaling (17.13%) of the Executive Director's gross salary.

### **8.11 Deferred Compensation Plan**

The Commission will provide a deferred compensation investment plan to employees as agreed and set forth in the Section 457 Deferred Compensation Plan contract with the ICMA Retirement Corporation.

### **8.12 Tuition Assistance**

It is the policy of the Commission to provide tuition assistance for job-related classes in order to assist employees who desire to continue their formal education. All full-time employees, excluding interns, who have been in continuous employment with the Commission a minimum of twelve (12) months, shall be eligible for tuition assistance. If the



employee is a military veteran, he/she shall not be eligible for the tuition assistance until he/she has exhausted the education benefits from the federal government and from the State of California.

Tuition assistance for eligible employees shall be limited to four hundred dollars (\$400) in any one fiscal year. If tuition assistance funds are not used by an employee, the tuition reimbursement will be used to supplement the Commission's general training budget for that fiscal year.

The Executive Director shall approve or deny all requests for tuition assistance. (Approval for tuition assistance must be granted prior to enrollment in any course). Approval for tuition assistance shall be granted only for courses taken for credit and outside working hours. Requests for tuition assistance must be accompanied by a course description, including cost of tuition. Requests for tuition assistance will be approved only once for the same or similar course, regardless of school. The employee is responsible for all non-tuition costs associated with courses taken towards their formal education.

### **8.13 Military Service**

An unpaid military leave of absence shall be provided to employees for service in the uniformed services, in accordance with the Uniformed Services Employment and Re-Employment Rights Act (USERRA). An employee requiring such leave shall provide the Executive Director with advance written or verbal notice of the need for leave, unless providing such notice is impossible or unreasonable under the circumstances. Upon conclusion of an approved military leave of absence without pay, the employee shall be entitled to return to his/her former (or equal) position in accordance with USERRA requirements.

### **8.14 Business Travel and Mileage**

Where a position requires the driving of an automobile or other vehicle, the employee must have a valid California Driver's License and a good driving record, and is expected to drive the vehicle safely. Upon request, employees shall sign an authorization for the Executive Director to request review of an employee driving record. The Executive Director, in his/her discretion, may restrict any employee's operation of a vehicle on Commission business.

Employees may utilize private cars for Commission business when authorized. Such employees shall carry sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws of the State of California, Vehicle Code Section 16430. Actual mileage driven on each trip shall be recorded on a monthly mileage form. An employee who is required to use the employee's personal vehicle for Commission business shall be reimbursed at the federal rate as determined by the Internal Revenue Service for all miles traveled in the conduct of Commission business. In the event of a vehicle accident, while traveling for Commission business, the employee must notify the Executive Director immediately.

#### **8.14.1 Meeting and Conference Expenses**

Employees may attend meetings, conferences, and required training sessions when deemed essential to the conduct of the work program. The Commission will reimburse for actual and necessary expenses for parking, meals, registration, lodging, transportation, and other reasonable costs. Receipts for all expenditures must be attached to expense forms. Expenses incidental to travel, such as parking meters, pay phones, etc., wherein receipts are impossible to obtain, shall

be reimbursed upon submission of an itemized list of these expenditures. In no case will reimbursement be made for the purchase of alcoholic beverages. Each meeting or conference shall be authorized in advance by the Executive Director.

#### **8.14.2 Agency Credit Card**

The Commission maintains an agency credit card solely for the use of Commission employees for Commission-related travel, meeting, and authorized expenses. Use of the agency credit card shall be authorized in advance by the Executive Director. Receipts for all expenditures must be submitted to the Administrative Services Officer.

### **ARTICLE 9 – DISCIPLINARY ACTIONS**

This Article 9 applies only to regular full-time and regular part-time employees who have successfully completed the Introductory Period described in Article 3.1. The purpose of this policy is to provide firm guidelines that will insure uniform application of formal and informal discipline involving regular Commission employees. Extra help temporary employees, student interns, and employees subject to an Introductory Period may be dismissed at any time without notice and without the right to appeal.

#### **9.1 Standards**

Disciplinary actions of a formal or informal nature will adhere to the following standards:

- a. Performance and behavioral problems will be discussed with employees in a timely manner following their occurrence.
- b. Formal disciplinary action (suspension or termination) is to be in writing and documentation should demonstrate unacceptable performance or behavior of the employee (see below).

#### **9.2 Causes of Disciplinary Action**

Disciplinary action against any regular employee shall be for cause, as it may affect work performance and effectiveness within the organization. Cause may include, but not be limited to, the following:

- a. Fraud in securing employment.
- b. Incompetence, inefficiency, or neglect of duty.
- c. Insubordination, willful disobedience of superiors.
- d. Dishonesty.
- e. Use of alcohol or drugs during business hours.
- f. Illegal use or addiction to narcotics.
- g. Unauthorized absence from duty or willful abuse of sick leave privileges.
- h. Excessive absence because of illness or personal problems.
- i. Failure to comply with the Commission's Equal Employment Opportunity policies.
- j. Engaging in outside employment which has a detrimental effect on attendance or ability to perform work.
- k. Misuse of Commission resources, property, equipment, phones, or supplies for personal use or private business.
- l. Failure to cooperate reasonably with his/her supervisor or fellow employees.
- m. Discourteous treatment of the public or other employees.
- n. Failure to adequately observe any rule specifically stated in this manual or as required by the immediate Supervisor.

- o. Abusive treatment of superiors or fellow employees.
- p. Failure to obey a supervisor's reasonable request.
- q. Failure to adequately observe the rules regarding working hours and leave time.
- r. Unlawful harassment or abuse, including sexual harassment.
- s. Poor work performance.
- t. Any conduct tending to bring the reputation of the Commission into disrepute.
- u. Conviction of a misdemeanor or felony.
- v. Theft.
- w. Use of a Commission computer or other electronic communication tool to access, view, download, or otherwise obtain obscene matter as defined in the penal code, except as may be allowed to conduct a disciplinary investigation.

Responsibility for the administration of discipline rests primarily with the Executive Director. It is a fundamental policy of the Commission to treat its employees fairly; therefore, every effort should be made to ascertain facts before discipline is imposed. Further, especially in the case of formal discipline, it is important that detailed documentation of facts be provided by the Executive Director or the Executive Director's designee.

### **9.3 Procedures**

#### **9.3.1 Oral Reprimand**

The employee shall be counseled concerning the unsatisfactory areas of work and shall be informed about methods of improvement, or the Executive Director may issue oral reprimands. Oral reprimands must be documented by the Executive Director and placed in the Executive Director's personal file. In this case, nothing will be placed in the employee's personnel file. As noted below in Sections 9.3.3 and 9.3.4, the seriousness of the offense will dictate whether oral or written reprimands or other corrective action is taken prior to initiating action to suspend or dismiss an employee.

#### **9.3.2 Written Reprimand**

In cases where the oral reprimand has not been successful or where the infraction of the rules and regulations has been of a serious nature, the written reprimand shall be employed. The purpose of the written reprimand will be to call the attention of the employee to serious defects in his/her work. The written reprimand should include a detailed statement of the problem and a notation to the effect that the problem was discussed with the employee. The employee must sign the written reprimand acknowledging a copy thereof. A copy of the written reprimand must be included in the employee's personnel file. Only the Executive Director may issue a written reprimand. The employee may respond to the written reprimand and such response shall be placed in the employee's personnel file.

#### **9.3.3 Suspension**

An employee may be suspended for an indefinite period of time (not to exceed 30 days) in order to impress upon the employee that continued failure to improve his/her performance may result in dismissal. The Executive Director will issue the suspension. Employees may not use any accrued leave to make up for loss of pay in the event of a suspension. The employee will not earn vacation leave or sick leave while on suspension. (It should be noted here that reprimands are not a prerequisite to a suspension).

### **9.3.4 Dismissal**

When reprimands or suspensions fail to affect satisfactory performance, or when the employee infraction is serious as determined by the Executive Director, the employee shall be subject to dismissal. Reprimands or suspensions are not a prerequisite to a dismissal. When the Executive Director provides an employee with a Notice of Intent to Discipline (see below), the Executive Director shall provide a copy to the Chair of the Commission.

### **9.3.5 Procedure**

Prior to suspending an employee without pay in excess of two (2) days or dismissing an employee for cause, the Executive Director shall comply with the following procedure:

**9.3.5.1** The Executive Director must provide any employee that he/she intends to discipline, with a Notice of Intent to Discipline, outlining in detail the specific violations of Commission policies, rules, regulations, ordinances, or any state or federal law that the employee is alleged to have violated. In addition, the Executive Director shall provide the employee written notice of the contemplated action and copies of all materials upon which the proposed discipline is based, or, if too voluminous to copy, notification as to where review of the materials is available.

The Notice of Intent to Discipline may be served on the employee by personal delivery or by U.S. Mail, first class, postage prepaid to the employee's address on file with the Commission. Service is accomplished on the date of personal delivery or the date the Notice is placed in the U.S. Mail, first class, postage prepaid.

**9.3.5.2** Within ten (10) working days from the service of the Notice of Intent to Discipline, the employee must request in writing a pre-disciplinary or "Skelly" hearing pursuant to *Skelly vs. State Personnel Board* (1975) 15 Cal.3d 194, 124 Cal.Rptr 14. The employee's written request for a Skelly hearing must be addressed to the Executive Director and received by the Commission within ten (10) working days from the date of service of the Notice of Discipline. The employee has the right to be represented by an attorney, or other representative of his or her choice, in all stages of the disciplinary appeal process. The pre-disciplinary Skelly hearing shall be before the Executive Director or his/her designee. Failure by the employee to submit a request in writing for a Skelly hearing to the office of the Executive Director within the ten (10) days shall constitute a waiver of the employee's right of a hearing and the recommended discipline may be imposed immediately by the Executive Director.

**9.3.5.3** If at the conclusion of the pre-disciplinary hearing the Executive Director still intends to proceed with disciplinary action, the Executive Director or his/her designee shall serve upon the employee a Notice of Disciplinary Action within five (5) working days after the pre-disciplinary hearing. Said Notice shall include any amendments to the charges or penalties made by the Executive Director as a result of the pre-disciplinary hearing. The discipline or termination goes into effect as of the date of the Notice of Disciplinary Action.

**9.3.5.4** During the pre-disciplinary process and the appeal process (if any), the employee may be placed on temporary leave of absence with pay, at the discretion of the Executive Director.

### **9.3.6 Appeal**

A regular employee has the right to appeal any disciplinary action involving a dismissal or suspension without pay for more than two (2) days. Within ten (10) working days of being served with the Notice of Disciplinary Action, the employee shall submit a Notice of Appeal to the Executive Director. Failure by the employee to submit a Notice of Appeal to the office of the Executive Director within the time period prescribed shall constitute a waiver of the employee's right of an administrative appeal, unless otherwise agreed upon in writing between the parties. All time requirements in this section are subject to modification or waiver by mutual written consent of the parties. The Notice of Appeal must be made in writing and must set forth the reasons for the appeal, and state with specificity the reasons why the disciplinary action should not be imposed. The employee will be limited on appeal to raising only those issues set forth in the Notice of Appeal. Appeals will be handled in accordance with Section 10.7.

## **ARTICLE 10 – TERMINATION OF EMPLOYMENT**

Termination of employment may be brought about by resignation, dismissal, layoff, retirement, or death. Employment status change may be brought about by promotion, leave of absence, disciplinary action, demotion, transfer, probation, or suspension.

### **10.1 Voluntary Separation**

An employee who wishes to resign in good standing shall notify the Executive Director in writing at least two (2) weeks prior to his/her final day of work.

### **10.2 Dismissal**

Any regular employee may be terminated for cause at any time by the Executive Director or his/her designee. ("Cause" is further defined in Disciplinary Actions, Section 9.2).

### **10.3 Death**

Upon receipt of a death certificate, the Executive Director shall issue the proper forms to the Retirement System for disbursement of all remaining benefits to survivors. All salary due and payment of any accumulated benefits shall be promptly paid in accordance with the provisions of the ICMA Designation of Beneficiary form on file in the employee's personnel file. No payment shall be made to the estate of the deceased until sufficient proof of right to such settlement is received.

### **10.4 Layoff**

Whenever it becomes necessary to terminate an employee due to a lack of funds or because the necessity for a position no longer exists, the Executive Director may declare a position vacant. Employees whose positions are declared vacant shall be notified at least thirty (30) days prior to termination.

## 10.5 **Retirement**

When an employee elects to retire, he/she must notify the Executive Director in writing at least one (1) month prior to the effective date of his/her retirement.

## 10.6 **Employee's Notice of Resignation**

When an employee wishes to resign and submits his/her letter of resignation (see Voluntary Separation, Section 10.1), approval of the Executive Director is required if the employee wishes to work in excess of two weeks following the date notice is given.

## 10.7 **Appeal Procedures**

### 10.7.1 **Who May Seek Review and Under What Circumstances**

A regular employee who is dismissed or suspended without pay for more than two (2) days may seek a review of that decision to a Committee of the Commission (Appeal Panel). The Appeal Panel will affirm, modify, or reverse the action taken by the Executive Director. The Appeal Panel is the final level of authority at the Commission.

The Appeal Panel shall be composed as follows: the Chairperson of the Commission or his/her designee, the Vice-Chairperson of the Commission or his/her designee, and a third panel member selected by other two panel members. When a specific disciplinary action or policy is the subject of the review, no one who has participated in the action at a lower level may sit on the Appeal Panel.

### 10.7.2 **Procedures, Time Deadlines, and Format For This Process**

#### a. **Written Request**

The employee seeking a review must submit a written request to the Executive Director as set forth in Section 9.3.6 above. The request must be received within ten (10) working days from the date the Notice of Disciplinary Action involving dismissal or suspension without pay of more than two (2) days was served, as set forth in Section 9.3.5.3.

#### b. **Grounds**

As further specified in Section 9.3.6, the request must state the grounds for the appeal.

#### c. **Response to Employee Request**

After a valid written request has been received, the Commission shall mail or deliver to the employee, within five (5) working days, a written response establishing the date and time for the matter to be heard by the Appeal Panel.

#### d. **Executive Director's Report**

All written documents generated through the "Skelly" hearing process shall be forwarded to the Appeal Panel prior to the review.

e. **Format of the Review**

The format does not follow any rigid or formal rules of evidence. The Appeal Panel, at its discretion, may engage outside assistance to facilitate the review. The Executive Director shall be available for the review. Both parties shall have reasonable opportunity to present facts, witnesses, documents, and evidence relevant to the matter being heard, and to examine witnesses called by the other party. The panel members may ask questions on their own initiative of all persons present at the review. The employee may ask questions of the Executive Director or any person(s) present making an accusation or statement against his interest. The Commission shall have the burden of proving by a preponderance of the evidence that the facts support the charges against the employee and that the penalty is appropriate under the circumstances. Formal rules of evidence shall not apply to the proceeding, but the hearing panel shall give consideration to the procedures and evidentiary standards established for administrative hearings under Government Code Section 11513.

f. **Recordings**

The proceedings of the Panel may be recorded by either party.

g. **Representation**

The employee may represent himself or may elect to be represented by another. A representative need not be an attorney; however, the employee may choose to be represented by an attorney. The Commission is not responsible for any costs, fees, or charges made by any representative regardless of whether the decision of the Panel is favorable or unfavorable to the employee.

h. **Continuance**

A matter may be continued by either party, for good cause, for a reasonable time.

i. **Decision of Appeal Panel**

The Appeal Panel has the authority to sustain, revise, or modify any previous action taken. The Appeal Panel is the final level of authority within the Commission.

j. **Notice of Decision**

Written notice of decision shall be mailed by U.S. Mail, first class, postage pre-paid, to the employee's address on file with the Commission. Said notice of decision shall be mailed within ten (10) working days from the date the Appeal Panel heard the matter. The Notice of Decision will be deemed to have been received five (5) working days after the date of mailing by the Commission.

## **ARTICLE 11 – DRUG-FREE WORKPLACE POLICY**

### **11.1 Introduction**

The Commission, as an organization contracting with State and Federal agencies, is committed to providing and maintaining a drug-free workplace consistent with the provisions of the Drug-Free Workplace Act of 1988. Based upon a concern for the employee and the public we serve, the Commission has formulated a policy regarding substance abuse. This policy is designed to ensure a workplace free from the problems associated with substance abuse and assist those employees who seek help in eliminating a problem with or dependency on drugs or alcohol.

The unlawful manufacture, possession, distribution, dispensation, possession, sale, or use of a controlled substance while on duty, while on Commission property, while attending business-related activities, or while using a personal vehicle for Commission business is strictly prohibited and may lead to Disciplinary Action, including suspension without pay or discharge. The Commission may refer the employee to approved counseling or rehabilitation programs.

Alcohol abuse is highly detrimental to the safety and productivity of employees in the workplace. The Commission encourages its employees who drink, to drink responsibly. Moreover, NCTC strictly prohibits its employees from being intoxicated or impaired by alcohol while on duty, while on Commission property, while attending business-related activities, or while using a personal vehicle for Commission business. The Commission may discipline an employee engaging in prohibited behavior, including suspending the employee without pay or discharging the employee. The Commission may refer the employee to approved counseling or rehabilitation programs.

## 11.2 **Procedure**

- a. All employees are required to report to work fit for duty and remain in such condition during the workday. Being intoxicated or impaired by alcohol or under the influence of controlled substances is strictly prohibited.
- b. The use of alcohol on Commission premises is strictly prohibited. Violations will result in disciplinary action determined on an individual basis.
- c. The use, distribution, or possession of controlled substances is prohibited. Employees guilty of manufacture, dispensation, use, possession, or distribution on the job are subject to discharge and/or prosecution.
- d. The use, possession, dispensation, or distribution of controlled substances not in accordance with a prescription for the individual on the job is prohibited and an employee engaging in such behavior is subject to discharge and/or prosecution.
- e. As a condition of employment, each employee must: (1) abide by the Commission's Substance Abuse and Drug Free Workplace policy; and, (2) notify the Executive Director of any conviction for a criminal drug violation occurring in the workplace within five (5) days after such conviction. The Executive Director is required to report such conviction to the applicable agencies within ten (10) days after receipt of notice of conviction.

## 11.3 **Treatment**

- a. Alcohol and drug abuse are recognized as treatable diseases. If an employee seeks assistance in overcoming an abuse problem, the Commission will assist the individual in obtaining help and/or treatment. The responsibility for dealing with the problem rests, however, with the employee.
- b. A request for help will be treated confidentially and, subject to the provisions of this policy, will not affect an employee's future employment and promotional opportunities.



- c. If an individual does not seek help and on-the-job performance is affected, or if job performance, even for an individual under treatment, is affected by continuing abuse or otherwise, the Commission will take disciplinary or other action, if it deems appropriate. The steps outlined in Article 9, Disciplinary Actions, will be followed depending on the facts and circumstances involved in each situation.

## **ARTICLE 12 – UNLAWFUL HARASSMENT POLICY**

### **12.1 Introduction**

The Commission is committed to providing a work environment free of unlawful harassment. Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by Federal and State law. Neither harassment nor sexual harassment will be tolerated by the Commission. It will, therefore, be a violation of Commission policy for any employee to engage in any of the acts or behaviors defined below, and such misconduct will subject an employee to corrective action up to, and including, immediate dismissal.

This policy applies to all employees, officers and directors, including managers, supervisors, and Commissioners. Management shall establish appropriate communications to ensure that non-employees (contractors, vendors, trades people, etc.) on the premises are also made aware of and adhere to this policy.

An employee who believes harassment, sexual or otherwise, is or may be occurring, should immediately report the conduct by following the procedure described below, without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances.

### **12.2 Definitions**

- a. Harassment – verbal, physical, or visual conduct of a racial, ethnic, religious, or other type which impairs an employee’s ability to perform his/her job.
- b. Sexual Harassment – Unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature which meets any one of the following three criteria:
  1. Submission to such conduct is explicitly or implicitly made a term as a condition of employment; or
  2. Submission or rejection of such conduct is used as a basis for employment decisions; or
  3. Such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and that fails to respect the rights of others. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:

1. Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
2. Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
3. Physical: Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault.

### **12.3 Procedure**

- a. An employee who believes harassment is or may be occurring should immediately report the conduct to one or more of the following: the Executive Director or the Chairperson of the Commission.
- b. A prompt, thorough, and impartial inquiry of the report will be conducted depending on the circumstances. The Executive Director or the Chairperson of the Commission may request that the inquiry be conducted by a neutral party to thoroughly investigate.
- c. To ensure reasonable confidentiality, the person who receives the report is to notify only those persons necessary to thoroughly investigate.
- d. To ensure protection of the complainant and/or others involved in the investigation from retaliation, any person who engages in retaliating or confronting behavior will be subject to disciplinary action, up to and including immediate discharge from employment.
- e. The complainant will be informed of the results of the investigation and any action taken.

## **ARTICLE 13 – GRIEVANCE PROCEDURE**

### **13.1 Purpose**

The purpose of the Commission's grievance procedure is to state the policy and provide the means for employees and management together to solve grievances in an orderly manner, within a reasonable time period, and to provide methods of administering employer-employee relations through the establishment of uniform and orderly methods of communication between employees and management.

### **13.2 Policy**

The Commission's employee relations policy emphasizes open door practices in which employees have the opportunity to deal directly with the Executive Director regarding complaints or conditions of employment.

Each employee is encouraged to discuss work-related complaints or problems with the Executive Director and to have a process to appeal an unfavorable decision to a higher authority.

### **13.3 Complaints or Problems that are Grievable**

Complaints or problems that are grievable may include:

- a. An act, occurrence, or attitude either expressed or implied, resulting in injustice and/or having been oppressed or injured.
- b. A feeling that insufficient consideration has been given to an individual or group alleging that they have been treated improperly or unfairly.
- c. A condition of employment or application of a policy that the employee thinks is unjust or inequitable.
- d. A complaint regarding harassment/sexual harassment where the complainant does not believe that the review under Article 12 adequately addressed the situation.

### **13.4 Complaints or Problems that are Not Grievable**

Complaints or problems that are not grievable may include:

- a. Dissatisfaction or a dispute with a performance evaluation or disciplinary action.

1. An employee dissatisfied with a performance evaluation shall have the option of writing a letter to be included in the employee's file expressing the employee's reasons for the dissatisfaction.
2. An employee who disputes a disciplinary action shall follow the procedures for redress under the section for disciplinary actions.

### **13.5 Procedure**

- a. For the purpose of addressing complaints and problems, the employee must first seek assistance by contacting the Executive Director, verbally or in writing. The Executive Director will be responsible for handling the complaint as an important business matter, making every effort to resolve the problem through discussion with employees involved with the complaint.
- b. If the employee complaint involves the Executive Director or if the employee does not feel free to express the concerns to the Executive Director, the employee may contact the Commission's Chairperson to investigate the situation and assist in resolving the complaint or mediating the dispute. The employee must put the complaint in writing addressed to the Chairperson of the Commission.
- c. An employee may ask another employee to be present at a complaint discussion.
- d. Appeals. If an employee's complaint is not settled satisfactorily with the Executive Director, the employee may appeal the complaint to the Commission's Appeal Panel. It is expected that the Executive Director will support this appeal process to rectify any remaining dissatisfaction. The Commission's Appeal Panel will render a decision on the matter after appropriate investigations.

## **ARTICLE 14 – EQUAL EMPLOYMENT OPPORTUNITY POLICY**

### **14.1 Introduction**

The Commission maintains a policy of non-discrimination with respect to employees and applicants for employment. The Commission provides a workplace of equal employment opportunity without regard to race, color, ethnic group identification, disability, religion, gender, marital status, age, national origin, sex, or sexual orientation.

Equal employment opportunity (EEO) is defined as the right of all persons to be accorded full and equal consideration for employment, retention, and advancement on the basis of merit. It is the responsibility of the Executive Director to assure the application of the EEO policy.

### **14.2 Policy Statement**

It is a basic policy of the Commission to provide equal employment and advancement opportunities to all persons without regard to race, color, ethnic group identification, disability, religion, gender, marital status, age, national origin, sex, or sexual orientation. This policy applies to all aspects of personnel policy and procedures.

### **14.3 Policy Elements**

- a. No discriminatory practice toward minorities, women, the disabled, or any other protected class will be tolerated. Any employee, or supervisor, involved in any such practice faces disciplinary action up to and including dismissal. This includes the use of racial, ethnic, or religious slurs, and sexual harassment.
- b. All Commission personnel, recruitment, and selection policies and procedures will be reviewed to determine that they do not have an adverse effect on minorities, women, or disabled persons.

- c. Every appointment process will be considered to be an opportunity to further equal employment opportunity goals and will be utilized as such. It is the Commission's goal to achieve a balanced work force by race, ethnicity, and sex.
- d. It is the Commission's policy to consider its own employees first for staff vacancies before selecting external candidates. Management will internally publicize all career opportunities for the Commission staff. Additionally, assistance will be provided to employees who aspire to develop and advance beyond their present positions.

## **ARTICLE 15 – RELATIONSHIP OF PERSONNEL MANUAL TO EXECUTIVE DIRECTOR AND OTHER CONTRACT EMPLOYEES**

Except where written herein, where a conflict exists between the policies herein and the contract of a contract employee of the Commission, the terms of the contract shall prevail.

## **ARTICLE 16 – EMPLOYMENT PRACTICES LIABILITY (EPL)**

NCTC seeks to avoid EPL claims by having the following employee-oriented policies, procedures, and activities in place:

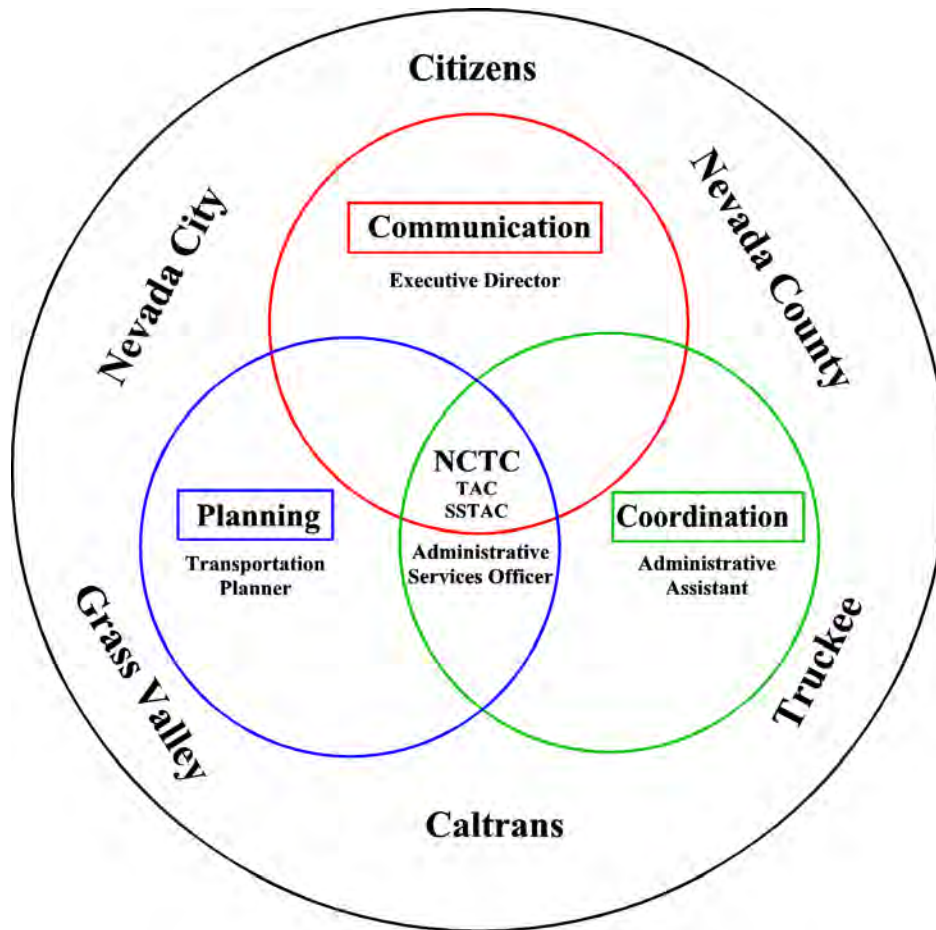
- a. A written anti-harassment policy meeting the requirements of the most current legislation.
- b. A written anti-discrimination policy relating to preventing discrimination associated with such subjects as age, gender, race, religion, sexual orientation, disability, and nationality, and meeting the requirements of the most current legislation.
- c. A written progressive disciplinary procedure establishing fair and objective corrective action standards.
- d. A written procedure including an open door policy, ensuring all employees:
  - 1. Have the option to report an EPL-related problem in confidence.
  - 2. Reports will remain confidential unless they agree otherwise.
  - 3. Can reasonably expect a satisfactory resolution from NCTC's Executive Director.
- e. Ongoing seeking to provide reasonable accommodation for employees in accordance with ADA standards.
- f. A system assuring the maintenance of reported EPL problems in confidence, keeping confidential records in a locked filing cabinet or safe, and controlling access to this information.

NCTC provides both initial and ongoing training in accordance with governmental requirements and NCTC personnel policies and procedures on all EPL subjects.

### **16.1 Other Liability-Related Subjects**

NCTC is continuously seeking to identify other liability risks needing to be included in the NCTC LLC, and requests assistance from everyone who has additional ideas.

**APPENDIX A**  
**NEVADA COUNTY TRANSPORTATION COMMISSION**  
**ORGANIZATION FLOW CHART**



**Nevada County Transportation Commission (NCTC)**

NCTC is a Regional Transportation Planning Agency (RTPA) created pursuant to Title 7.88, of the State of California Government Code, Section 67920. As the RTPA for Nevada County, the NCTC coordinates transportation planning for Grass Valley, Nevada City, Nevada County, and the Town of Truckee.

The NCTC board has seven members. Four members are appointed by the Board of Supervisors and three are appointed by the incorporated municipalities in the County. The Board of Supervisors appoints two members from the Board of Supervisors and two County at-large representatives. The municipalities appoint three city/town council members; one each from Grass Valley, Nevada City, and the Town of Truckee.

**Technical Advisory Committee (TAC)**

The TAC is made up of representatives of local public works and planning departments, Caltrans, public airport operators, the air pollution control district, and public transit operators. The TAC Committee provides technical input to the Commission on transportation issues and ensures there is coordination and cooperation in the transportation planning process.

**Social Services Transportation Advisory Council (SSTAC)**

The SSTAC is made up of potential transit users who are representatives of the general public, seniors and/or disabled; social service providers for seniors, disabled, and persons of limited means; local social service and consolidated transportation providers; and Truckee residents who represent the senior and Hispanic communities. The goal of the SSTAC is to maintain and improve transportation services to the residents of Nevada County, particularly the elderly and disabled. The SSTAC recommends action to the Commission relative to the unmet transit needs finding, and advises the Commission on transit issues, including coordination and consolidation of specialized transportation services.

**APPENDIX B**

**NEVADA COUNTY TRANSPORTATION COMMISSION  
JOB DESCRIPTIONS AND SALARY RANGES**

**NEVADA COUNTY TRANSPORTATION COMMISSION****EXECUTIVE DIRECTOR**

FLSA - Exempt

*These specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a position. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION**

Under the direction of the Commission, the Executive Director's duties shall be to plan, organize, direct, and review the activities and operations of the Nevada County Transportation Commission (NCTC); to implement and administer Commission policies and directives in accordance with their Policies and Procedures Manual and Personnel Manual, and to provide highly responsible and complex administrative support to the Commission.

**DISTINGUISHING CHARACTERISTICS**

The Executive Director is the highest administrative management level position in the Commission staff and has responsibility for the administrative operation of all functions, which may include developing, recommending and implementing policies, program planning, fiscal management, administration, and operations of all Commission functions and services. The incumbent is responsible for accomplishing the Commission's goals and objectives and for ensuring that the citizens are provided with desired and mandated services in an effective and cost efficient manner. This position is distinguished from the next lower position of Transportation Planner by having overall responsibility of Commission operations.

**SUPERVISION RECEIVED/EXERCISED**

Receives policy direction from the Transportation Commission. Exercises direct and indirect supervision over all Commission staff.

**EXAMPLE OF DUTIES** *(includes, but are not limited to the following)*

Accepts full responsibility for all Commission activities, programs, and services, including directing the development and implementation of planning, community outreach, and transportation goals, objectives, policies and procedures; ensures that established goals and priorities are achieved.

Directs and participates in the preparation and administration of the NCTC's Overall Work Program and budget; oversees preparation of reports of financial and administrative activities; keeps Commissioners advised of financial conditions, present and future needs of the Commission, and status of work projects. Coordinates pertinent information, resources, and work teams necessary to support the final development of work products.

Directs and participates in the development of the Regional Transportation Plan (RTP), related technical reports, and administrative and public communications. Facilitates implementation of the RTP and ensures that the document follows state guidelines.

Represents the NCTC in meetings with state and/or federal agencies, as well as meetings with local and regional groups and organizations. Monitors and keeps informed of current trends in the field of transportation planning, including legislation, court rulings, professional practices, and

techniques; evaluates their impact, and recommends NCTC policy and procedural modifications accordingly.

Oversees the management of state and federal grant programs and consulting contracts.

Coordinates preparation of NCTC agendas and reports, graphics, and other materials included in the agenda packets. Addresses the Commission on behalf of staff; represents the Commission to employees, community groups, individual members of the public, other governmental agencies, and the news media; responds to the most difficult complaints, concerns, and requests for information.

Serves as a resource for Commissioners, staff, community organizations, and the public; prepares a variety of technical papers, directives, and informational reports for distribution to local jurisdictions and the community. Establishes and maintains positive working relationships with community organizations, state/local agencies and associations, and the public.

Supervises and directs the work of professional, technical, and clerical staff. Directs the implementation, maintenance, and enforcement of the NCTC's policies and procedures; as well as personnel policies as prescribed by the Commission. Selects, trains, supervises, and evaluates staff.

Ensures that the Commission and staff are in compliance with local, state, and federal laws, rules, and regulations.

Administers the Transportation Development Act.

### **PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of urban and regional transportation planning.

Principles and practices of public administration, governmental budgeting and finance, policy development, and project implementation.

Methods and techniques for goal setting and program evaluation.

Local and state legislative processes.

Principles of effective public relations and interrelationships with community groups and agencies, the private sector, and other levels of government.

Methods and techniques of supervision, training, and motivation.



Applicable federal and state laws, rules, and regulations.

Methods and techniques of scheduling work assignments.

Standard office procedures, practices, and equipment.

Modern office equipment, including computers and applicable software.

Methods and techniques for record keeping and report preparation and writing.

Proper English, spelling, and grammar.

Occupational hazards and standard safety practices.

**Ability to:**

Plan, direct, and oversee all aspects of the Commission.

Provide effective leadership and coordination for all programs and projects.

Develop and administer sound goals, objectives, policies, and methods for evaluating achievement and performance levels.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Prepare clear and comprehensive written reports.

Serve effectively as the administrative agent of the Commission.

Represent the Commission to the general public, representatives of other agencies, and the news media.

Facilitate group participation and consensus building.

Plan, organize, train, evaluate, and direct work of staff.

Interpret, explain, and apply applicable laws, codes, and regulations.

Read, interpret, and record data accurately.

Organize, prioritize, and follow-up on work assignments.

Work independently and as part of a team.

Make sound decisions within established guidelines.

Analyze complex issues and develop and implement appropriate responses.

Follow written and oral directions.

Observe safety principles and work in a safe manner.

## **EDUCATION AND EXPERIENCE**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Executive Director. A typical way of obtaining the required qualifications is to possess the equivalent of seven (7) years of directly related experience at an administrative, management, or staff level in local/regional government with at least two years as a manager or supervisor, and a bachelor's degree in public administration, regional planning, business administration, or a related field.

### **Other Requirements**

Must possess a valid Class C California driver's license.

**NEVADA COUNTY TRANSPORTATION COMMISSION**  
**DEPUTY EXECUTIVE DIRECTOR**  
FLSA – Exempt

*These specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a position. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION**

Under the direction of the Executive Director, the Deputy Executive Director's duties shall be to plan, organize, direct and review activities, resources and operations as they relate to transportation planning; to assist the Executive Director with the overall administration of the Commission; and to provide highly responsible and complex administrative support to the Executive Director and Board Commissioners.

**DISTINGUISHING CHARACTERISTICS**

The Deputy Executive Director is a member of the executive management team and has the responsibility to support the Executive Director with the overall administration of the Commission and has responsibility for the development, implementation and oversight of planning programs and projects.

**SUPERVISION RECEIVED/EXERCISED**

Receives direction from the Executive Director. Exercises direct and indirect supervision over assigned staff and consultants.

**EXAMPLES OF DUTIES** *(includes, but are not limited to the following)*

Develops, plans and implements goals and objectives; administers policies and procedures.

Coordinates operational activities within the Commission and with outside agencies and organizations as requested by the Executive Director; provides staff assistance to the Executive Director; prepares and presents staff reports and other necessary correspondence.

Directs, oversees and participates in the development work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Participates in the development and administration of an assigned budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional transportation planning.

Directs and oversees the development and maintenance of the Regional Transportation Plan and Overall Work Program; develops and implements planning policies, procedures and programs; develops proposals for and coordinates new program and methods for accomplishing planning goals with the Executive Director and Commission.

Provides information and assistance to member agencies, outside agencies, and the public regarding planning projects and programs; meets and consults with governmental officials on transportation planning related matters, including transit services, non-motorized transportation, and roadways; oversees the Commission's citizen participation process.

Prepares complex staff reports, plans and other documents; researches, collects, analyzes and presents planning data; collects complex data for special reports and projects; makes public presentations on planning projects and programs; prepares maps and other graphic tools for presentation and inclusion in reports.

Participates in and oversees transportation and related planning studies; works directly with and oversees the activities of consultants retained by the Commission; develops, implements and monitors federal and state long term planning documents; manages funding allocations for assigned program areas; coordinates and implements environmental review procedures; develops both short and long range transportation plans.

Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to complex questions and concerns from member agencies, outside agencies and the general public; provides information as is appropriate and resolves public service issues.

Assists the Executive Director in the preparation of the annual budget.

Establishes positive working relationships with representatives of community-based organizations, other agencies, NCTC staff and Commission, and the public.

Represents the Commission to outside groups and organizations; participates in outside community and professional groups and committees; provide technical assistance as necessary.

Researches and prepares technical and administrative reports and studies; prepare written correspondence as necessary.

Serves in the absence of the Executive Director.

### **PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires prolonged sitting, and occasional standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The nature of the work requires the incumbent to drive motorized vehicles. The need to lift, drag, and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles, practices, and techniques of developing, implementing, and maintaining regional transportation plans, programs, and projects.

Principles and practices of public administration, governmental budgeting, policy development, and project implementation.

Methods and techniques for goal setting and program evaluation.

Local and state legislative processes.

Principles of effective public relations and interrelationships with community groups and agencies, the private sector, and other levels of government.

Methods and techniques of supervision, training, and motivation.

Applicable federal, state, and local laws, codes and regulations, including CEQA (California Environmental Quality Act).

Principles and practices of grant administration.

Methods and techniques of scheduling work assignments.

Standard office procedures, practices, and equipment.

Modern office equipment, including computers and applicable software.

Methods and techniques for record keeping and report preparation and writing.

Proper English, spelling, and grammar.

Occupational hazards and standard safety practices.

**Ability to:**

Plan, direct, and oversee regional planning operations and activities.

Provide effective leadership and coordination for all programs and projects.

Develop and implement policies, procedures, and standards pertaining to the transportation planning process.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Prepare clear and comprehensive written reports.

Represent the Commission to the general public, representatives of other agencies, and the news media.

Facilitate group participation and consensus building.

Plan, organize, train, evaluate, and direct work of staff and outside consultants.

Interpret, explain, and apply applicable laws, codes, and regulations.

Read, interpret, and record data accurately.

Organize, prioritize, and follow-up on work assignments.

Work independently and as part of a team.

Make sound decisions within established guidelines.

Analyze complex issues and develop and implement appropriate responses.

Follow written and oral directions.

Observe safety principles and work in a safe manner.

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Deputy Executive Director. A typical way of obtaining the required qualifications is to possess the equivalent of five (5) years of transportation planning experience, with at least two years as a manager or supervisor, and a bachelor's degree in public administration, regional planning, business administration, or a related field.

### **Other Requirements**

Must possess a valid Class C California driver's license.

**NEVADA COUNTY TRANSPORTATION COMMISSION****TRANSPORTATION PLANNER**

FLSA - Exempt

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**DEFINITION**

Under general supervision of the Executive Director, performs professional transportation planning work, including independently conducting planning studies; collects and presents data, and prepares reports; attends meetings representing the Commission.

Initially under close supervision, incumbents perform the more routine current planning duties while learning the more skilled and complex work. As experience is gained, duties become more diversified and are performed under more general supervision.

**DISTINGUISHING CHARACTERISTICS**

The Transportation Planner is the advanced journey level position responsible for the development of assigned planning programs and projects. This position is distinguished from the next higher position of Executive Director in that the latter has overall administrative responsibility for the entire Agency.

**SUPERVISION RECEIVED/EXERCISED**

Receives direction from the Executive Director. Exercises technical and functional supervision over consultants, volunteers, interns, etc.

**EXAMPLE OF DUTIES** *(includes, but are not limited to the following)*

Plans, organizes, and performs complex professional regional transportation planning work; develops and manages planning programs; develops project agreements; identifies, writes applications and administers funding and grant projects; plans the work of and manages consultant contracts and assigned project staff.

Provides information and assistance to member agencies, outside agencies, and the public regarding planning projects and programs; meets and consults with governmental officials on transportation planning related matters, including transit services, non-motorized transportation, and roadways; coordinates the Commission's citizen participation process.

Assists with and coordinates the development and maintenance of the Regional Transportation Plan and Overall Work Program; makes recommendations on planning policies, procedures and programs, develops proposals for and coordinates new programs and methods for accomplishing planning goals with the Executive Director and Commission.

Prepares complex staff reports, plans and other documents; researches, collects, analyzes and presents planning data; collects complex data for special reports and projects; makes public presentations on planning projects and programs; prepares maps and other graphic tools for presentation and inclusion in reports.

Participates in and coordinates transportation and related planning studies; works directly with and oversees the activities of consultants retained by the Commission; develops, implements and monitors federal and state long term planning documents; manages funding allocations for assigned program areas; coordinates and implements environmental review procedures; develops both short and long range transportation plans.

Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to complex questions and concerns from member agencies, outside agencies and the general public; provides information as is appropriate and resolves public service issues.

Establishes positive working relationships with representatives of community-based organizations, other agencies, NCTC staff and Commission, and the public.

### **PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires prolonged sitting, and occasional standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The nature of the work requires the incumbent to drive motorized vehicles. The need to lift, drag, and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**MINIMUM QUALIFICATIONS** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Knowledge of:**

Principles, practices, and techniques of developing, implementing, and maintaining regional transportation plans, programs, and projects.

Statistical methods and research techniques applicable to the preparation of transportation planning documents and funding requests.

Techniques for analyzing data and trends.

Techniques and processes involved in the preparation and implementation of long range plans.

Basic principles of mathematics.

Applicable federal, state, and local laws, codes and regulations, including CEQA (California Environmental Quality Act).

Methods and techniques of scheduling work assignments.

Standard office procedures, practices, and equipment.

Modern office practices, methods and equipment, including a computer and applicable software.



Methods and techniques for record keeping and report preparation and writing.

Proper English, spelling, and grammar.

Occupational hazards and standard safety practices.

**Ability to:**

Perform and oversee regional transportation projects and programs.

Apply policies, procedures, and standards pertaining to the transportation planning process.

Analyze complex data and prepare concise, clear and effective reports.

Make public presentations.

Perform mathematical calculations quickly and accurately.

Interpret, explain, and apply applicable laws, codes, and regulations.

Read, interpret, and record data accurately.

Organize, prioritize, and follow-up on work assignments.

Work independently and as part of a team.

Make sound decisions within established guidelines.

Follow written and oral directions.

Attend evening meetings as required.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships.

Operate a variety of office equipment, including a computer and variety of software applications.

Operate multimedia equipment for presentations (i.e. overhead projector, PowerPoint, etc.)

**EDUCATION AND EXPERIENCE**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Transportation Planner. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience in regional/municipal planning at the Associate Transportation Planner level, and a bachelor's degree in urban or regional planning, public administration, or related field.

**Other Requirements:**

Must possess a valid Class C California driver's license.

**NEVADA COUNTY TRANSPORTATION COMMISSION****ADMINISTRATIVE SERVICES OFFICER**

FLSA –Exempt

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**DEFINITION**

Under general supervision of the Executive Director, plans, directs, and performs all duties related to accounting, grant and contract administration; billing, budgeting, and auditing; performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Administrative Services Officer is a single position supervisory class in which the incumbent is expected to perform work in all areas of accounting and human resources, and coordinate work with outside contractors. This class is distinguished from the next higher class of Executive Director in that the latter has overall administrative responsibility for the entire Agency.

**SUPERVISION RECEIVED/EXERCISED**

Receives general direction from the Executive Director. Exercises independent decision making related to assigned responsibilities and projects.

**EXAMPLES OF DUTIES** *(includes, but are not limited to the following)*

Manages all accounting functions; implements, monitors, controls, and maintains accounting programs, including accounts payable, payroll, and accounts receivable; prepares regular and special financial reports.

Prepares a variety of accounting reports; prepares complex financial reports on special assignments; assists with and oversees accounts receivable, accounts payable, bank deposits, billing, and payroll; oversees and coordinates with consultants for the annual audits and the annual State Controller's Report.

Assists in the annual budget preparation, including the development of spreadsheets; works with staff to collect and compile budget information; reviews budget expenditures; prepares budget revisions; researches and provides budget information to Caltrans as needed.

Assist in grant administration, and preparation of monthly and quarterly billings for federal, state, and locally funded projects as required.

Prepares requests for proposals; conducts consultant selection process; monitors consultant billing.

Assist Executive Director with development and preparation of NCTC agendas and minutes.

Attends Board meetings of the Nevada County Transportation Commission, and arranges for recording of actions in official records; transmits records or notices of action taken to appropriate

parties. Distribute resolutions and documents resulting from Commission action. Prepare and publish legal and information notices on behalf of the Commission. Assist in the preparation and distribution of Commission meeting agendas.

Assist Executive Director in the formation of administrative policies and activities, such as: fiscal, supply, office services, and the general business activities of the Commission.

Assist the Executive Director in the preparation of the annual budget and Overall Work Program.

Prepare requests for proposals, conduct consultant selection processes, and manage consultant contracts, including NCTC fiscal and performance audits.

Act as NCTC representative, attend meetings, and provide information to the public as directed by the Executive Director.

Establishes positive working relationships with representatives of other agencies, NCTC staff and Commission, and the public.

### **PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Practices and techniques of research, information analysis, and report preparation.

Standard procedures and rules for the conduct of meetings.

Principles and practices of government accounting, auditing, reporting, and budgeting.

Grant and fund administration.

Principles and practices of financial programs.

Basic principles of mathematics.

Applicable federal, state, and local laws, codes and regulations relating to transportation programs.

Standard office procedures, practices, and equipment.

Modern office practices, methods and equipment, including a computer and applicable software.

Methods and techniques for record keeping and report preparation and writing.  
Proper English, spelling, and grammar.

Occupational hazards and standard safety practices.

**Ability to:**

Develop, examine, and verify financial documents, reports, and transactions.

Prepare a variety of budgets, financial statements, reports, and analyses.

Analyze, post, balance, and reconcile financial data, ledgers and accounts.

Perform mathematical calculations quickly and accurately.

Interpret, explain, and apply applicable laws, codes and regulations.

Read, interpret, and record data accurately.

Organize, prioritize, and follow-up on work assignments.

Work independently and as part of a team.

Make sound decisions within established guidelines.

Analyze a complex issue, develop, and implement an appropriate response.

Follow written and oral directions.

Observe safety principles and work in a safe manner.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships.

**Skill in:**

Preparing and maintaining complex accounting records and reports, as well as payroll records.

Operate standard office equipment, including a computer and variety of word processing and software applications, including financial and accounting programs.

**EDUCATION AND EXPERIENCE**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Administrative Services Officer. A typical way of obtaining the required qualifications is to possess the equivalent of ten years secretarial and accounting experience, including administrative support to senior management staff, and some college level training.

**Other Requirements:**

Must possess a valid Class C California driver's license.

**NEVADA COUNTY TRANSPORTATION COMMISSION****ADMINISTRATIVE ASSISTANT**

FLSA – Non-Exempt

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**DEFINITION**

Under supervision of the Executive Director, performs a variety of administrative and secretarial duties for the Nevada County Transportation Commission in support of the Executive Director and other staff; records minutes, and acts as secretary to the Commission; assists the public and partnering agencies by providing information or directing information requests according to established procedures; sorts, logs, and maintains records and other documents; maintains office equipment and general cleanliness of offices; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Administrative Assistant is a position in which the incumbent is expected to independently perform the full scope of assigned duties. Incumbent performs a full range of office and administrative support duties, including organization and coordination of workload, maintenance of a calendar, scheduling of appointments, maintenance of filing system, and preparation of reports and other documents. This position is distinguished by the performance of duties related to the administrative support of the Executive Director, the Commission, and staff.

**SUPERVISION RECEIVED/EXERCISED**

Receives general supervision from the Executive Director. The incumbent does not routinely exercise supervision.

**EXAMPLES OF DUTIES** *(includes but are not limited to the following)*

Performs a wide variety of routine and complex office and administrative support tasks and duties in support of the Executive Director and Commission.

Receives and screens visitors, telephone calls, and emails, providing information as a central information source for the Nevada County Transportation Commission office.

Demonstrates an understanding of applicable NCTC policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as appropriate; receives visitors and telephone calls directing them to the appropriate information source; represents the Commission to all callers and visitors in a professional and customer friendly manner.

Uses computers to enter and prepare a variety of documents, including general correspondence, reports, memos, proposals, and fliers from rough drafts or verbal instructions; assists in the formatting of reports; proofreads documents and correspondence; operates other automated office equipment.

Types, creates, proofreads, and maintains a variety of documents, including general correspondence, memos, plans, and statistical charts from rough draft or verbal instruction.

Organizes and maintains a comprehensive filing system and the Commission Library of references and planning documents.

Maintains and updates the NCTC website; reviews, updates, purges, writes and edits copy for the site; posts agendas and meeting notices.

Organizes meetings by arranging meeting location, notifying participants, making necessary lodging and travel arrangements.

Makes appointments and maintains calendar for staff and conference room.

Assist with development of NCTC agendas and minutes, and other meetings as needed.

Assembles and distributes agendas for NCTC, various committees, and working groups.

Establishes positive working relationships with representatives of community organizations, state/local agencies, management and staff, and the public.

Operates and maintains a variety of office equipment.

Coordinates facilities maintenance, computer/office equipment maintenance; maintains Fixed Asset and equipment inventory, depreciation schedule, purchases office supplies and equipment; works with the Executive Director to prepare NCTC Newsletter.

Records and directs mail to appropriate staff, segregates correspondence requiring immediate attention.

### **PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Standard office practices and methods including: filing systems, document preparation, and the operation of standard office equipment, including a word processor.

Administrative techniques, including the principles of organization and accounting.

Maintain confidential information and records according to legal standards and/or Commission regulations as required.

Legal requirements for filing, publishing, and processing of various Commission matters.

Business arithmetic, including percentages and decimals.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Office, administrative, and clerical policies and procedures.

Basic principles of mathematics.

Methods and techniques of prioritizing and organizing assignments.

Standard office procedures, practices, and equipment.

Modern office equipment, including a computer and applicable software.

Methods and techniques for record keeping and report preparation and writing.

Proper English, spelling, and grammar.

Occupational hazards and standard safety practices.

**Ability to:**

Provide complex administrative support to Executive Director and other Commission employees.

Take action minutes and prepare related resolutions and documents.

Read, understand, and review documents for accuracy and relevant information.

Use applicable office terminology, forms, documents, and procedures in the course of the work.

Maintain complex office records and files.

Meet critical deadlines.

Deal successfully with the public, in person, and over the telephone.

Courteously respond to community issues, concerns, and needs.

Perform mathematical calculations quickly and accurately.

Interpret, explain, and apply applicable laws, codes and regulations, including open meeting requirements.

Read, interpret, and record data accurately.

Organize, prioritize, and follow up on work assignments.

Work independently and as part of a team.

Make sound decisions within established guidelines.

Analyze a complex issue, and develop and implement an appropriate response.

Follow written and oral directions.

Observe safety principles and work in a safe manner.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships.

**Skills:**

Operate standard office equipment, including a computer and variety of word processing and software applications; operate Web systems.

Organizing and maintaining accurate and comprehensive office and confidential files.

Providing varied, responsible, and confidential administrative and secretarial assistance to NCTC staff.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with minimum direction.

Establishing and maintaining effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

Either equivalent to graduation from a four (4) year college or university in an appropriate field, or three (3) years of secretarial experience that has included providing office and administrative support, plus some college level training.

NOTE: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.

**Other Requirements:**

Must possess a valid Class C California driver's license.



ANNUAL

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant	\$47,700	\$50,211	\$52,854	\$55,635	\$58,563
Transportation Planner	\$71,281	\$75,032	\$78,981	\$83,138	\$87,514
Administrative Services Officer	\$72,930	\$76,768.03	\$80,808	\$85,062	\$89,538
Deputy Executive Director	\$91,761	Salary range to be reviewed annually			\$115,215.65
Executive Director	\$141,712	Salary to be reviewed annually per contract			

MONTHLY

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant	\$3,975.02	\$4,184.24	\$4,404.46	\$4,636.27	\$4,880.29
Transportation Planner	\$5,940.06	\$6,252.69	\$6,581.78	\$6,928.19	\$7,292.83
Administrative Services Officer	\$6,077.47	\$6,397.34	\$6,734.04	\$7,088.46	\$7,461.54
Deputy Executive Director	\$7,646.74	Salary range to be reviewed annually			\$9,601.30
Executive Director	\$11,809.33	Salary to be reviewed annually per contract			

BIWEEKLY

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant	\$1,834.63	\$1,931.99	\$2,032.83	\$2,139.82	\$2,252.44
Transportation Planner	\$2,741.56	\$2,885.86	\$3,037.74	\$3,197.63	\$3,365.92
Administrative Services Officer	\$2,804.99	\$2,952.62	\$3,108.02	\$3,272.40	\$3,443.79
Deputy Executive Director	\$3,529.26	Salary range to be reviewed annually			\$4,432.17
Executive Director	\$5,450.46	Salary to be reviewed annually per contract			

HOURLY

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant	\$22.93	\$24.15	\$25.41	\$26.75	\$28.16
Transportation Planner	\$34.27	\$36.07	\$37.97	\$39.97	\$42.07
Administrative Services Officer	\$35.06	\$36.91	\$38.85	\$40.90	\$43.05
Deputy Executive Director	\$44.12	Salary range to be reviewed annually			\$55.40
Executive Director	\$68.13	Salary to be reviewed annually per contract			

2.33% COLA effective July 1, 2019

**APPENDIX C****ILLNESS AND SAFETY PREVENTION PROGRAM**

It is the policy of the Nevada County Transportation Commission (NCTC) to provide a safe workplace for all of its employees. NCTC management strives to provide a workplace that is as free as possible from conditions and acts that may result in injuries or illnesses.

- A. RESPONSIBLE PARTY:** The Executive Director is responsible for implementing and maintaining the NCTC safety program. Attached to this safety program is Exhibit A, titled "Potential Hazards", which contains a list of the potential hazards in the NCTC offices. Employees will be verbally instructed in safe work practices. The Executive Director will maintain a log of instructions provided to employees.
- B. ANNUAL REVIEW:** On an annual basis, the Executive Director will review any accidents that have occurred during the previous year. During this annual review, the Executive Director will review any accident investigations or reports to make sure that a good faith effort to identify the causes for the accident has occurred. The Executive Director is responsible for doing an accident investigation and making a good faith effort to correct the conditions or action that led to the accident.
- C. INSPECTION:**
- (1) On an annual basis a physical inspection will be conducted by the Executive Director, and he/she will be responsible for the correction of the hazards identified from the inspection. Any new hazards will be added to Exhibit A.
  - (2) In addition to these formal inspections, the Executive Director is responsible for doing an annual informal safety inspection. Correction of any newly discovered hazards will be done by either one or a combination of the following: i) Abatement; ii) Safeguarding; iii) Personal protective equipment; or iv) Training. Communication and training of new processes, new procedures, new equipment, safety activities, hazards and safe work practices will be done by one or a combination of the following: i) One-on-one conference with the supervisor and the employee; ii) Training sessions; iii) Postings on the NCTC employee bulletin board; or iv) Attachments to the employee's pay check.
- D. TRAINING:** Training will be provided to all new employees and employees given new job assignments. The Executive Director is responsible for his/her employees following safe and healthy work practices. Safety will be enforced through disciplinary action or by means of a safety incentive program.
- E. REPORTING OF HAZARDS/ACCIDENTS:** All employees are encouraged to report any unsafe acts or conditions. Employees may do this by submitting a suggestion in writing to the Executive Director. These suggestions will be reviewed by the Executive Director. The responsibility of acting on the suggestions lies with the Executive Director.

On an annual basis, the Executive Director will review this safety program to make sure that it is being maintained.

**Exhibit A**

**GENERAL SAFETY RULES IN THE OFFICE**

1. Food and drinks should be kept a safe distance from computer terminals.
2. Objects that could damage equipment should not be placed on computers or cables.
3. Keep all work areas clean.
4. Observe proper posture to avoid back and muscle aches. Utilize wrist rests as needed for computer keyboards and mice.
5. Limit computer input sessions to 60 minutes. Break long projects by taking short walks.
6. All computers should be equipped with anti-glare screens or other anti-glare technology.
7. Be sure hands are dry when operating any electrical equipment.
8. If equipment failure occurs, unplug the equipment immediately if it is safe to do so.
9. Immediately notify your supervisor if any problems or accidents occur.
10. Keep all desk drawers and cabinet doors closed to avoid tripping hazards.
11. Electric cords and phone cables must be secured to prevent tripping hazards.
12. Storage areas must be kept clean and orderly.
13. Employees shall not use flammable items, such as candles. Flammable materials must be stored in metal cabinets.
14. All boxes, files, paper, etc. must be removed from any area where they could constitute a tripping hazard and kept away from electrical cords.
15. Employees must be instructed in fire emergency situations.
16. All employees must be instructed on the location of the medicine chest and directed to read related instructions before using any of the medicine chest contents.
17. Hot plates, coffee makers, portable fans, portable heaters, and other electrical appliances must be properly wired and turned off when not in use.
18. Aisles and passageways must be clear to provide easy movement and air circulation.
19. Employees shall utilize frequent hand washing with soap and warm water to prevent the spread of germs and bacteria in the workplace.



**BETTY T. YEE**  
California State Controller

March 12, 2020

County Auditors Responsible for State Transit Assistance funds  
Transportation Planning Agencies  
County Transportation Commissions  
San Diego Metropolitan Transit System

**SUBJECT: Fiscal Year 2019-20 Second Quarter State Transit Assistance Allocation**

Enclosed is a summary schedule of State Transit Assistance (STA) funds allocated for the second quarter of fiscal year (FY) 2019-20 to each Transportation Planning Agency (TPA), county transportation commission, and the San Diego Metropolitan Transit System for the purposes of Public Utilities Code (PUC) sections 99313 and 99314. Also enclosed is a schedule detailing the amount calculated pursuant to PUC section 99314 for each TPA by operator.

PUC section 99313 allocations are based on the latest available annual population estimates from the Department of Finance. PUC section 99314 allocations are based on the revenue amount for each STA-eligible operator, determined from annual reports submitted to the State Controller's Office pursuant to PUC section 99243. Pursuant to PUC section 99314.3, each TPA is required to allocate funds to the STA-eligible operators in the area of its jurisdiction.

This is the second allocation for FY 2019-20. The total amount allocated to all agencies for the second allocation is \$167,406,750. The payment is scheduled to issue on March 13, 2020. Please refer to the schedule for the amounts that relate to your agency.

Please contact Mike Silvera by telephone at (916) 323-0704 or email at [msilvera@sco.ca.gov](mailto:msilvera@sco.ca.gov) with any questions, or for additional information.

Sincerely,

EVELYN CALDERON-YEE  
Bureau Chief  
Bureau of Payments

Enclosures

**STATE CONTROLLER'S OFFICE**  
**2019-20 STATE TRANSIT ASSISTANCE ALLOCATION**  
**SECOND QUARTER ALLOCATION SUMMARY**  
**MARCH 13, 2020**

Regional Entity	PUC 99313 Funds from RTC sections 7102(a)(3), 6051.8(a), and 6201.8(a)		PUC 99313 Funds from RTC sections 6051.8(b), and 6201.8(b)		PUC 99314 Fiscal Year 2019-20 Quarter 2	Total Fiscal Year 2019-20 Quarter 2
	Fiscal Year 2019-20 Quarter 2	Fiscal Year 2019-20 Quarter 2	Fiscal Year 2019-20 Quarter 2	Fiscal Year 2019-20 Quarter 2	C	D= (A+B+C)
	A	B				
Metropolitan Transportation Commission	\$ 8,885,496	\$ 7,431,701	\$ 44,759,609	\$ 61,076,806		
Sacramento Area Council of Governments	2,219,429	1,856,298	1,456,733	5,532,460		
San Diego Association of Governments	1,106,612	925,554	487,343	2,519,509		
San Diego Metropolitan Transit System	2,719,743	2,274,754	2,144,114	7,138,611		
Tahoe Regional Planning Agency	120,936	101,149	9,037	231,122		
Alpine County Transportation Commission	1,327	1,110	87	2,524		
Amador County Transportation Commission	43,716	36,563	3,197	83,476		
Butte County Association of Governments	258,531	216,231	26,596	501,358		
Calaveras County Local Transportation Commission	51,505	43,078	1,249	95,832		
Colusa County Local Transportation Commission	25,248	21,117	1,565	47,930		
Del Norte County Local Transportation Commission	31,281	26,163	2,231	59,675		
El Dorado County Local Transportation Commission	194,841	162,963	25,214	383,018		
Fresno County Council of Governments	1,162,411	972,224	249,061	2,383,696		
Glenn County Local Transportation Commission	33,257	27,815	1,688	62,760		
Humboldt County Association of Governments	154,494	129,217	79,210	362,921		
Imperial County Transportation Commission	217,205	181,667	33,110	431,982		
Inyo County Local Transportation Commission	21,226	17,753	0	38,979		
Kern Council of Governments	1,046,223	875,046	137,178	2,058,447		
Kings County Association of Governments	175,473	146,763	14,458	336,694		
Lake County/City Council of Governments	74,284	62,130	8,099	144,513		
Lassen County Local Transportation Commission	34,419	28,787	2,429	65,635		
Los Angeles County Metropolitan Transportation Authority	11,705,507	9,790,319	28,049,391	49,545,217		
Madera County Local Transportation Commission	182,124	152,326	7,863	342,313		
Mariposa County Local Transportation Commission	20,626	17,251	1,010	38,887		
Mendocino Council of Governments	101,612	84,986	15,242	201,840		
Merced County Association of Governments	322,987	270,142	54,148	647,277		
Modoc County Local Transportation Commission	10,962	9,169	1,727	21,858		
Mono County Local Transportation Commission	15,544	13,001	44,202	72,747		
Transportation Agency for Monterey County	508,479	425,284	323,353	1,257,116		
Nevada County Local Transportation Commission	112,908	94,434	11,367	218,709		
Orange County Transportation Authority	3,678,762	3,076,863	2,195,140	8,950,765		
Placer County Transportation Planning Agency	356,091	297,829	93,842	747,762		
Plumas County Local Transportation Commission	22,579	18,885	3,203	44,667		
Riverside County Transportation Commission	2,785,614	2,329,847	858,868	5,974,329		
Council of San Benito County Governments	71,116	59,481	2,495	133,092		
San Bernardino County Transportation Authority	2,502,590	2,093,131	843,731	5,439,452		
San Joaquin Council of Governments	879,461	735,569	418,498	2,033,528		
San Luis Obispo Area Council of Governments	320,093	267,721	44,196	632,010		
Santa Barbara County Association of Governments	518,957	434,049	263,667	1,216,673		
Santa Cruz County Transportation Commission	313,789	262,449	534,823	1,111,061		
Shasta Regional Transportation Agency	204,085	170,694	24,437	399,216		
Sierra County Local Transportation Commission	3,668	3,069	314	7,051		
Siskiyou County Local Transportation Commission	50,897	42,569	3,030	96,496		
Stanislaus Council of Governments	638,115	533,710	71,778	1,243,603		
Tehama County Transportation Commission	73,503	61,477	2,692	137,672		
Trinity County Transportation Commission	15,626	13,069	1,261	29,956		
Tulare County Association of Governments	546,948	457,459	87,300	1,091,707		
Tuolumne County Transportation Council	62,319	52,123	3,559	118,001		
Ventura County Transportation Commission	977,881	817,886	300,030	2,095,797		
Subtotals	\$ 45,580,500	\$ 38,122,875				
State Totals		\$ 83,703,375	\$ 83,703,375	\$ 167,406,750		

**STATE CONTROLLER'S OFFICE**  
**2019-20 STATE TRANSIT ASSISTANCE ALLOCATION SECOND QUARTER PUC 99314 ALLOCATION DETAIL**  
**MARCH 13, 2020**

Regional Entity and Operator(s)	Revenue Basis	Fiscal Year 2019-20 Funds from RTC sections 7102(a)(3), 6051.8(a), and 6201.8(a)		Fiscal Year 2019-20 Funds from RTC sections 6051.8(b), and 6201.8(b)		Fiscal Year 2019-20 Quarter 2 Paid
		Quarter 2 Gross Allocation		Quarter 2 Gross Allocation		
		A		B		C= (A+B)
<b>Altamont Corridor Express*</b>						
Alameda County Congestion Management Agency	\$ NA	\$	37,989	\$	31,774	\$ 69,763
Santa Clara Valley Transportation Authority	NA		28,353		23,714	52,067
San Joaquin Regional Rail Commission	NA		118,972		99,506	218,478
Regional Entity Totals	0		185,314		154,994	340,308
	0		(185,314)		(154,994)	(340,308)
<b>Metropolitan Transportation Commission</b>						
Alameda-Contra Costa Transit District, San Francisco Bay Area Rapid Transit District, and the City of San Francisco**	1,925,822,111		16,798,498		14,050,023	30,848,521
Central Contra Costa Transit Authority	11,848,761		103,354		86,444	189,798
City of Dixon	111,074		969		810	1,779
Eastern Contra Costa Transit Authority	6,226,930		54,316		45,429	99,745
City of Fairfield	2,454,050		21,406		17,904	39,310
Golden Gate Bridge Highway and Transportation District	128,150,389		1,117,826		934,934	2,052,760
Livermore-Amador Valley Transit Authority	5,247,501		45,773		38,284	84,057
Marin County Transit District	25,028,508		218,318		182,598	400,916
Napa County Transportation and Planning Agency	1,740,511		15,182		12,698	27,880
Peninsula Corridor Joint Powers Board	127,483,757		1,112,011		930,070	2,042,081
City of Petaluma	740,960		6,463		5,406	11,869
City of Rio Vista	111,909		976		816	1,792
San Francisco Bay Area Water Emergency Transportation Authority	34,734,635		302,982		253,410	556,392
San Mateo County Transit District	121,853,139		1,062,897		888,991	1,951,888
Santa Clara Valley Transportation Authority	348,840,497		3,042,855		2,545,000	5,587,855
City of Santa Rosa	2,403,879		20,968		17,538	38,506
Solano County Transit	5,281,022		46,065		38,528	84,593
County of Sonoma	3,386,887		29,543		24,709	54,252
Sonoma-Marin Area Rail Transit District	25,440,720		221,913		185,605	407,518
City of Union City	1,747,194		15,240		12,747	27,987
City of Vacaville	439,501		3,834		3,206	7,040
Western Contra Costa Transit Authority	7,568,808		66,021		55,219	121,240
Regional Entity Subtotals	2,786,662,743		24,307,410		20,330,369	44,637,779
Alameda County Congestion Management Agency - Corresponding to ACE*	NA		37,989		31,774	69,763
Santa Clara Valley Transportation Authority - Corresponding to ACE*	NA		28,353		23,714	52,067
Regional Entity Totals	2,786,662,743		24,373,752		20,385,857	44,759,609
<b>Sacramento Area Council of Governments</b>						
City of Davis (Unitrans)	3,064,565		26,731		22,358	49,089
City of Elk Grove	2,155,049		18,798		15,722	34,520
City of Folsom	623,141		5,436		4,546	9,982
County of Sacramento	1,119,245		9,763		8,166	17,929
Sacramento Regional Transit System	77,727,924		678,003		567,072	1,245,075
Yolo County Transportation District	5,012,875		43,726		36,572	80,298
Yuba Sutter Transit Authority	1,238,568		10,804		9,036	19,840
Regional Entity Totals	90,941,367		793,261		663,472	1,456,733

\* The amounts allocated to the member agencies of Altamont Corridor Express are included with their corresponding transportation planning agency.

\*\* The amounts for Alameda-Contra Costa Transit District, San Francisco Bay Area Rapid Transit District, and the City of San Francisco are combined.

**STATE CONTROLLER'S OFFICE**  
**2019-20 STATE TRANSIT ASSISTANCE ALLOCATION SECOND QUARTER PUC 99314 ALLOCATION DETAIL**  
**MARCH 13, 2020**

Regional Entity and Operator(s)	Revenue Basis	Fiscal Year 2019-20 Funds from RTC sections 7102(a)(3), 6051.8(a), and 6201.8(a) Quarter 2 Gross Allocation	Fiscal Year 2019-20 Funds from RTC sections 6051.8(b), and 6201.8(b) Quarter 2 Gross Allocation	Fiscal Year 2019-20 Quarter 2 Paid
		A	B	C= (A+B)
San Diego Association of Governments				
North County Transit District	30,424,011	265,382	221,961	487,343
San Diego Metropolitan Transit System				
San Diego Metropolitan Transit System	31,939,460	278,600	233,017	511,617
San Diego Transit Corporation	61,783,746	538,925	450,749	989,674
San Diego Trolley, Inc.	40,130,381	350,048	292,775	642,823
Regional Entity Totals	133,853,587	1,167,573	976,541	2,144,114
Southern California Regional Rail Authority***				
Los Angeles County Metropolitan Transportation Authority	NA	960,665	803,487	1,764,152
Orange County Transportation Authority	NA	424,059	354,677	778,736
Riverside County Transportation Commission	NA	206,593	172,791	379,384
San Bernardino County Transportation Authority	NA	213,651	178,695	392,346
Ventura County Transportation Commission	NA	102,629	85,837	188,466
Regional Entity Totals	0	1,907,597	1,595,487	3,503,084
	0	(1,907,597)	(1,595,487)	(3,503,084)
Tahoe Regional Planning Agency				
Tahoe Transportation District	564,133	4,921	4,116	9,037
Alpine County Transportation Commission				
County of Alpine	5,370	47	40	87
Amador County Transportation Commission				
Amador Regional Transit System	199,599	1,741	1,456	3,197
Butte County Association of Governments				
Butte Regional Transit	1,640,161	14,307	11,966	26,273
City of Gridley - Specialized Service	20,144	176	147	323
Regional Entity Totals	1,660,305	14,483	12,113	26,596
Calaveras County Local Transportation Commission				
County of Calaveras	77,984	680	569	1,249
Colusa County Local Transportation Commission				
County of Colusa	97,681	852	713	1,565
Del Norte County Local Transportation Commission				
Redwood Coast Transit Authority	139,330	1,215	1,016	2,231
El Dorado County Local Transportation Commission				
El Dorado County Transit Authority	1,574,062	13,730	11,484	25,214

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.

**STATE CONTROLLER'S OFFICE**  
**2019-20 STATE TRANSIT ASSISTANCE ALLOCATION SECOND QUARTER PUC 99314 ALLOCATION DETAIL**  
**MARCH 13, 2020**

Regional Entity and Operator(s)	Revenue Basis	Fiscal Year 2019-20 Funds from RTC sections 7102(a)(3), 6051.8(a), and 6201.8(a) Quarter 2 Gross Allocation	Fiscal Year 2019-20 Funds from RTC sections 6051.8(b), and 6201.8(b) Quarter 2 Gross Allocation	Fiscal Year 2019-20 Quarter 2 Paid
		A	B	C= (A+B)
Fresno County Council of Governments				
City of Clovis	1,691,653	14,756	12,342	27,098
City of Fresno	12,478,008	108,843	91,035	199,878
Fresno County Rural Transit Agency	1,378,719	12,026	10,059	22,085
Regional Entity Totals	15,548,380	135,625	113,436	249,061
Glenn County Local Transportation Commission				
County of Glenn Transit Service	105,376	919	769	1,688
Humboldt County Association of Governments				
City of Arcata	238,899	2,084	1,743	3,827
City of Blue Lake	0	0	0	0
City of Eureka	1,103,559	9,626	8,051	17,677
Humboldt Transit Authority	3,602,485	31,424	26,282	57,706
Regional Entity Totals	4,944,943	43,134	36,076	79,210
Imperial County Transportation Commission				
Imperial County Transportation Commission	2,046,063	17,847	14,927	32,774
Quechan Indian Tribe	21,014	183	153	336
Regional Entity Totals	2,067,077	18,030	15,080	33,110
Inyo County Local Transportation Commission	None	None	None	None
Kern Council of Governments				
City of Arvin	83,020	724	606	1,330
City of California City	20,871	182	152	334
City of Delano	147,093	1,283	1,073	2,356
Golden Empire Transit District	6,407,925	55,895	46,750	102,645
County of Kern	1,137,877	9,925	8,301	18,226
City of McFarland	15,037	131	111	242
City of Ridgecrest	208,177	1,816	1,519	3,335
City of Shafter	58,829	513	429	942
City of Taft	426,961	3,724	3,115	6,839
City of Tehachapi	28,664	250	209	459
City of Wasco	29,374	256	214	470
Regional Entity Totals	8,563,828	74,699	62,479	137,178
Kings County Association of Governments				
City of Corcoran	116,255	1,014	848	1,862
Kings County Area Public Transit Agency	786,362	6,859	5,737	12,596
Regional Entity Totals	902,617	7,873	6,585	14,458
Lake County/City Council of Governments				
Lake Transit Authority	505,595	4,410	3,689	8,099
Lassen County Local Transportation Commission				
County of Lassen	151,619	1,323	1,106	2,429



**STATE CONTROLLER'S OFFICE**  
**2019-20 STATE TRANSIT ASSISTANCE ALLOCATION SECOND QUARTER PUC 99314 ALLOCATION DETAIL**  
**MARCH 13, 2020**

Regional Entity and Operator(s)	Revenue Basis	Fiscal Year 2019-20 Funds from RTC sections 7102(a)(3), 6051.8(a), and 6201.8(a) Quarter 2 Gross Allocation	Fiscal Year 2019-20 Funds from RTC sections 6051.8(b), and 6201.8(b) Quarter 2 Gross Allocation	Fiscal Year 2019-20 Quarter 2 Paid
		A	B	C= (A+B)
Los Angeles County Metropolitan Transportation Authority				
Antelope Valley Transit Authority	19,170,688	167,221	139,862	307,083
City of Arcadia	1,497,685	13,064	10,927	23,991
City of Claremont	547,365	4,775	3,993	8,768
City of Commerce	4,428,702	38,631	32,310	70,941
City of Culver City	15,486,831	135,088	112,986	248,074
Foothill Transit Zone	67,873,297	592,043	495,176	1,087,219
City of Gardena	13,850,884	120,818	101,050	221,868
City of La Mirada	770,009	6,717	5,618	12,335
Long Beach Public Transportation Company	54,963,745	479,436	400,993	880,429
City of Los Angeles	92,932,856	810,632	678,001	1,488,633
County of Los Angeles	5,587,765	48,741	40,766	89,507
Los Angeles County Metropolitan Transportation Authority	1,235,116,553	10,773,634	9,010,913	19,784,547
City of Montebello	19,894,910	173,539	145,145	318,684
City of Norwalk	8,492,893	74,082	61,961	136,043
City of Redondo Beach	2,931,763	25,573	21,389	46,962
City of Santa Clarita	23,386,832	203,998	170,621	374,619
City of Santa Monica	49,504,384	431,815	361,164	792,979
Southern California Regional Rail Authority***	218,691,705	NA	NA	NA
City of Torrance	24,506,666	213,766	178,791	392,557
Regional Entity Subtotals	1,859,635,533	14,313,573	11,971,666	26,285,239
Los Angeles County Metropolitan Transportation Authority - Corresponding to SCRRRA***	NA	960,665	803,487	1,764,152
Regional Entity Totals	1,859,635,533	15,274,238	12,775,153	28,049,391
Madera County Local Transportation Commission				
City of Chowchilla	235,253	2,052	1,716	3,768
City of Madera	203,280	1,773	1,483	3,256
County of Madera	52,381	457	382	839
Regional Entity Totals	490,914	4,282	3,581	7,863
Mariposa County Local Transportation Commission				
County of Mariposa	63,099	550	460	1,010
Mendocino Council of Governments				
Mendocino Transit Authority	951,502	8,300	6,942	15,242
Merced County Association of Governments				
Transit Joint Powers Authority of Merced County	1,736,430	15,146	12,668	27,814
Yosemite Area Regional Transportation System (YARTS)	1,644,002	14,340	11,994	26,334
Regional Entity Totals	3,380,432	29,486	24,662	54,148
Modoc County Local Transportation Commission				
Modoc Transportation Agency - Specialized Service	107,807	940	787	1,727
Mono County Local Transportation Commission				
Eastern Sierra Transit Authority	2,759,425	24,070	20,132	44,202

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.

**STATE CONTROLLER'S OFFICE**  
**2019-20 STATE TRANSIT ASSISTANCE ALLOCATION SECOND QUARTER PUC 99314 ALLOCATION DETAIL**  
**MARCH 13, 2020**

Regional Entity and Operator(s)	Revenue Basis	Fiscal Year 2019-20 Funds from RTC sections 7102(a)(3), 6051.8(a), and 6201.8(a) Quarter 2 Gross Allocation	Fiscal Year 2019-20 Funds from RTC sections 6051.8(b), and 6201.8(b) Quarter 2 Gross Allocation	Fiscal Year 2019-20 Quarter 2 Paid
		A	B	C= (A+B)
Transportation Agency for Monterey County Monterey-Salinas Transit	20,186,410	176,081	147,272	323,353
<b>Nevada County Local Transportation Commission</b>				
County of Nevada	390,192	3,404	2,847	6,251
City of Truckee	319,369	2,786	2,330	5,116
Regional Entity Totals	709,561	6,190	5,177	11,367
Orange County Transportation Authority				
City of Laguna Beach	2,405,038	20,979	17,546	38,525
Orange County Transportation Authority	86,018,663	750,321	627,558	1,377,879
Regional Entity Subtotals	88,423,701	771,300	645,104	1,416,404
Orange County Transportation Authority - Corresponding to SCRRRA***	NA	424,059	354,677	778,736
Regional Entity Totals	88,423,701	1,195,359	999,781	2,195,140
Placer County Transportation Planning Agency				
City of Auburn	21,850	191	159	350
County of Placer	4,593,182	40,065	33,510	73,575
City of Roseville	1,243,374	10,846	9,071	19,917
Regional Entity Totals	5,858,406	51,102	42,740	93,842
Plumas County Local Transportation Commission				
County of Plumas	112,493	981	821	1,802
County Service Area 12 - Specialized Service	87,506	763	638	1,401
Regional Entity Totals	199,999	1,744	1,459	3,203
Riverside County Transportation Commission				
City of Banning	215,749	1,882	1,574	3,456
City of Beaumont	239,445	2,089	1,747	3,836
City of Corona	372,538	3,250	2,718	5,968
Palo Verde Valley Transit Agency	119,828	1,045	874	1,919
City of Riverside - Specialized Service	443,069	3,865	3,232	7,097
Riverside Transit Agency	16,090,992	140,358	117,393	257,751
Sunline Transit Agency	12,451,750	108,614	90,843	199,457
Regional Entity Subtotals	29,933,371	261,103	218,381	479,484
Riverside County Transportation Commission - Corresponding to SCRRRA***	NA	206,593	172,791	379,384
Regional Entity Totals	29,933,371	467,696	391,172	858,868
Council of San Benito County Governments				
San Benito County Local Transportation Authority	155,747	1,359	1,136	2,495

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**STATE CONTROLLER'S OFFICE**  
**2019-20 STATE TRANSIT ASSISTANCE ALLOCATION SECOND QUARTER PUC 99314 ALLOCATION DETAIL**  
**MARCH 13, 2020**

Regional Entity and Operator(s)	Revenue Basis	Fiscal Year 2019-20 Funds from RTC sections 7102(a)(3), 6051.8(a), and 6201.8(a) Quarter 2 Gross Allocation	Fiscal Year 2019-20 Funds from RTC sections 6051.8(b), and 6201.8(b) Quarter 2 Gross Allocation	Fiscal Year 2019-20 Quarter 2 Paid
		A	B	C= (A+B)
<b>San Bernardino County Transportation Authority</b>				
Morongo Basin Transit Authority	1,119,708	9,767	8,169	17,936
Mountain Area Regional Transit Authority	462,522	4,034	3,374	7,408
City of Needles	52,876	461	386	847
Omnitrans	22,013,739	192,021	160,603	352,624
Victor Valley Transit Authority	4,530,447	39,518	33,052	72,570
Regional Entity Subtotals	28,179,292	245,801	205,584	451,385
San Bernardino County Transportation Authority - Corresponding to SCRRA***	NA	213,651	178,695	392,346
Regional Entity Totals	28,179,292	459,452	384,279	843,731
<b>San Joaquin Council of Governments</b>				
Altamont Corridor Express *	21,244,873	NA	NA	NA
City of Escalon	52,972	462	386	848
City of Lodi	785,357	6,850	5,730	12,580
City of Manteca	52,410	457	382	839
City of Ripon	27,647	241	202	443
San Joaquin Joint Powers Authority	0	0	0	0
San Joaquin Regional Transit District	11,407,376	99,504	83,224	182,728
City of Tracy	161,202	1,406	1,176	2,582
Regional Entity Subtotals	33,731,837	108,920	91,100	200,020
San Joaquin Regional Rail Commission - Corresponding to ACE*	NA	118,972	99,506	218,478
Regional Entity Totals	33,731,837	227,892	190,606	418,498
<b>San Luis Obispo Area Council of Governments</b>				
City of Arroyo Grande	0	0	0	0
City of Atascadero	37,499	327	274	601
City of Morro Bay	35,785	312	261	573
City of Pismo Beach - Specialized Service	0	0	0	0
City of San Luis Obispo Transit	777,520	6,782	5,672	12,454
San Luis Obispo Regional Transit Authority	1,680,458	14,658	12,260	26,918
South County Area Transit	227,853	1,988	1,662	3,650
Regional Entity Totals	2,759,115	24,067	20,129	44,196
<b>Santa Barbara County Association of Governments</b>				
City of Guadalupe	74,621	651	544	1,195
City of Lompoc	1,065,309	9,292	7,772	17,064
County of Santa Barbara	224	2	3	5
Santa Barbara County Association of Governments (SBCAG)	1,056,667	9,217	7,709	16,926
Santa Barbara Metropolitan Transit District	13,348,752	116,438	97,387	213,825
City of Santa Maria	837,886	7,309	6,113	13,422
City of Solvang	76,790	670	560	1,230
Regional Entity Totals	16,460,249	143,579	120,088	263,667

\* The amounts allocated to the member agencies of Altamont Corridor Express are included with their corresponding transportation planning agency.

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.

**STATE CONTROLLER'S OFFICE**  
**2019-20 STATE TRANSIT ASSISTANCE ALLOCATION SECOND QUARTER PUC 99314 ALLOCATION DETAIL**  
**MARCH 13, 2020**

Regional Entity and Operator(s)	Revenue Basis	Fiscal Year 2019-20 Funds from RTC sections 7102(a)(3), 6051.8(a), and 6201.8(a) Quarter 2 Gross Allocation	Fiscal Year 2019-20 Funds from RTC sections 6051.8(b), and 6201.8(b) Quarter 2 Gross Allocation	Fiscal Year 2019-20 Quarter 2 Paid
		A	B	C= (A+B)
Santa Cruz County Transportation Commission Santa Cruz Metropolitan Transit District	33,388,127	291,237	243,586	534,823
Shasta Regional Transportation Agency Redding Area Bus Authority	1,525,574	13,307	11,130	24,437
Sierra County Local Transportation Commission County of Sierra - Specialized Service	19,627	171	143	314
Siskiyou County Local Transportation Commission County of Siskiyou	189,129	1,650	1,380	3,030
Stanislaus Council of Governments City of Ceres	68,984	602	503	1,105
City of Modesto	3,309,400	28,867	24,144	53,011
County of Stanislaus	772,640	6,740	5,637	12,377
City of Turlock	329,988	2,878	2,407	5,285
Regional Entity Totals	4,481,012	39,087	32,691	71,778
Tehama County Transportation Commission County of Tehama	168,070	1,466	1,226	2,692
Trinity County Transportation Commission County of Trinity	78,726	687	574	1,261
Tulare County Association of Governments City of Dinuba	218,598	1,907	1,595	3,502
City of Porterville	837,876	7,309	6,113	13,422
City of Tulare	550,504	4,802	4,016	8,818
County of Tulare	914,810	7,980	6,674	14,654
City of Visalia	2,910,774	25,390	21,236	46,626
City of Woodlake	17,283	151	127	278
Regional Entity Totals	5,449,845	47,539	39,761	87,300
Tuolumne County Transportation Council County of Tuolumne	222,204	1,938	1,621	3,559
Ventura County Transportation Commission City of Camarillo	203,934	1,779	1,488	3,267
Gold Coast Transit	5,458,596	47,614	39,824	87,438
City of Moorpark	269,530	2,351	1,966	4,317
City of Simi Valley	485,141	4,232	3,539	7,771
City of Thousand Oaks	547,528	4,776	3,995	8,771
Regional Entity Subtotals	6,964,729	60,752	50,812	111,564
Ventura County Transportation Commission - Corresponding to SCRRRA***	NA	102,629	85,837	188,466
Regional Entity Totals	6,964,729	163,381	136,649	300,030
STATE TOTALS	\$ 5,225,463,050	\$ 45,580,500	\$ 38,122,875	83,703,375

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.



**BETTY T. YEE**  
California State Controller

March 12, 2020

County Auditors Responsible for State of Good Repair Program funds  
Transportation Planning Agencies  
County Transportation Commissions  
San Diego Metropolitan Transit System

**SUBJECT: Fiscal Year 2019-20 State of Good Repair Program Second Allocation**

Enclosed is a summary schedule of State of Good Repair (SGR) program funds allocated for the second allocation of fiscal year (FY) 2019-20 to each Transportation Planning Agency (TPA), county transportation commission, and the San Diego Metropolitan Transit System for the purposes of Public Utilities Code (PUC) section 99312.1(c). Allocations for the SGR program are calculated pursuant to the distribution formulas in PUC sections 99313 and 99314. Also enclosed is a schedule detailing the amount calculated pursuant to PUC section 99314 for each TPA by operator.

PUC section 99313 allocations are based on the latest available annual population estimates from the Department of Finance. PUC section 99314 allocations are based on the revenue amount for each STA-eligible operator, determined from annual reports submitted to the State Controller's Office pursuant to PUC section 99243.

This is the second allocation for FY 2019-20. The total amount allocated to all agencies for the second allocation is \$27,543,000.30. The payment is scheduled to issue on March 13, 2020. Please refer to the schedule for the amounts that relate to your agency.

Please contact Mike Silvera by telephone at (916) 323-0704 or email at [msilvera@sco.ca.gov](mailto:msilvera@sco.ca.gov) with any questions, or for additional information about this schedule. Information for the SGR program can be found on the California Department of Transportation website at: <https://dot.ca.gov/programs/rail-and-mass-transportation/state-transit-assistance-state-of-good-repair>.

Sincerely,

EVELYN CALDERON-YEE  
Bureau Chief  
Bureau of Payments

Enclosures

**STATE CONTROLLER'S OFFICE**  
**2019-20 STATE OF GOOD REPAIR PROGRAM**  
**SECOND ALLOCATION SUMMARY**  
**MARCH 13, 2020**

Regional Entity	Amount Based on PUC 99313 Allocation Fiscal Year 2019-20 Allocation 2	Amount Based on PUC 99314 Allocation Fiscal Year 2019-20 Allocation 2	Total Fiscal Year 2019-20 Allocation 2
	<b>A</b>	<b>B</b>	<b>C= (A+B)</b>
Metropolitan Transportation Commission	\$ 2,684,626.31	\$ 7,368,205.89	\$ 10,052,832.20
Sacramento Area Council of Governments	670,568.84	239,803.28	910,372.12
San Diego Association of Governments	334,347.12	80,225.07	414,572.19
San Diego Metropolitan Transit System	821,731.66	352,958.51	1,174,690.17
Tahoe Regional Planning Agency	36,539.18	1,487.56	38,026.74
Alpine County Transportation Commission	400.79	14.17	414.96
Amador County Transportation Commission	13,208.15	526.32	13,734.47
Butte County Association of Governments	78,111.35	4,378.07	82,489.42
Calaveras County Local Transportation Commission	15,561.50	205.64	15,767.14
Colusa County Local Transportation Commission	7,628.47	257.58	7,886.05
Del Norte County Local Transportation Commission	9,451.00	367.40	9,818.40
El Dorado County Local Transportation Commission	58,868.59	4,150.64	63,019.23
Fresno County Council of Governments	351,205.84	40,999.52	392,205.36
Glenn County Local Transportation Commission	10,048.04	277.87	10,325.91
Humboldt County Association of Governments	46,678.28	13,039.31	59,717.59
Imperial County Transportation Commission	65,625.46	5,450.67	71,076.13
Inyo County Local Transportation Commission	6,412.99	0.00	6,412.99
Kern Council of Governments	316,101.50	22,581.97	338,683.47
Kings County Association of Governments	53,016.77	2,380.11	55,396.88
Lake County/City Council of Governments	22,443.92	1,333.20	23,777.12
Lassen County Local Transportation Commission	10,399.16	399.80	10,798.96
Los Angeles County Metropolitan Transportation Authority	3,536,652.82	4,609,991.53	8,146,644.35
Madera County Local Transportation Commission	55,026.24	1,294.49	56,320.73
Mariposa County Local Transportation Commission	6,231.91	166.39	6,398.30
Mendocino Council of Governments	30,700.47	2,509.02	33,209.49
Merced County Association of Governments	97,585.90	8,913.86	106,499.76
Modoc County Local Transportation Commission	3,311.87	284.28	3,596.15
Mono County Local Transportation Commission	4,696.35	7,276.33	11,972.68
Transportation Agency for Monterey County	153,629.64	53,229.54	206,859.18
<b>Nevada County Local Transportation Commission</b>	<b>34,113.40</b>	<b>1,871.04</b>	<b>35,984.44</b>
Orange County Transportation Authority	1,111,485.49	361,357.76	1,472,843.25
Placer County Transportation Planning Agency	107,587.72	15,448.03	123,035.75
Plumas County Local Transportation Commission	6,822.06	527.37	7,349.43
Riverside County Transportation Commission	841,633.55	141,384.46	983,018.01
Council of San Benito County Governments	21,486.78	410.69	21,897.47
San Bernardino County Transportation Authority	756,122.07	138,892.79	895,014.86
San Joaquin Council of Governments	265,716.77	68,892.10	334,608.87
San Luis Obispo Area Council of Governments	96,711.54	7,176.63	103,888.17
Santa Barbara County Association of Governments	156,795.61	43,403.44	200,199.05
Santa Cruz County Transportation Commission	94,806.93	88,041.15	182,848.08
Shasta Regional Transportation Agency	61,661.36	4,022.79	65,684.15
Sierra County Local Transportation Commission	1,108.21	51.76	1,159.97
Siskiyou County Local Transportation Commission	15,377.66	498.71	15,876.37
Stanislaus Council of Governments	192,797.41	11,815.98	204,613.39
Tehama County Transportation Commission	22,207.99	443.18	22,651.17
Trinity County Transportation Commission	4,721.19	207.59	4,928.78
Tulare County Association of Governments	165,252.56	14,370.70	179,623.26
Tuolumne County Transportation Council	18,828.87	585.93	19,414.80
Ventura County Transportation Commission	295,452.86	49,390.03	344,842.89
State Totals	\$ 13,771,500.15	\$ 13,771,500.15	\$ 27,543,000.30

**STATE CONTROLLER'S OFFICE**  
**2019-20 STATE OF GOOD REPAIR PROGRAM SECOND ALLOCATION BASED ON PUC 99314**  
**ALLOCATION DETAIL**  
**MARCH 13, 2020**

Regional Entity and Operator(s)	Revenue Basis	Amount Based on PUC 99314 Allocation Fiscal Year 2019-20 Allocation 2
<b>Altamont Corridor Express*</b>		
Alameda County Congestion Management Agency	\$ NA	\$ 11,484.22
Santa Clara Valley Transportation Authority	NA	8,571.15
San Joaquin Regional Rail Commission	NA	35,965.23
Regional Entity Totals	<u>0</u>	<u>56,020.60</u>
	0	(56,020.60)
<b>Metropolitan Transportation Commission</b>		
Alameda-Contra Costa Transit District, San Francisco Bay Area Rapid Transit District, and the City of San Francisco**	1,925,822,111	5,078,200.00
Central Contra Costa Transit Authority	11,848,761	31,244.00
City of Dixon	111,074	292.89
Eastern Contra Costa Transit Authority	6,226,930	16,419.79
City of Fairfield	2,454,050	6,471.08
Golden Gate Bridge Highway and Transportation District	128,150,389	337,919.74
Livermore-Amador Valley Transit Authority	5,247,501	13,837.13
Marin County Transit District	25,028,508	65,997.67
Napa County Transportation and Planning Agency	1,740,511	4,589.55
Peninsula Corridor Joint Powers Board	127,483,757	336,161.90
City of Petaluma	740,960	1,953.84
City of Rio Vista	111,909	295.09
San Francisco Bay Area Water Emergency Transportation Authority	34,734,635	91,591.75
San Mateo County Transit District	121,853,139	321,314.52
Santa Clara Valley Transportation Authority	348,840,497	919,857.45
City of Santa Rosa	2,403,879	6,338.79
Solano County Transit	5,281,022	13,925.53
County of Sonoma	3,386,887	8,930.88
Sonoma-Marín Area Rail Transit District	25,440,720	67,084.63
City of Union City	1,747,194	4,607.18
City of Vacaville	439,501	1,158.92
Western Contra Costa Transit Authority	7,568,808	19,958.19
Regional Entity Subtotals	<u>2,786,662,743</u>	<u>7,348,150.52</u>
Alameda County Congestion Management Agency - Corresponding to ACE*	NA	11,484.22
Santa Clara Valley Transportation Authority - Corresponding to ACE*	NA	8,571.15
Regional Entity Totals	<u>2,786,662,743</u>	<u>7,368,205.89</u>
<b>Sacramento Area Council of Governments</b>		
City of Davis (Unitrans)	3,064,565	8,080.95
City of Elk Grove	2,155,049	5,682.65
City of Folsom	623,141	1,643.16
County of Sacramento	1,119,245	2,951.34
Sacramento Regional Transit System	77,727,924	204,960.75
Yolo County Transportation District	5,012,875	13,218.45
Yuba Sutter Transit Authority	1,238,568	3,265.98
Regional Entity Totals	<u>90,941,367</u>	<u>239,803.28</u>
<b>San Diego Association of Governments</b>		
North County Transit District	30,424,011	80,225.07
<b>San Diego Metropolitan Transit System</b>		
San Diego Metropolitan Transit System	31,939,460	84,221.16
San Diego Transit Corporation	61,783,746	162,917.55
San Diego Trolley, Inc.	40,130,381	105,819.80
Regional Entity Totals	<u>133,853,587</u>	<u>352,958.51</u>

\* The amounts allocated to the member agencies of Altamont Corridor Express are included with their corresponding transportation planning agency.

\*\* The amounts for Alameda-Contra Costa Transit District, San Francisco Bay Area Rapid Transit District, and the City of San Francisco are combined.

**STATE CONTROLLER'S OFFICE**  
**2019-20 STATE OF GOOD REPAIR PROGRAM SECOND ALLOCATION BASED ON PUC 99314**  
**ALLOCATION DETAIL**  
**MARCH 13, 2020**

Regional Entity and Operator(s)	Revenue Basis	Amount Based on PUC 99314 Allocation Fiscal Year 2019-20 Allocation 2
<b>Southern California Regional Rail Authority***</b>		
Los Angeles County Metropolitan Transportation Authority	NA	290,410.07
Orange County Transportation Authority	NA	128,193.32
Riverside County Transportation Commission	NA	62,453.16
San Bernardino County Transportation Authority	NA	64,586.83
Ventura County Transportation Commission	NA	31,024.74
Regional Entity Totals	0	576,668.12
	0	(576,668.12)
<b>Tahoe Regional Planning Agency</b>		
Tahoe Transportation District	564,133	1,487.56
<b>Alpine County Transportation Commission</b>		
County of Alpine	5,370	14.17
<b>Amador County Transportation Commission</b>		
Amador Regional Transit System	199,599	526.32
<b>Butte County Association of Governments</b>		
Butte Regional Transit	1,640,161	4,324.94
City of Gridley - Specialized Service	20,144	53.13
Regional Entity Totals	1,660,305	4,378.07
<b>Calaveras County Local Transportation Commission</b>		
County of Calaveras	77,984	205.64
<b>Colusa County Local Transportation Commission</b>		
County of Colusa	97,681	257.58
<b>Del Norte County Local Transportation Commission</b>		
Redwood Coast Transit Authority	139,330	367.40
<b>El Dorado County Local Transportation Commission</b>		
El Dorado County Transit Authority	1,574,062	4,150.64
<b>Fresno County Council of Governments</b>		
City of Clovis	1,691,653	4,460.72
City of Fresno	12,478,008	32,903.26
Fresno County Rural Transit Agency	1,378,719	3,635.54
Regional Entity Totals	15,548,380	40,999.52
<b>Glenn County Local Transportation Commission</b>		
County of Glenn Transit Service	105,376	277.87
<b>Humboldt County Association of Governments</b>		
City of Arcata	238,899	629.95
City of Blue Lake	0	0.00
City of Eureka	1,103,559	2,909.97
Humboldt Transit Authority	3,602,485	9,499.39
Regional Entity Totals	4,944,943	13,039.31
<b>Imperial County Transportation Commission</b>		
Imperial County Transportation Commission	2,046,063	5,395.26
Quechan Indian Tribe	21,014	55.41
Regional Entity Totals	2,067,077	5,450.67

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**STATE CONTROLLER'S OFFICE**  
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**ALLOCATION DETAIL**  
**MARCH 13, 2020**

Regional Entity and Operator(s)	Revenue Basis	Amount Based on PUC 99314 Allocation Fiscal Year 2019-20 Allocation 2
Inyo County Local Transportation Commission	None	None
<b>Kern Council of Governments</b>		
City of Arvin	83,020	218.92
City of California City	20,871	55.03
City of Delano	147,093	387.87
Golden Empire Transit District	6,407,925	16,897.06
County of Kern	1,137,877	3,000.47
City of McFarland	15,037	39.66
City of Ridgecrest	208,177	548.94
City of Shafter	58,829	155.13
City of Taft	426,961	1,125.85
City of Tehachapi	28,664	75.58
City of Wasco	29,374	77.46
Regional Entity Totals	8,563,828	22,581.97
<b>Kings County Association of Governments</b>		
City of Corcoran	116,255	306.55
Kings County Area Public Transit Agency	786,362	2,073.56
Regional Entity Totals	902,617	2,380.11
<b>Lake County/City Council of Governments</b>		
Lake Transit Authority	505,595	1,333.20
<b>Lassen County Local Transportation Commission</b>		
County of Lassen	151,619	399.80
<b>Los Angeles County Metropolitan Transportation Authority</b>		
Antelope Valley Transit Authority	19,170,688	50,551.18
City of Arcadia	0	0.00
City of Claremont	0	0.00
City of Commerce	4,428,702	11,678.04
City of Culver City	15,486,831	40,837.22
Foothill Transit Zone	67,873,297	178,975.09
City of Gardena	13,850,884	36,523.39
City of La Mirada	0	0.00
Long Beach Public Transportation Company	54,963,745	144,933.89
City of Los Angeles	92,932,856	245,054.63
County of Los Angeles	5,587,765	14,734.38
Los Angeles County Metropolitan Transportation Authority	1,235,116,553	3,256,878.63
City of Montebello	19,894,910	52,460.88
City of Norwalk	8,492,893	22,394.91
City of Redondo Beach	2,931,763	7,730.77
City of Santa Clarita	23,386,832	61,668.73
City of Santa Monica	49,504,384	130,538.10
Southern California Regional Rail Authority***	218,691,705	NA
City of Torrance	24,506,666	64,621.62
Regional Entity Subtotals	1,856,820,474	4,319,581.46
Los Angeles County Metropolitan Transportation Authority - Corresponding to SCRRA***	NA	290,410.07
Regional Entity Totals	1,856,820,474	4,609,991.53
<b>Madera County Local Transportation Commission</b>		
City of Chowchilla	235,253	620.34
City of Madera	203,280	536.03
County of Madera	52,381	138.12
Regional Entity Totals	490,914	1,294.49
<b>Mariposa County Local Transportation Commission</b>		
County of Mariposa	63,099	166.39

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.

**STATE CONTROLLER'S OFFICE**  
**2019-20 STATE OF GOOD REPAIR PROGRAM SECOND ALLOCATION BASED ON PUC 99314**  
**ALLOCATION DETAIL**  
**MARCH 13, 2020**

Regional Entity and Operator(s)	Revenue Basis	Amount Based on PUC 99314 Allocation Fiscal Year 2019-20 Allocation 2
Mendocino Council of Governments Mendocino Transit Authority	951,502	2,509.02
Merced County Association of Governments Transit Joint Powers Authority of Merced County Yosemite Area Regional Transportation System (YARTS) Regional Entity Totals	1,736,430 1,644,002 <hr/> 3,380,432	4,578.79 4,335.07 <hr/> 8,913.86
Modoc County Local Transportation Commission Modoc Transportation Agency - Specialized Service	107,807	284.28
Mono County Local Transportation Commission Eastern Sierra Transit Authority	2,759,425	7,276.33
Transportation Agency for Monterey County Monterey-Salinas Transit	20,186,410	53,229.54
<b>Nevada County Local Transportation Commission</b>		
County of Nevada	390,192	1,028.90
City of Truckee	319,369	842.14
Regional Entity Totals	<hr/> 709,561	<hr/> 1,871.04
Orange County Transportation Authority City of Laguna Beach Orange County Transportation Authority Regional Entity Subtotals Orange County Transportation Authority - Corresponding to SCRRA*** Regional Entity Totals	2,405,038 86,018,663 <hr/> 88,423,701 NA <hr/> 88,423,701	6,341.84 226,822.60 <hr/> 233,164.44 128,193.32 <hr/> 361,357.76
Placer County Transportation Planning Agency City of Auburn County of Placer City of Roseville Regional Entity Totals	21,850 4,593,182 1,243,374 <hr/> 5,858,406	57.62 12,111.76 3,278.65 <hr/> 15,448.03
Plumas County Local Transportation Commission County of Plumas County Service Area 12 - Specialized Service Regional Entity Totals	112,493 87,506 <hr/> 199,999	296.63 230.74 <hr/> 527.37
Riverside County Transportation Commission City of Banning City of Beaumont City of Corona Palo Verde Valley Transit Agency City of Riverside - Specialized Service Riverside Transit Agency Sunline Transit Agency Regional Entity Subtotals Riverside County Transportation Commission - Corresponding to SCRRA*** Regional Entity Totals	215,749 239,445 372,538 119,828 443,069 16,090,992 12,451,750 <hr/> 29,933,371 NA <hr/> 29,933,371	568.91 631.39 982.35 315.97 1,168.33 42,430.33 32,834.02 <hr/> 78,931.30 62,453.16 <hr/> 141,384.46
Council of San Benito County Governments San Benito County Local Transportation Authority	155,747	410.69

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.

**STATE CONTROLLER'S OFFICE**  
**2019-20 STATE OF GOOD REPAIR PROGRAM SECOND ALLOCATION BASED ON PUC 99314**  
**ALLOCATION DETAIL**  
**MARCH 13, 2020**

Regional Entity and Operator(s)	Revenue Basis	Amount Based on PUC 99314 Allocation Fiscal Year 2019-20 Allocation 2
San Bernardino County Transportation Authority		
Morongo Basin Transit Authority	1,119,708	2,952.56
Mountain Area Regional Transit Authority	462,522	1,219.62
City of Needles	52,876	139.43
Omnitrans	22,013,739	58,048.02
Victor Valley Transit Authority	4,530,447	11,946.33
Regional Entity Subtotals	28,179,292	74,305.96
San Bernardino County Transportation Authority - Corresponding to SCRRA***	NA	64,586.83
Regional Entity Totals	28,179,292	138,892.79
San Joaquin Council of Governments		
Altamont Corridor Express *	21,244,873	NA
City of Escalon	52,972	139.68
City of Lodi	785,357	2,070.91
City of Manteca	52,410	138.20
City of Ripon	27,647	72.90
San Joaquin Joint Powers Authority	0	0.00
San Joaquin Regional Transit District	11,407,376	30,080.11
City of Tracy	161,202	425.07
Regional Entity Subtotals	33,731,837	32,926.87
San Joaquin Regional Rail Commission - Corresponding to ACE*	NA	35,965.23
Regional Entity Totals	33,731,837	68,892.10
San Luis Obispo Area Council of Governments		
City of Arroyo Grande	0	0.00
City of Atascadero	0	0.00
City of Morro Bay	35,785	94.36
City of Pismo Beach - Specialized Service	0	0.00
City of San Luis Obispo Transit	777,520	2,050.24
San Luis Obispo Regional Transit Authority	1,680,458	4,431.20
South County Area Transit	227,853	600.83
Regional Entity Totals	2,721,616	7,176.63
Santa Barbara County Association of Governments		
City of Guadalupe	74,621	196.77
City of Lompoc	1,065,309	2,809.11
County of Santa Barbara	0	0.00
Santa Barbara County Association of Governments (SBCAG)	1,056,667	2,786.33
Santa Barbara Metropolitan Transit District	13,348,752	35,199.32
City of Santa Maria	837,886	2,209.42
City of Solvang	76,790	202.49
Regional Entity Totals	16,460,025	43,403.44
Santa Cruz County Transportation Commission		
Santa Cruz Metropolitan Transit District	33,388,127	88,041.15
Shasta Regional Transportation Agency		
Redding Area Bus Authority	1,525,574	4,022.79

\* The amounts allocated to the member agencies of Altamont Corridor Express are included with their corresponding transportation planning agency.

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.

**STATE CONTROLLER'S OFFICE**  
**2019-20 STATE OF GOOD REPAIR PROGRAM SECOND ALLOCATION BASED ON PUC 99314**  
**ALLOCATION DETAIL**  
**MARCH 13, 2020**

Regional Entity and Operator(s)	Revenue Basis	Amount Based on PUC 99314 Allocation Fiscal Year 2019-20 Allocation 2
Sierra County Local Transportation Commission County of Sierra - Specialized Service	19,627	51.76
Siskiyou County Local Transportation Commission County of Siskiyou	189,129	498.71
Stanislaus Council of Governments City of Ceres	68,984	181.90
City of Modesto	3,309,400	8,726.56
County of Stanislaus	772,640	2,037.37
City of Turlock	329,988	870.15
Regional Entity Totals	<u>4,481,012</u>	<u>11,815.98</u>
Tehama County Transportation Commission County of Tehama	168,070	443.18
Trinity County Transportation Commission County of Trinity	78,726	207.59
Tulare County Association of Governments City of Dinuba	218,598	576.42
City of Porterville	837,876	2,209.40
City of Tulare	550,504	1,451.62
County of Tulare	914,810	2,412.26
City of Visalia	2,910,774	7,675.42
City of Woodlake	17,283	45.58
Regional Entity Totals	<u>5,449,845</u>	<u>14,370.70</u>
Tuolumne County Transportation Council County of Tuolumne	222,204	585.93
Ventura County Transportation Commission City of Camarillo	203,934	537.75
Gold Coast Transit	5,458,596	14,393.77
City of Moorpark	269,530	710.72
City of Simi Valley	485,141	1,279.27
City of Thousand Oaks	547,528	1,443.78
Regional Entity Subtotals	<u>6,964,729</u>	<u>18,365.29</u>
Ventura County Transportation Commission - Corresponding to SCRRA***	NA	31,024.74
Regional Entity Totals	<u>6,964,729</u>	<u>49,390.03</u>
<b>STATE TOTALS</b>	<u><u>\$ 5,222,610,268</u></u>	<u><u>\$ 13,771,500.15</u></u>

\*\*\* The amounts allocated to the member agencies of Southern California Regional Rail Authority are included with their corresponding transportation planning agency.

**From:** King, Wendy N@DOT <[wendy.king@dot.ca.gov](mailto:wendy.king@dot.ca.gov)>  
**Sent:** Monday, March 30, 2020 3:35 PM

## **Subject: FTA 5310 FY 2019 Approved Projects**

Good Afternoon,

We hope that this note finds everyone safe and healthy.

We are pleased to announce that the 2019 FTA 5310 Small Urban and Rural Project list was adopted by the California Transportation Commission on Wednesday March 25, 2020. The project list is the same that was emailed on 2/24/2020.

Attached is the approved Final Small Urban and Rural Project List, as well as the approved Final Large Urbanized Project list from 2/24/2020.

### **Here are next steps:**

- Regional Transportation Planning Agencies/Metropolitan Planning Organizations (RTPAs/MPOs) need to ensure that the projects in their region are programmed in the regional FTIP.
  - Caltrans Programming has been working with RTPAs/MPOs on the Small Urban and Rural project list.
- Programming information (Amendment # and Board Resolution) is due to the DRMT by Wednesday, **April 15**. Thank you for those who have already sent or have provided an update to Caltrans on the status.
- Once programming is confirmed, DRMT staff will build the grant and submit to the FTA (estimated in May/June).
  - Please note, FTA approval can take between 30 to 120 (or more) days.
- Once approved, DRMT staff can start issuing new standard agreements – estimated for summer/fall of 2020.
- Please note, successful applicant workshops are anticipated to be held in June, however this may change pending COVID-19 developments.

For current 5310 subrecipients, DRMT staff is continuing to process submitted invoices for reimbursements on currently executed standard agreements via BlackCat. If you have questions, please contact your 5310 liaison, the 5310 Branch Chief Mark Barry, or me.

Thank you,  
Wendy King

Wendy King  
Caltrans Division of Rail and Mass Transportation  
Office of Transit Grants and Contracts  
(916) 651-8239  
Cell: (916) 825-9519

Attachment B - FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Final 2019 Program of Projects  
 Small Urban and Rural Prioritized List (score priority order)

March 26, 2020

#	AGENCY	County	Caltrans District	Small Urban or Rural	Project	Type (1)	Vin	Year	Miles	FTA 5310 Share	Local (Toll Credits)	Project Total	Cumulative (Federal \$)	Score
<b>TRADITIONAL PROJECTS</b>														
1	Monterey-Salinas Transit	MON	5	Small Urban	Small Bus	R	85544	2013	227183	\$ 56,960	\$ 14,240	\$ 71,200	\$ 71,200	100
2	Colusa County Transit Agency	COL	3	Rural	Large Bus	R	18543	2008	251998	\$ 64,960	\$ 16,240	\$ 81,200	\$ 152,400	100
3	Colusa County Transit Agency	COL	3	Rural	Large Bus	R	43837	2007	233259	\$ 64,960	\$ 16,240	\$ 81,200	\$ 233,600	100
4	Help Central Inc	BUT	3	Small Urban	Mobility Management	MM				\$ 284,593	\$ 71,148	\$ 355,741	\$ 589,341	98
5	Easy Lift Transportation, Inc.	SB	5	Small Urban	Minivan	R	64178	2012	275640	\$ 44,800	\$ 11,200	\$ 56,000	\$ 645,341	97
6	Easy Lift Transportation, Inc.	SB	5	Small Urban	Minivan	R	69067	2012	250290	\$ 44,800	\$ 11,200	\$ 56,000	\$ 701,341	97
7	Kings Rehabilitation Center	KIN	6	Rural	Minivan	R	80800	2007	151231	\$ 44,800	\$ 11,200	\$ 56,000	\$ 757,341	97
8	Kings Rehabilitation Center	KIN	6	Rural	Minivan	R	80134	2007	161601	\$ 44,800	\$ 11,200	\$ 56,000	\$ 813,341	97
9	Kings Rehabilitation Center	KIN	6	Rural	Minivan	R	79938	2007	189443	\$ 44,800	\$ 11,200	\$ 56,000	\$ 869,341	97
10	Nevada-Sierra Connecting Point Public Authority	NEV	3	Small Urban	Mobility Management	MM				\$ 276,246	\$ 69,061	\$ 345,307	\$ 1,214,648	97
11	United Cerebral Palsy San Luis Obispo - Ride On	SLO	5	Small Urban	Medium Bus	R	86883	2011	286107	\$ 61,360	\$ 15,340	\$ 76,700	\$ 1,291,348	96
12	United Cerebral Palsy San Luis Obispo - Ride On	SLO	5	Small Urban	Medium Bus	R	63468	2011	264096	\$ 61,360	\$ 15,340	\$ 76,700	\$ 1,368,048	96
13	United Cerebral Palsy San Luis Obispo - Ride On	SLO	5	Small Urban	Large Bus	R	22799	2011	287432	\$ 64,960	\$ 16,240	\$ 81,200	\$ 1,449,248	96
14	United Cerebral Palsy San Luis Obispo - Ride On	SLO	5	Small Urban	Large Bus	R	22798	2011	297274	\$ 64,960	\$ 16,240	\$ 81,200	\$ 1,530,448	96
15	United Cerebral Palsy San Luis Obispo - Ride On	SLO	5	Small Urban	Large Bus	R	22791	2011	291478	\$ 64,960	\$ 16,240	\$ 81,200	\$ 1,611,648	96
16	Full Access & Coordinated Transportation, Inc.	SD	11	Rural	Mobility Management	MM				\$ 284,590	\$ 71,147	\$ 355,737	\$ 1,967,385	93
17	County of Nevada Public Works, Transit Services Division	NEV	3	Rural	Minivan	SE				\$ 44,800	\$ 11,200	\$ 56,000	\$ 2,023,385	92
18	County of Nevada Public Works, Transit Services Division	NEV	3	Rural	Minivan	SE				\$ 44,800	\$ 11,200	\$ 56,000	\$ 2,079,385	92
19	County of Nevada Public Works, Transit Services Division	NEV	3	Rural	Minivan	SE				\$ 44,800	\$ 11,200	\$ 56,000	\$ 2,135,385	92
20	County of Nevada Public Works, Transit Services Division	NEV	3	Rural	Minivan	SE				\$ 44,800	\$ 11,200	\$ 56,000	\$ 2,191,385	92
21	Easy Lift Transportation, Inc.	SB	5	Small Urban	Small Bus	R	30963	2013	201162	\$ 56,960	\$ 14,240	\$ 71,200	\$ 2,262,585	92
22	Eastern Sierra Transit Authority	INY	9	Rural	Cameras (2)	OE				\$ 14,428	\$ 3,607	\$ 18,035	\$ 2,280,620	92
23	Eastern Sierra Transit Authority	INY	9	Rural	Computer Hardware	OE				\$ 6,986	\$ 1,746	\$ 8,732	\$ 2,289,352	92
24	Milestones of Development INC	SOL	4	Small Urban	Minivan	R	94944	2011	62880	\$ 44,800	\$ 11,200	\$ 56,000	\$ 2,345,352	92
25	Milestones of Development INC	SOL	4	Small Urban	Equipment/Hardware	OE				\$ 14,080	\$ 3,520	\$ 17,600	\$ 2,362,952	92
26	Monterey-Salinas Transit	MON	5	Small Urban	Small Bus	R	10763	2015	179400	\$ 56,960	\$ 14,240	\$ 71,200	\$ 2,434,152	91
27	Smooth	SB	5	Small Urban	Large Bus	R	14962	2011	213863	\$ 64,960	\$ 16,240	\$ 81,200	\$ 2,515,352	91
28	Smooth	SB	5	Small Urban	Large Bus	R	14963	2011	231742	\$ 64,960	\$ 16,240	\$ 81,200	\$ 2,596,552	91
29	Tuolumne County Transit Agency	TUL	10	Rural	Mobility Management	MM				\$ 96,837	\$ 24,209	\$ 121,046	\$ 2,717,598	91
30	El Dorado County Transit Authority	ELD	3	Small Urban	Minivan	R	51062	2013	185094	\$ 44,800	\$ 11,200	\$ 56,000	\$ 2,773,598	90
31	Kings Rehabilitation Center	KIN	6	Rural	Small Bus	SE				\$ 56,960	\$ 14,240	\$ 71,200	\$ 2,844,798	90
32	Kings Rehabilitation Center	KIN	6	Rural	Medium Bus	SE				\$ 61,360	\$ 15,340	\$ 76,700	\$ 2,921,498	90
33	County of Sonoma, Human Services Department, Adult and	SON	4	Rural	Mobility Management	MM				\$ 113,760	\$ 28,440	\$ 142,200	\$ 3,063,698	90
34	Redwood Coast Transit Authority	DEL	1	Rural	Medium Bus	R	43107	2011	253393	\$ 61,360	\$ 15,340	\$ 76,700	\$ 3,140,398	89

R = Replacement Vehicle      MM = Mobility Management      Red Text = Project Added  
 SE = Service Expansion Vehicle      OE = Operating Equipment      Blue Text = Funding Reduction  
 O = Operating Assistance

Attachment B - FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Final 2019 Program of Projects  
Small Urban and Rural Prioritized List (score priority order)

March 26, 2020

#	AGENCY	County	Caltrans District	Small Urban or Rural	Project	Type (1)	Vin	Year	Miles	FTA 5310 Share	Local (Toll Credits)	Project Total	Cumulative (Federal \$)	Score
35	County of Nevada Public Works, Transit Services Division	NEV	3	Rural	Medium Bus	SE				\$ 61,360	\$ 15,340	\$ 76,700	\$ 3,217,098	89
36	Community Bridges/Lifeline	SC	5	Small Urban	Minivan	R	47565	2006	145351	\$ 44,800	\$ 11,200	\$ 56,000	\$ 3,273,098	89
37	Kings Rehabilitation Center	KIN	6	Rural	Medium Bus	SE				\$ 61,360	\$ 15,340	\$ 76,700	\$ 3,349,798	89
38	Pace Solano	SOL	4	Small Urban	Small Bus	R	66408	2003	158057	\$ 56,960	\$ 14,240	\$ 71,200	\$ 3,420,998	89
39	Community Bridges/Lifeline	SC	5	Small Urban	Minivan	R	48985	2006	147069	\$ 44,800	\$ 11,200	\$ 56,000	\$ 3,476,998	89
40	Community Bridges/Lifeline	SC	5	Small Urban	Minivan	R	40513	2008	135200	\$ 44,800	\$ 11,200	\$ 56,000	\$ 3,532,998	89
41	The Arc of Amador and Calaveras	AMA	10	Rural	Minivan	R	99195	2008	75384	\$ 44,800	\$ 11,200	\$ 56,000	\$ 3,588,998	88
42	Care-A-Van	RIV	8	Small Urban	Minivan	R	45398	2011	150443	\$ 44,800	\$ 11,200	\$ 56,000	\$ 3,644,998	88
43	Amador Transit	AMA	10	Rural	Mobility Management	MM				\$ 215,082	\$ 53,771	\$ 268,853	\$ 3,913,851	88
44	Imperial County Transportation Commission	IMP	11	Rural	Mobility Management	MM				\$ 284,581	\$ 71,145	\$ 355,726	\$ 4,269,577	88
45	Milestones of Development INC	SOL	4	Small Urban	Small Bus	R	11710	2011	139678	\$ 56,960	\$ 14,240	\$ 71,200	\$ 4,340,777	87
46	Monterey-Salinas Transit	MON	5	Small Urban	Small Bus	R	12374	2015	171238	\$ 56,960	\$ 14,240	\$ 71,200	\$ 4,411,977	86
47	Monterey-Salinas Transit	MON	5	Small Urban	Small Bus	R	12375	2015	161411	\$ 56,960	\$ 14,240	\$ 71,200	\$ 4,483,177	86
48	Monterey-Salinas Transit	MON	5	Small Urban	Small Bus	R	12376	2015	146874	\$ 56,960	\$ 14,240	\$ 71,200	\$ 4,554,377	86
49	Monterey-Salinas Transit	MON	5	Small Urban	Small Bus	R	12377	2015	169381	\$ 56,960	\$ 14,240	\$ 71,200	\$ 4,625,577	86
50	San Benito County Local Transportation Authority	SBN	5	Rural	Large Bus	R	84647	2010	127986	\$ 64,960	\$ 16,240	\$ 81,200	\$ 4,706,777	86
51	San Benito County Local Transportation Authority	SBN	5	Rural	Minivan	R	96624	2010	133644	\$ 44,800	\$ 11,200	\$ 56,000	\$ 4,762,777	86
52	Smooth	SB	5	Small Urban	Medium Bus	R	12713	2013	200234	\$ 61,360	\$ 15,340	\$ 76,700	\$ 4,839,477	86
53	Smooth	SB	5	Small Urban	Large Bus	R	46326	2010	189417	\$ 64,960	\$ 16,240	\$ 81,200	\$ 4,920,677	86
54	ARC Imperial Valley	IMP	11	Rural	Minivan	SE				\$ 44,800	\$ 11,200	\$ 56,000	\$ 4,976,677	85
55	Redwood Coast Transit Authority	DEL	1	Rural	Minivan	R	85634	2012	165165	\$ 44,800	\$ 11,200	\$ 56,000	\$ 5,032,677	84
56	Community Bridges/Lifeline	SC	5	Small Urban	Cameras (3)	OE				\$ 4,171	\$ 1,043	\$ 5,214	\$ 5,037,891	84
57	North Valley Services	TEH	2	Rural	Large Bus	R	85224	2003	271739	\$ 64,960	\$ 16,240	\$ 81,200	\$ 5,119,091	84
58	North Valley Services	TEH	2	Rural	Large Bus	R	23527	2008	358733	\$ 64,960	\$ 16,240	\$ 81,200	\$ 5,200,291	84
59	ARC Imperial Valley	IMP	11	Rural	Minivan	SE				\$ 44,800	\$ 11,200	\$ 56,000	\$ 5,256,291	84
60	Community Bridges/Lifeline	SC	5	Small Urban	Mobile Radio	OE				\$ 13,109	\$ 3,277	\$ 16,386	\$ 5,272,677	84
61	Community Bridges/Lifeline	SC	5	Small Urban	Computer Hardware	OE				\$ 6,363	\$ 1,591	\$ 7,954	\$ 5,280,631	84
62	Solano Transportation Authority	SOL	4	Small Urban	Mobility Management	MM				\$ 284,590	\$ 71,147	\$ 355,737	\$ 5,636,368	84
63	Easy Lift Transportation, Inc.	SB	5	Small Urban	Small Bus	R	39996	2013	166947	\$ 56,960	\$ 14,240	\$ 71,200	\$ 5,707,568	82
64	Regents of the University of California, Santa Cruz	SC	5	Small Urban	Minivan	R	50778	2004	65301	\$ 44,800	\$ 11,200	\$ 56,000	\$ 5,763,568	82
65	Ukiah Senior Center, Inc.	MEN	1	Rural	Minivan	R	44149	2008	121862	\$ 44,800	\$ 11,200	\$ 56,000	\$ 5,819,568	82
66	Regents of the University of California, Santa Cruz	SC	5	Small Urban	Minivan	R	50855	2004	72081	\$ 44,800	\$ 11,200	\$ 56,000	\$ 5,875,568	82
67	Regents of the University of California, Santa Cruz	SC	5	Small Urban	Minivan	R	51862	2004	85856	\$ 44,800	\$ 11,200	\$ 56,000	\$ 5,931,568	82
68	Milestones of Development INC	SOL	4	Small Urban	Small Bus	R	73534	2012	165297	\$ 56,960	\$ 14,240	\$ 71,200	\$ 6,002,768	82
69	Milestones of Development INC	SOL	4	Small Urban	Small Bus	R	17017	2012	153920	\$ 56,960	\$ 14,240	\$ 71,200	\$ 6,073,968	82
70	Palo Verde Valley Transit Agency	RIV	8	Small Urban	Minivan	SE				\$ 44,800	\$ 11,200	\$ 56,000	\$ 6,129,968	80
71	Desert Area Resources and	KER	6	Small Urban	Minivan	R	12650	2010	179289	\$ 44,800	\$ 11,200	\$ 56,000	\$ 6,185,968	79
72	Desert Area Resources and	KER	6	Small Urban	Minivan	R	70020	2011	154185	\$ 44,800	\$ 11,200	\$ 56,000	\$ 6,241,968	79
73	Desert Area Resources and	KER	6	Small Urban	Minivan	R	70022	2011	116277	\$ 44,800	\$ 11,200	\$ 56,000	\$ 6,297,968	79
74	Desert Area Resources and	KER	6	Small Urban	Minivan	R	69994	2011	186493	\$ 44,800	\$ 11,200	\$ 56,000	\$ 6,353,968	79

R = Replacement Vehicle      MM = Mobility Management      Red Text = Project Added  
SE = Service Expansion Vehicle      OE = Operating Equipment      Blue Text = Funding Reduction  
O = Operating Assistance

Attachment B - FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Final 2019 Program of Projects  
 Small Urban and Rural Prioritized List (score priority order)

March 26, 2020

#	AGENCY	County	Caltrans District	Small Urban or Rural	Project	Type (1)	Vin	Year	Miles	FTA 5310 Share	Local (Toll Credits)	Project Total	Cumulative (Federal \$)	Score
75	North of the River Rec and Park District	KER	6	Small Urban	Small Bus	R	08597	2014	128651	\$ 56,960	\$ 14,240	\$ 71,200	\$ 6,425,168	79
76	North of the River Rec and Park District	KER	6	Small Urban	Minivan	R	22494	2014	124332	\$ 44,800	\$ 11,200	\$ 56,000	\$ 6,481,168	79
77	North of the River Rec and Park District	KER	6	Small Urban	Minivan	R	22503	2014	132156	\$ 44,800	\$ 11,200	\$ 56,000	\$ 6,537,168	79
78	North of the River Rec and Park District	KER	6	Small Urban	Minivan	R	22493	2014	123714	\$ 44,800	\$ 11,200	\$ 56,000	\$ 6,593,168	79
79	North of the River Rec and Park District	KER	6	Small Urban	Minivan	R	84304	2014	98255	\$ 44,800	\$ 11,200	\$ 56,000	\$ 6,649,168	79
80	North of the River Rec and Park District	KER	6	Small Urban	Minivan	R	84305	2014	86110	\$ 44,800	\$ 11,200	\$ 56,000	\$ 6,705,168	79
81	North of the River Rec and Park District	KER	6	Small Urban	Mobile Radios	OE				\$ 1,163	\$ 291	\$ 1,454	\$ 6,706,622	79
82	Milestones of Development INC	SOL	4	Small Urban	Minivan	SE				\$ 44,800	\$ 11,200	\$ 56,000	\$ 6,762,622	78
83	Care-A-Van	RIV	8	Small Urban	Minivan	R	51038	2013	90733	\$ 44,800	\$ 11,200	\$ 56,000	\$ 6,818,622	78
84	Eastern Sierra Transit Authority	INY	9	Rural	Large Bus	R	59860	2013	109812	\$ 64,960	\$ 16,240	\$ 81,200	\$ 6,899,822	77
85	Eastern Sierra Transit Authority	INY	9	Rural	Large Bus	R	59858	2013	105054	\$ 64,960	\$ 16,240	\$ 81,200	\$ 6,981,022	77
86	Milestones of Development INC	SOL	4	Small Urban	Minivan	SE				\$ 44,800	\$ 11,200	\$ 56,000	\$ 7,037,022	76
87	Humboldt Senior Resource Center	HUM	1	Small Urban	Minivan	R	43588	2013	191804	\$ 44,800	\$ 11,200	\$ 56,000	\$ 7,093,022	76
88	Humboldt Senior Resource Center	HUM	1	Small Urban	Medium Bus	R	93075	2000	281205	\$ 61,360	\$ 15,340	\$ 76,700	\$ 7,169,722	76
89	Humboldt Senior Resource Center	HUM	1	Small Urban	Medium Bus	R	74136	2002	190101	\$ 61,360	\$ 15,340	\$ 76,700	\$ 7,246,422	76
90	Humboldt Senior Resource Center	HUM	1	Small Urban	Medium Bus	R	54578	2003	134301	\$ 61,360	\$ 15,340	\$ 76,700	\$ 7,323,122	76
91	Humboldt Senior Resource Center	HUM	1	Small Urban	Mobile Radios	OE				\$ 16,898	\$ 4,224	\$ 21,122	\$ 7,344,244	76
92	Valley Resource Center for the Retarded Inc.	RIV	8	Small Urban	Minivan	R	01113	2007	75173	\$ 44,800	\$ 11,200	\$ 56,000	\$ 7,400,244	76
93	Valley Resource Center for the Retarded Inc.	RIV	8	Small Urban	Small Bus	R	58934	2006	110987	\$ 56,960	\$ 14,240	\$ 71,200	\$ 7,471,444	76
94	Valley Resource Center for the Retarded Inc.	RIV	8	Small Urban	Large Bus	R	70015	2004	181210	\$ 64,960	\$ 16,240	\$ 81,200	\$ 7,552,644	76
95	Humboldt Transit Authority	HUM	1	Rural	Small Bus	R	21687	2012	203568	\$ 56,960	\$ 14,240	\$ 71,200	\$ 7,623,844	75
96	Dignity Health Connected Living	SHA	2	Rural	Medium Bus	R	21323	2011	172724	\$ 61,360	\$ 15,340	\$ 76,700	\$ 7,700,544	75
97	Dignity Health Connected Living	SHA	2	Rural	Medium Bus	R	21325	2011	170608	\$ 61,360	\$ 15,340	\$ 76,700	\$ 7,777,244	75
98	Butte County Association of Governments	BUT	3	Rural	Large Bus	R	95250	2013	156341	\$ 64,960	\$ 16,240	\$ 81,200	\$ 7,858,444	74
99	Butte County Association of Governments	BUT	3	Rural	Large Bus	R	12720	2013	152344	\$ 64,960	\$ 16,240	\$ 81,200	\$ 7,939,644	74
100	Butte County Association of Governments	BUT	3	Rural	Large Bus	R	95252	2013	157673	\$ 64,960	\$ 16,240	\$ 81,200	\$ 8,020,844	74
101	Butte County Association of Governments	BUT	3	Rural	Large Bus	R	16127	2013	159369	\$ 64,960	\$ 16,240	\$ 81,200	\$ 8,102,044	74

R = Replacement Vehicle      MM = Mobility Management      Red Text = Project Added  
 SE = Service Expansion Vehicle      OE = Operating Equipment      Blue Text = Funding Reduction  
 O = Operating Assistance



Attachment B - FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Final 2019 Program of Projects  
 Small Urban and Rural Prioritized List (score priority order)

March 26, 2020

#	AGENCY	County	Caltrans District	Small Urban or Rural	Project	Type (1)	Vin	Year	Miles	FTA 5310 Share	Local (Toll Credits)	Project Total	Cumulative (Federal \$)	Score
102	Butte County Association of Governments	BUT	3	Rural	Large Bus	R	95249	2013	150723	\$ 64,960	\$ 16,240	\$ 81,200	\$ 8,183,244	74
103	North Valley Services	TEH	2	Rural	Large Bus	R	07595	2015	182777	\$ 64,960	\$ 16,240	\$ 81,200	\$ 8,264,444	74
<b>100% LINE</b>														
<b>Contingency List if Funding Becomes Available</b>														
1	ARC Imperial Valley	IMP	11	Rural	Large Bus	R	19438	2013	216280	\$ 64,960	\$ 16,240	\$ 81,200	\$ 81,200	73
2	Forest Folk Incorporated	RIV	8	Rural	Minivan	R	91413	2002	91413	\$ 44,800	\$ 11,200	\$ 56,000	\$ 137,200	71
3	Humboldt Senior Resource Center	HUM	1	Small Urban	Medium Bus	SE				\$ 61,360	\$ 15,340	\$ 76,700	\$ 213,900	66
4	Humboldt Transit Authority	HUM	1	Rural	Small Bus	R	19276	2012	178984	\$ 56,960	\$ 14,240	\$ 71,200	\$ 285,100	65
5	Humboldt Transit Authority	HUM	1	Rural	Small Bus	R	21688	2012	173163	\$ 56,960	\$ 14,240	\$ 71,200	\$ 356,300	65
6	Roderick Hayfork Senior Nutrition Center	TRI	2	Rural	Small Bus	R	12999	2007	82769	\$ 56,960	\$ 14,240	\$ 71,200	\$ 427,500	65
7	The Latino Equity Advocacy Policy Institute	KIN	6	Rural	Minivan	SE				\$ 44,800	\$ 11,200	\$ 56,000	\$ 483,500	65
8	The Latino Equity Advocacy Policy Institute	KIN	6	Rural	Minivan	SE				\$ 44,800	\$ 11,200	\$ 56,000	\$ 539,500	65
9	The Latino Equity Advocacy Policy Institute	KIN	6	Rural	Minivan	SE				\$ 44,800	\$ 11,200	\$ 56,000	\$ 595,500	65
10	Amador Transit	AMA	10	Small Urban	Minivan	SE				\$ 44,800	\$ 11,200	\$ 56,000	\$ 651,500	63
11	Cambria Community Council	SLO	5	Small Urban	Medium Bus	R	50991	2013	102403	\$ 61,360	\$ 15,340	\$ 76,700	\$ 728,200	62
12	Dignity Health Connected Living	SHA	2	Rural	Small Bus	R	31017	2013	98351	\$ 56,960	\$ 14,240	\$ 71,200	\$ 799,400	60
13	United Cerebral Palsy of Central California	FRE	6	Rural	Minivan	SE				\$ 44,800	\$ 11,200	\$ 56,000	\$ 855,400	58
14	United Cerebral Palsy of Central California	FRE	6	Rural	Small Bus	SE				\$ 56,960	\$ 14,240	\$ 71,200	\$ 926,600	58
15	United Cerebral Palsy of Central California	FRE	6	Rural	Small Bus	SE				\$ 56,960	\$ 14,240	\$ 71,200	\$ 997,800	57
16	United Cerebral Palsy of Central California	FRE	6	Rural	Small Bus	SE				\$ 56,960	\$ 14,240	\$ 71,200	\$ 1,069,000	55
17	Colusa County Transit Agency	COL	3	Rural	Large Bus	R	30482	2015	141435	\$ 64,960	\$ 16,240	\$ 81,200	\$ 1,150,200	50
18	Kings County Commission on Aging	KIN	6	Rural	Small Bus	SE				\$ 56,960	\$ 14,240	\$ 71,200	\$ 1,221,400	48
19	Napa Valley Transportation Authority	NAP	4	Small Urban	Medium Bus	R				\$ 61,360	\$ 15,340	\$ 76,700	\$ 1,298,100	20
20	Napa Valley Transportation Authority	NAP	4	Small Urban	Medium Bus	R				\$ 61,360	\$ 15,340	\$ 76,700	\$ 1,374,800	20
21	Napa Valley Transportation Authority	NAP	4	Small Urban	Medium Bus	R				\$ 61,360	\$ 15,340	\$ 76,700	\$ 1,451,500	20
22	Napa Valley Transportation Authority	NAP	4	Small Urban	Medium Bus	R				\$ 61,360	\$ 15,340	\$ 76,700	\$ 1,528,200	20
23	Napa Valley Transportation Authority	NAP	4	Small Urban	Medium Bus	R				\$ 61,360	\$ 15,340	\$ 76,700	\$ 1,604,900	20

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Attachment B - FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Final 2019 Program of Projects  
 Small Urban and Rural Prioritized List (score priority order)

March 26, 2020

#	AGENCY	County	Caltrans District	Small Urban or Rural	Project	Type (1)	Vin	Year	Miles	FTA 5310 Share	Local (Toll Credits)	Project Total	Cumulative (Federal \$)	Score
<b>EXPANDED PROJECTS</b>														
1	Seniors Council	SC	5	Small Urban	Operating Assistance	O				\$ 130,893	\$ 130,893	\$ 261,786	\$ 261,786	100
2	Common Ground Senior Services	CAL	10	Rural	Operating Assistance	O				\$ 150,000	\$ 150,000	\$ 300,000	\$ 561,786	100
3	Outreach & Escort INC (Outreach)	SC	4	Small Urban	Mobility Management	MM				\$ 136,246	\$ 34,062	\$ 170,308	\$ 732,094	97
4	Reach Out Morongo Basin	SBN	8	Rural	Operating Assistance	O				\$ 80,000	\$ 80,000	\$ 160,000	\$ 892,094	97
5	Town of Truckee	NEV	3	Small Urban	Operating Assistance	O				\$ 150,000	\$ 150,000	\$ 300,000	\$ 1,192,094	96
6	Outreach & Escort INC (Outreach)	SC	4	Small Urban	Operating Assistance	O				\$ 64,846	\$ 64,846	\$ 129,692	\$ 1,321,786	95
7	City of Rio Vista	SOL	4	Rural	Operating Assistance	O				\$ 150,000	\$ 150,000	\$ 300,000	\$ 1,621,786	95
8	Eastern Sierra Transit Authority	INY	9	Rural	Operating Assistance	O				\$ 35,000	\$ 35,000	\$ 70,000	\$ 1,691,786	94
9	The Arc of Amador and Calaveras	AMA	10	Rural	Operating Assistance	O				\$ 150,000	\$ 150,000	\$ 300,000	\$ 1,991,786	94
10	Tuolumne County Transit Agency	TUL	10	Rural	Operating Assistance	O				\$ 128,331	\$ 128,331	\$ 256,662	\$ 2,248,448	93
11	Faith in Action	SOL	4	Small Urban	Operating Assistance	O				\$ 150,000	\$ 150,000	\$ 300,000	\$ 2,548,448	92
12	Easy Lift Transportation, Inc.	SB	5	Small Urban	Operating Assistance	O				\$ 71,000	\$ 71,000	\$ 142,000	\$ 2,690,448	91
13	NCI Affiliates	SLO	5	Small Urban	Operating Assistance	O				\$ 150,000	\$ 150,000	\$ 300,000	\$ 2,990,448	91
14	Tehama County Transit Agency	TEH	2	Rural	Operating Assistance	O				\$ 150,000	\$ 150,000	\$ 300,000	\$ 3,290,448	91
15	Consolidated Tribal Health Project, Inc.	MEN	1	Rural	Operating Assistance	O				\$ 150,000	\$ 150,000	\$ 300,000	\$ 3,590,448	91
16	Wilshire Community Services	SLO	5	Small Urban	Operating Assistance	O				\$ 150,000	\$ 150,000	\$ 300,000	\$ 3,890,448	90
17	Community Partners In Caring	SB	5	Small Urban	Operating Assistance	O				\$ 150,000	\$ 150,000	\$ 300,000	\$ 4,190,448	90
18	Lake Transit Authority	LAK	1	Small Urban	Operating Assistance	O				\$ 150,000	\$ 150,000	\$ 300,000	\$ 4,490,448	90
19	County of Sonoma, Human Services Department, Adult and	SON	4	Rural	Operating Assistance	O				\$ 80,000	\$ 80,000	\$ 160,000	\$ 4,650,448	90
20	Morongo Basin Transit Authority	SBN	8	Rural	Operating Assistance	O				\$ 117,668	\$ 117,668	\$ 235,336	\$ 4,885,784	89
21	Lake Links Inc.	LAK	1	Rural	Operating Assistance	O				\$ 46,400	\$ 46,400	\$ 92,800	\$ 4,978,584	87
22	ARC Imperial Valley	IMP	11	Rural	Operating Assistance	O				\$ 101,984	\$ 101,984	\$ 203,967	\$ 5,182,551	85
23	Coastal Seniors, Inc.	MEN	1	Rural	Operating Assistance	O				\$ 150,000	\$ 150,000	\$ 300,000	\$ 5,482,551	84
24	Lake Links Inc.	LAK	1	Rural	Mobility Management	MM				\$ 160,960	\$ 40,240	\$ 201,200	\$ 5,683,751	82
25	San Luis Obispo Council of Governments/SLO Regional Rideshare	SLO	5	Small Urban	Mobility Management	MM				\$ 240,000	\$ 60,000	\$ 300,000	\$ 5,983,751	81
													<b>100% LINE</b>	
<b>Contingency List if Additional Funding Becomes Available</b>														
1	Mental Health Client Action Network (MHCAN)	SC	5	Small Urban	Operating Assistance	O				\$ 108,345	\$ 108,345	\$ 216,689	\$ 216,689	80
2	City of Petaluma	SON	4	Small Urban	Mobility Management	MM				\$ 77,472	\$ 19,368	\$ 96,840	\$ 313,529	80
3	Amador Transit	AMA	10	Rural	Operating Assistance	O				\$ 28,242	\$ 28,242	\$ 56,484	\$ 370,013	79
4	Community Bridges/Lifeline	SC	5	Small Urban	Operating Assistance	O				\$ 99,500	\$ 99,500	\$ 199,000	\$ 569,013	78
5	Dignity Health Connected Living	SHA	2	Rural	Operating Assistance	O				\$ 87,700	\$ 87,700	\$ 175,400	\$ 744,413	75
6	Area 1 Agency on Aging	HUM	1	Rural	Operating Assistance	O				\$ 68,815	\$ 68,815	\$ 137,629	\$ 882,042	74
7	Humboldt Medi-Trans	HUM	1	Rural	Operating Assistance	O				\$ 150,000	\$ 150,000	\$ 300,000	\$ 1,182,042	71
8	North Valley Services	TEH	2	Rural	Operating Assistance	O				\$ 150,000	\$ 150,000	\$ 300,000	\$ 1,482,042	62
9	Camping Unlimited for Developmentally Disabled	SC	5	Small Urban	Operating Assistance	O				\$ 150,000	\$ 150,000	\$ 300,000	\$ 1,782,042	37

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**From:** LRB-Jurisdiction Services <JServices@cdtfa.ca.gov>

**Sent:** Wednesday, April 22, 2020 3:05 PM

**Subject:** Important Notice From CDTFA: Financial Impact of COVID-19 on April 2020 Local & District Tax Payments



Local Revenue Branch • 450 N Street, MIC: 27, Sacramento, CA 95814 • Main 916-309-5800 • Fax 916-322-0986 • Email JServices@cdtfa.ca.gov

Hello,

This is an important message from the California Department of Tax and Fee Administration (CDTFA), Local Revenue Branch (LRB).

**RE: April 2020 Local & District Tax Advance Payment**

Due to the financial impact of COVID-19, the April 2020 Local and District tax payment is down by approximately 5%, compared to March 2020's payment. This is based on prepayments and other payments received in the month of March, and will impact payments for all Sales and Use Tax programs: 1) Bradley-Burns 1% Local Tax, 2) ¼% County Local Transportation Fund (LTF), and 3) Transactions and Use Taxes (District). We expect to disburse the April 2020 funds as planned on April 24, 2020.

Please note:

The monthly payment has two components - current distributions *plus* estimated advances. Current distributions consist of return payments, fund adjustments, and audit payments processed during the month. The estimated advances are based on historical quarterly allocation data.

The overall payment decrease (~5%) for April 2020 is not reflective of every local jurisdiction, but an average across the state.

The financial impact of COVID-19 is limited this month, but the full impact will be more apparent in May 2020 after the First Quarter 2020 Sales and Use Tax Returns are due.

**News Release**

<https://cdtfa.ca.gov/news/20-06.htm>

**Executive Order N-40-20**

<https://www.gov.ca.gov/wp-content/uploads/2020/03/3.30.20-EO-N-40-20-text.pdf>

**CDTFA COVID-19 Information Page**

<https://www.cdtfa.ca.gov/services/covid19.htm>

If you have any questions or concerns, please feel free to reach out to the Jurisdiction Services at the Local Revenue Branch: (916) 309-5800 or [JServices@cdtfa.ca.gov](mailto:JServices@cdtfa.ca.gov). In the meantime, please stay safe and healthy!

Jurisdiction Services Team  
Local Revenue Branch  
CA Department of Tax and Fee Administration

JAN ARBUCKLE – Grass Valley City Council  
 ANDREW BURTON – Member-At-Large, Chair  
 CAROLYN WALLACE DEE – Town of Truckee  
 ANN GUERRA – Member-At-Large  
 SUSAN HOEK – Nevada County Board of Supervisors, Vice Chair  
 ED SCOFIELD – Nevada County Board of Supervisors  
 DUANE STRAWSER – Nevada City City Council



DANIEL LANDON, Executive Director  
 MICHAEL WOODMAN, Deputy Executive Director

Grass Valley • Nevada City

Nevada County • Truckee

## MEMORANDUM

TO: Nevada County Transportation Commission

FROM: Daniel B. Landon, Executive Director *Daniel B. Landon*

SUBJECT: Executive Director's Report for the May 2020 Meeting

DATE: May 20, 2020

### SENATE BILL 743 VEHICLE MILES TRAVELED METHODOLOGY AND THRESHOLD RECOMMENDATION STUDY:

**Background:** California Senate Bill 743 (SB 743), adopted in 2013, changed how transportation impacts are measured in the review of land use and transportation projects and plans under the California Environmental Quality Act (CEQA). SB 743 represents a new paradigm in land use development and transportation planning across the state. The state's implementation of the legislation removed automobile delay as the primary environmental measure of transportation impacts, previously measured by traffic level of service (LOS), and replaces it with vehicle-miles traveled (VMT).

As part of the regional transportation planning process, NCTC has funded a planning study to provide recommendations for methodology, thresholds, and procedures for CEQA analysis of land use and transportation projects and plans in each of the jurisdictions within Nevada County in relation to implementation and compliance with SB 743. Local jurisdictions have until July 1 of 2020 to adopt VMT thresholds.

**Status:** NCTC's consultant, Fehr & Peers, has prepared the Draft Senate Bill 743 Implementation report that identifies the methodology and threshold setting recommendations. The consultant has also developed a VMT forecasting/screening tool that can be utilized by planning staff once the jurisdiction establishes a threshold. The next steps will involve the consultant assisting the jurisdictions to present recommendations for methodology and threshold adoption.

### WESTERN NEVADA COUNTY TRANSIT DEVELOPMENT PLAN & NEVADA COUNTY COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN UPDATES

**Background:** As part of the regional transportation planning process, NCTC has funded a planning effort to update both the Western Nevada County Transit Development Plan (WNCTDP) and the Nevada County Coordinated Public Transit – Human Services Transportation Plan.

The WNCTDP update will analyze a wide range of transit and paratransit service options, capital needs, institutional and management improvements, and financial alternatives in order to develop a financially constrained five-year short-range transit operating plan. The WNCTDP will include a year-by-year implementation schedule for all plan elements, identifying the responsible parties and financial requirements.

The Nevada County Coordinated Public Transit – Human Services Transportation Plan update is a countywide plan that will focus on ways to support and expand on the coordination activities and opportunities for transportation services among the various human service entities and the private and public transportation service providers. The plan will document existing needs and gaps in transportation services and identify operational and capital strategies to address them. The Federal Transit Administration grant funding programs require projects be included in a current Coordinated Public Transit – Human Services Transportation Plan in order to be eligible.

Status: The transit planning consultant firm WSP is currently underway updating both plans concurrently. The consultant has begun collecting data in relation to existing transit services and demographics in order to analyze existing transit services. The consultant has worked with NCTC staff and the Project Advisory Committee to adjust their public engagement and input process in light of the current stay at home orders related to the ongoing pandemic. Following the analysis of existing transit services and initial public input, the consultant will begin the analysis of service alternatives.

## **STATE ROUTE 49 CORRIDOR PLAN AND ROADSIDE SAFETY AUDIT**

Caltrans District 3, in cooperation with NCTC and Placer County Transportation Planning Agency (PCTPA), has launched a coordinated effort to identify and seek funding for safety and operational improvements in the SR 49 corridor between Auburn and Grass Valley. Information developed during this coordinated effort will be disseminated through a Highway 49 Roadside Safety Audit Communication Plan (see attached). In addition to the participants identified in the Highway 49 Roadside Safety Audit Communication Plan, NCTC has reached out to state and federal legislators.

The first phase of this effort was the completion of a “Roadside Safety Audit” during the week of February 16th through the 22nd. Road Safety Audits/Assessments (RSAs) are a valuable tool used to evaluate road safety issues and to identify opportunities for improvement. The Federal Highway Administration (FHWA) defines an RSA as a “formal safety performance evaluation of an existing or future road or intersection by an independent, multidisciplinary team.”

Members of the SR 49 Roadside Safety Audit team included Caltrans Maintenance, Traffic Operations and Safety staff, representatives of California Highway Patrol, Federal Highway Administration (FHWA), NCTC, PCTPA, and representatives of Fehr & Peers, a transportation planning consulting firm. The audit team reviewed accident data (see attached) and observed conditions throughout the corridor from Auburn to Grass Valley. Following the observation of operating conditions, the audit team identified problems/issues, potential safety treatments, and a long-term vision for the facility. The corridor was divided into four segments: 1) I-80 to Dry Creek Road, 2) Dry Creek Road to Wolf Road/Combie Road, 3) Wolf Road/Combie Road to La Barr Meadows Road, 4) La Barr Meadows Road to McKnight Way.

NCTC staff will schedule a Zoom Webinar meeting of the SR 49 Stakeholders Committee to update the committee members about this Roadside Safety Audit and review the draft report.

Following review and comment on the draft report, a final report will be prepared during June 2020. The report will identify Near-Term (0-2 years) and Mid-Term (2-10 years) improvements for the corridor.

Following completion of the roadside safety audit report, the SR 49 Corridor System Management Plan (CSMP) will be updated and expanded to encompass both Nevada and Placer counties. Caltrans will begin work on the update in June 2020, and it is expected that the document would be completed by January 2021.

attachments

# Communication Plan

## Highway 49 Roadside Safety Audit



Placer County  
Transportation  
Planning Agency



Dan  
Landon



Technical  
Leadership

Mike  
Woodman



Executive  
Leadership



Ed  
Scofield

Dan  
Miller



Political  
Leadership



Public  
Stakeholder  
Engagement

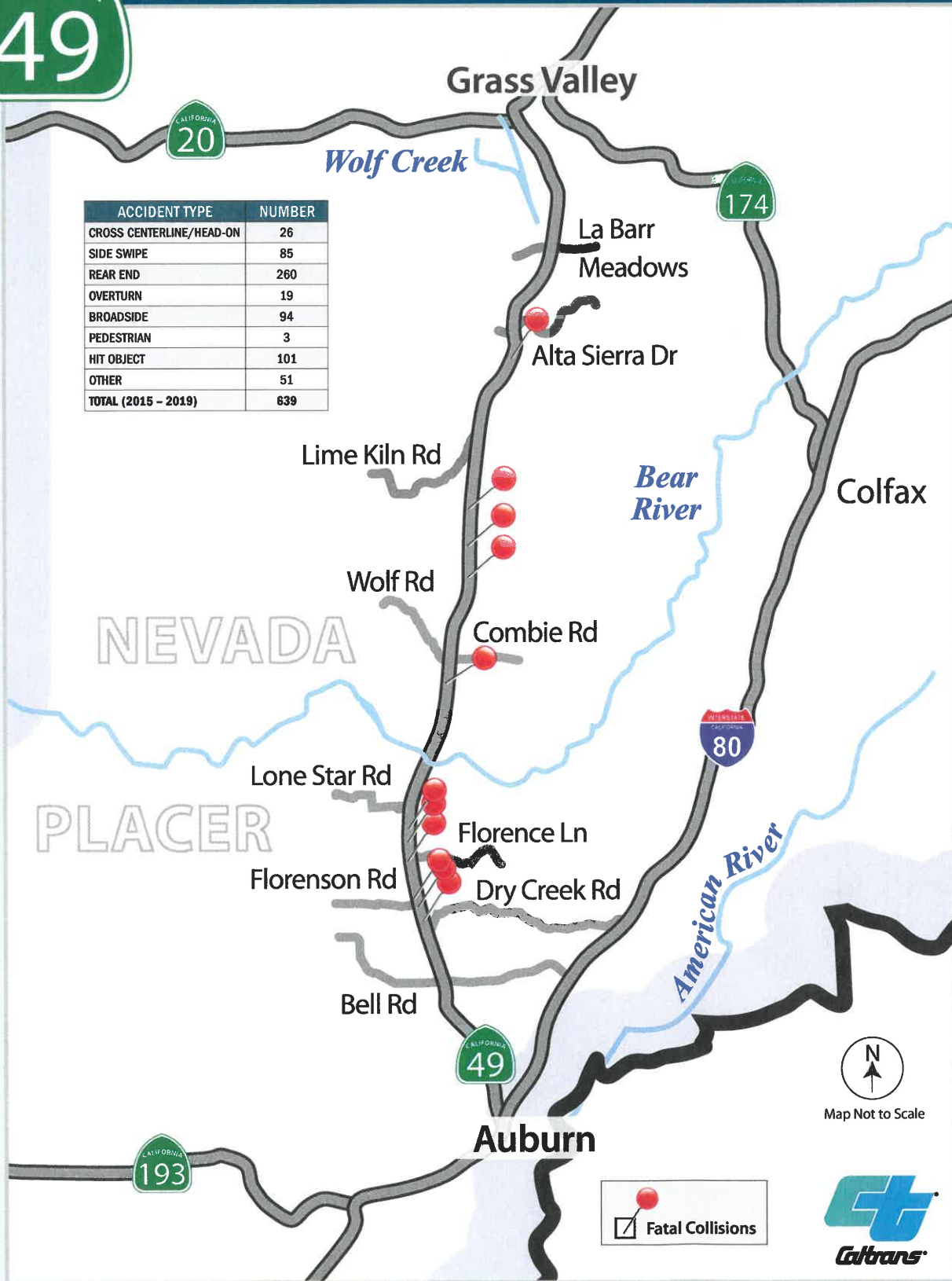
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# HIGHWAY 49 FATAL COLLISIONS

2015-2019



ACCIDENT TYPE	NUMBER
CROSS CENTERLINE/HEAD-ON	26
SIDE SWIPE	85
REAR END	260
OVERTURN	19
BROADSIDE	94
PEDESTRIAN	3
HIT OBJECT	101
OTHER	51
<b>TOTAL (2015 - 2019)</b>	<b>639</b>



Map Not to Scale

Fatal Collisions







**May 2020**  
**Caltrans District 3 Project Status Report**

Highway 20		
2F590 Smartsville	CO-RTE-PM	YUB - 20 - 20.1/21.7
	Location	Near Lake Wildwood, from 0.4 mile east of McGanney Lane to Mooney Flat Road.
	Description	Safety - Shoulder widening and curve improvements.
	Funding Source	SHOPP - Safety (015)
	Total Cost	\$28,780,000
	Planning	COMPLETE
	Environmental	COMPLETE
	Design	COMPLETE
Construction	Target Completion November 2020	
0H690 NEV/PLA Turnouts	CO-RTE-PM	NEV - 20 - 25.15 (+ other various locations in other counties)
	Location	In Nevada county on Route 20 and Placer county on Route 193 at various locations.
	Description	Construct Turnouts
	Funding Source	SHOPP - Operational Improvements (310)
	Total Cost	\$2,420,000
	Planning	COMPLETE
	Environmental	COMPLETE
	Design	Target completion September 2020.
Construction	Construction is expected to begin Summer 2021. Target completion October 2021.	
2H62U Omega Curve Correction (2H620) (0H240) (1H810)	CO-RTE-PM	NEV - 20 - 29.7/39.8
	Location	In Nevada County, near Omega, from 0.1 mile east of White Cloud Campground to 1.3 miles west of Zeibright Road.
	Description	Curve improvement, widen shoulders, and add turnout.
	Funding Source	SHOPP - Safety (010) and Operational Improvements (310)
	Total Cost	\$55,319,000
	Planning	COMPLETE
	Environmental	COMPLETE
	Design	Target completion June 2021.
Construction	Cosntruction is expected to begin Summer 2022. Target completion November 2023.	
0H660 Special Ops	Location	Near Nevada City and Junction House, from east of Conservation Road (Washington Ridge Road) to east of Washington Road.
	Description	Operational Improvements - Widen for left-turn pockets and roadway turnouts.
	Funding Source	SHOPP - Operational Improvements (310)
	Total Cost	\$3,390,000
	Planning	COMPLETE
	Environmental	Target completion May 2020. The project is in the early stages of preliminary design and environmental studies.
	Design	Target completion March 2021.
	Construction	Construction is expected to begin late Summer 2021. Target completion December 2022.
4H070 Gold Nugget	CO-RTE-PM	NEV - 20 - 12.2/20.0
	Location	In and near Grass Valley and Nevada City, from RTE 20/49 SEP (Br#17-0049 ) to Rim Rock Lane.
	Description	Repair pavement, drainage, sign panels, ADA facilities, and roadside planting & irrigation. Install new storm water improvement, Maintenance Vehicle Pullouts (MVPs), and shoulder widening.
	Funding Source	SHOPP - Asset Management (120)
	Total Cost	\$20,227,000
	Planning	COMPLETE
	Environmental	Target completion August 2021.
	Design	Target completion October 2022.
Construction	Target completion December 2023.	

Highway 49		
3H340 Electrical Upgrades	CO-RTE-PM	NEV - 49 - VAR
	Location	In Nevada County on Route 49, at various locations.
	Description	Safety - Install flashing beacons at Alta Sierra Drive intersection, upgrade intersection lighting at Brewer Road
	Funding Source	SHOPP - Minor B
	Total Cost	\$169,000
	Planning	COMPLETE
	Environmental	COMPLETE
	Design	COMPLETE
Construction	Target completion November 2020.	



**May 2020**  
**Caltrans District 3 Project Status Report**

0H210 Culvert Rehab (South)	CO-RTE-PM	NEV - 49 - 0.0/7.5
	Location	From Placer County Line to North of Lime Kiln Rd.
	Description	Culvert rehabilitation.
	Funding Source	SHOPP - Drainage (151) **SB1**
	Total Cost	\$5,992,000
	Planning	COMPLETE
	Environmental	COMPLETE
	Design	Target completion October 2020.
4E170 Nev-49 Corridor Improvement Project	CO-RTE-PM	NEV - 49 - 11.1/13.3
	Location	In Nevada County, from La Bar Meadows Road to McKnight Way.
	Description	Widen SR 49 to a four-lane highway with a continuous median/left-turn lane and 8-foot shoulders.
	Funding Source	STIP - RIP (NCTC)
	Total Cost	\$75,106,000
	Planning	COMPLETE
	Environmental	Target completion for Draft Project Report (DPR)/Draft Environmental Document (DED) is October 2020. Target completion for Project Acceptance and Environmental Document (PA&ED) is April 2021. Caltrans has completed traffic studies and is progressing with air/noise studies to complete the environmental document. NCTC and Caltrans working on finalizing exception to regional air conformity requirement. Caltrans will have another public meeting after the Draft Environmental Document is complete (approx. November 2020) to present the alternatives to the public for comment and a preferred alternative will be selected.
	Design	Target completion June 2024.
3H510 Nev-49 Corridor Improvement Project (SHOPP)	CO-RTE-PM	NEV - 49 - 10.8/13.3
	Location	In Nevada County, from La Bar Meadows Road to McKnight Way.
	Description	Widen shoulders, construct two way left turn lane (TWLTL), SB right turn lane, and NB truck climbing lane, install transportation management system (TMS) elements, rehab pavement, and rehab culverts.
	Funding Source	SHOPP - Safety (015)
	Total Cost	\$52,840,000
	Planning	This project is waiting to be programmed into the 2022 SHOPP.
	Environmental	Target completion September 2022.
	Design	Target completion June 2024.
3H640 Wolf/Combie	CO-RTE-PM	NEV - 49 - 1.5/2.6
	Location	In Nevada County, on Route 49, from 0.18 mile south of Wolf Road/Combie Road to 0.17 mile north of Wolf Road/Combie Road.
	Description	Safety - Construct acceleration lanes.
	Funding Source	SHOPP - Safety (010)
	Total Cost	\$3,910,000
	Planning	COMPLETE
	Environmental	COMPLETE
	Design	COMPLETE
3H650 Round Valley	CO-RTE-PM	NEV - 49 - 8.3/8.7
	Location	In Nevada County on Route 49 from 0.1 mile south of Round Valley Road to 0.1 mile north of Quail Creek Drive.
	Description	Safety - Construct two-way left-turn lane.
	Funding Source	SHOPP - Safety (010)
	Total Cost	\$4,210,000
	Planning	COMPLETE
	Environmental	COMPLETE
	Design	Target completion May 2020.
4H600 49 Safety Barrier	CO-RTE-PM	PLA - 49 - 8.7/10.6
	Location	In Placer County on Route 49 from 0.2 miles south of Lorenson Road to 0.4 miles north of Lone Star Road.
	Description	Construct concrete median barrier with roundabouts.
	Funding Source	SHOPP - Safety (010)
	Total Cost	\$25,000,000
	Planning	COMPLETE
	Environmental	Target completion January 2021.
	Design	Target completion May 2022.
Construction	Target completion August 2024.	



**May 2020**  
**Caltrans District 3 Project Status Report**

Interstate 80		
1G580 Pla-Nev 80 Rutting	CO-RTE-PM	Pla/Nev - 80 - 0.0/0.0
	Location	In Placer and Nevada Counties in and near Truckee from Troy Undercrossing to 0.1 mile East of Donnor Pass.
	Description	Pavement Preservation
	Funding Source	MAINTENANCE
	Total Cost	\$6,757,000
	Planning	COMPLETE
	Environmental	COMPLETE
	Design	COMPLETE
4F600 Replace MBGR	CO-RTE-PM	NEV - 80 - 0.0/20.0
	Location	Near Truckee from east of Kingvale Undercrossing to 0.2 mile west of Union Mills Bridge and Overhead 17-58.
	Description	Remove metal beam guard rail and replace with concrete barrier.
	Funding Source	SHOPP - Safety (015)
	Total Cost	\$14,763,000
	Planning	COMPLETE
	Environmental	COMPLETE
	Design	COMPLETE
2H550 Zero Emission Vehicle (ZEV) Charging Stations	CO-RTE-PM	VAR - VAR - VAR
	Location	In Glenn, Colusa and Nevada Counties at Various Locations. One location is at the Donner Safety Roadside Rest Area (SRRA).
	Description	In response to the Governor's order, this project proposes to install ZEV charging stations at select SRRA's.
	Funding Source	SHOPP - Misc (999)
	Total Cost	\$2,865,000
	Planning	COMPLETE
	Environmental	COMPLETE
	Design	COMPLETE
3F250 Slope Stabilization	CO-RTE-PM	NEV - 80 - 29.1/29.4
	Location	Near Truckee from east of Floriston Road to west of Farad Undercrossing.
	Description	Stabilize cut slope.
	Funding Source	SHOPP - Roadway Preservation (150)
	Total Cost	\$12,665,000
	Planning	COMPLETE
	Environmental	COMPLETE
	Design	COMPLETE
1H010 Slope Stabilization	CO-RTE-PM	NEV - 80 - 28.3/28.7
	Location	Near Truckee from .2 mile east of Truckee River Bridge to .8 mil west of Farad U/C.
	Description	Construct rockfall wire mesh drapery, flatten cut slope, construct rockfall barrier, rehab drainage.
	Funding Source	SHOPP - Roadway Preservation (150)
	Total Cost	\$14,390,000
	Planning	COMPLETE
	Environmental	COMPLETE
	Design	Target completion October 2020.
2H000 Slope Stabilization	CO-RTE-PM	NEV - 80 - 29.5/29.7
	Location	Near Truckee, from Farad UC (Br#17-0064) to 2.17 miles west of Sierra Co. Line.
	Description	Reduce maintenance worker exposure and reduce rockfall hazard to freeway traffic at this cut slope location.
	Funding Source	SHOPP - Roadway Preservation (150)
	Total Cost	\$5,570,000
	Planning	COMPLETE
	Environmental	COMPLETE
	Design	Target completion October 2020.
Construction	Construction is expected to begin Spring 2021. Target completion December 2021.	



**May 2020**  
**Caltrans District 3 Project Status Report**

2H690 Slope Stabilization	CO-RTE-PM	NEV - 80 - 31.4/31.8
	Location	Near Truckee, 1.88 miles east of Farad UC (Br# 17-0064) to the Sierra County Line.
	Description	Rockfall Mitigation
	Funding Source	SHOPP - Roadway Preservation (150)
	Total Cost	\$8,730,000
	Planning	COMPLETE
	Environmental	COMPLETE
	Design	Target completion October 2021.
Construction	Construction is expected to begin Summer 2022. Target completion May 2024.	
3H560 Yuba Pass SOH Bridge Replacemnt	CO-RTE-PM	NEV - 080 - 59.40/59.50
	Location	In Nevada County near Emigrant Gap at the Yuba Pass Separation OH Bridges (Br#17-0023L/R).
	Description	Replace bridges, widen WB direction for truck climbing lane, install TMS elements and communications.
	Funding Source	SHOPP - Bridge Rehabilitation (110)
	Total Cost	\$101,780,000
	Planning	COMPLETE
	Environmental	Target completion December 2021.
	Design	Target completion August 2023.
Construction	Target completion October 2028.	
1H990 Soda Pavement Repair	CO-RTE-PM	VAR - VAR - VAR
	Location	In Placer and Nevada Counties near Soda Springs from Troy Rd UC to East of Soda Springs OC.
	Description	Repair distressed pavement and design to current standards.
	Funding Source	SHOPP -Pavement Preservation and Rehabilitation, Drainage System Restoration, Safety Signs and Lighting (121, 122, 151, 170)
	Total Cost	\$85,590,000
	Planning	COMPLETE
	Environmental	Target completion February 2022.
	Design	Target completion September 2023.
Construction	Target completion July 2026.	
3H580 Acid Flats	CO-RTE-PM	NEV - 080 - 27.60/28.50
	Location	In Nevada County near Floriston at Truckee River Bridges (Br#17-0063L/R).
	Description	Replace bridges, install fiber optic and RWIS.
	Funding Source	SHOPP - Bridge Rehabilitation and Replacement (110)
	Total Cost	\$74,720,000
	Planning	COMPLETE
	Environmental	Target completion January 2024.
	Design	Target completion February 2027.
Construction	Target completion October 2029.	
1H180 Rumble Strips	CO-RTE-PM	NEV - 80 - 13.00/15.50
	Location	In Truckee from west of Donner Park OC (BR#17-0045) to Trout Creek UC (BR#17-0031).
	Description	Pavement Rehabilitation.
	Funding Source	SHOPP Pavement Rehabilitation (122)
	Total Cost	\$20,585,000
	Planning	COMPLETE
	Environmental	Target completion December 2021.
	Design	Target completion August 2023.
Construction	Target completion August 2024.	

**Highway 89**

**Highway 174**

4F370 Hwy 174 Safety Improvement Project	CO-RTE-PM	NEV - 174 - 2.7/4.6
	Location	In Nevada County, near Rollins Lake, from Maple Way to You Bet Road.
	Description	Safety - This project proposes to realign curves, widen shoulders, add a left turn lane at Greenhorn Access Rd.,
	Funding Source	SHOPP - Safety (010)
	Total Cost	\$29,603,000
	Planning	COMPLETE
	Environmental	COMPLETE
	Design	COMPLETE
Construction	Construction contract approved February 2020.	



**May 2020**  
**Caltrans District 3 Project Status Report**

3F680 ADA Upgrades	CO-RTE-PM	NEV - 174 - 9.7/10.1
	Location	In Grass Valley from Park Street to Highway 20.
	Description	Upgrade ADA infrastructure including curb ramps, cross slopes, driveways, etc.
	Funding Source	SHOPP - ADA (361)
	Total Cost	\$4,950,000
	Planning	COMPLETE
	Environmental	<b>Target completion May 2020.</b> Caltrans is working with the City of Grass Valley to relinquish this section of highway.
	Design	N/A because of relinquishment
	Construction	N/A because of relinquishment
4H550 High Friction Surface Treatment	CO-RTE-PM	NEV - 174 - 0.1/0.6 (+ other various locations in other counties)
	Location	Various (the Nevada County location is on SR 174 just North of the Bear River Bridge)
	Description	Place HFST and/or OGAC at various locations.
	Funding Source	SHOPP - Safety (010)
	Total Cost	\$2,600,000
	Planning	COMPLETE
	Environmental	COMPLETE
	Design	COMPLETE
	Construction	Construction contract approved October 2019. Target completion October 2020.

<b>Other</b>
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**COUNTY OF NEVADA**  
**COMMUNITY DEVELOPMENT AGENCY**  
**DEPARTMENT OF PUBLIC WORKS**  
**TRANSIT SERVICES DIVISION**  
**950 MAIDU AVENUE, NEVADA CITY, CA 95959-8617**  
**(530) 477-0103 Toll Free (888) 660-7433 FAX (530) 477-7847**  
<http://new.nevadacounty.com>

Sean Powers,  
Community Development Agency Director

Trish Tillotson, Director of Public Works  
Robin Van Valkenburgh, Transit Services Manager

**TRANSIT SERVICES COMMISSION**  
**Information Item**

**MEETING DATE:** May 20, 2020

**TO:** Transit Services Commission

**FROM:** Robin Van Valkenburgh, Transit Services Manager

**SUBJECT:** **Gold Country Stage Operations Report for January - April 2020**

**RECOMMENDATION:** Accept the report.

**BACKGROUND:** Gold Country Stage (GCS) operates fixed route bus service Monday through Saturday, serving the communities of Grass Valley, Nevada City, Penn Valley, Rough and Ready, Lake Wildwood, Alta Sierra and Lake of the Pines. GCS also provides regional bus service to Auburn Monday through Friday, providing connections to Placer County Transit, Auburn Transit and Amtrak. The following performance metrics are captured and reported on a monthly basis.

**System Performance Snapshot**

**January:** Ridership 16,536 **+3.0%**  
 Farebox 9 % **+3.0%**  
 On-time Performance: 71.5 %

**March:** Ridership 12,184 **-27.6%**  
 Farebox 9.7% **-8.0%**  
 On-time Performance: 78.9%

**February:** Ridership 16,158 **+22.1%**  
 Farebox 10.2% **+21%**  
 On-time Performance: 69.2%

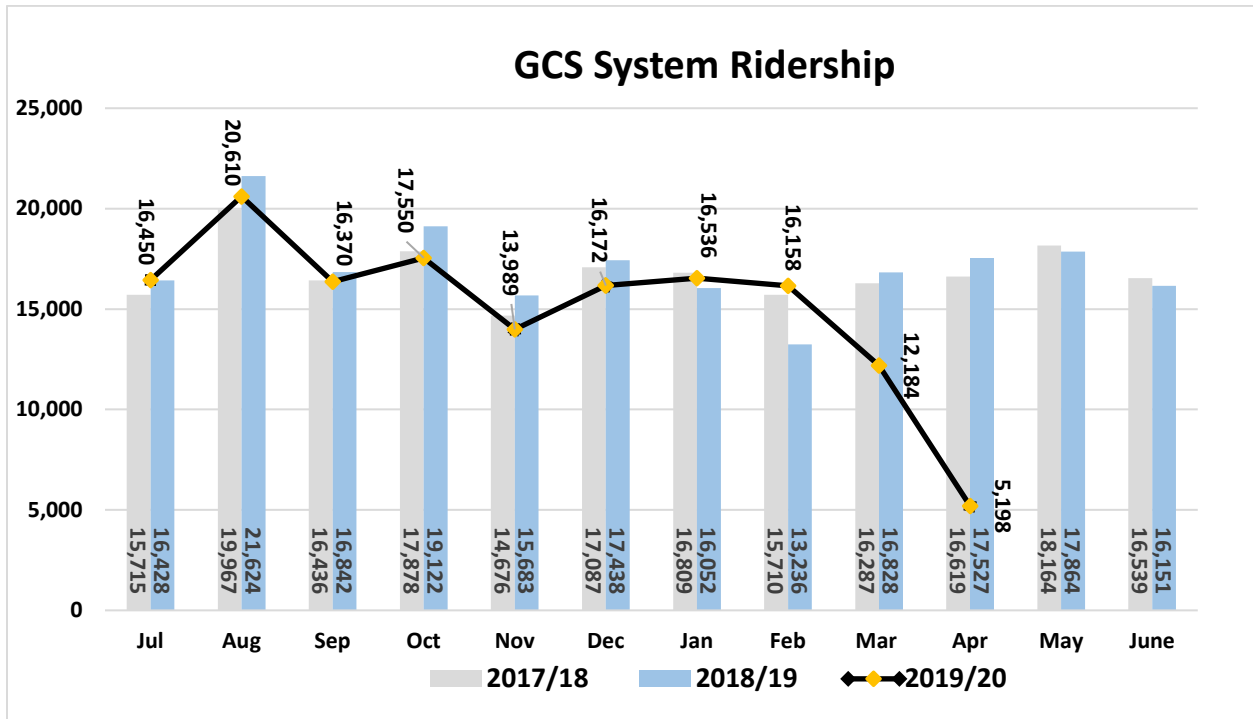
**April:** Ridership 5,198 **-70.3%**  
 Farebox 6.1% **-40.0%**  
 On-time Performance: 89.3%

**In response to the COVID-19 pandemic, the following actions were taken.**

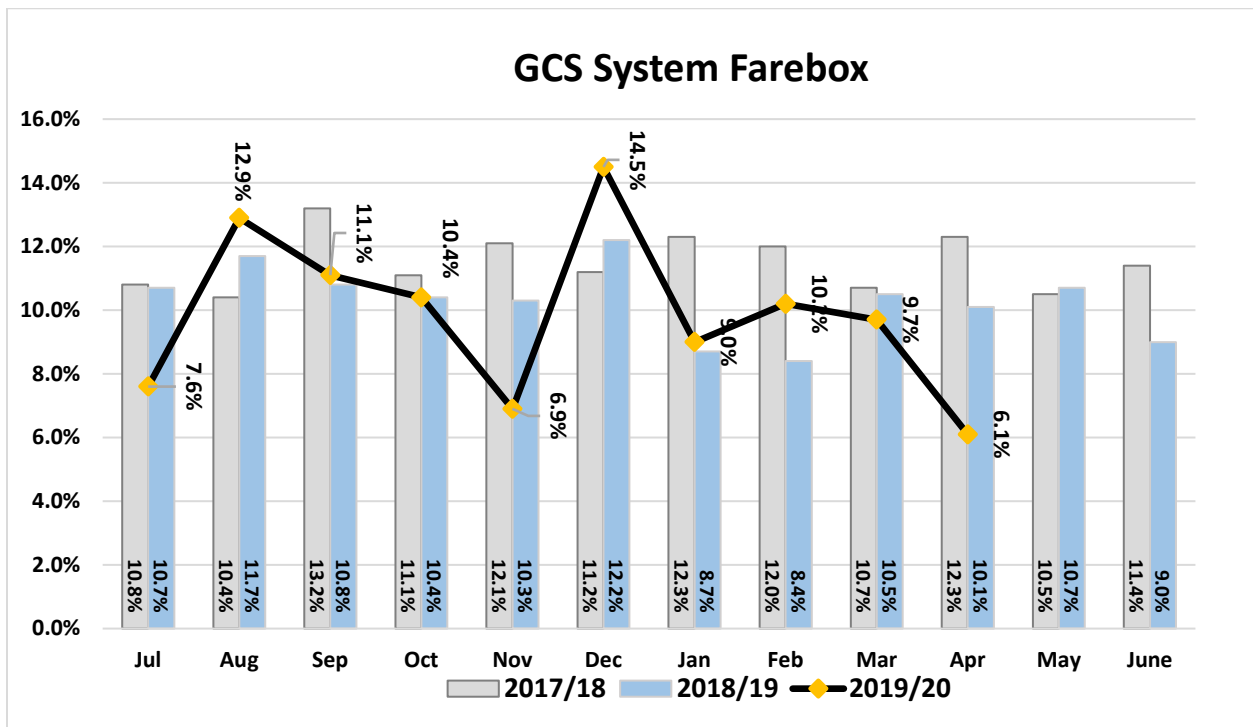
- March 12, 2020: Staff implemented nightly sanitizing of all buses.
- March 18, 2020: Gold Country Stage and Gold Country Lift implement free fares through April 30, 2020. This is made possible through the use of Low Carbon Transit Operations Program (LCTOP) grant funds.
- April 1, 2020: Due to severe reduction in ridership and to accommodate recommended social distancing and shelter-in-place protocols, GCS and GCL implement reduced schedule service based on regular Saturday service schedules.
- April 22, 2020: In an effort to meet potential service demand for seniors sequestered during COVID-19, Gold Country Lift begins offering On-demand Senior (65+) Dial-a-Ride service within the current ADA paratransit service area.

- April 27, 2020: Gold Country Stage and Gold Country Lift extend free fares through May 31, 2020.

## Ridership



## Farebox



As noted above in the system performance snapshot and graphics, GCS has experienced severe ridership loss due to the COVID-19 pandemic.

### Year-to-Date

Overall Gold Country Stage ridership shows a decrease of 11 percent (151,217 in FY19/20 v 170,780 in FY18/19) when compared to the same time in prior year.

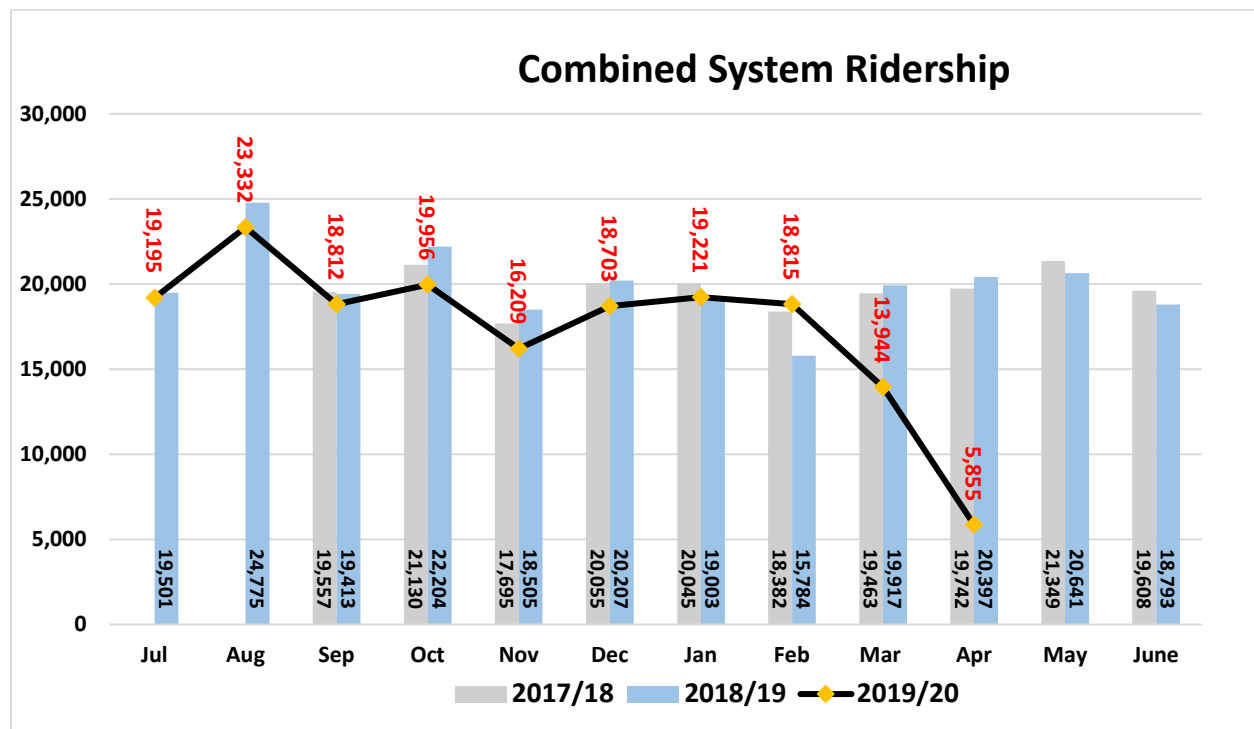
Overall year-to-date through April the Farebox Recovery Rate (FRR) is 10 percent, which is 6.8 percent lower than prior year (10.8 percent FY18/19).

After seeing ridership gains in January and February, those gains have been lost through March and April.

### Combined Services (GCS and GCL)

The following graphics provide an overview of the GCS and Gold Country Lift Monthly Operations Reports, combining operational data and fare box from both entities. Overall total system ridership is down 13 percent when compared to prior year (FY19/20 174,042 vs. FY18/19 199,706).

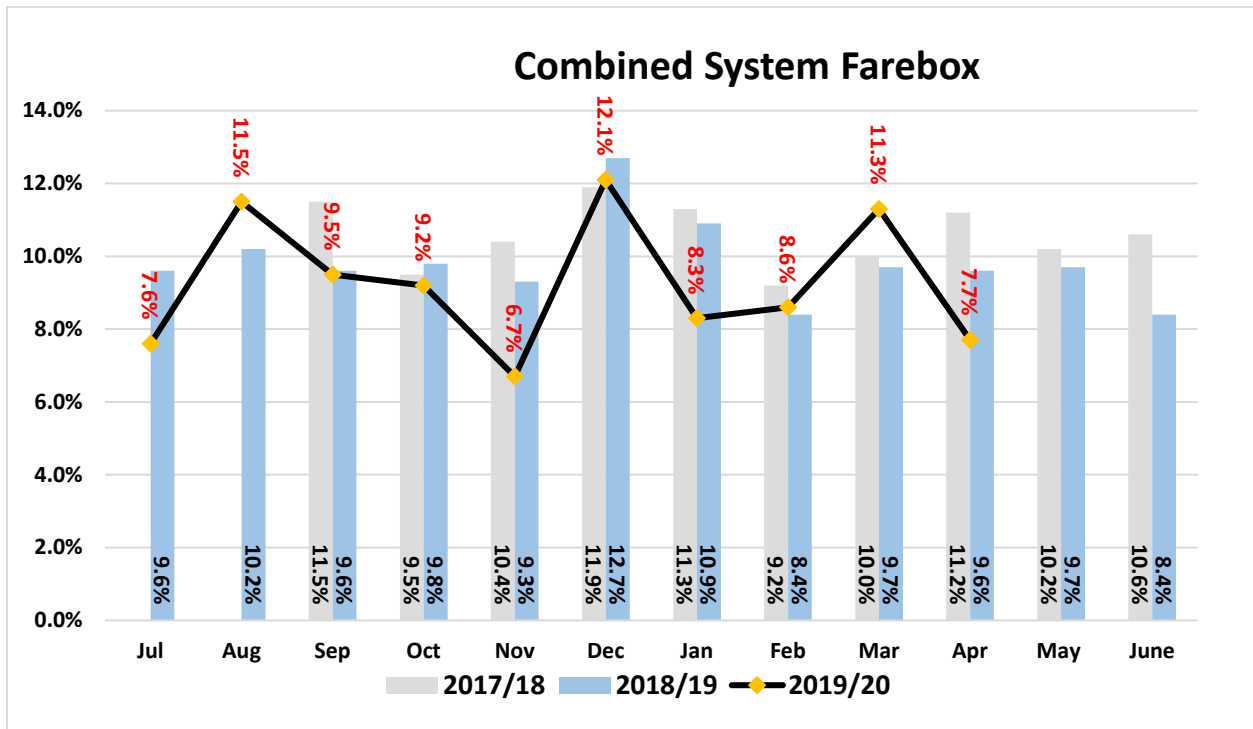
### Ridership



The combined system Farebox Recovery Rate (FRR) is 9.3 percent year-to-date, which is approximately a 7 percent decrease from prior year (FY18/19 10.0 percent).



# Farebox



Please contact me if you have any questions prior to the May 20, 2020 TSC Meeting.  
TT:RVV



**COUNTY OF NEVADA  
 COMMUNITY DEVELOPMENT AGENCY  
 DEPARTMENT OF PUBLIC WORKS  
 TRANSIT SERVICES DIVISION  
 950 MAIDU AVENUE, NEVADA CITY, CA 95959-8617  
 (530) 477-0103 Toll Free (888) 660-7433 FAX (530) 477-7847  
 http://new.nevadacounty.com**

Sean Powers,  
 Community Development Agency Director

Trish Tillotson, Director of Public Works  
 Robin Van Valkenburgh, Transit Services Manager

**TRANSIT SERVICES COMMISSION  
 Information Item**

**MEETING DATE:** May 20, 2020

**TO:** Transit Services Commission

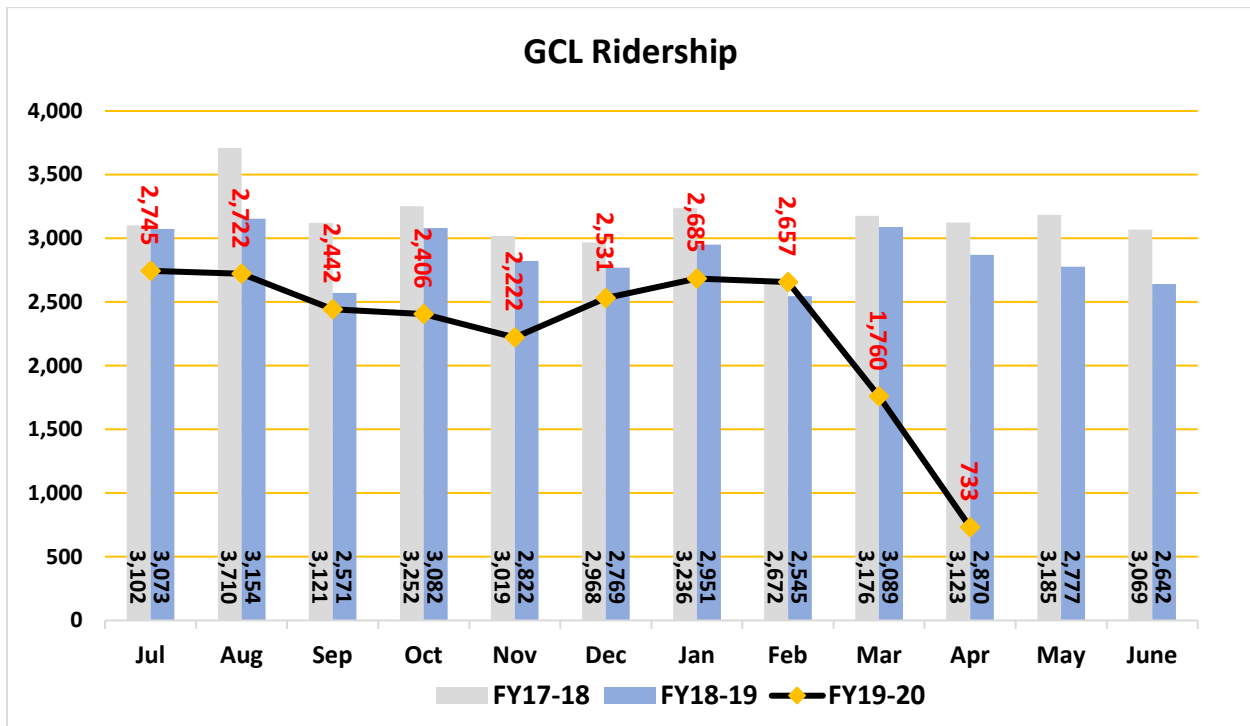
**FROM:** Robin Van Valkenburgh, Transit Services Manager

**SUBJECT:** Gold Country Lift Operations Report for January - April 2020

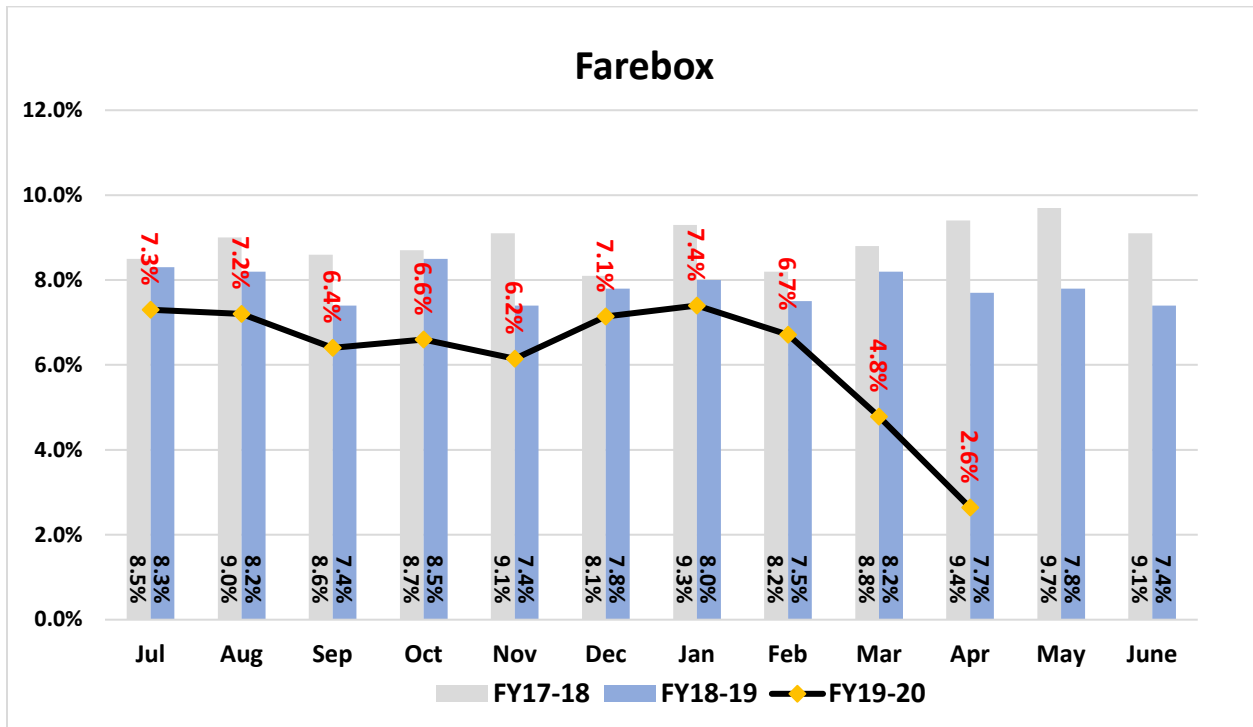
**RECOMMENDATION:** Accept the report.

**BACKGROUND:** Gold Country Lift (GCL) operates Americans with Disabilities Act (ADA) paratransit service Monday through Saturday, serving the communities of Grass Valley, Nevada City, Penn Valley, Rough and Ready, Lake Wildwood and Alta Sierra. The following performance metrics are captured and reported on a monthly basis.

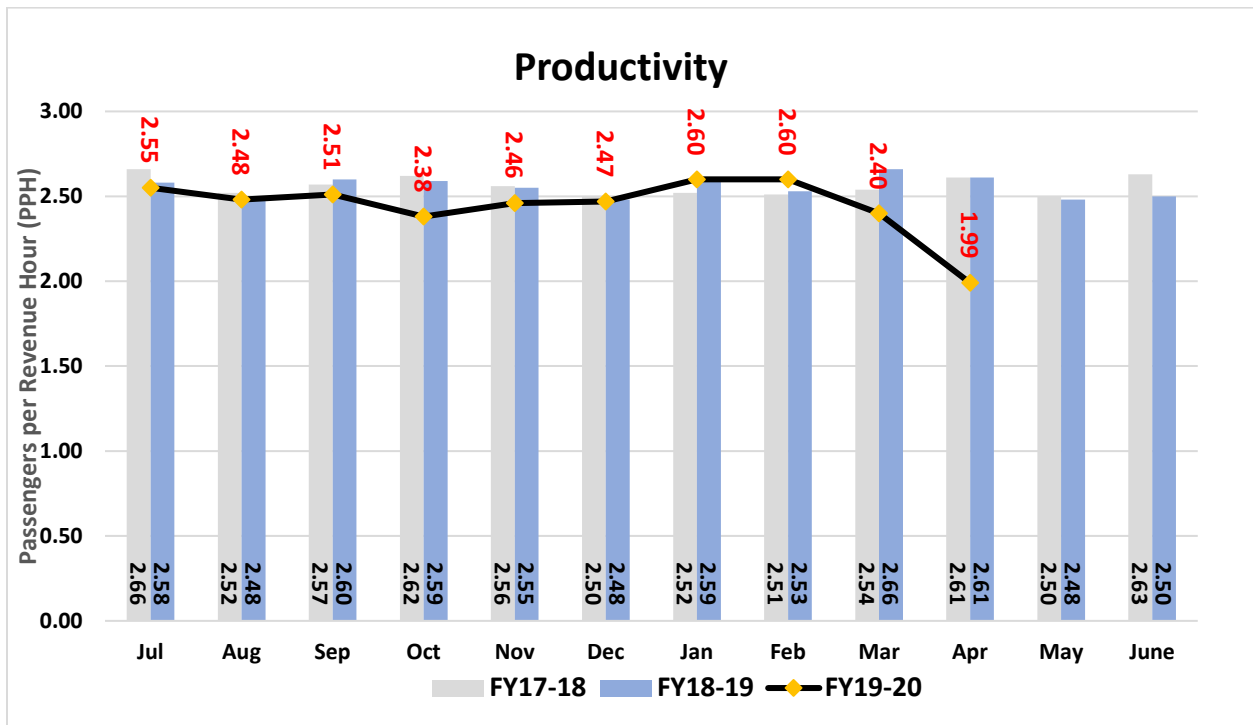
**Ridership**



## Farebox



## Passenger per Service Hour-PPH (productivity)



## **Year-to-Date**

Total boardings year-to-date (YTD) have decreased approximately 21 percent compared to prior year (FY19-20 22,903 vs. FY18-19 28,926).

The GCL farebox recovery rate (FBR) for FY2019-20 YTD is 6.4 percent, which is 19 percent below prior year (FY18-19 7.9 percent). This is at least partially due to the increase in contract pricing for Paratransit Services as well as significant ridership loss due to COVID-19.

Productivity for FY2019-20 YTD is at 2.48 PPH which is 3.4 percent lower than prior year for the same period (FY19-20 2.48 vs. FY18-19 2.57)

## **No-Shows, Late Cancels & Denials**

YTD No-Shows have decreased by 38 percent compared to prior year (FY19-20 402 vs. FY18-19 650).

YTD Late Cancels have decreased by 40 percent compared to prior year (FY19-20 643 vs. FY18-19 1,075).

There were no denials reported for the service year.

Please contact me if you have any questions prior to the May 20, 2020 TSC Meeting.

TT:RVV

JAN ARBUCKLE – Grass Valley City Council  
 ANDREW BURTON – Member-At-Large, Chair  
 CAROLYN WALLACE DEE – Town of Truckee  
 ANN GUERRA – Member-At-Large  
 SUSAN HOEK – Nevada County Board of Supervisors, Vice Chair  
 ED SCOFIELD – Nevada County Board of Supervisors  
 DUANE STRAWSER – Nevada City City Council



DANIEL LANDON, Executive Director  
 MICHAEL WOODMAN, Deputy Executive Director

Grass Valley • Nevada City

Nevada County • Truckee

File: 1400.3

## MEMORANDUM

TO: Nevada County Transportation Commission

FROM: Daniel B. Landon, Executive Director *Daniel B. Landon*

SUBJECT: FY 2018/19 Fiscal and Compliance Audits

DATE: May 20, 2020

**RECOMMENDATION:** Staff requests the Commission accept the following FY 2018/19 Fiscal and Compliance Audits:

- Nevada County Transportation Commission (NCTC) Financial Statements and Supplementary Information
- County of Nevada Transit Services Fund, RSTP and PTMISEA Expenditure Reports
- City of Grass Valley Regional Transportation Mitigation Fee Expenditure Report
- Town of Truckee Transit Fund, and RSTP and PTMISEA Expenditure Reports

**BACKGROUND:** NCTC's independent auditor, AGT, reported no instances of non-compliance that are required to be reported under Government Auditing Standards, nor any matters considered to be material weaknesses in the fiscal audits listed above and presented in this agenda packet.

Robert D. Griffith, CPA, will present an overview of the fiscal audits at the NCTC meeting on May 20, 2020

# **Nevada County Transportation Commission**

**Nevada City, California**

REPORT TO THE BOARD OF COMMISSIONERS

**June 30, 2019**





To the Board of Commissioners  
Nevada County Transportation Commission  
Nevada City, California

We have audited the financial statements of the Nevada County Transportation Commission (the Commission) as of and for the year ended June 30, 2019, and have issued our report thereon dated April 30, 2020. Professional standards require that we advise you of the following matters relating to our audit.

#### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated August 1, 2018, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Commission solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

#### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

#### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

Safeguards have been implemented to reduce the threats on our independence. These safeguards include continuing education related to independence and ethics requirements; external peer review of our firm's quality control system; our firm's internal policies and procedures which are designed to monitor compliance with the independence requirements; the involvement of another firm member who is responsible for completing an independent technical review of the financial statements; and your management's skills, knowledge, and experience to oversee any nonattest services we provide.

## **Qualitative Aspects of the Commission's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Commission is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the year ended June 30, 2019. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are the receivables.

Management's estimates of receivables are based on historical experience. We evaluated the key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

## **Significant Difficulties Encountered During the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

## **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements.



In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion units.

#### **Disagreements With Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Commission's financial statements or the auditors' report. No such disagreements arose during the course of the audit.

#### **Representations Requested From Management**

We have requested certain written representations from management, which are included in a representation letter from management dated April 30, 2020.

#### **Management's Consultations With Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

#### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the Commission, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the Commission, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Commission's auditors.

This report is intended solely for the information and use of the Board of Commissioners and management of the Nevada County Transportation Commission and is not intended to be and should not be used by anyone other than these specified parties.

*AGT CPAs & Advisors*

April 30, 2020  
AGT CPAs & Advisors  
Redding, California

# **Nevada County Transportation Commission**

**Nevada City, California**

FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION  
WITH INDEPENDENT AUDITORS' REPORTS

**June 30, 2019**



# Nevada County Transportation Commission

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# Nevada County Transportation Commission

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## **INDEPENDENT AUDITORS' REPORT**

To the Commissioners  
Nevada County Transportation Commission  
Nevada City, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate fiduciary fund information of the Nevada County Transportation Commission (the Commission), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditors' Responsibility***

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

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

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

## **INDEPENDENT AUDITORS' REPORT**

(Continued)

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate fiduciary fund information of the Nevada County Transportation, as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and Budgetary Comparison information on pages 5–16 and 35 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The combining and individual nonmajor fund financial statements and schedules listed in the table of contents in the supplementary information section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

## INDEPENDENT AUDITORS' REPORT

(Continued)

### Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 30, 2020, on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

*AGT CPAs & Advisors*

April 30, 2020  
AGT CPAs & Advisors  
Redding, California

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(REQUIRED SUPPLEMENTARY INFORMATION)**



# Nevada County Transportation Commission

## MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2019

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This section of the Nevada County Transportation Commission's (the Commission) annual financial report presents our discussion and analysis of the Commission's financial performance during the year ended on June 30, 2019. Please read it in conjunction with the Commission's financial statements and accompanying notes.

The Commission received Rural Planning Assistance (RPA) transportation funds in FY 2018/19. These funds were used to coordinate transportation planning activities between Nevada County, the cities of Grass Valley and Nevada City, the Town of Truckee, Caltrans, and other regional planning agencies. The following activities highlight the use of RPA funds by the Commission:

### **Regional Transportation Plan:**

- NCTC staff monitored traffic and safety conditions on State Routes in Nevada County in coordination with Caltrans and the California Highway Patrol.
- NCTC staff coordinated with the Northern Sierra Air Quality Management District (NSAQMD) and California Air Resources Board (CARB) to assist in development of the Statewide Implementation Plan (SIP) for western Nevada County.
- NCTC staff prepared and issued a call for projects for Federal Fiscal Years (FFY) 2018/19 and 2019/20 Congestion Mitigation Air Quality Improvement Program (CMAQ) funding. An initial review of CMAQ applications for consistency with the Regional Transportation Plan and other regional plans was conducted. The staff and TAC recommendation were presented to the NCTC at their November 14, 2018 meeting for approval.
- NCTC provided Vehicle Miles Traveled (VMT) outputs by speed bin from NCTC's travel demand model needed for the development of the SIP transportation emission budgets.
- NCTC staff updated the Draft Memorandum of Understanding for Interagency Consultation Procedures for transportation conformity analysis related to regionally significant projects in western Nevada County.
- NCTC staff continued discussions to identify the preferred design alternative for the State Route (SR) 49 widening project, from north of La Barr Meadows to the McKnight Way interchange, to provide multi-modal mobility and safety.
- NCTC staff reviewed and monitored SWITRS Accident data regarding locations, causes, and types of accidents on SR 20, 49, 89, 174, 267, and Interstate 80 within Nevada County.
- NCTC staff coordinated with Caltrans and submitted the programming requests to get the projects amended into the Federal Statewide Transportation Improvement Program (FSTIP).
- NCTC staff monitored the planning and implementation of projects identified in the SR 49 Corridor System Management Plan.

## **Nevada County Transportation Commission**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2019

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- NCTC staff coordinated with the SAVE Highway 174 citizen group to assist in addressing concerns related to the Caltrans safety improvement in the SR 174 corridor.
- NCTC staff reviewed goods movement truck volumes for SR 20 and SR 49.

#### **RTP Implementation Vehicle Miles Traveled (VMT) Thresholds:**

- NCTC staff coordinated with consultant, claimants, and the Project Advisory Committee (PAC) to collect data, review existing travel demand models, and provide an overview of possible thresholds and methodology.
- Consultant completed an analysis of potential VMT methodology and thresholds based on local context, state legislation, and guidance from the Governor's Office of Planning and Research, and prepared VMT methodology and threshold recommendations.
- Consultant prepared an analysis of available VMT forecasting tools. Based on the analysis of the various options, the consultant recommended development of a custom tool utilizing local data. The consultant developed a VMT forecasting tool that will utilize local data and recommended thresholds. The consultant used the forecasting tool to test the VMT calculation methodologies with test cases and continued development, testing, and refinement of the tool.
- The consultant completed the upgrades to NCTC's travel demand model. This work includes updating intrazonal travel calculations, estimating gateway distances, and research on land use conversion factors. The consultant utilized the updated model to review updated VMT data and thresholds.
- Updated land use planning guidance documents were prepared for Grass Valley and Nevada County in relation to implementation of the recommended VMT methodology and thresholds.

#### **Active Transportation Plan:**

- The consultant began working with NCTC staff to discuss the previous bicycle and pedestrian plan prioritization criteria and the expectations of what the updated results would look like.
- Workshop flyers were created and distributed in both English and Spanish. The flyers advertised the upcoming workshops and the online interactive map tool. The consultant also prepared poster boards for the public workshops held in the Town of Truckee and Grass Valley on October 17<sup>th</sup> and 18<sup>th</sup>. NCTC staff and consultant conducted the public workshops and facilitated input from the public.
- Based on the input received from the outreach, the consultant continued the identification of new pedestrian and bicycle projects, the prioritization analysis, and analysis of improvement costs. The consultant also began preparation of pedestrian and bikeways toolkits to identify best practices.

# **Nevada County Transportation Commission**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2019

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- The consultant reviewed the previous bicycle and pedestrian plan prioritization criteria, and the consultant began preparation of updated draft criteria for consideration.
- The consultant prepared an analysis of pedestrian and bicycle improvement costs, based on unit cost estimates. The consultant completed the pedestrian and bikeway costs based on estimates.
- NCTC staff coordinated and held a PAC meeting to review the draft prioritization criteria and the draft bicycle and pedestrian updated project lists. The PAC were asked to review and comment on the criteria and projects.
- Consultant prepared the draft report and presented the Draft Report to NCTC for review and comment. NCTC staff presented the Draft Report to the Truckee Town Council and Nevada City Council for review and comment.

### **Transportation Improvement Program**

- NCTC staff continued to monitor the progress of the Project Approval and Environmental Documentation phase of SR 49 Improvement Project, located from post mile 11.1 to post mile 13.3.
- NCTC staff participated in Project Development Team (PDT) meetings in coordination with Caltrans District 3 staff to review the SR 49 Improvement Project status and determine if the project is far enough along to, submit an application for funding, through the federal BUILD grant program.
- NCTC staff also participated in a teleconference meeting with staff from Caltrans and the Federal Highway Administration to review the joint NCTC/Caltrans application that was submitted during Federal Fiscal Year 2017/18 for INFRA grant funding.
- NCTC staff had preliminary discussions with Caltrans regarding the potential of future commitments of Interregional Improvement Program funding for the SR 49 Corridor Improvement Project.
- NCTC continues to coordinate with Caltrans to review and identify the remaining tasks, associated challenges, risks, and potential funding implications associated with the SR 49 Improvement Project.

### **SR 49 Corridor System Management Plan**

- Omni-Means/GHD prepared the draft CSMP Existing Conditions for review and comment by the PAC. NCTC staff coordinated the review and comments of the draft CSMP Existing Conditions report, and a PAC meeting was held to discuss the findings.
- The Existing Conditions Report presents the purpose and need of the CSMP, summarizes the existing multimodal transportation conditions along the SR 49 corridor, and gives the status of improvements that were proposed in the original CSMP and the 2012 State of the Corridor Report.
- The Existing Conditions Report also divides the corridor into six “zones”. GHD Inc. prepared the draft CSMP Performance Measures Report, which reviews operational performance measures for each of the six zones. The Performance Measures Report also includes a safety analysis, a review of pedestrian and bicycle facilities, and planned/programmed improvements within each zone.

## **Nevada County Transportation Commission**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2019

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- NCTC staff coordinated review of the CSMP Performance Measures Report by the PAC. NCTC staff also coordinated review with Caltrans to solicit input prior to finalizing preparation of the draft CSMP.
- The draft report was completed by the consultant and NCTC staff distributed the report to the PAC for review and comment, and NCTC held a PAC meeting to review the draft report. GHD Inc. utilized the input to begin preparation of the final CSMP.
- GHD Inc. prepared and submitted the final SR 49 CSMP. NCTC staff presented the final CSMP to NCTC for adoption at their May 15, 2019 meeting.

#### **SR 174/20 Intersection Control Analysis:**

- NCTC, in coordination with Caltrans and the City of Grass Valley, prepared and issued a Request for Proposals from firms with qualifications and experience requisite to prepare a study that will perform a complete Intersection Control Evaluation (ICE) for a complex triangular intersection of streets which serve as a main connection point and gateway to the City of Grass Valley.
- NCTC, staff distributed the consultant proposals received to the Project Selection Committee (PSC) for review and ranking. NCTC staff compiled the PSC ranking of the consultant proposals and determined the need to hold interviews. The firm GHD Inc. was selected to conduct the SR 174/20 Intersection Control Analysis. NCTC staff prepared the consultant contract and coordinated the review and acceptance of terms with the consultant GHD, Inc. The contract was then presented to NCTC for approval to execute.
- NCTC staff established a Project Advisory Committee (PAC) that would guide completion of the project. NCTC coordinated with the consultant and the PAC to schedule and hold a project kick-off meeting.
- The consultant, GHD Inc., began data collection and development of potential improvement alternatives. The intersections are a difficult and congested mix of city arterial streets (S. Auburn St. and Neal St.), a local highway (Hwy 174/Colfax Ave), state highway frontage roads (Tinloy St. and Hansen Way) and state highway access ramps (SR 49/20 on and off ramps).

#### **Transit and Paratransit Programs:**

- NCTC staff coordinated with human service transportation providers through participation in the Accessible Transportation Coalitions Initiative/Mobility Action Partners Collaborative (ATCI/MAPCO) to address mobility needs in western Nevada County.
- NCTC staff monitored the eastern and western Nevada County transit and paratransit statistics and transit operator compliance with the requirements of the Transportation Development Act (TDA).
- NCTC reviewed plans for expansion of transit services and replacement of transit capital in western and eastern Nevada County.

# **Nevada County Transportation Commission**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2019

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### **Transit Funding Equity Study:**

- NCTC coordinated with the PAC and consultant, Michael Baker International, to schedule and hold the Project Kick-off meeting.
- The consultant conducted data collection and prepared the draft Transit Funding Assessment Memorandum for review by the PAC.
- The current state of transit funding among the public transit services in Nevada County was assessed. Although the assessment focused on the allocation methodology of Local Transportation Fund (LTF) and State Transit Assistance (STA) fund revenues, the two program components of the Transportation Development Act (TDA) statute, is also examined the demographic, economic, and fiscal factors that influence the allocation of TDA funds to local transit claimants.
- The consultant prepared two draft memorandums that provided an analysis of transit funding equity comparative metrics and the proposed methodologies that address transit funding equity.
- The consultant incorporated edits and comments received by the PAC on the draft memorandums #1 and #2 and held discussions with NCTC staff on proposed methods to address funding equity and funding apportionment options.
- The consultant developed a draft report and NCTC staff coordinated review of the draft memorandum by the PAC.
- The comments from the PAC were incorporated into the final report and presented the study findings to NCTC at their March 20, 2019 meeting.
- The adopted policies from the Transit Funding Equity Study were incorporated into the NCTC Policies and Procedures Manual for approval by the Commission at their July 17, 2019 meeting.
- NCTC staff coordinated the implementation of the adopted procedures and policies with the Nevada County staff.

### **Coordination of Regional Planning:**

- NCTC staff monitored legislation that has potential to impact transportation planning.
- NCTC staff participated in meetings with the Rural Counties Task Force (RCTF) to ensure coordination of transportation planning efforts and to build regional consensus on transportation related issues.
- NCTC staff monitored development proposals in Grass Valley, Nevada City, Nevada County, and the Town of Truckee in relation to potential regional transportation impacts. NCTC staff participated in meetings of the Rural Transportation Planning Agency Group, Rural Counties Task Force (RCTF), Truckee North Tahoe Transportation Management Association (TNT/TMA), and California Local Streets and Roads Needs Assessment Oversight Committee.

# Nevada County Transportation Commission

## MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2019

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- NCTC staff participated in meetings with Truckee-North Tahoe Transportation Management Association (TNT/TMA).
- NCTC staff monitored and reviewed development proposals in Grass Valley, Nevada City, Nevada County, and the Town of Truckee in relation to transportation impacts and compatibility with the Airport Land Use Compatibility Plans.

### OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Commission's basic financial statements, which are comprised of three components including government-wide financial statements, fund financial statements, and notes to the financial statements. This report also contains required supplementary information and other supplementary information which presents the Commission's combining financial statements, schedule of allocations and expenditures, and report on the Overall Work Program.

The Basic Financial Statements include two kinds of statements that present different views of the Commission's financial position and activity.

- The first two statements are *Government-wide* financial statements that provide both *long-term* and *short-term* information about the Commission's overall financial status.
- The remaining statements are *Fund* financial statements that focus on individual parts of the Commission's organization. These statements report the Commission's financial position and activity for the major fund.

The financial statements also include notes that explain in more detail some of the information in the financial statements.

The RSI or Required Supplementary Information includes budgetary comparison information for each of the Commission's major special revenue funds, which for the fiscal year ended June 30, 2019, consisted of only the planning and administration fund.

### Government-Wide Statements

The Government-wide statements report information about the Commission as a whole, using accounting methods similar to those used by private-sector companies. The statement of net assets includes all of the Commission's assets and liabilities, including capital assets and long-term debt. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two Government-wide statements report the Commission's assets and liabilities and is one way to measure the Commission's health or position. Over time, increases or decreases in the Commission's net assets are an indicator of whether its financial health is improving or deteriorating respectively.

Private-purpose trust funds, funds used to account for monies held by the Commission as trustee for other governmental agencies, are excluded from the Government-Wide Statements.

# Nevada County Transportation Commission

## MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2019

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### Fund Financial Statements

The Fund financial statements provide more detailed information about the Commission's most significant funds. The Commission operates with one governmental fund, which qualifies as a major fund under criteria set by the Governmental Accounting Standards Board. The Commission also has six private-purpose trust funds. These funds represent funds held by the Commission as trustee for other governmental agencies. The Fund financial statements provide information for these funds. These statements provide a detailed short-term view and do not include information related to the Commission's capital assets or long-term liabilities. Additional information is provided on separate schedules that reconcile the differences between the Government-wide financial statements and the Fund financial statements.

### FINANCIAL ANALYSIS OF THE COMMISSION'S FUNDS

#### Net Position

A summary of the Commission's statement of net position is as follows:

**Condensed Statement of Net Position  
Fiscal Year Ended June 30, 2019 and 2018**

June 30	2019	2018	Increase (Decrease)
<b>ASSETS</b>			
Current and other assets	\$ 304,967	\$ 377,649	\$ (72,682)
Capital assets - net	10,420	13,640	(3,220)
<b>TOTAL ASSETS</b>	<b>\$ 315,387</b>	<b>\$ 391,289</b>	<b>\$ (75,902)</b>
<b>LIABILITIES</b>			
Current Liabilities	\$ 167,060	\$ 194,887	\$ (27,827)
Long-term liabilities:			
Due within one year	22,367	21,713	654
Due in more than one year	57,515	55,834	1,681
<b>TOTAL LIABILITIES</b>	<b>\$ 246,942</b>	<b>\$ 272,434</b>	<b>\$ (25,492)</b>
<b>NET POSITION</b>			
Net investment in capital assets	\$ 10,420	\$ 13,640	\$ (3,220)
Unrestricted	58,025	105,215	(47,190)
<b>TOTAL NET POSITION</b>	<b>\$ 68,445</b>	<b>\$ 118,855</b>	<b>\$ (50,410)</b>

# Nevada County Transportation Commission

## MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2019

As of June 30, 2019, assets exceeded liabilities by \$68,445 and the amount of \$58,025 is available to meet future commitments. Total Assets decreased in FY 2018/19 primarily due to an a larger number of consultant contracts and the expenses of the Triennial Performance Audits. Total Liabilities decreased in FY 2018/19 primarily due to an decrease in PPM Funds carried forward to FY 2018/19.

At June 30, 2019, the Commission had \$177,942 in receivables outstanding in Local Transportation Funds, Rural Planning Assistance Funds, and Regional Transportation Mitigation Fee Funds and \$39,182 in payables. Reimbursements were not received until after July 1 due to the State reimbursement process.

### Changes in Net Position

A summary of the Commission's statement of activities, recapping the Commission's revenues earned during the fiscal year ended June 30, 2019 and 2018, and the expenses incurred is as follows:

#### Condensed Statements of Activities Fiscal Years Ended June 30, 2019 and 2018

Years Ended June 30	2019	2018	Increase (Decrease)
<b>Revenues</b>			
Program Revenues:			
Operating grants	\$ 951,757	\$ 767,627	\$ 184,130
Other	4,348	6,132	(1,784)
General Revenues:			
Interest earned	2,864	2,634	230
<b>Total Revenues</b>	<b>958,969</b>	<b>776,393</b>	<b>182,576</b>
<b>Expenses</b>			
Program expenses	1,009,379	791,394	217,985
<b>Total Expenses</b>	<b>1,009,379</b>	<b>791,394</b>	<b>217,985</b>
<b>Change in Net Position</b>	<b>(50,410)</b>	<b>(15,001)</b>	<b>(35,409)</b>
<b>Net Position - Beginning of Year</b>	<b>118,855</b>	<b>133,856</b>	<b>(15,001)</b>
<b>Net Position - End of Year</b>	<b>\$ 68,445</b>	<b>\$ 118,855</b>	<b>\$ (50,410)</b>



# Nevada County Transportation Commission

## MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2019

The spreadsheet below shows the Commission staff activities that recap the revenues earned and the expenditures incurred between July 1, 2018 and June 30, 2019, as reported in the governmental funds fund statements.

Overall Work Program-Work Elements	Total Amount of Funds for Work Element	Year-to-Date Expenditure of All Funds	LTF Carryover	18/19 LTF	RPA Formula	RPA Formula Carryover	RPA Grant	RPA Grant Carryover	STIP PPM	Federal Transit Planning Grant	Sustainable Transportation Planning Grant	RTMF Allocation	Truckee Tahoe Airport Dist.	ALUC Fees	Other
WE 1.1 - Gen Admin	\$ 224,383	\$ 203,715	\$ 118,304	\$ 83,070	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,341	\$ -	\$ -	\$ -
WE 1.2 - TDA Admin	313,229	290,609	2,500	288,109	-	-	-	-	-	-	-	-	-	-	-
WE 2.1 - RTP	110,338	98,523	-	11,052	35,309	50,491	-	-	1,671	-	-	-	-	-	-
WE 2.1.2 RTP Implementation VMT Thresholds	99,651	64,374	-	-	60,451	-	-	-	-	-	-	-	-	-	3,923
WE 2.1.3 Active Transportation Plan	84,218	80,318	-	-	34,734	23,009	-	18,339	6,589	-	-	-	-	-	(2,353)
WE 2.2 - Transportation Improvement Program	26,339	24,120	-	6,239	17,881	-	-	-	-	-	-	-	-	-	-
WE 2.2.1 - SR 49 CSMP Update	60,589	57,229	-	-	6,017	-	-	-	53,588	-	-	-	-	-	(2,376)
WE 2.2.2 - GV SR 174/20 Intersection Analysis	70,978	30,381	-	-	2,363	-	25,458	-	-	-	-	-	-	-	2,560
WE 2.2.3 - SR 49 Multimodal Corridor Plan	55,840	29,720	-	-	-	-	-	-	29,361	-	-	-	-	-	359
WE 2.3 - Transit Programs	41,589	36,242	-	4,448	31,794	-	-	-	-	-	-	-	-	-	-
WE 2.3.4 Transit Funding Equity Study	39,926	39,554	-	-	39,554	-	-	-	-	-	-	-	-	-	-
WE 2.4 - Coord Reg. Plan	38,608	36,147	-	5,384	30,763	-	-	-	-	-	-	-	-	-	-
WE 2.4.1 Local Road Safety Plan	11,382	10,608	-	-	-	-	-	-	10,608	-	-	-	-	-	-
WE 2.4.2 Airport Land Use Commission Planning & Reviews	18,063	2,285	-	1,892	-	-	-	-	-	-	-	-	-	393	-
Contingency	60,405	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 1,255,538</b>	<b>\$ 1,003,825</b>	<b>\$ 120,804</b>	<b>\$ 400,194</b>	<b>\$ 258,866</b>	<b>\$ 73,500</b>	<b>\$ 25,458</b>	<b>\$ 18,339</b>	<b>\$ 101,817</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,341</b>	<b>\$ -</b>	<b>\$ 393</b>	<b>\$ 2,113</b>

### Acronyms

W.E.	Work Element	LTF	Local Transportation Fund	ALUC	Airport Land Use Commission
TDA	Transportation Development Act	RPA	Rural Planning Assistance	PPM	Planning, Programming, and Monitoring
RTP	Regional Transportation Plan	SHA	Transit Planning Grant		
TDP	Transit Development Plan	RTMF	Regional Transportation Mitigation Fees		

# Nevada County Transportation Commission

## MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2019

The Commission operates with a general fund that also serves as the organization's operating fund. Assets, liabilities, and fund balance were as follows:

	Assets		Liabilities		Fund Balances
<b>General Fund - Planning Fund</b>					
2019	\$	304,967	\$	167,060	\$ 137,907
2018		377,649		194,887	182,762
<b>Increase (Decrease)</b>	<b>\$</b>	<b>(72,682)</b>	<b>\$</b>	<b>(27,827)</b>	<b>\$ (44,855)</b>

Revenues, expenditures, and changes in fund balance were as follows:

	Revenues		Expenditures		Change in Fund Balances
<b>General Fund - Planning Fund</b>					
2019	\$	958,970	\$	1,003,825	\$ (44,855)
2018		776,393		812,043	(35,650)
<b>Increase (Decrease)</b>	<b>\$</b>	<b>182,577</b>	<b>\$</b>	<b>191,782</b>	<b>\$ (9,205)</b>

### BUDGETARY HIGHLIGHTS

The Commission annually adopts a budget through the preparation of an Overall Work Program (OWP). 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, such as Rural Planning Assistance, Local Transportation Funds, or Federal Transit Administration. A Memorandum of Understanding (MOU) between the Commission, the Cities of Grass Valley and Nevada City, the Town of Truckee, and the County of Nevada provides for the coordination of regional transportation planning with local governments in Nevada County. The Commission staff prepares a draft work program and in accordance with the MOU, solicits and integrates comments from each of the jurisdictions. The proposed work program is then submitted to the Commission for approval and forwarded to Caltrans. Caltrans, as the grantor of Rural Planning Assistance funds and Federal Transit Assistance funds, approves the work program. The OWP budget reflects the ongoing regional transportation planning process in Nevada County. Major concerns of each of the jurisdictions and Caltrans are reflected in the elements and levels of funding. The OWP is updated each year to report on the progress of identified projects, propose new or continuing projects for the ensuing year, and to provide an estimate of the required funding of the OWP elements. This fiscal year, NCTC received national recognition for the framework and content of its OWP from the Federal Highway Administration and Federal Transit Administration in its "Noteworthy Practices" publication.

# Nevada County Transportation Commission

## MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2019

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A budget comparison to actual for the year ended June 30, 2019, was as follows:

		<b>Original Budget</b>		<b>Final Budget</b>		<b>Actual (Budgetary Basis)</b>		<b>Variance with Final Budget Positive (Negative)</b>
Revenues	\$	1,153,239	\$	1,255,538	\$	958,970	\$	(296,568)
Expenditures		1,153,239		1,255,538		1,003,825		251,713
<b>Change in Net Position</b>	\$	-	\$	-	\$	(44,855)	\$	(44,855)

The following are the major reasons for changes during the fiscal year between the original and final budget:

- There was an increase in staff compensation for COLA.
- There was an increase in direct expenditures because of increased contract activity in FY 18/19, with three new contracts and three continuing contracts.

### CAPITAL ASSETS

A recap of the Commission's capital assets and the changes that occurred is as follows:

		<b>Balance June 30, 2018</b>		<b>Additions</b>		<b>Retirements</b>		<b>Balance June 30, 2019</b>
<b>Depreciable Assets</b>								
Computer equipment	\$	22,145	\$	-	\$	-	\$	22,145
Less: Accumulated depreciation		8,505		3,220		-		11,725
<b>Capital Assets - Net</b>	\$	13,640	\$	(3,220)	\$	-	\$	10,420

Additional information about the Commission's capital assets is provided in Note 2 of the Notes to Financial Statements.

### DEBT ADMINISTRATION

At June 30, 2019, the Commission's only long-term debt included compensated absences. Additional information about the Commission's debt transactions is provided in Note 3 of the Notes to the Financial Statements.

# **Nevada County Transportation Commission**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2019

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### **ECONOMIC CONDITIONS**

The Commission considered many factors in developing the fiscal year 2018/19 budget. The Commission relies primarily on state and federal grants and the Local Transportation Fund (LTF) to pay for the activities in the OWP. LTF is derived from a portion of state sales tax dollars and is allocated to the Commission for planning and administrative activities. Local Transportation Funds are dependent on sales tax collections, which are fueled by consumer spending. In fiscal year 2018/19 the growth trend was beginning to slow, and that is expected to continue in the future.

With the uncertainty related to federal and state transportation revenues, the need for the Commission's services (regional transportation planning and cooperation) will increase in the future as citizens and decision makers grapple with how to maintain and improve the transportation infrastructure.

The Commission will continue sound fiscal management, financial planning, budgeting, and internal financial controls as the responsible agency for coordinating regional transportation planning and programming for Nevada County.

### **CONTACTING THE COMMISSION**

This financial report is designed to provide a general overview of the Commission's finances and to show the Commission's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Executive Director of the Nevada County Transportation Commission, Daniel B. Landon, 101 Providence Mine Road, Suite 102, Nevada City, California, 95959.

## **FINANCIAL SECTION**

**Nevada County Transportation Commission**  
**STATEMENT OF NET POSITION**

June 30, 2019	<b>Governmental Activities</b>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 127,024
Due from other governments	177,943
Capital assets - net	10,420
<b>TOTAL ASSETS</b>	<b>\$ 315,387</b>
<b>LIABILITIES AND NET POSITION</b>	
<b>Liabilities</b>	
Accounts payable	\$ 39,182
Accrued salaries	8,339
Retentions payable	8,644
Advances from grantors	110,895
Long-term liabilities:	
Due within one year	22,367
Due in more than one year	57,515
<b>Total Liabilities</b>	<b>246,942</b>
<b>Net Position</b>	
Net investment in capital assets	10,420
Unrestricted	58,025
<b>Total Net Position</b>	<b>68,445</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 315,387</b>

*The accompanying notes are an integral part of these financial statements.*

**Nevada County Transportation Commission**  
**STATEMENT OF ACTIVITIES**

Year Ended June 30, 2019	<b>Governmental Activities</b>
<b>Program Expenses</b>	
Transportation planning and administration:	
Salaries and benefits	\$ 547,492
Program costs and professional fees	406,555
Rents and leases	25,362
Administrative costs	15,121
Insurance	8,824
Utilities	2,805
Depreciation	3,220
<b>Total Program Expenses</b>	<b>1,009,379</b>
<b>Program Revenues</b>	
Operating grants	951,757
Other revenues	4,348
<b>Total Program Revenues</b>	<b>956,105</b>
<b>Net Program Income</b>	<b>(53,274)</b>
<b>General Revenues</b>	
Interest earned	2,864
<b>Total General Revenues</b>	<b>2,864</b>
<b>Change in Net Position</b>	<b>(50,410)</b>
<b>Net Position - Beginning of Year</b>	<b>118,855</b>
<b>Net Position - End of Year</b>	<b>\$ 68,445</b>

*The accompanying notes are an integral part of these financial statements.*

# Nevada County Transportation Commission

## BALANCE SHEET – GOVERNMENTAL FUNDS

June 30, 2019		Planning Fund
<b>ASSETS</b>		
Cash and cash equivalents	\$	127,024
Due from other governments:		
Local Transportation Fund allocation		79,869
Rural Planning Assistance grant		95,732
RTMF funds		2,342
<b>TOTAL ASSETS</b>	\$	<b>304,967</b>
<b>LIABILITIES AND FUND BALANCES</b>		
<b>Liabilities</b>		
Accounts payable	\$	39,182
Accrued salaries		8,339
Retentions payable		8,644
Advances from grantors		110,895
<b>Total Liabilities</b>		<b>167,060</b>
<b>Fund Balances</b>		
Unassigned		137,907
<b>Total Fund Balances</b>		<b>137,907</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	\$	<b>304,967</b>

*The accompanying notes are an integral part of these financial statements.*



## Nevada County Transportation Commission

### RECONCILIATION OF THE BALANCE SHEET – GOVERNMENTAL FUNDS TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION

June 30, 2019

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<b>Total Fund Balances Included in the Balance Sheet - Governmental Funds</b>	\$	137,907
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds	10,420
--	--------

Long-term liabilities are not due and payable in the current period, and therefore are not reported in the governmental funds:	
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Compensated absences	(79,882)
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<b>Net Position Reported Within the Statement of Net Position - Governmental Activities</b>	\$	68,445
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*The accompanying notes are an integral part of these financial statements.*

**Nevada County Transportation Commission**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN**  
**FUND BALANCES – GOVERNMENTAL FUNDS**

Year Ended June 30, 2019	<b>Planning Fund</b>
<b>Revenues</b>	
Local Transportation Funds	\$ 473,777
Rural Planning Assistance	376,163
STIP Planning (PPM)	101,817
Regional Transportation Mitigation Funds	2,342
Interest	2,864
ALUC Fees	1,200
Other Income	807
<b>Total Revenues</b>	<b>958,970</b>
<b>Expenditures</b>	
Current:	
Salaries and benefits	545,158
Program costs and professional fees	406,555
Rents and leases	25,362
Administrative costs	15,121
Insurance	8,824
Utilities	2,805
<b>Total Expenditures</b>	<b>1,003,825</b>
<b>Net Change in Fund Balances</b>	<b>(44,855)</b>
<b>Fund Balance - Beginning of Year</b>	<b>182,762</b>
<b>Fund Balance - End of Year</b>	<b>\$ 137,907</b>

*The accompanying notes are an integral part of these financial statements.*

## Nevada County Transportation Commission

### RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS TO THE GOVERNMENT-WIDE STATEMENT OF ACTIVITIES

Year Ended June 30, 2019

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<b>Total Net Change in Fund Balances Included in the Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds</b>	\$	(44,855)
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Amounts reported for governmental activities in the Statement of  
Activities are different because:

Governmental funds report capital outlay as expenditures.  
However, in the statement of activities the cost of those  
assets is allocated over their estimated useful lives and  
reported as depreciation and amortization expense.

Expenditures for capital assets	-	
Depreciation expense	(3,220)	(3,220)

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Some expenses reported in the statement of activities do not  
require the use of current financial resources and, therefore,  
are not reported as expenditures in governmental funds.

Change in compensated absences		(2,335)
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<b>Net Change in Net Position Reported Within the Statement of Activities - Governmental Activities</b>	\$	(50,410)
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*The accompanying notes are an integral part of these financial statements.*

**Nevada County Transportation Commission**  
**STATEMENT OF NET POSITION – FIDUCIARY FUNDS**

June 30, 2019	<b>Private Purpose Trust Funds</b>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 10,826,128
Due from other governments	986,024
<b>TOTAL ASSETS</b>	<b>\$ 11,812,152</b>
<b>LIABILITIES AND NET POSITION</b>	
<b>Liabilities</b>	
Allocations payable	\$ 252,748
<b>Total Liabilities</b>	<b>252,748</b>
<b>Net Position</b>	
Net position held in trust for other purposes	11,559,404
<b>Total Net Position</b>	<b>11,559,404</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 11,812,152</b>

*The accompanying notes are an integral part of these financial statements.*

**Nevada County Transportation Commission**  
**STATEMENT OF CHANGES IN NET POSITION – FIDUCIARY FUNDS**

Year Ended June 30, 2019	<b>Private Purpose Trust Funds</b>
<b>Additions</b>	
Sales and gas tax	\$ 4,660,436
Interest	158,903
Return of funds	29,023
Other	1,783,523
<b>Total Additions</b>	<b>6,631,885</b>
<b>Deductions</b>	
County of Nevada	2,846,132
City of Grass Valley	557,488
City of Nevada City	107,380
Town of Truckee	624,769
CTSA (Truckee)	24,820
CTSA (County of Nevada)	154,235
Nevada County Transportation Commission	476,119
<b>Total Deductions</b>	<b>4,790,943</b>
<b>Change in Net Position</b>	<b>1,840,942</b>
<b>Net Position - Beginning of Year</b>	<b>9,718,462</b>
<b>Net Position - End of Year</b>	<b>\$ 11,559,404</b>

*The accompanying notes are an integral part of these financial statements.*

# Nevada County Transportation Commission

## NOTES TO THE FINANCIAL STATEMENTS

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Nevada County Transportation Commission (the Commission) have been prepared in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) as applied to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the Commission's accounting policies are described below.

**Reporting Entity** The Commission, the regional transportation planning agency for the County of Nevada (the County), was created pursuant to Title 7.88 of the *State of California Government Code* Section 67920. The Commission is responsible for coordinating transportation planning and allocation of funding resources for Grass Valley, Nevada City, Nevada County, and the Town of Truckee. The Commission is also responsible for administration of the Local Transportation Fund (LTF) and the State Transit Assistance Fund (STA), programs created under the Transportation Development Act (TDA) by the State of California. The objective of the TDA is to allocate priority based funding for public transportation services, local streets and roads, bicycle and pedestrian facilities, and transportation planning activities.

The Commission is governed by a seven-member board of commissioners. The Board of Supervisors of the County appoints four members and the incorporated municipalities in the County appoint three members. The Board of Supervisors has appointed two members from the Board and two County at-large representatives. The municipalities have appointed three city/town council members, one each from Nevada City, Grass Valley, and Truckee.

The Commission has no component units, related organizations, or jointly governed organizations.

Effective May 19, 2010, the Commission was designated to act as the Nevada County Airport Land Use Commission (NCALUC) by the Nevada County Board of Supervisors and members of the City Selection Committee.

**Basis of Presentation** The financial statement presentation required by GASB Statements Nos. 34, 37, 38, and 39 provides a comprehensive, entity-wide perspective of the Commission's overall financial position and results of operations while maintaining the presentation of the financial position and results of operations of the Commission's major funds.

**Government-Wide and Fund Financial Statements** The government-wide statements of net position and activities report information on all of the activities of the Commission. These statements include the financial activities of the overall government except for fiduciary activities. Eliminations have been made to minimize the double counting of internal activities. These statements distinguish between governmental and business-type activities. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on charges and fees from the public for support. The Commission had no business-type activities to report for the year ended June 30, 2019.

# Nevada County Transportation Commission

## NOTES TO THE FINANCIAL STATEMENTS

(Continued)

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The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not included among program revenues are reported instead as general revenues.

The accounts of the Commission are organized on the basis of funds. A fund is a separate accounting entity with a self-balancing set of accounts. Each fund was established for the purpose of accounting for specific activities in accordance with applicable regulations, restrictions, or limitations. Major individual governmental funds are reported as separate columns in the fund statements.

The Commission reports the following major governmental fund:

*Planning Fund:* The planning fund acts as the general fund for the Commission and all planning and administrative activities are accounted for in this fund.

The Commission did not have any nonmajor governmental funds for the year ended June 30, 2019.

The Commission reports the following private purpose trust funds to account for assets held by the Commission in a trustee capacity:

*Local Transportation Fund (LTF):* This fund accounts for revenues received and allocations made for certain transit and streets and roads projects within the County. Revenues are generated from a ¼ cent of the general sales tax imposed by the State of California pursuant to the TDA. Sales tax revenues are collected by businesses within the County and are remitted to the State Board of Equalization (the Board). The Board, after deducting an administrative fee, remits the revenues to the Commission on a monthly basis. Expenditures of these monies must be made in accordance with TDA regulations.

*State Transit Assistance (STA) Fund:* Revenues for this fund are earned based on a portion of the State excise tax per gallon of motor vehicle fuel. The tax is allocated to the Commission by the State Controller's office.

*Regional Surface Transportation Program (RSTP) Exchange Funds:* The Commission utilizes this fund, as trustee, to receive non-federal Regional Surface Transportation Program (RSTP) account funds from the California Department of Transportation. These funds are then allocated to the County, Cities, and the Town for eligible projects.

*Regional Transportation Mitigation Fee (RTMF) Fund:* The Western Nevada County Regional Transportation Mitigation Fee (RTMF) program is a partnership between the County, the City of Grass Valley, the City of Nevada City, and the Commission. This fund has been created to hold revenue for street and highway improvements needed to accommodate traffic generated by development projects in western Nevada County.

# Nevada County Transportation Commission

## NOTES TO THE FINANCIAL STATEMENTS

(Continued)

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*Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) Fund:* PTMISEA funds are part of a comprehensive voter approved transportation bond (Proposition 1B) investment package. Eligibility is based on those entities eligible to receive allocation of funds under the State Transit Assistance (STA) pursuant to PUC Section 99313 and/or 99314. Eligible projects are transit capital projects for the following purposes: (1) rehabilitation, safety, or modernization improvements; (2) capital service enhancements or expansions; (3) new capital projects; (4) bus rapid transit improvements; (5) rolling stock procurement, rehabilitation or replacement.

*State of Good Repair (SGR) Fund:* SGR funds are funded from a portion of vehicle registrations due on or after January 1, 2018. These funds are collected under the State Transit Assistance (STA) program formula to eligible agencies pursuant to public utilities code section 90 9312.1. SGR funds are made available for capital projects that maintain the public transit system in a state of good repair. Eligible projects include (1) transit capital projects or services to maintain or repair a transit operators existing fleet or transit facilities, including the rehabilitation or modernization of the existing vehicles or facilities; (2) the design, acquisition, and construction of new vehicles or facilities that improve existing transit services; (3) transit services that complement local efforts for repair and improvement of local transportation infrastructure.

**Measurement Focus and Basis of Accounting** The government-wide and fiduciary financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. Grants are recognized as revenue as soon as all eligibility requirements imposed by the grantor have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Commission utilizes a one-year availability period for revenue recognition for governmental fund revenues. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Those revenues susceptible to accrual are sales taxes, intergovernmental revenues (grants), and interest revenues. Nonexchange transactions, in which the Commission gives (or receives) value without directly receiving (or giving) equal value in exchange, include sales taxes, grants, entitlements, and donations. Revenues from sales taxes are recognized when the underlying transactions take place. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided, including fees, fines, and forfeitures, (2) operating grants and contributions, and (3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenue. Likewise, general revenues include all taxes, of which the commission does not receive any.



# Nevada County Transportation Commission

## NOTES TO THE FINANCIAL STATEMENTS

(Continued)

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Funds report advances of revenues on their balance sheet when potential revenues do not meet the “measurable” and “available” criteria for recognition in the current period. Advances of revenues also arise when resources are received by the fund before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the fund has a legal claim to the resources, the liability for advances of revenues is removed from the combined balance sheet and revenue is recognized.

**Allocations** Funds are allocated from the private purpose trust funds as follows:

*LTF Funds:* LTF funds are available for transit, streets and roads, pedestrian and bicycle, administration (of the TDA), and transportation planning expenditures. The County Auditor-Controller estimates the amount of funds to be available in the LTF, and notifies the Commission before February 1 of each year.

The Commission determines how much funding it will need for planning and administration of the TDA. The apportionment of LTF funds between the County, the Cities, and the Town is based upon the population amounts provided by the State of California Department of Finance. Each recipient is then notified of the amount of LTF funds available in its area of apportionment (apportionment being the process of dividing the funds based upon population). Each agency then submits a claim for LTF funds, with transit needs required to be met before any streets and roads funds can be claimed.

The Commission acts upon the claims, adopting resolutions, and preparing allocation instructions that notify the recipient of the funds approved and notifies the County Auditor-Controller of what expenditures are approved, and when they are to be paid.

*STA Funds:* STA funds are estimated by the State of California Controller’s office, and the funds are used only for transit purposes and cannot be used for administration, streets and roads, or pedestrian and bicycle facilities. The Commission determines the needs of the transportation entities in its jurisdiction and allocates these funds according to those needs.

*Other Funds:* The Commission also allocates other funds such as RSTP, RTMF, PTMISEA and SGR funds based on funding needs.

**Cash and Cash Equivalents** The Commission maintains all of its cash with the Nevada County Treasurer in an investment pool. On a quarterly basis the Treasurer allocates interest to participants based upon their average daily balances. Required disclosure information regarding categorization of investments and other deposit and investment risk disclosures can be found in the County’s financial statements. The County’s financial statements may be obtained by contacting the County of Nevada’s Auditor-Controller’s office at 950 Maidu Avenue, Nevada City, CA. The Nevada County Board of Supervisors oversees the Treasurer’s investments and policies.

GASB Statement No. 40 requires additional disclosures about a government’s deposit and investment risks that include credit risk, custodial risk, concentration risk, and interest rate risk. The Commission has no deposit or investment policy that addresses a specific type of risk.

# Nevada County Transportation Commission

## NOTES TO THE FINANCIAL STATEMENTS

(Continued)

Required disclosures about the Commission's investment in the County pooled cash and investment were as follows:

June 30, 2019

Credit risk	Not rated
Custodial risk	Not applicable
Concentration of credit risk	Not applicable
Interest rate risk	Not available

**Due from Other Governments** The Commission's receivables include amounts due from other governmental agencies and consist mostly of specific planning grants. Management has determined that Commission's receivables are fully collectible. Accordingly, no allowance for doubtful accounts has been made.

**Capital Assets** Capital assets, which include land, buildings, equipment, and vehicles, are reported in the applicable governmental activities column in the government-wide financial statements. The assets are recorded at historical cost or estimated cost if historical cost is unavailable. Donated capital assets are recorded at estimated fair value at the date of donation. The Commission defines capital assets as assets with an initial individual cost of more than \$1,000 and an estimated useful life in excess of one-year. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Capital assets are depreciated using the straight-line method over the following useful lives:

Equipment and furniture	3 - 7 Years
Leasehold improvements	15 Years

**Vacation, Sick Leave, and Other Compensated Absences** The Commission employees are entitled to certain compensated absences based on their length of employment which will be paid to them upon separation from the Commission. Compensated absences accumulate and are accrued when they are earned and reported as a long-term liability in the government-wide financial statements.

**Net Position – Government-Wide Financial Statements** In the government-wide financial statements, net position represents the difference between assets and liabilities and is classified into three categories:

*Net Investment in Capital Assets:* This represents the Commission's total investment in capital assets, net of outstanding debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component of net investment in capital assets.

*Restricted Net Position:* This category represents the net position that is not accessible for general use because its use is subject to restrictions enforceable by third parties. At June 30, 2019, the Commission did not have any net position reported as restricted.

# Nevada County Transportation Commission

## NOTES TO THE FINANCIAL STATEMENTS

(Continued)

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*Unrestricted Net Position:* This category represents net position of the Commission that is available for general use.

**Fund Balance – Governmental Fund Financial Statements** Fund balance of governmental funds is reported in various categories based upon the nature of the spending constraints of the revenue sources of these funds. The following classifications describe the relative strength of the spending constraints:

*Nonspendable Fund Balance:* Amounts that cannot be spent because they are either not spendable in form or legally or contractually required to remain intact.

*Restricted Fund Balance:* Amounts with constraints placed on their use by those external to the Commission, including creditors, grantors, contributors or laws, and regulations of other governments. It also includes constraints imposed by law through constitutional provisions or enabling legislation.

*Committed Fund Balance:* Amounts that can only be used for specific purposes determined by formal action of the Commission's highest level of decision-making authority (i.e., board resolution). To be reported as committed, amounts cannot be used for any other purpose unless the Commission takes the same highest level action to remove or change the constraint.

*Assigned Fund Balance:* Amounts the Commission intends to use for a specific purpose. Intent can be expressed by the Board or by an individual to whom the Board has delegated the authority.

*Unassigned Fund Balance:* Amounts that are available for any purpose.

When an expenditure is incurred for purposes for which both restricted and unrestricted resources are available, the Commission considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Commission considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Board has provided otherwise in its commitment or assignment actions.

**Net Position – Private Purpose Trust Funds** Net position of private purpose trust funds are classified as follows:

*Allocated:* This is the amount that the Commission has formally approved for disbursement to a recipient, and has not been expended as of the date of the financial statements.

*Unallocated:* This is the amount of the apportioned funds that have not been allocated and are available for claimants who wish to file a claim.

**Use of Estimates** The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the basic financial statements and accompanying notes. Actual results may differ from those estimates.

# Nevada County Transportation Commission

## NOTES TO THE FINANCIAL STATEMENTS

(Continued)

**Risk Management** The Commission is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters for which the Commission carries commercial and crime insurance.

### 2. CAPITAL ASSETS

Capital asset activity was as follows:

	Balance				Balance	
	June 30, 2018		Additions	Retirements	June 30, 2019	
<b>Governmental Activities</b>						
Equipment	\$	22,145	\$	-	\$	22,145
Less: Accumulated depreciation		8,505		3,220		11,725
<b>Capital Assets - Net</b>	<b>\$</b>	<b>13,640</b>	<b>\$</b>	<b>(3,220)</b>	<b>\$</b>	<b>10,420</b>

Depreciation expense for the year ended June 30, 2019, was \$3,220 and was reported in the transportation planning and administration function on the Statement of Activities.

### 3. LONG-TERM LIABILITIES

The following is a summary of long-term liability transactions:

	Balance				Balance		Amounts
	June 30, 2018		Additions	Retirements	June 30, 2019		Due Within
							One Year
<b>Governmental Activities</b>							
Compensated absences	\$	77,547	\$	43,798	\$	41,463	\$ 79,882
							\$ 22,367

### 4. OPERATING LEASE

The Commission leases its facilities under a five-year operating lease that expires June 30, 2020. Rent expense for the fiscal year ended June 30, 2019, was \$25,362. Future minimum rental payments required under the above operating lease are as follows:

Year Ending June 30	
2020	\$ 25,362
<b>Total</b>	<b>\$ 25,362</b>

# Nevada County Transportation Commission

## NOTES TO THE FINANCIAL STATEMENTS

(Continued)

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### 5. PENSION PLAN

The Commission adopted by resolution a 457 Deferred Compensation Plan and a 401(a) Money Purchase Plan, which are both accounted for as defined contribution pension plans in accordance with GASB 27. Both plans are administered by ICMA Retirement Corporation and the funds are held in the ICMA Retirement Trust, a trust established by public employers for the collective investment of funds held under their respective retirement and deferred compensation plans.

The 457 Deferred Compensation Plan provides for retirement income and other deferred benefits to the participants under the authority of *Internal Revenue Code* section 457. All Commission employees are eligible to participate. The plan provides for employer contributions of 17.13% of each participant's salary to a maximum of \$18,500 for 2019. Employee matching contributions are not required. Contributions are 100% vested. The plan is maintained for the exclusive benefit of eligible employees and their beneficiaries and no part is reported as assets of the Commission or subject to the claims of the Commission's creditors. During the year ended June 30, 2019, there were three participants in the plan and employer contributions to the plan totaled \$8,678.

The 401(a) Money Purchase Plan provides retirement income to participants under the authority of *Internal Revenue Code* section 401(a). The plan provides for required employer contributions of 17.13% of each participant's earnings. Each participant is required to contribute 0%. Contributions are 100% vested. The plan is maintained for the exclusive benefit of eligible employees and their beneficiaries and no part is reported as assets of the Commission or subject to the claims of the Commission's creditors. During the year ended June 30, 2019, there were three participants in the plan and employer contributions to the plan totaled \$57,485.

### 6. CONTINGENT LIABILITIES

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal and state governments. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Commission expects such amounts, if any, to be immaterial.

**REQUIRED SUPPLEMENTARY INFORMATION SECTION**

**Nevada County Transportation Commission**  
**BUDGETARY COMPARISON SCHEDULE - PLANNING FUND**

Year Ended June 30, 2019	Budgeted Amounts		Actual	with Final Budget
	Original	Final		
<b>Revenues</b>				
Local Transportation Funds	\$ 633,191	\$ 589,288	\$ 473,777	\$ (115,511)
Rural Planning Assistance	373,373	433,538	376,163	(57,375)
STIP Planning (PPM)	126,675	212,712	101,817	(110,895)
Regional Transportation Mitigation Funds	5,000	5,000	2,342	(2,658)
Interest	-	-	2,864	2,864
ALUC Fees	15,000	15,000	1,200	(13,800)
Other Revenue	-	-	807	807
<b>Total Revenues</b>	<b>1,153,239</b>	<b>1,255,538</b>	<b>958,970</b>	<b>(296,568)</b>
<b>Expenditures</b>				
Current:				
Salaries and benefits	553,965	562,129	545,158	16,971
Program costs and professional fees	518,586	612,980	406,555	206,425
Rents and leases	29,638	29,638	25,362	4,276
Administrative costs	34,650	34,150	15,121	19,029
Insurance	12,500	12,500	8,824	3,676
Utilities	3,000	3,000	2,805	195
Capital outlay	900	1,141	-	1,141
<b>Total Expenditures</b>	<b>1,153,239</b>	<b>1,255,538</b>	<b>1,003,825</b>	<b>251,713</b>
<b>Net Change in Fund Balances</b>	<b>-</b>	<b>-</b>	<b>(44,855)</b>	<b>(44,855)</b>
<b>Fund Balance - Beginning of Year</b>	<b>182,762</b>	<b>182,762</b>	<b>182,762</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 182,762</b>	<b>\$ 182,762</b>	<b>\$ 137,907</b>	<b>\$ (44,855)</b>

See the accompanying note to the supplementary information.

## **Nevada County Transportation Commission**

### **NOTE TO THE REQUIRED SUPPLEMENTARY INFORMATION**

June 30, 2019

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#### **BUDGETARY ACCOUNTING**

The Commission annually adopts a budget through the preparation of an overall work program. This work program describes the projects or work elements that are to be funded, and the type of funds that will pay for the expenditures, such as Rural Planning Assistance, Local Transportation, or Federal Transportation Administration (FTA). The work program, in draft form, is prepared by the Commission staff, submitted and approved by the Commission, and submitted to the State of California, Department of Transportation (CALTRANS) before June 30. CALTRANS, as the grantor of Rural Planning Assistance and FTA funds, approves the work program, which then becomes the budget for the operating fund of the Commission. The budgeted figures shown have been prepared on a budgetary basis which differs from U.S. GAAP. In the current year, the budget includes certain Local Transportation Fund allocations that were reported as revenues in the prior year on a U.S. GAAP basis but not spent (i.e., included in fund balance). These revenues are designated by the Commission as LTF carryover funding and amounted to \$120,804.



**SUPPLEMENTARY INFORMATION SECTION**

**Nevada County Transportation Commission**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**BY WORK ELEMENT - PLANNING FUND – BUDGET AND ACTUAL**

Year Ended June 30, 2019	Actual															Variance Favorable (Unfavorable)
	Original Budget	Final Budget	LTF Funds	LTF Carryover	FTA Grants	Rural Planning Assistance	STIP Planning	Rural Blueprint Planning Grant	RTMF	ALUC Fees	RSTP Funding	Truckee Tahoe Airport District	Other	Totals		
<b>Revenues</b>																
Local Transportation Funds	\$ 633,191	\$ 589,288	\$ 473,777	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 473,777	\$ (115,511)	
Rural Planning Assistance	373,373	433,538	-	-	-	376,163	-	-	-	-	-	-	-	376,163	(57,375)	
STIP Planning (PPM)	126,675	212,712	-	-	-	-	101,817	-	-	-	-	-	-	101,817	(110,895)	
Regional Transportation Mitigation Fund	5,000	5,000	-	-	-	-	-	-	2,342	-	-	-	-	2,342	(2,658)	
Interest	-	-	2,864	-	-	-	-	-	-	-	-	-	-	2,864	2,864	
ALUC Fees	15,000	15,000	-	-	-	-	-	-	-	1,200	-	-	-	1,200	(13,800)	
Other	-	-	-	-	-	-	-	-	-	-	-	-	807	807	807	
<b>Total Revenues</b>	<b>1,153,239</b>	<b>1,255,538</b>	<b>476,641</b>	<b>-</b>	<b>-</b>	<b>376,163</b>	<b>101,817</b>	<b>-</b>	<b>2,342</b>	<b>1,200</b>	<b>-</b>	<b>-</b>	<b>807</b>	<b>958,970</b>	<b>(296,568)</b>	
<b>Expenditures</b>																
1.1: General services	225,282	224,383	83,070	118,304	-	-	-	-	2,341	-	-	-	-	203,715	20,668	
1.2: TDA Administration	317,222	313,229	288,109	2,500	-	-	-	-	-	-	-	-	-	290,609	22,620	
2.1: Regional Transportation Plan	114,945	110,338	11,052	-	-	85,800	1,671	-	-	-	-	-	-	98,523	11,815	
2.1.2: RTP Implementation VMT Thresholds	85,683	99,651	-	-	-	60,451	-	-	-	-	-	-	3,923	64,374	35,277	
2.1.3: Active Transportation Plan	88,937	84,218	-	-	-	76,082	6,589	-	-	-	-	-	(2,353)	80,318	3,900	
2.2: Transportation Improvement Program	27,176	26,339	6,239	-	-	17,881	-	-	-	-	-	-	-	24,120	2,219	
2.2.1: SR 49 CSMP Update	21,785	60,589	-	-	-	6,017	53,588	-	-	-	-	-	(2,376)	57,229	3,360	
2.2.2: SR 174/20 Intersection Analysis	53,500	70,978	-	-	-	27,821	-	-	-	-	-	-	-	30,381	40,597	
2.2.3: Nev. City SR 49 Multimodal Corridor Plan	-	55,840	-	-	-	-	29,361	-	-	-	-	-	-	359	29,720	
2.3: Transit and Paratransit Program	41,098	41,589	4,448	-	-	31,794	-	-	-	-	-	-	-	36,242	5,347	
2.3.4: Transit Funding Equity Study	53,862	39,926	-	-	-	39,554	-	-	-	-	-	-	-	39,554	372	
2.4: Coordination of Regional Planning	57,363	38,608	5,384	-	-	30,763	-	-	-	-	-	-	-	36,147	2,461	
2.4.1: Local Road Safety Plan	-	11,382	-	-	-	-	10,608	-	-	-	-	-	-	10,608	774	
2.4.2: Airport Land Use Commission Planning & Reviews	-	18,063	1,892	-	-	-	-	-	-	393	-	-	-	2,285	15,778	
Contingency	66,386	60,405	-	-	-	-	-	-	-	-	-	-	-	-	60,405	
<b>Total Expenditures</b>	<b>1,153,239</b>	<b>1,255,538</b>	<b>400,194</b>	<b>120,804</b>	<b>-</b>	<b>376,163</b>	<b>101,817</b>	<b>-</b>	<b>2,341</b>	<b>393</b>	<b>-</b>	<b>-</b>	<b>2,113</b>	<b>1,003,825</b>	<b>251,713</b>	
<b>Net Change in Fund Balance</b>	<b>-</b>	<b>-</b>	<b>76,447</b>	<b>(120,804)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>807</b>	<b>-</b>	<b>-</b>	<b>(1,306)</b>	<b>(44,855)</b>	<b>(44,855)</b>	
<b>Fund Balance - Beginning of Year</b>	<b>182,762</b>	<b>182,762</b>	<b>-</b>	<b>74,943</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>47,775</b>	<b>(466)</b>	<b>1,704</b>	<b>91</b>	<b>(2)</b>	<b>58,717</b>	<b>182,762</b>	<b>-</b>	
<b>Fund Balance - End of Year</b>	<b>\$ 182,762</b>	<b>\$ 182,762</b>	<b>\$ 76,447</b>	<b>\$ (45,861)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 47,775</b>	<b>\$ (465)</b>	<b>\$ 2,511</b>	<b>\$ 91</b>	<b>\$ (2)</b>	<b>\$ 57,411</b>	<b>\$ 137,907</b>	<b>\$ (44,855)</b>	

## Nevada County Transportation Commission

### COMBINING STATEMENT OF FIDUCIARY NET POSITION - PRIVATE PURPOSE TRUST FUNDS (WITH COMPARATIVE TOTALS AS OF JUNE 30, 2018)

June 30, 2019	LTF	STA	RSTP	RTMF	PTMISEA	SGR	Totals	
	Fund	Fund	Exchange Funds	Fund	Fund	Fund	2019	2018
<b>ASSETS</b>								
Cash and cash equivalents	\$ 4,630,290	\$ 1,912,531	\$ 3,841,081	\$ 362,533	\$ 79,693	\$ -	\$ 10,826,128	\$ 9,068,754
Sales tax receivable	662,291	-	-	-	-	-	662,291	489,301
Other receivables	-	230,711	-	93,022	-	-	323,733	1,159,344
<b>TOTAL ASSETS</b>	<b>\$ 5,292,581</b>	<b>\$ 2,143,242</b>	<b>\$ 3,841,081</b>	<b>\$ 455,555</b>	<b>\$ 79,693</b>	<b>\$ -</b>	<b>\$ 11,812,152</b>	<b>\$ 10,717,399</b>
<b>LIABILITIES AND NET POSITION</b>								
<b>Liabilities</b>								
Allocations payable	\$ 250,406	\$ -	\$ -	\$ 2,342	\$ -	\$ -	\$ 252,748	\$ 67,114
<b>Total Liabilities</b>	<b>250,406</b>	<b>-</b>	<b>-</b>	<b>2,342</b>	<b>-</b>	<b>-</b>	<b>252,748</b>	<b>67,114</b>
<b>Net Position</b>								
Unrestricted:								
Allocated	125,000	-	2,911,789	3,600,144	-	-	6,636,933	1,022,476
Unallocated	4,917,175	2,143,242	929,292	(3,146,931)	79,693	-	4,922,471	9,627,809
<b>Total Net Position</b>	<b>5,042,175</b>	<b>2,143,242</b>	<b>3,841,081</b>	<b>453,213</b>	<b>79,693</b>	<b>-</b>	<b>11,559,404</b>	<b>10,650,285</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 5,292,581</b>	<b>\$ 2,143,242</b>	<b>\$ 3,841,081</b>	<b>\$ 455,555</b>	<b>\$ 79,693</b>	<b>\$ -</b>	<b>\$ 11,812,152</b>	<b>\$ 10,717,399</b>

## Nevada County Transportation Commission

### COMBINING STATEMENT OF CHANGES IN FIDUCIARY NET POSITION - PRIVATE PURPOSE TRUST FUNDS (WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2018)

Year Ended June 30, 2019	LTF	STA	RSTP	RTMF	PTMISEA	SGR	Totals	
	Fund	Fund	Exchange Funds	Fund	Fund	Fund	2019	2018
<b>Additions</b>								
Sales and gas tax	\$ 3,792,569	\$ 867,867	\$ -	\$ -	\$ -	\$ -	\$ 4,660,436	\$ 4,382,186
Interest	68,559	30,273	55,843	2,191	2,037	-	158,903	122,578
Return of funds	-	-	29,023	-	-	-	29,023	122,579
Other	-	-	1,077,154	546,218	-	160,151	1,783,523	1,663,169
<b>Total Additions</b>	<b>3,861,128</b>	<b>898,140</b>	<b>1,162,020</b>	<b>548,409</b>	<b>2,037</b>	<b>160,151</b>	<b>6,631,885</b>	<b>6,167,933</b>
<b>Deductions</b>								
County of Nevada	1,234,879	726,990	884,263	-	-	-	2,846,132	2,563,960
City of Grass Valley	434,134	-	-	123,354	-	-	557,488	3,024,761
City of Nevada City	107,380	-	-	-	-	-	107,380	153,959
Town of Truckee	299,903	84,364	-	-	80,351	160,151	624,769	733,263
CTSA (Truckee)	24,820	-	-	-	-	-	24,820	23,547
CTSA (Nevada County)	154,235	-	-	-	-	-	154,235	125,000
Nevada County Transportation Commission	473,777	-	-	2,342	-	-	476,119	475,266
<b>Total Deductions</b>	<b>2,729,128</b>	<b>811,354</b>	<b>884,263</b>	<b>125,696</b>	<b>80,351</b>	<b>160,151</b>	<b>4,790,943</b>	<b>7,099,756</b>
<b>Change in Net Position</b>	<b>1,132,000</b>	<b>86,786</b>	<b>277,757</b>	<b>422,713</b>	<b>(78,314)</b>	<b>-</b>	<b>1,840,942</b>	<b>(931,823)</b>
<b>Net Position - Beginning of Year</b>	<b>3,910,175</b>	<b>2,056,456</b>	<b>3,563,324</b>	<b>30,500</b>	<b>158,007</b>	<b>-</b>	<b>9,718,462</b>	<b>10,650,285</b>
<b>Net Position - End of Year</b>	<b>\$ 5,042,175</b>	<b>\$ 2,143,242</b>	<b>\$ 3,841,081</b>	<b>\$ 453,213</b>	<b>\$ 79,693</b>	<b>\$ -</b>	<b>\$ 11,559,404</b>	<b>\$ 9,718,462</b>

## Nevada County Transportation Commission

### STATEMENT OF FIDUCIARY NET POSITION BY AREA OF APPORTIONMENT - LOCAL TRANSPORTATION FUND (LTF) (WITH COMPARATIVE TOTALS AS OF JUNE 30, 2018)

June 30, 2019	Administration	County of Nevada	City of Grass Valley	City of Nevada City	Town of Truckee	Pedestrian Bicycle	CTSA	Totals	
								2019	2018
<b>ASSETS</b>									
Cash and cash equivalents	\$ -	\$ 3,766,883	\$ -	\$ -	\$ 383,823	\$ 386,338	\$ 93,246	\$ 4,630,290	\$ 3,431,808
Sales tax receivable	79,869	362,057	71,315	17,641	91,222	11,649	28,538	662,291	555,018
<b>TOTAL ASSETS</b>	<b>\$ 79,869</b>	<b>\$ 4,128,940</b>	<b>\$ 71,315</b>	<b>\$ 17,641</b>	<b>\$ 475,045</b>	<b>\$ 397,987</b>	<b>\$ 121,784</b>	<b>\$ 5,292,581</b>	<b>\$ 3,986,826</b>
<b>LIABILITIES AND NET POSITION</b>									
<b>Liabilities</b>									
Allocations payable	\$ 79,869	\$ -	\$ 17,721	\$ 4,316	\$ -	\$ 148,500	\$ -	\$ 250,406	\$ 76,651
<b>Total Liabilities</b>	<b>79,869</b>	<b>-</b>	<b>17,721</b>	<b>4,316</b>	<b>-</b>	<b>148,500</b>	<b>-</b>	<b>250,406</b>	<b>76,651</b>
<b>Net Position</b>									
Unrestricted:									
Allocated	-	-	-	-	-	125,000	-	125,000	-
Unallocated	-	4,128,940	53,594	13,325	475,045	124,487	121,784	4,917,175	3,910,175
<b>Total Net Position</b>	<b>-</b>	<b>4,128,940</b>	<b>53,594</b>	<b>13,325</b>	<b>475,045</b>	<b>249,487</b>	<b>121,784</b>	<b>5,042,175</b>	<b>3,910,175</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 79,869</b>	<b>\$ 4,128,940</b>	<b>\$ 71,315</b>	<b>\$ 17,641</b>	<b>\$ 475,045</b>	<b>\$ 397,987</b>	<b>\$ 121,784</b>	<b>\$ 5,292,581</b>	<b>\$ 3,986,826</b>

## Nevada County Transportation Commission

### STATEMENT OF CHANGES IN FIDUCIARY NET POSITION BY AREA OF APPORTIONMENT - LOCAL TRANSPORTATION FUND (LTF) (WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2018)

Year Ended June 30, 2019	Administration	County of Nevada	City of Grass Valley	City of Nevada City	Town of Truckee	Pedestrian Bicycle	CTSA	2019	Totals 2018
<b>Additions</b>									
Sales tax	\$ 473,777	\$ 2,063,094	\$ 406,374	\$ 100,526	\$ 519,801	\$ 66,376	\$ 162,621	\$ 3,792,569	\$ 3,725,967
Interest	-	57,313	160	40	3,248	7,094	704	68,559	40,213
<b>Total Additions</b>	<b>473,777</b>	<b>2,120,407</b>	<b>406,534</b>	<b>100,566</b>	<b>523,049</b>	<b>73,470</b>	<b>163,325</b>	<b>3,861,128</b>	<b>3,766,180</b>
<b>Deductions</b>									
County of Nevada	-	1,086,379	-	-	-	148,500	-	1,234,879	1,505,525
City of Grass Valley	-	-	434,134	-	-	-	-	434,134	361,796
City of Nevada City	-	-	-	107,380	-	-	-	107,380	121,359
Town of Truckee	-	-	-	-	299,903	-	-	299,903	447,469
CTSA (Truckee)	-	-	-	-	-	-	24,820	24,820	23,547
CTSA (County of Nevada)	-	-	-	-	-	-	154,235	154,235	125,000
Nevada Country Transportation Commission	473,777	-	-	-	-	-	-	473,777	471,779
<b>Total Deductions</b>	<b>473,777</b>	<b>1,086,379</b>	<b>434,134</b>	<b>107,380</b>	<b>299,903</b>	<b>148,500</b>	<b>179,055</b>	<b>2,729,128</b>	<b>3,056,475</b>
<b>Change in Net Position</b>	<b>-</b>	<b>1,034,028</b>	<b>(27,600)</b>	<b>(6,814)</b>	<b>223,146</b>	<b>(75,030)</b>	<b>(15,730)</b>	<b>1,132,000</b>	<b>709,705</b>
<b>Net Position - Beginning of Year</b>	<b>-</b>	<b>3,094,912</b>	<b>81,194</b>	<b>20,139</b>	<b>251,899</b>	<b>324,517</b>	<b>137,514</b>	<b>3,910,175</b>	<b>3,200,470</b>
<b>Net Position - End of Year</b>	<b>\$ -</b>	<b>\$ 4,128,940</b>	<b>\$ 53,594</b>	<b>\$ 13,325</b>	<b>\$ 475,045</b>	<b>\$ 249,487</b>	<b>\$ 121,784</b>	<b>\$ 5,042,175</b>	<b>\$ 3,910,175</b>

## Nevada County Transportation Commission

### SCHEDULE OF ALLOCATIONS AND EXPENDITURES - LOCAL TRANSPORTATION FUND (LTF)

Year Ended June 30, 2019

Resolution Number	Claimant	Project	Article	Balance				Balance June 30, 2019
				June 30, 2018	Allocations	Expenditures	Adjustments	
18-19	Commission	Administration	99233.2	\$ -	\$ 473,777	\$ 473,777	\$ -	\$ -
18-20	County	Transit	99260(a), 99400(c)	-	1,956,707	1,086,379	(870,328)	-
18-20	CTSA (County of Nevada)	Transit	99275(a)	-	154,235	154,235	-	-
18-21	Grass Valley	Transit	99400(c)	-	434,134	434,134	-	-
18-22	Nevada City	Transit	99400(c)	-	107,380	107,380	-	-
18-23	Truckee	Transit	99400(c)(d)(e)	-	351,324	299,903	(51,421)	-
18-23	CTSA (Truckee)	Transit	99275(a)	-	24,820	24,820	-	-
18-25	Grass Valley	Pedestrian & Bike	99234	-	125,000	-	-	125,000
19-19	County	Pedestrian & Bike	99234	-	148,500	148,500	-	-
<b>Totals</b>				\$ -	\$ 3,775,877	\$ 2,729,128	\$ (921,749)	\$ 125,000

## Nevada County Transportation Commission

### SCHEDULE OF ALLOCATIONS AND EXPENDITURES - STATE TRANSIT ASSISTANCE FUND (STA)

Year Ended June 30, 2019

<b>Resolution Number</b>	<b>Claimant</b>	<b>Project</b>	<b>Article</b>	<b>Balance June 30, 2018</b>	<b>Allocations</b>	<b>Expenditures</b>	<b>Adjustments</b>	<b>Balance June 30, 2019</b>
18-23	Truckee	Transit/Paratransit	6731(b)	\$ -	\$ 123,448	\$ 84,364	\$ (39,084)	\$ -
18-20	County	Transit/Paratransit	99260(a), 6730(a)	-	726,990	726,990	-	-
<b>Totals</b>				\$ -	\$ 850,438	\$ 811,354	\$ (39,084)	\$ -



## Nevada County Transportation Commission

### SCHEDULE OF ALLOCATIONS AND EXPENDITURES - REGIONAL SURFACE TRANSPORTATION PROGRAM (RSTP)

Year Ended June 30, 2019

Resolution Number	Claimant	Project	Balance				Balance June 30, 2019
			June 30, 2018	Allocations	Expenditures	Adjustments	
17-21	County	Combie Corridor Improvement Project	\$ 688,851	\$ -	\$ -	\$ (688,851)	\$ -
18-12	Grass Valley	2018 Annual Street Rehabilitation Project	686,909	-	-	(260,227)	426,682
18-24	County	Combie Road Corridor Improvements	-	460,187	-	(460,187)	-
18-24	County	Drainage & Shoulder Improvements	-	51,452	51,452	-	-
18-24	County	General Maintenance	-	768,497	768,497	-	-
18-24	County	Roadway Preservation	-	77,178	-	(77,178)	-
18-24	County	Vegetation Control	-	64,314	64,314	-	-
18-39	Grass Valley	Wolf Creek Trail Project	-	139,773	-	260,227	400,000
19-11	County	Drainage & Shoulder Improvements	-	152,484	-	-	152,484
19-11	County	General Maintenance	-	1,189,449	-	-	1,189,449
19-11	County	Shoulder Improvements	-	160,000	-	-	160,000
19-11	County	Combie Road Corridor Improvements	-	583,174	-	-	583,174
<b>Totals</b>			\$ 1,375,760	\$ 3,646,508	\$ 884,263	\$ (1,226,216)	\$ 2,911,789

## Nevada County Transportation Commission

### SCHEDULE OF ALLOCATIONS AND EXPENDITURES - REGIONAL TRANSPORTATION MITIGATION FEE (RTMF)

Year Ended June 30, 2019

<b>Resolution Number</b>	<b>Claimant</b>	<b>Project</b>	<b>Balance June 30, 2018</b>	<b>Allocations</b>	<b>Expenditures</b>	<b>Adjustments</b>	<b>Balance June 30, 2019</b>
11-15	Grass Valley	Dorsey Dr. Interchange	\$ 223,072	\$ -	\$ -	\$ (223,072)	\$ -
17-28	Grass Valley	Dorsey Dr. Interchange	3,163,201	-	37,000	-	3,126,201
17-29	Grass Valley	East Main Street/Bennet Street Proje	560,297	-	86,354	-	473,943
18-19	Commission	Administration	-	5,000	2,342	(2,658)	-
<b>Totals</b>			\$ 3,946,570	\$ 5,000	\$ 125,696	\$ (225,730)	\$ 3,600,144

**OTHER REPORT SECTION**



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

To the Commissioners  
Nevada County Transportation Commission  
Nevada City, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund, and the aggregate fiduciary fund information of the Nevada County Transportation Commission (the Commission), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated April 30, 2020.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

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

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

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

(Continued)

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

In connection with our audit referred to above, we also performed an audit for compliance with the Transportation Development Act, the *California Code of Regulations*, and the rules and regulations and allocation instructions of the Nevada County Transportation Commission, for the year ended June 30, 2019. In connection with our audit, we performed to the extent applicable, the compliance audit tasks set forth in Section 6666 of the *California Code of Regulations*. The results of performing the tasks specified in Section 6666 disclosed no instances of noncompliance with the applicable statutes, rules, and regulations of the Act and the allocation instructions and resolutions of the Nevada County Transportation Commission. In our opinion, the funds allocated to and received by the Commission for the year ended June 30, 2019, pursuant to the Transportation Development Act, were accounted for and expended in conformance with the Transportation Development Act, the *California Code of Regulations*, and the rules and regulations and allocation instructions of the Nevada County Transportation Commission.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and to express an opinion on the compliance of the Commission with the Transportation Development Act, the *California Code of Regulations*, and the rules and regulations and allocation instructions of the Nevada County Transportation Commission, and not to provide an opinion on the effectiveness of the Commission's internal control or on other compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*AGT CPAs & Advisors*

April 30, 2020  
AGT CPAs & Advisors  
Redding, California



**INDEPENDENT AUDITORS' REPORT ON PUBLIC TRANSPORTATION  
MODERNIZATION IMPROVEMENT AND SERVICE ENHANCEMENT  
ACCOUNT (PTMISEA) GRANT**

To the Commissioners  
Nevada County Transportation Commission  
Nevada City, California

**Compliance**

We have audited the Nevada County Transportation Commission's (the Commission) Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) funds for the year ended June 30, 2019, which were allocated to the Commission by the State of California for the Town of Truckee.

***Management's Responsibility***

Compliance with the requirements referred to above is the responsibility of the Commission's management.

***Auditors' Responsibility***

Our responsibility is to express an opinion on whether or not the Commission spent the PTMISEA funds in accordance with the agreement set forth by the State of California based on our audit.

During the fiscal year ended June 30, 2014, the Commission applied for and received PTMISEA proceeds of \$466,383 for the purpose of technology modernization and vehicle fleet expansion and replacement for the Town of Truckee. As of June 30, 2019, PTMISEA funds received and expended were as follows:

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<b>Beginning Balance</b>	\$	158,007
Proceeds received:		
PTMISEA		-
Interest allocated to unspent proceeds		2,037
Expenditures incurred		(80,351)
<b>Unexpended Proceeds</b>	<b>\$</b>	<b>79,693</b>

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**INDEPENDENT AUDITORS' REPORT ON PUBLIC TRANSPORTATION  
MODERNIZATION IMPROVEMENT AND SERVICE ENHANCEMENT  
ACCOUNT (PTMISEA) GRANT**

(Continued)

***Opinion***

In our opinion, the Commission accounted for and/or expended the PTMISEA funds in accordance with the agreement set forth by the State of California, in all material respects, for the year ended June 30, 2019.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of the PTMISEA funds and the results of that testing based on the agreement with the State of California. Accordingly, this report is not suitable for any other purpose.

*AGT CPAs & Advisors*

April 30, 2020  
AGT CPAs & Advisors  
Redding, California

**SCHEDULE OF FINDINGS AND RESPONSES SECTION**



**Nevada County Transportation Commission**

SCHEDULE OF FINDINGS AND RESPONSES

June 30, 2019

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**CURRENT YEAR FINDINGS AND RESPONSES**

None

**Nevada County Transportation Commission**  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
June 30, 2019

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None

**County of Nevada Transit Services Fund and  
RSTP and PTMISEA Expenditure Reports**

**Nevada City, California**

FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION  
WITH INDEPENDENT AUDITORS' REPORTS

**June 30, 2019 and 2018**



# County of Nevada Transit Services Fund

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June 30, 2019 and 2018

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## **INDEPENDENT AUDITORS' REPORT**

To the Board of Supervisors  
County of Nevada  
Nevada City, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the Transit Services Fund of the County of Nevada (the County), as of and for the years ended June 30, 2019 and 2018, and the related notes to the financial statements, as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditors' Responsibility***

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

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

## **INDEPENDENT AUDITORS' REPORT**

(Continued)

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

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Transit Services Fund of the County of Nevada, as of June 30, 2019 and 2018, and the respective changes in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### *Emphasis of Matter*

As discussed in Note 1, the financial statements present only the Transit Services Fund and do not purport to, and do not, present fairly the financial position of the County of Nevada, as of June 30, 2019 and 2018, and the changes in its financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

#### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Transit Services Fund's basic financial statements. The Statement of Revenues, Expenses, and Changes in Net Position - By Operation, listed in the table of contents in the supplementary information section is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Statement of Revenues, Expenses, and Changes in Net Position - by Operation is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Statement of Revenues, Expenses, and Changes in Net Position - By Operation is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

## INDEPENDENT AUDITORS' REPORT

(Continued)

### Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 30, 2020, on our consideration of the County's internal control over financial reporting as it relates to the Transit Services Fund and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting and compliance as it relates to the Transit Services Fund.

*AGT CPAs & Advisors*

April 30, 2020  
AGT CPAs & Advisors  
Redding, California

## **FINANCIAL SECTION**



**County of Nevada Transit Services Fund**  
**STATEMENTS OF NET POSITION**

June 30	2019	2018
<b>ASSETS AND DEFERRED OUTFLOWS</b>		
<b>Current Assets</b>		
Cash and cash equivalents	\$ 488,612	\$ 818,737
Accounts receivable	71,471	1,691
Due from other agencies	641,624	1,462,646
<b>Total Current Assets</b>	<b>1,201,707</b>	<b>2,283,074</b>
<b>Noncurrent Assets</b>		
Restricted cash - insurance reserve	82,213	80,814
Depreciable capital assets - net	2,221,263	1,994,946
<b>Total Noncurrent Assets</b>	<b>2,303,476</b>	<b>2,075,760</b>
<b>Total Assets</b>	<b>3,505,183</b>	<b>4,358,834</b>
<b>Deferred Outflows of Resources</b>		
Deferred outflows from pensions	312,133	434,580
Deferred outflows from other postemployment benefits	48,314	51,824
<b>Total Deferred Outflows of Resources</b>	<b>360,447</b>	<b>486,404</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>\$ 3,865,630</b>	<b>\$ 4,845,238</b>
<b>LIABILITIES, DEFERRED INFLOWS, AND NET POSITION</b>		
<b>Current Liabilities</b>		
Accounts payable	\$ 98,010	\$ 102,759
Accrued salaries and benefits	49,098	47,366
Due to other agencies	117,214	115,949
Compensated absences - current	240	8,565
Unearned revenue	203,234	773,610
<b>Total Current Liabilities</b>	<b>467,796</b>	<b>1,048,249</b>
<b>Noncurrent Liabilities</b>		
Compensated absences - net	37,604	37,354
Net pension liability	2,170,107	2,138,548
Net other postemployment benefits liability	370,302	381,425
<b>Total Noncurrent Liabilities</b>	<b>2,578,013</b>	<b>2,557,327</b>
<b>Total Liabilities</b>	<b>3,045,809</b>	<b>3,605,576</b>
<b>Deferred Inflows of Resources</b>		
Deferred inflows from pensions	24,555	20,518
Deferred inflows from other postemployment benefits	8,158	7,419
<b>Total Deferred Inflows of Resources</b>	<b>32,713</b>	<b>27,937</b>
<b>Net Position</b>		
Net investment in capital assets	2,221,263	1,994,946
Restricted for insurance claims	82,213	80,814
Restricted for capital projects	1,232,587	1,899,082
Unrestricted	(2,748,955)	(2,763,117)
<b>Total Net Position</b>	<b>787,108</b>	<b>1,211,725</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION</b>	<b>\$ 3,865,630</b>	<b>\$ 4,845,238</b>

*The accompanying notes are an integral part of these financial statements.*

## County of Nevada Transit Services Fund

### STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

Years Ended June 30	2019	2018
<b>Operating Revenues</b>		
Passenger fares	\$ 298,761	\$ 307,825
Contributions from other agencies	66,885	81,692
Other operating revenues	3,431	675
<b>Total Operating Revenues</b>	<b>369,077</b>	<b>390,192</b>
<b>Operating Expenses</b>		
Salaries and benefits	1,530,966	1,556,033
Professional services	1,658,802	1,611,360
Maintenance, supplies, and utilities	518,804	479,657
Insurance and claims payments	91,166	63,304
Administration and overhead	165,631	146,390
Rent	35,015	30,581
Depreciation	545,098	457,039
<b>Total Operating Expenses</b>	<b>4,545,482</b>	<b>4,344,364</b>
<b>Operating (Loss)</b>	<b>(4,176,405)</b>	<b>(3,954,172)</b>
<b>Nonoperating Revenues (Expenses)</b>		
Local Transportation funds	2,336,075	2,163,230
State Transit Assistance	726,990	324,487
FTA section 5311	470,602	459,615
LCTOP Funds	40,000	27,000
Net interest income (expense)	45,546	13,440
Gain (loss) on disposal of capital assets	9,443	1,147
Other revenues	4,748	10,442
<b>Total Nonoperating Revenues (Expenses)</b>	<b>3,633,404</b>	<b>2,999,361</b>
<b>Income (Loss) Before Contributions</b>	<b>(543,001)</b>	<b>(954,811)</b>
<b>Contributions</b>		
LCTOP funds capital contributions	118,384	78,645
Prop 1B - PTMISEA capital contributions	-	57,733
<b>Total Contributions</b>	<b>118,384</b>	<b>136,378</b>
<b>Change in Net Position</b>	<b>(424,617)</b>	<b>(818,433)</b>
<b>Total Net Position - Beginning of Year</b>	<b>1,211,725</b>	<b>2,030,158</b>
<b>Total Net Position - End of Year</b>	<b>\$ 787,108</b>	<b>\$ 1,211,725</b>

The accompanying notes are an integral part of these financial statements.

# County of Nevada Transit Services Fund

## STATEMENTS OF CASH FLOWS

Years Ended June 30	2019	2018
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from customers and users	\$ 299,297	\$ 389,702
Payments to employees	(1,386,140)	(1,333,385)
Payments to suppliers	(2,474,167)	(2,340,905)
<b>Net Cash (Used) by Operating Activities</b>	<b>(3,561,010)</b>	<b>(3,284,588)</b>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>		
Local Transportation funds allocations	1,765,699	2,066,512
State Transit Assistance allocations	726,990	324,487
Federal operating assistance allocations	1,349,434	-
Other grant proceeds and revenues	942	40,304
<b>Net Cash Provided by Noncapital Financing Activities</b>	<b>3,843,065</b>	<b>2,431,303</b>
<b>CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES</b>		
Capital grants received	105,645	57,733
Purchases of capital assets	(779,672)	-
Proceeds from sale of capital assets	17,700	3,550
<b>Net Cash Provided (Used) by Capital Financing Activities</b>	<b>(656,327)</b>	<b>61,283</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Interest earnings on investments	45,546	13,440
<b>Net Cash Provided by Investing Activities</b>	<b>45,546</b>	<b>13,440</b>
<b>Net Change in Cash and Cash Equivalents</b>	<b>(328,726)</b>	<b>(778,562)</b>
<b>Cash and Cash Equivalents - Beginning of Year</b>	<b>899,551</b>	<b>1,678,113</b>
<b>Cash and Cash Equivalents - End of Year</b>	<b>\$ 570,825</b>	<b>\$ 899,551</b>
<b>COMPONENTS OF CASH AND CASH EQUIVALENTS</b>		
Cash and cash equivalents	\$ 488,612	\$ 818,737
Restricted cash - insurance reserve	82,213	80,814
<b>Total Cash and Cash Equivalents</b>	<b>\$ 570,825</b>	<b>\$ 899,551</b>

The accompanying notes are an integral part of these financial statements.

# County of Nevada Transit Services Fund

## STATEMENTS OF CASH FLOWS

(Continued)

Years Ended June 30	2019	2018
<b>RECONCILIATION OF OPERATING (LOSS) TO NET CASH (USED) BY OPERATING ACTIVITIES</b>		
Operating (loss)	\$ (4,176,405)	\$ (3,954,172)
Adjustments to reconcile operating (loss) to net cash (used) by operating activities:		
Depreciation	545,098	457,039
Changes in assets and liabilities:		
Accounts receivable	(69,780)	(490)
Deferred outflows from pensions	122,447	(73,769)
Deferred outflows from other postemployment benefits	3,510	(51,824)
Accounts payable	(4,749)	(9,613)
Accrued salaries and benefits	1,732	8,087
Compensated absences	(8,075)	(24,031)
Net pension liability	31,559	322,576
Net other postemployment benefits	(11,123)	32,777
Deferred inflows from pensions	4,037	1,413
Deferred inflows from other postemployment benefits	739	7,419
<b>Net Cash (Used) by Operating Activities</b>	<b>\$ (3,561,010)</b>	<b>\$ (3,284,588)</b>

*The accompanying notes are an integral part of these financial statements.*

# County of Nevada Transit Services Fund

## NOTES TO THE FINANCIAL STATEMENTS

---

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Transit Services Fund of the County of Nevada (the County), California, have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant policies are described below.

**Reporting Entity** The Transit Services Fund receives allocations from the Nevada County Transportation Commission (the Commission) to operate and provide public transit services in the western portion of the County of Nevada, the City of Grass Valley, and the City of Nevada City.

The financial statements are intended to reflect the financial position, results of operations, cash flows, and compliance of the Transit Services Fund with the laws, rules, and regulations of the Transportation Development Act (the TDA). They do not present the financial position of the County as of June 30, 2019 and 2018, and the changes in its financial position and cash flows, thereof, for the years then ended in conformity with accounting principles generally accepted in the United States of America.

**Basis of Presentation** The accounts of the Transit Services Fund are organized and operated on the fund accounting basis and the fund is considered to be a separate accounting entity. The operations of the Transit Services Fund are accounted for with a separate set of self-balancing accounts that comprise the Transit Services Fund's assets, liabilities, net position, revenues, and expenses.

**Measurement Focus and Basis of Accounting** The activities of the Transit Services Fund are recorded in an enterprise fund. Enterprise funds are used to account for activities similar to those found in the private sector, in which a fee is charged to external users for goods and services. Enterprise funds are accounted for using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned and expenses are recognized in the period incurred.

Enterprise funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an enterprise fund's principal ongoing operations. The principal operating revenues of the Transit Services Fund are charges to customers for services, including the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**Grants** Grant revenues and receivables are recorded when all eligibility requirements have been met. Grant sources include Local Transportation Fund (LTF) and State Transit Assistance (STA). LTF and STA were created by the State Legislature under the Transportation Development Act.

**Cash and Cash Equivalents** The Transit Services Fund follows the cash and investment policies of the County. The Transit Services Fund is unable to determine the composition of its cash and cash equivalents. Detailed disclosures, including investment policies and associated risk policies, regarding the County's cash and cash equivalents can be found in the County's June 30, 2019 and 2018, comprehensive annual financial report. For purposes of the statements of cash flows, the County considers all cash in the Transit Services Fund to be cash and cash equivalents.

## County of Nevada Transit Services Fund

### NOTES TO THE FINANCIAL STATEMENTS

(Continued)

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**Accounts Receivable and Due from Other Agencies** Receivables consist mostly of amounts due from other governmental agencies for operating and capital grants. Management believes its receivables to be fully collectible and, accordingly, no allowance for doubtful accounts has been recorded.

**Capital Assets** All capital assets are recorded at historical cost or estimated historical cost if actual cost is not available. Contributed capital assets are valued at their estimated fair market value on the date of contribution. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, which range from five to twenty years.

**Deferred Outflows/Inflows of Resources** In addition to assets, the statement of net position includes a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) which will only be recognized as an outflow of resources (expense/expenditures) in the future. In addition to liabilities, the statement of net position includes a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and would only be recognized as an inflow of resources (revenue) at that time.

For the County's pension and other post-employment benefit plans, County contributions subsequent to the measurement date, differences between expected and actual experience, differences due to changes in assumptions, differences due to differences in proportions, differences between projected and actual earnings on plan investments and differences between projected and actual contributions are reported as deferred outflows/inflows of resources in the statement of net position. County contributions subsequent to the measurement date will be amortized during the next fiscal year. Differences between expected and actual experience, changes in assumptions, differences in proportions, and differences between projected and actual contributions are amortized over the estimated service lives of the plan participants. Difference between projected and actual earnings on pension plan investments will be amortized over a five-year period.

**Compensated Absences** The County's policy is to permit employees to accumulate a limited amount of earned but unused vacation, sick leave, and personal leave, which will be paid to employees upon separation from County service. The cost of vacation, sick leave, and personal leave is recorded in the period accrued.

**Unearned Revenues** Unearned revenues arise when resources are received by the Transit Services Fund before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when the Transit Services Fund has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and revenue is recognized.

# County of Nevada Transit Services Fund

## NOTES TO THE FINANCIAL STATEMENTS

(Continued)

**Net Position** The Transit Service Fund's net position is classified as follows:

*Net Investment in Capital Assets:* This represents the County's total investment in capital assets, net of outstanding debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component of net investment in capital assets.

*Restricted Net Position:* This category represents the net position that is not accessible for general use because its use is subject to restrictions enforceable by third parties.

*Unrestricted Net Position:* This category represents net position of the Transit Services Fund that is available for general use.

When an expenditure is incurred for purposes for which both restricted and unrestricted resources are available, the County considers restricted funds to have been spent first.

**Estimates** The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

## 2. CAPITAL ASSETS

A summary of changes in capital assets are as follows:

	Balance July 1, 2018	Additions	Deletions	Transfer	Balance June 30, 2019
<b>Nondepreciated Capital Assets</b>					
Construction in progress	\$ -	\$ -	\$ -	\$ -	-
<b>Total Nondepreciable Capital Assets</b>	-	-	-	-	-
<b>Depreciable Capital Assets</b>					
Building and structures	1,654,573	-	-	-	1,654,573
Vehicles and equipment	2,079,481	779,672	(293,487)	-	2,565,666
<b>Total Depreciable Capital Assets</b>	3,734,054	779,672	(293,487)	-	4,220,239
<b>Accumulated Depreciation</b>					
Building and structures	(318,373)	(59,922)	-	-	(378,295)
Vehicles and equipment	(1,420,735)	(485,175)	285,229	-	(1,620,681)
<b>Total Accumulated Depreciation</b>	(1,739,108)	(545,097)	285,229	-	(1,998,976)
<b>Net Depreciable Capital Assets</b>	1,994,946	234,575	(8,258)	-	2,221,263
<b>Net Capital Assets</b>	\$ 1,994,946	\$ 234,575	\$ (8,258)	\$ -	\$ 2,221,263

# County of Nevada Transit Services Fund

## NOTES TO THE FINANCIAL STATEMENTS

(Continued)

	Balance July 1, 2017	Additions	Deletions	Transfer	Balance June 30, 2018
<b>Nondepreciated Capital Assets</b>					
Development in progress	\$ -	\$ -	\$ -	\$ -	-
<b>Total Nondepreciable Capital Assets</b>	-	-	-	-	-
<b>Depreciable Capital Assets</b>					
Building and structures	1,654,573	-	-	-	1,654,573
Vehicles and equipment	2,120,656	-	(41,175)	-	2,079,481
<b>Total Depreciable Capital Assets</b>	3,775,229	-	(41,175)	-	3,734,054
<b>Accumulated Depreciation</b>					
Building and structures	(258,449)	(59,924)	-	-	(318,373)
Vehicles and equipment	(1,062,392)	(397,116)	38,773	-	(1,420,735)
<b>Total Accumulated Depreciation</b>	(1,320,841)	(457,040)	38,773	-	(1,739,108)
<b>Net Depreciable Capital Assets</b>	2,454,388	(457,040)	(2,402)	-	1,994,946
<b>Net Capital Assets</b>	\$ 2,454,388	\$ (457,040)	\$ (2,402)	\$ -	\$ 1,994,946

Depreciation expense for the years ended June 30, 2019 and 2018, was \$545,098 and \$457,039.

### 3. COMPLIANCE REQUIREMENTS OF LOCAL TRANSPORTATION FUNDS

The TDA is defined at Chapter 4 of the *California Public Utilities Code* commencing with Section 99200. Funds received pursuant to Section 99260 of the TDA (Article 4) may only be used for specific purposes including the support of public transportation systems. Article 4 funds are the primary funding source for the Transit Fund. TDA funds are apportioned, allocated, and paid in accordance with allocation instructions from the Commission for specific transportation purposes.

The Transit Services Fund is subject to the provision of Section 6633.2 of Title 21, Division 3, Chapter 2, Article 4 of the *California Code of Regulations* requiring the calculation and adherence of fare and local support ratios for TDA transit funding. Accordingly, the Transit Services Fund must maintain a ratio equaling or exceeding 10%. The Transit Services Fund's fare ratio of operating revenues to operating expenses, as calculated below, indicates the Transit Services Fund was in compliance with the provisions of the TDA for the fiscal years ended June 30, 2019 and June 30, 2018. The fare ratio calculations are as follows:

June 30	2019	2018
Passenger fares	\$ 365,646	\$ 389,517
LCTOP fare supplement	43,011	40,040
Advertising income	3,431	675
<b>Applicable Operating Revenues</b>	<b>\$ 412,088</b>	<b>\$ 430,232</b>
Operating expenses	\$ 4,545,482	\$ 4,344,364
Less: Depreciation	(545,098)	(457,039)
Less: Vehicle lease expense	(144,000)	(144,000)
<b>Applicable Operating Expenses</b>	<b>\$ 3,856,384</b>	<b>\$ 3,743,325</b>
<b>Actual Fare Ratio</b>	<b>10.69%</b>	<b>11.49%</b>



# County of Nevada Transit Services Fund

## NOTES TO THE FINANCIAL STATEMENTS

(Continued)

### 4. UNEARNED REVENUE

The Commission allocates monies to the Transit Services Fund to support transit operations. LTF allocations are considered earned when they are properly spent for operations by the transit system. Allocations received but not earned are recorded as unearned revenue. At June 30, 2019 and 2018, the Transit Services Fund had allocations that had been received but not earned as follows:

	<b>Total</b>
<b>Unearned Revenue - July 1, 2017</b>	\$ 870,328
Allocations	2,066,512
Maximum eligibility:	
Operating	(2,163,230)
<b>Unearned Revenue - June 30, 2018</b>	773,610
Allocations	1,765,699
Maximum eligibility:	
Operating	(2,336,075)
<b>Unearned Revenue - June 30, 2019</b>	\$ 203,234

Allocations in excess of the maximum eligible amounts for LTF are recorded as unearned revenue. Maximum eligibility for operation LTF allocations was determined as follows:

June 30	<b>2019</b>		<b>2018</b>	
Operating expenses	\$ 4,545,482		\$ 4,344,364	
Adjustments:				
Depreciation	(545,098)		(457,039)	
Fare Box revenues and contributions from other agencies	(369,077)		(390,192)	
Other operating grants	(1,273,680)		(1,301,476)	
Other revenues	(4,748)		(11,589)	
Net interest income	(7,252)		(13,440)	
Other adjustments	(9,552)		(7,398)	
<b>Maximum Eligibility</b>	<b>\$ 2,336,075</b>		<b>\$ 2,163,230</b>	

# County of Nevada Transit Services Fund

## NOTES TO THE FINANCIAL STATEMENTS

(Continued)

### 5. EMPLOYEE RETIREMENT PLAN

The County contributes to the California Public Employees Retirement system (CalPERS), a cost-sharing, multiple-employer public employee defined benefit pension plan. CalPERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Information regarding the County's CalPERS retirement plan is available in the County's comprehensive annual financial report. As a fund of the County, the Transit Services Fund makes contributions towards the employee retirement plan and reports a portion of the net pension liability, deferred outflows and deferred inflows.

### 6. RISK MANAGEMENT

The Transit Services Fund is exposed to various risks of loss related to torts, theft or damage to, and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The Transit Services Fund participates in the County's self-insurance program and also maintains commercial insurance policies through third parties. Cash in the amount of \$82,213 and \$80,814 at June 30, 2019 and 2018, respectively, was restricted for insurance purposes.

### 7. COMPENSATED ABSENCES

The following is a summary of the compensated absences liability:

	Balance			Balance			Amounts
	July 1, 2018	Additions	Deletions	June 30, 2019		Due Within	
						One Year	
Compensated absences	\$ 45,919	\$ 83,352	\$ (91,427)	\$ 37,844	\$	240	

	Balance			Balance			Amounts
	July 1, 2017	Additions	Deletions	June 30, 2018		Due Within	
						One Year	
Compensated absences	\$ 69,950	\$ 70,085	\$ (94,116)	\$ 45,919	\$	8,565	

### 8. OTHER POST EMPLOYMENT BENEFITS (OPEB)

The Transit Services Fund's employees are employees of the County and receive all the benefits of being County employees. The County offers post-employment health benefits to eligible employees. Information regarding the County's OPEB plan is available in the County's comprehensive annual financial report. As a fund of the County, the Transit Service Fund makes contributions towards the OPEB Plan and reports a portion of the Net OPEB obligation, deferred outflows and deferred inflows.

## **County of Nevada Transit Services Fund**

### NOTES TO THE FINANCIAL STATEMENTS

(Continued)

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#### **9. CONTINGENT LIABILITIES**

The Transit Services Fund receives a significant portion of its revenues from the State of California (passed through the Commission). Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the state government. Any disallowed claims, including amounts already collected, may constitute a liability of the Transit Services Fund. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time, although management expected such amounts, if any, would be immaterial.

**SUPPLEMENTARY INFORMATION SECTION**

## County of Nevada Transit Services Fund

### STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION – BY OPERATION

Year Ended June 30, 2019	Gold Country Stage	Para Transit	Totals
<b>Operating Revenues</b>			
Passenger fares	\$ 199,691	\$ 99,070	\$ 298,761
Contributions from other agencies	66,885	-	66,885
Other operating revenues	3,431	-	3,431
<b>Total Operating Revenues</b>	<b>270,007</b>	<b>99,070</b>	<b>369,077</b>
<b>Operating Expenses</b>			
Salaries and benefits	1,530,966	-	1,530,966
Professional services	495,229	1,163,573	1,658,802
Maintenance, supplies, and utilities	518,804	-	518,804
Insurance and claims payments	91,166	-	91,166
Administration and overhead	165,631	-	165,631
Rent	35,015	-	35,015
Depreciation	545,098	-	545,098
<b>Total Operating Expenses</b>	<b>3,381,909</b>	<b>1,163,573</b>	<b>4,545,482</b>
<b>Operating (Loss)</b>	<b>(3,111,902)</b>	<b>(1,064,503)</b>	<b>(4,176,405)</b>
<b>Nonoperating Revenues (Expenses)</b>			
Local Transportation funds	1,271,572	1,064,503	2,336,075
STA - Transit Assistance	726,990	-	726,990
FTA section 5311	470,602	-	470,602
LCTOP funds	40,000	-	40,000
Net interest income (expense)	45,546	-	45,546
Gain (loss) on sale of capital assets	9,443	-	9,443
Other revenues	4,748	-	4,748
<b>Total Nonoperating Revenues (Expenses)</b>	<b>2,568,901</b>	<b>1,064,503</b>	<b>3,633,404</b>
<b>Income (Loss) Before Contributions</b>	<b>(543,001)</b>	<b>-</b>	<b>(543,001)</b>
<b>Contributions</b>			
LCTOP funds capital contributions	118,384	-	118,384
Prop 1B - PTMISEA capital contributions	-	-	-
<b>Total Contributions</b>	<b>118,384</b>	<b>-</b>	<b>118,384</b>
<b>Change in Net Position</b>	<b>\$ (424,617)</b>	<b>\$ -</b>	<b>\$ (424,617)</b>

## **COMPLIANCE SECTION**



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

To the Board of Supervisors  
County of Nevada  
Nevada City, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Transit Services Fund of the County of Nevada (the County) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Transit Services Fund's basic financial statements, and have issued our report thereon dated April 30, 2020. The financial statements present only the Transit Services Fund, and do not purport to, and do not present fairly the financial position of the County as of June 30, 2019, and the changes in its financial position and cash flows, thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

***Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control) as it relates to the Transit Services Fund to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control as it relates to the Transit Services Fund. Accordingly, we do not express an opinion on the effectiveness of the County's internal control as it relates to the Transit Services Fund.

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

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

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

(Continued)

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Transit Services Fund's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

In connection with our audit referred to above, we also performed an audit for compliance with the Transportation Development Act, the *California Code of Regulations*, and the rules and regulations and allocation instructions of the Nevada County Transportation Commission, for the year ended June 30, 2019. In connection with our audit, we performed to the extent applicable, the compliance audit tasks set forth in Section 6667 of the *California Code of Regulations*. The results of performing the tasks specified in Section 6667 disclosed no instances of noncompliance with the applicable statutes, rules, and regulations of the Act, and the allocation instructions and resolutions of the Nevada County Transportation Commission. In our opinion, the funds allocated to and received by the Transit Services Fund for the year ended June 30, 2019, pursuant to the Transportation Development Act, were accounted for and expended in conformance with the Transportation Development Act, the *California Code of Regulations*, and the rules and regulations and allocation instructions of the Nevada County Transportation Commission.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and to express an opinion on the compliance of the Transit Services Fund with the Transportation Development Act, the *California Code of Regulations*, and the rules and regulations and allocation instructions of the Nevada County Transportation Commission, and not to provide an opinion on the effectiveness of the Transit Services Fund's internal control or on other compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Transit Services Fund's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*AGT CPAs & Advisors*

April 30, 2020  
AGT CPAs & Advisors  
Redding, California





**INDEPENDENT AUDITORS' REPORT ON REGIONAL SURFACE  
TRANSPORTATION PROGRAM (RSTP) FUNDS EXPENDED**

To the Board of Supervisors  
County of Nevada  
Nevada City, California

**Compliance**

We have audited the expenditure of Nevada County's (the County) Regional Surface Transportation Program (RSTP) funds for the year ended June 30, 2019, which were allocated to the County by the Nevada County Transportation Commission (the Commission).

***Management's Responsibility***

Compliance with the requirements referred to above is the responsibility of the County's management.

***Auditors' Responsibility***

Our responsibility is to express an opinion on whether or not the County spent the RSTP funds in accordance with the agreement set forth between the Commission and the County based on our audit.

During the fiscal year ended June 30, 2019, the County received RSTP funds of \$884,263 from the Commission for the purpose of street and road improvements. As of June 30, 2019, RSTP funds received and expended were as follows:

---

<b>Proceeds Received - Year Ended June 30, 2019</b>		
RSTP	\$	884,263
<hr/>		
Expenditures incurred:		
Road Maintenance Projects		768,497
Vegetation Control		64,314
Drainage and Shoulder Improvements		51,452
<hr/>		
<b>Total Expenditures Incurred</b>		<b>884,263</b>
<hr/>		
<b>Unexpended Proceeds - June 30, 2019</b>	\$	<b>-</b>

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**INDEPENDENT AUDITORS' REPORT ON REGIONAL SURFACE  
TRANSPORTATION PROGRAM (RSTP) FUNDS EXPENDED**

(Continued)

**Opinion**

In our opinion, the County expended the funds in accordance with the agreement set forth between the Commission and the County, in all material respects, for the year ended June 30, 2019.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of the RSTP funds and the results of that testing based on the agreement with the Commission. Accordingly, this report is not suitable for any other purpose.

*AGT CPAs & Advisors*

April 30, 2020  
AGT CPAs & Advisors  
Redding, California



**INDEPENDENT AUDITORS' REPORT ON PUBLIC TRANSPORTATION  
MODERNIZATION IMPROVEMENT AND SERVICE ENHANCEMENT  
ACCOUNT (PTMISEA) GRANT**

To the Board of Supervisors  
County of Nevada  
Nevada City, California

**Compliance**

We have audited the expenditure of Nevada County's (the County) Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) funds for the year ended June 30, 2019, which were allocated to the County by the State of California.

***Management's Responsibility***

Compliance with the requirements referred to above is the responsibility of the County's management.

***Auditors' Responsibility***

Our responsibility is to express an opinion on whether or not the County spent the PTMISEA funds in accordance with the agreement set forth by the State of California based on our audit.

During the fiscal year ended June 30, 2019, the County expended PTMISEA funds in the amount of \$811,759 for the purpose of purchasing new vehicles and upgrading bus equipment. As of June 30, 2019, PTMISEA funds received and expended were as follows:

---

<b>Beginning Balance</b>	\$ 1,728,236
Proceeds received:	
PTMISEA	-
Interest allocated to unspent proceeds	22,169
Expenditures incurred:	
Capital expenditures for new buses and bus improvements	(811,759)
<b>Unexpended Proceeds</b>	<b>\$ 938,646</b>

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**INDEPENDENT AUDITORS' REPORT ON PUBLIC TRANSPORTATION  
MODERNIZATION IMPROVEMENT AND SERVICE ENHANCEMENT  
ACCOUNT (PTMISEA) GRANT**

(Continued)

***Opinion***

In our opinion, the County expended the PTMISEA funds in accordance with the agreement set forth by the State of California, in all material respects, for the year ended June 30, 2019.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of the PTMISEA funds and the results of that testing based on the agreement with the State of California. Accordingly, this report is not suitable for any other purpose.

*AGT CPAs & Advisors*

April 30, 2020  
AGT CPAs & Advisors  
Redding, California

**County of Nevada Transit Services Fund**

**SCHEDULE OF FINDINGS AND RESPONSES**

June 30, 2019

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**CURRENT YEAR FINDINGS AND RESPONSES**

None

**PRIOR YEAR FINDINGS AND RESPONSES**

None

**City of Grass Valley**  
**RTMF and RSTP Expenditure Reports**  
Grass Valley, California

INDEPENDENT AUDITORS' REPORTS

**June 30, 2019**



# City of Grass Valley RTMF and RSTP Funds

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**INDEPENDENT AUDITORS' REPORT ON REGIONAL TRANSPORTATION  
MITIGATION FEE (RTMF) FUNDS EXPENDED**

To the City Council  
City of Grass Valley, California

**Compliance**

We have audited the expenditure of the City of Grass Valley's (the City) Regional Transportation Mitigation Fee (RTMF) funds for the year ended June 30, 2019, which were allocated to the City by the Nevada County Transportation Commission (the Commission).

**Management's Responsibility**

Compliance with the requirements referred to above is the responsibility of the City's management.

**Auditors' Responsibility**

Our responsibility is to express an opinion on whether or not the City spent the RTMF funds in accordance with the agreement set forth between the Commission and the City based on our audit.

During the fiscal year ended June 30, 2019, the City received RTMF funds of \$123,354 from the Commission for the purpose of repaying bond proceeds previously spent on allowed RTMF expenditures. As of June 30, 2019, RTMF Funds received and expended were as follows:

---

<b>Proceeds Received - Year Ended June 30, 2019</b>	
RTMF	\$ 123,354
<hr/>	
<b>Expenditures Incurred</b>	
Prior year RTMF expenditures, bond repayment	123,354
<hr/>	
<b>Total Expenditures Incurred</b>	<b>123,354</b>
<hr/>	
<b>Unexpended Proceeds - June 30, 2019</b>	<b>\$ -</b>

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**Opinion**

In our opinion, the City expended the funds in accordance with the agreement set forth between the Commission and the City, in all material respects, for the year ended June 30, 2019.



**INDEPENDENT AUDITORS' REPORT ON REGIONAL TRANSPORTATION  
MITIGATION FEE (RTMF) FUNDS EXPENDED**

(Continued)

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of the RTMF funds and the results of that testing based on the agreement with the Commission. Accordingly, this report is not suitable for any other purpose.

*AGT CPAs & Advisors*

April 30, 2020  
AGT CPAs & Advisors  
Redding, California



**INDEPENDENT AUDITORS' REPORT ON REGIONAL SURFACE  
TRANSPORTATION PROGRAM (RSTP) FUNDS EXPENDED**

To the City Council  
Grass Valley, California

**Compliance**

We have audited the expenditure of the City of Grass Valley's (the City) Regional Surface Transportation Program (RSTP) funds for the year ended June 30, 2019, which were allocated to the City by the Nevada County Transportation Commission (the Commission).

***Management's Responsibility***

Compliance with the requirements referred to above is the responsibility of the City's management.

***Auditors' Responsibility***

Our responsibility is to express an opinion on whether or not the City spent the RSTP funds in accordance with the agreement set forth between the Commission and the City based on our audit.

During the fiscal year ended June 30, 2019, the City received no new RSTP funds and instead returned unexpended RSTP funds of \$29,023 from the 2017/18 fiscal year to the Commission. As of June 30, 2019, RSTP funds received and expended were as follows:

<b>Unexpended Proceeds - July 1, 2018</b>	\$ 29,023
<b>Proceeds Received - Year Ended June 30, 2019</b>	
RSTP	-
<hr/>	
Expenditures incurred:	
Unexpended proceeds returned	29,023
<b>Total Expenditures Incurred</b>	<b>29,023</b>
<b>Unexpended Proceeds - June 30, 2019</b>	<b>\$ -</b>

**Opinion**

In our opinion, the City expended the funds in accordance with the agreement set forth between the Commission and the City, in all material respects, for the year ended June 30, 2019.

**INDEPENDENT AUDITORS' REPORT ON REGIONAL SURFACE  
TRANSPORTATION PROGRAM (RSTP) FUNDS EXPENDED**

(Continued)

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of the RSTP funds and the results of that testing based on the agreement with the Commission. Accordingly, this report is not suitable for any other purpose.

*AGT CPAs & Advisors*

April 30, 2020  
AGT CPAs & Advisors  
Redding, California

**Town of Truckee Transit Fund  
and PTMISEA and  
SGR Expenditure Reports**  
Truckee, California

FINANCIAL STATEMENTS WITH INDEPENDENT AUDITORS' REPORTS

**June 30, 2019 and 2018**



# Town of Truckee Transit Fund

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June 30, 2019 and 2018

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## **INDEPENDENT AUDITORS' REPORT**

To the Town Council  
Town of Truckee, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the Transit Fund of the Town of Truckee (the Town), as of and for the years ended June 30, 2019 and 2018, and the related notes to the financial statements, as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditors' Responsibility***

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

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

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

## INDEPENDENT AUDITORS' REPORT

(Continued)

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Transit Fund of the Town of Truckee, as of June 30, 2019 and 2018, and the respective changes in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matter**

#### *Emphasis of Matter*

As discussed in Note 1, the financial statements present only the Transit Fund and do not purport to, and do not, present fairly the financial position of the Town of Truckee, as of June 30, 2019 and 2018, and the changes in its financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated April 30, 2020, on our consideration of the Town's internal control over financial reporting as it relates to the Transit Fund and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance as it relates to the Transit Fund.

*AGT CPAs & Advisors*

April 30, 2020  
AGT CPAs & Advisors  
Redding, California

## **FINANCIAL SECTION**



**Town of Truckee Transit Fund**  
STATEMENTS OF NET POSITION

June 30	2019	2018
<b>ASSETS AND DEFERRED OUTFLOWS</b>		
<b>Current Assets</b>		
Cash and cash equivalents	\$ 229,939	\$ 28,837
Accounts receivable	3,348	2,994
Due from other agencies	387,752	375,387
<b>Total Current Assets</b>	<b>621,039</b>	<b>407,218</b>
<b>Noncurrent Assets</b>		
Depreciable capital assets - net	468,318	463,916
<b>Total Noncurrent Assets</b>	<b>468,318</b>	<b>463,916</b>
<b>Total Assets</b>	<b>1,089,357</b>	<b>871,134</b>
<b>Deferred Outflows of Resources</b>		
Deferred outflows from pensions	36,821	46,583
Deferred outflows from other postemployment benefits	490	552
<b>Total Deferred Outflows of Resources</b>	<b>37,311</b>	<b>47,135</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>\$ 1,126,668</b>	<b>\$ 918,269</b>
<b>LIABILITIES, DEFERRED INFLOWS, AND NET POSITION</b>		
<b>Current Liabilities</b>		
Accounts payable	\$ 47,653	\$ 51,131
Compensated absences - current	378	958
Unearned revenue	604,108	314,802
<b>Total Current Liabilities</b>	<b>652,139</b>	<b>366,891</b>
<b>Noncurrent Liabilities</b>		
Compensated absences - net	14,783	17,249
Net pension liability	111,801	115,135
Net other postemployment benefits liability	1,963	2,018
<b>Total Noncurrent Liabilities</b>	<b>128,547</b>	<b>134,402</b>
<b>Total Liabilities</b>	<b>780,686</b>	<b>501,293</b>
<b>Deferred Inflows of Resources</b>		
Deferred inflows from pensions	12,534	9,435
<b>Net Position</b>		
Net investment in capital assets	468,318	463,916
Unrestricted	(134,870)	(56,375)
<b>Total Net Position</b>	<b>333,448</b>	<b>407,541</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 1,126,668</b>	<b>\$ 918,269</b>

*The accompanying notes are an integral part of these financial statements.*

## Town of Truckee Transit Fund

### STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

Years Ended June 30	2019	2018
<b>Operating Revenues</b>		
Passenger fares and private contributions	\$ 142,089	\$ 169,234
Other community shuttle funding	65,346	65,555
<b>Total Operating Revenues</b>	<b>207,435</b>	<b>234,789</b>
<b>Operating Expenses</b>		
Salaries and benefits	142,405	148,520
Professional services	804,913	772,388
Maintenance and fuel	131,494	120,176
Office expense	49,681	44,692
Depreciation	74,049	68,819
<b>Total Operating Expenses</b>	<b>1,202,542</b>	<b>1,154,595</b>
<b>Operating (Loss)</b>	<b>(995,107)</b>	<b>(919,806)</b>
<b>Nonoperating Revenues (Expenses)</b>		
Local Transportation funds	297,922	293,434
State Transit Assistance funds	84,364	57,515
Operating grants	433,100	442,617
Interest	2,364	1,689
<b>Total Nonoperating Revenues (Expenses)</b>	<b>817,750</b>	<b>795,255</b>
<b>(Loss) Before Capital Contributions and Transfers</b>	<b>(177,357)</b>	<b>(124,551)</b>
Capital contributions	78,451	11,624
Transfers in	24,813	45,654
<b>Change in Net Position</b>	<b>(74,093)</b>	<b>(67,273)</b>
<b>Total Net Position - Beginning of Year</b>	<b>407,541</b>	<b>474,814</b>
<b>Total Net Position - End of Year</b>	<b>\$ 333,448</b>	<b>\$ 407,541</b>

*The accompanying notes are an integral part of these financial statements.*

**Town of Truckee Transit Fund**  
**STATEMENTS OF CASH FLOWS**

Years Ended June 30	2019	2018
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from customers and users	\$ 207,081	\$ 241,041
Payments to employees	(135,917)	(128,933)
Payments to suppliers	(989,566)	(923,774)
<b>Net Cash (Used) By Operating Activities</b>	<b>(918,402)</b>	<b>(811,666)</b>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>		
Local Transportation Funds allocations	297,027	491,802
State Transit Assistance allocation	84,364	57,515
Federal, State, and Local Grants	710,936	440,818
Cash received (paid) to other funds	-	(208,599)
Operating Transfers In	24,813	45,654
<b>Net Cash Provided By Noncapital Financing Activities</b>	<b>1,117,140</b>	<b>827,190</b>
<b>CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES</b>		
Capital grants received	78,451	11,624
Cash paid for purchase of capital assets	(78,451)	-
<b>Net Cash Provided By Capital Financing Activities</b>	<b>-</b>	<b>11,624</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Interest earnings on investments	2,364	1,689
<b>Net Cash Provided By Investing Activities</b>	<b>2,364</b>	<b>1,689</b>
<b>Net Change in Cash and Cash Equivalents</b>	<b>201,102</b>	<b>28,837</b>
<b>Cash and Cash Equivalents - Beginning of Year</b>	<b>28,837</b>	<b>-</b>
<b>Cash and Cash Equivalents - End of Year</b>	<b>\$ 229,939</b>	<b>\$ 28,837</b>
<b>RECONCILIATION OF OPERATING (LOSS) TO NET CASH (USED) BY OPERATING ACTIVITIES</b>		
Operating (loss)	\$ (995,107)	\$ (919,806)
Adjustments to reconcile operating (loss) to net cash (used) by operating activities:		
Depreciation	74,049	68,819
Changes in assets and liabilities:		
Accounts receivable	(354)	6,252
Deferred outflows from pensions	9,762	(2,597)
Deferred outflows from OPEB	62	(552)
Accounts payable	(3,478)	13,481
Compensated absences	(3,046)	348
Net pension liability	(3,334)	24,191
Net OPEB liability	(55)	474
Deferred inflows from pensions	3,099	(2,276)
<b>Net Cash (Used) By Operating Activities</b>	<b>\$ (918,402)</b>	<b>\$ (811,666)</b>

*The accompanying notes are an integral part of these financial statements.*

# Town of Truckee Transit Fund

## NOTES TO THE FINANCIAL STATEMENTS

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Transit Fund of the Town of Truckee (the Town), California, have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant policies are described below.

**Reporting Entity** The Transit Fund receives allocations from the Nevada County Transportation Commission (the Commission) to operate the public transit services.

The financial statements are intended to reflect the financial position, results of operations, cash flows, and compliance of the Transit Fund with the laws, rules, and regulations of the Transportation Development Act (the TDA). They do not present the financial position of the Town as of June 30, 2019 and 2018, and the changes in its financial position and cash flows, thereof, for the years then ended in conformity with accounting principles generally accepted in the United States of America.

**Basis of Presentation** The accounts of the Transit Fund are organized and operated on the fund accounting basis and the fund is considered to be a separate accounting entity. The operations of the Transit Fund are accounted for with a separate set of self-balancing accounts that comprise the Transit Fund's assets, liabilities, net position, revenues, and expenses.

**Measurement Focus and Basis of Accounting** The Town's Transit Fund is recorded in an enterprise fund. Enterprise funds are used to account for activities similar to those found in the private sector, in which a fee is charged to external users for goods and services. Enterprise funds are accounted for using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned and expenses are recognized in the period incurred.

Enterprise funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an enterprise fund's principal ongoing operations. The principal operating revenues of the Transit Fund are charges to customers for services, including the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**Grants** Grant revenues and receivables are recorded when all eligibility requirements have been met. Grant sources include Local Transportation Fund (LTF) and State Transit Assistance (STA). LTF and STA were created by the State Legislature under the Transportation Development Act.

**Cash and Cash Equivalents** The Transit Fund follows the cash and investment policies of the Town. The Transit Fund's cash is maintained in the Town's pooled account which is invested in accordance with the Town's investment policy. Detailed disclosures, including investment policies and associated risk policies, regarding the Town's cash and cash equivalents can be found in the Town's June 30, 2019 and 2018, basic financial statements. For purposes of the statements of cash flows, the Town considers all cash in the Transit Fund to be cash and cash equivalents.

**Town of Truckee Transit Fund**  
NOTES TO THE FINANCIAL STATEMENTS  
(Continued)

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**Accounts Receivable and Due from Other Agencies** Receivables consist mostly of amounts due from other governmental agencies for operating and capital grants. Management believes its receivables to be fully collectible and, accordingly, no allowance for doubtful accounts has been recorded.

**Capital Assets** All capital assets are recorded at historical cost or estimated historical cost if actual cost is not available. Contributed capital assets are valued at their estimated fair market value on the date of contribution. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, which range from seven to twenty years.

**Deferred Outflows/Inflows of Resources** In addition to assets, the statement of net position includes a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) which will only be recognized as an outflow of resources (expense/expenditures) in the future. In addition to liabilities, the statement of net position includes a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and would only be recognized as an inflow of resources (revenue) at that time.

For the Town's pension and other post-employment benefit plans, Town contributions subsequent to the measurement date, differences between expected and actual experience, differences due to changes in assumptions, differences due to differences in proportions, differences between projected and actual earnings on plan investments and differences between projected and actual contributions are reported as deferred outflows/inflows of resources in the statement of net position. Town contributions subsequent to the measurement date will be amortized during the next fiscal year. Differences between expected and actual experience, changes in assumptions, differences in proportions, and differences between projected and actual contributions are amortized over the estimated service lives of the plan participants. Difference between projected and actual earnings on pension plan investments will be amortized over a five-year period.

**Compensated Absences** The Town's policy is to permit employees to accumulate a limited amount of earned but unused vacation, sick leave, and personal leave, which will be paid to employees upon separation from Town service. The cost of vacation, sick leave, and personal leave is recorded in the period accrued.

**Unearned Revenues** Unearned revenues arise when resources are received by the Transit Fund before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when the Transit Fund has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and revenue is recognized.

**Town of Truckee Transit Fund**  
NOTES TO THE FINANCIAL STATEMENTS  
(Continued)

**Net Position** The Transit Fund’s net position is classified as follows:

*Net Investment in Capital Assets:* This represents the Transit Fund’s total investment in capital assets, net of outstanding debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component of net investment in capital assets.

*Restricted Net Position:* This category represents the net position that is not accessible for general use because its use is subject to restrictions enforceable by third parties. At June 30, 2019, the Transit Fund did not have any net position reported as restricted.

*Unrestricted Net Position:* This category represents net position of the Transit Fund that is available for general use.

When an expenditure is incurred for purposes for which both restricted and unrestricted resources are available, the Town considers restricted funds to have been spent first.

**Risk Management** The Transit Fund is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town participates in various risk management programs to cover these losses. In addition, the Town utilizes a purchased transit provider who provides for the insurance coverage for risks of loss due to transit operations.

**Estimates** The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

**2. CAPITAL ASSETS**

A summary of changes in capital assets for the Transit Fund are as follows:

	Balance				Balance	
	July 1, 2018	Additions	Deletions	Transfer	June 30, 2019	
<b>Depreciable Capital Assets</b>						
Building and structures	\$ 356,994	\$ -	\$ (9,880)	\$ -	\$ 347,114	
Vehicles and equipment	768,424	78,451	-	-	846,875	
<b>Total Depreciable Capital Assets</b>	<b>1,125,418</b>	<b>78,451</b>	<b>(9,880)</b>	<b>-</b>	<b>1,193,989</b>	
<b>Accumulated Depreciation</b>						
Building and structures	(162,170)	(17,147)	9,880	-	(169,437)	
Vehicles and equipment	(499,332)	(56,902)	-	-	(556,234)	
<b>Total Accumulated Depreciation</b>	<b>(661,502)</b>	<b>(74,049)</b>	<b>9,880</b>	<b>-</b>	<b>(725,671)</b>	
<b>Net Depreciable Capital Assets</b>	<b>463,916</b>	<b>4,402</b>	<b>-</b>	<b>-</b>	<b>468,318</b>	
<b>Total Capital Assets</b>	<b>\$ 463,916</b>	<b>\$ 4,402</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 468,318</b>	

**Town of Truckee Transit Fund**  
NOTES TO THE FINANCIAL STATEMENTS  
(Continued)

	Balance July 1, 2017		Additions		Deletions		Transfer		Balance June 30, 2018
<b>Depreciable Capital Assets</b>									
Building and structures	\$ 356,994	\$	-	\$	-	\$	-	\$	356,994
Vehicles and equipment	776,410		-		(7,986)		-		768,424
<b>Total Depreciable Capital Assets</b>	1,133,404		-		(7,986)		-		1,125,418
<b>Accumulated Depreciation</b>									
Building and structures	(145,023)		(17,147)		-		-		(162,170)
Vehicles and equipment	(455,645)		(51,673)		7,986		-		(499,332)
<b>Total Accumulated Depreciation</b>	(600,668)		(68,820)		7,986		-		(661,502)
<b>Net Depreciable Capital Assets</b>	532,736		(68,820)		-		-		463,916
<b>Total Capital Assets</b>	\$ 532,736	\$	(68,820)	\$	-	\$	-	\$	463,916

Depreciation expense for the years ended June 30, 2019 and 2018, was \$74,049 and \$68,819.

**3. COMPLIANCE REQUIREMENTS OF LOCAL TRANSPORTATION FUND**

The TDA is defined at Chapter 4 of the *California Public Utilities Code* commencing with Section 99200. Funds received pursuant to Section 99260 of the TDA (Article 4) may only be used for specific purposes including the support of public transportation systems. Article 4 funds are the primary funding source for the Transit Fund. TDA funds are apportioned, allocated, and paid in accordance with allocation instructions from the Commission for specific transportation purposes.

The Transit Fund is subject to the provision of Section 6633.2 of Title 21, Division 3, Chapter 2, Article 4 of the *California Code of Regulations* requiring the calculation and adherence of fare and local support ratios for TDA transit funding. Accordingly, the Transit Fund must maintain a ratio equaling or exceeding 10%. The Transit Fund's fare ratio of operating revenues to operating expenses, as calculated below, indicates the Transit Fund was in compliance with the provisions of the TDA for the fiscal years ended June 30, 2019 and 2018. The fare ratio calculations are as follows:

June 30	<b>2019</b>		<b>2018</b>	
Fare revenues	\$	142,089	\$	169,234
Operating expenses	\$	1,202,542	\$	1,154,595
Less: Depreciation		(74,049)		(68,819)
<b>Applicable Operating Expenses</b>	\$	1,128,493	\$	1,085,776
<b>Actual Fare Ratio</b>		12.59%		15.59%

**Town of Truckee Transit Fund**  
NOTES TO THE FINANCIAL STATEMENTS  
(Continued)

**4. UNEARNED REVENUE**

The Commission allocates monies to the Transit Fund to support transit operations. LTF allocations are considered earned when they are properly spent for operations by the transit system. Allocations received but not earned are recorded as unearned revenue. In addition, other revenue sources often provide funds that have not been earned. At June 30, 2019 and 2018, the Transit Fund had allocations that had been received but not earned as follows:

	LTF	Other Grants	Total
<b>Unearned Revenue - June 30, 2017</b>	\$ 134,859	\$ 22,224	\$ 157,083
Allocations	447,469	3,684	451,153
Maximum eligibility (Operating Expenses)	(293,434)	-	(293,434)
<b>Unearned Revenue - June 30, 2018</b>	288,894	25,908	314,802
Allocations	299,903	287,325	587,228
Maximum eligibility (Operating Expenses)	(297,922)	-	(297,922)
<b>Unearned Revenue - June 30, 2019</b>	\$ 290,875	\$ 313,233	\$ 604,108

Allocations in excess of the maximum eligible amounts for LTF are recorded as unearned revenue. Maximum eligibility for operation LTF allocations was determined as follows:

June 30	2019	2018
Operating expenses	\$ 1,202,542	\$ 1,154,595
Adjustments:		
Depreciation	(74,049)	(68,819)
Fare revenues and private contributions	(142,089)	(169,234)
STA allocation	(84,364)	(57,515)
Operating grants	(433,100)	(442,617)
Interest revenues	(2,364)	(1,689)
Other	(168,654)	(121,287)
<b>Maximum Eligibility</b>	<b>\$ 297,922</b>	<b>\$ 293,434</b>

**5. EMPLOYEE RETIREMENT PLAN**

The Town contributes to the California Public Employees Retirement system (CalPERS), a cost-sharing, multiple-employer public employee defined benefit pension plan. CalPERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Information regarding the Town's CalPERS retirement plan is available in the Town's comprehensive annual financial report. As a fund of the Town, the Transit Fund makes contributions towards the employee retirement plan and reports a portion of the net pension liability, deferred outflows and deferred inflows.



**Town of Truckee Transit Fund**  
 NOTES TO THE FINANCIAL STATEMENTS  
 (Continued)

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**6. COMPENSATED ABSENCES**

The following is a summary of the compensated absences liability for the Transit Fund:

	Balance July 1, 2018		Additions	Deletions	Balance June 30, 2019		Amounts Due Within One Year			
<b>Business-Type Activities:</b>										
Compensated absences	\$	18,207	\$	8,649	\$	(11,695)	\$	15,161	\$	378

	Balance July 1, 2017		Additions	Deletions	Balance June 30, 2018		Amounts Due Within One Year			
<b>Business-Type Activities:</b>										
Compensated absences	\$	17,859	\$	9,417	\$	(9,069)	\$	18,207	\$	958

**7. CONTINGENT LIABILITIES**

The Transit Fund receives a significant portion of their revenues from the State of California (passed through the Commission). Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the state government. Any disallowed claims, including amounts already collected, may constitute a liability of the Transit Fund. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time, although management expects such amounts, if any, would be immaterial.

**8. OTHER POST EMPLOYMENT BENEFITS (OPEB)**

The Transit Fund's employees are employees of the Town and receive all the benefits of being Town employees. The Town offers post-employment health benefits to eligible employees. Information regarding the Town's OPEB plan is available in the Town's comprehensive annual financial report. As a fund of the Town, the Transit Fund makes contributions towards the OPEB plan and reports a portion of the net OPEB obligation, deferred outflows and deferred inflows.

## **COMPLIANCE SECTION**



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

To the Town Council  
Town of Truckee, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Transit Fund of the Town of Truckee (the Town) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Transit Fund's basic financial statements, and have issued our report thereon dated April 30, 2020. The financial statements present only the Transit Fund, and do not purport to, and do not present fairly the financial position of the Town as of June 30, 2019, and the changes in its financial position and cash flows, thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

***Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) as it relates to the Transit Fund to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control as it relates to the Transit Fund. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control as it relates to the Transit Fund.

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

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

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

(Continued)

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Transit Fund's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

In connection with our audit referred to above, we also performed an audit for compliance with the Transportation Development Act, the *California Code of Regulations*, and the rules and regulations and allocation instructions of the Nevada County Transportation Commission, for the year ended June 30, 2019. In connection with our audit, we performed to the extent applicable, the compliance audit tasks set forth in Section 6667 of the *California Code of Regulations*. The results of performing the tasks specified in Section 6667 disclosed no instances of noncompliance with the applicable statutes, rules, and regulations of the Act, and the allocation instructions and resolutions of the Nevada County Transportation Commission. In our opinion the funds allocated to and received by the Transit Fund for the year ended June 30, 2019, pursuant to the Transportation Development Act, were accounted for and expended in conformance with the Transportation Development Act, the *California Code of Regulations*, and the rules and regulations and allocation instructions of the Nevada County Transportation Commission.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and to express an opinion on the compliance of the Transit Fund with the Transportation Development Act, the *California Code of Regulations*, and the rules and regulations and allocation instructions of the Nevada County Transportation Commission, and not to provide an opinion on the effectiveness of the Transit Fund's internal control or on other compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Transit Fund's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*AGT CPAs & Advisors*

April 30, 2020  
AGT CPAs & Advisors  
Redding, California



**INDEPENDENT AUDITORS' REPORT ON PUBLIC TRANSPORTATION  
MODERNIZATION IMPROVEMENT AND SERVICE ENHANCEMENT  
ACCOUNT (PTMISEA) GRANT**

To the Town Council  
Town of Truckee, California

**Compliance**

We have audited the expenditure of the Town of Truckee's (the Town) Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) funds for the year ended June 30, 2019, which were allocated to the Town by the Nevada County Transportation Commission (the Commission).

***Management's Responsibility***

Compliance with the requirements referred to above is the responsibility of the Town's management.

***Auditors' Responsibility***

Our responsibility is to express an opinion on whether or not the Town spent the PTMISEA funds in accordance with the agreement set forth by the Commission and the State of California based on our audit.

During the fiscal year ended June 30, 2019, the Town received and expended PTMISEA proceeds of \$78,451 for the purpose of purchasing a public transit vehicle tracking system. As of June 30, 2019, PTMISEA funds received and expended were as follows:

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<b>Beginning Balance</b>	\$	-
Proceeds received:		
PTMISEA		78,451
Expenditures incurred:		
Capital projects		(78,451)
<b>Unexpended Proceeds</b>	<b>\$</b>	<b>-</b>

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***Opinion***

In our opinion, the Town expended the PTMISEA funds in accordance with the agreement set forth by the Commission, in all material respects, for the year ended June 30, 2019.

**INDEPENDENT AUDITORS' REPORT ON PUBLIC TRANSPORTATION  
MODERNIZATION IMPROVEMENT AND SERVICE ENHANCEMENT  
ACCOUNT (PTMISEA) GRANT**

(Continued)

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of the PTMISEA funds and the results of that testing based on the agreement with the Commission. Accordingly, this report is not suitable for any other purpose.

*AGT CPAs & Advisors*

April 30, 2020  
AGT CPAs & Advisors  
Redding, California



**INDEPENDENT AUDITORS' REPORT ON  
STATE OF GOOD REPAIR (SGR) FUNDS EXPENDED**

To the Town Council  
Town of Truckee, California

**Compliance**

We have audited the Town of Truckee's (the Town) State of Good Repair (SGR) funds for the year ended June 30, 2019, which were allocated to the Town by Nevada County Transportation Commission (the Commission).

***Management's Responsibility***

Compliance with the requirements referred to above is the responsibility of the Town's management.

***Auditors' Responsibility***

Our responsibility is to express an opinion on whether or not the Town spent the SGR funds in accordance with the agreement set forth by the Commission and the State of California based on our audit.

During the fiscal year ended June 30, 2019, the Town received SGR proceeds of \$160,151 for the purpose of capital projects. As of June 30, 2019, SGR funds received and expended were as follows:

<b>Beginning Balance</b>	\$	92,279
Proceeds received:		
State of Good Repair		160,151
Interest accrued		999
Expenditures incurred		-
<b>Unexpended Proceeds</b>	\$	253,429

***Opinion***

In our opinion, the Town accounted for and/or expended the SGR funds in accordance with the agreement set forth by the Commission, in all material respects, for the year ended June 30, 2019.

## INDEPENDENT AUDITORS' REPORT ON STATE OF GOOD REPAIR (SGR) FUNDS EXPENDED

(Continued)

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of the SGR funds and the results of that testing based on the agreement with the Nevada County Transportation Commission. Accordingly, this report is not suitable for any other purpose.

*AGT CPAs & Advisors*

April 30, 2020  
AGT CPAs & Advisors  
Redding, California



**Town of Truckee Transit Fund**  
SCHEDULE OF FINDINGS AND RESPONSES  
June 30, 2019

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**CURRENT YEAR FINDINGS AND RESPONSES**

None

**PRIOR YEAR FINDINGS AND RESPONSES**

None

JAN ARBUCKLE – Grass Valley City Council  
 ANDREW BURTON – Member-At-Large, Chair  
 CAROLYN WALLACE DEE – Town of Truckee  
 ANN GUERRA – Member-At-Large  
 SUSAN HOEK – Nevada County Board of Supervisors, Vice Chair  
 ED SCOFIELD – Nevada County Board of Supervisors  
 DUANE STRAWSER – Nevada City City Council



DANIEL LANDON, Executive Director  
 MICHAEL WOODMAN, Deputy Executive Director


Grass Valley • Nevada City

Nevada County • Truckee

File: 1030.0

## MEMORANDUM

TO: Nevada County Transportation Commission

FROM: Daniel B. Landon, Executive Director 

SUBJECT: Final FY 2020/21 Overall Work Program, Resolution 20-23

DATE: May 20, 2020

**RECOMMENDATION:** Adopt Resolution 20-23 approving the Final FY 2020/21 Overall Work Program (OWP).

**BACKGROUND:** In finalizing the FY 2020/21 OWP, staff integrated *General Comments and Specific Comments* from the attached letter from Caltrans District 3 Office of Transportation Planning, dated April 3, 2020.

In a resolution passed by the Town of Truckee, the Town Council requested that NCTC consider assisting the Town in acquiring grant funds for a micro-transit evaluation study or participate in the funding for such a study. In response to the Town's request, NCTC staff will coordinate preparation of a Sustainable Communities grant application. The next submittal date for this grant is in October 2020.

The City Council of Grass Valley and Nevada City passed resolutions approving the draft OWP as presented. The Nevada County Board of Supervisors has their resolution approving the draft OWP scheduled for May 26, 2020.

attachments

**DEPARTMENT OF TRANSPORTATION****DISTRICT 3**

703 B STREET  
MARYSVILLE, CA 95901  
PHONE (530) 741-4286  
FAX (530) 741-4245  
TTY 711  
www.dot.ca.gov/dist3



*Making Conservation  
a California Way of Life.*

April 3, 2020

Mr. Daniel B. Landon  
Executive Director  
Nevada County Planning Commission  
101 Providence Mine Road, Suite 102  
Nevada City, CA 95959

Dear Mr. Landon:

Thank you for the opportunity to review and comment on the Draft Nevada County Planning Commission (NCTC) Fiscal Year (FY) 2020-2021 Overall Work Program (OWP). A wide range of functional units within Caltrans Headquarters and District 3 have reviewed the OWP and offer the following comments for your consideration:

**General Comments:**

- We commend NCTC for developing a detailed and concise OWP for FY 20-21 that focuses on the core planning requirements.
- NCTC should provide a brief summary of the documented process of the government-to-government consultation with Native American Tribal Governments and the Federal land management agencies in the region.
- We recommend NCTC number the tasks and products in each work element, as opposed to using bullet points.
- NCTC should identify more specific completion dates for each work element, similar to the work elements for grant activities.

**Specific Comments:**

- **Page I-4 Regional Transportation Plan Project Progress**
  - Please update milestones for SR 49-La Barr Meadows to McKnight way project (EA 03-4E170). Project Approval and Environmental Documentation should be 2020/21, Plans, Specifications, and Estimates should be 2023/24. Please note that the Project Development Team is currently working on a revised schedule.
- **WE 2.1: Regional Transportation Plan (RTP)**
  - NCTC will need to identify more detailed products/deliverables that result from the work element activities. For example, NCTC will be updating the travel demand model to address new Vehicle Miles Traveled (VMT) requirements therefore, the deliverable will be an updated VMT model.

- **WE 2.2: Transportation Improvement Programs**
  - The development and monitoring of the TIP is a core requirement of the Regional Planning Agency, however, there are some tasks that appear to be more focused on specific project delivery activities. Please ensure that activities related to specific projects are only for the purpose of ensuring the TIP is developed and/or updated as necessary.
- **WE 2.3: Transit and Paratransit Programs**
  - NCTC will need to identify more detailed products/deliverables that result from the work element activities.
- **WE 2.3.1: Western Nevada County Transit Development Plan**
  - NCTC should ensure that this work element is updated to indicate how the grant project has been progressing. The Previous Work section should indicate the work that was completed in FY 19-20.
  - The completion dates for the tasks do not match the completion dates that were submitted with the grant application scope of work and timeline. If there are delays with the grant, please contact your District 3 Planning Liaison.
- **WE 2.3.2: Nevada County Public Transit-Human Services Plan Update**
  - NCTC should ensure that this work element is updated to indicate how the grant project has been progressing. The Previous Work section should indicate the work that was completed in FY 19-20.
  - The completion dates for the tasks do not match the completion dates that were submitted with the grant application scope of work and timeline. If there are delays with the grant, please contact your District 3 Planning Liaison.

If you have any questions regarding these comments or require additional information, please contact Fallon Cox, Nevada County Regional Planning Liaison, at (530) 741-5180, or by email at [fallon.cox@dot.ca.gov](mailto:fallon.cox@dot.ca.gov).

Sincerely,



KEVIN YOUNT, Branch Chief  
Office of Transportation Planning - East

**TOWN OF TRUCKEE  
California**

**RESOLUTION 2020-17**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TRUCKEE APPROVING THE  
PROJECTS PROPOSED FOR INCLUSION IN THE NEVADA COUNTY TRANSPORTATION  
COMMISSION'S 2020/2019 OVERALL WORK PROGRAM**

**WHEREAS**, on April 7, 1994, the Truckee Town Council adopted Resolution 94-15, which authorized the Mayor to execute a Memorandum of Understanding on behalf of the Town of Truckee with the Nevada County Transportation Commission (NCTC) relating to regional transportation planning;

**WHEREAS**, in accordance with the above referenced Memorandum of Understanding, the Nevada County Transportation Commission has submitted the projects to be included in the NCTC FY 2020/21 Overall Work Program for the review and approval of the Town Council; and

**WHEREAS**, Town of Truckee has identified the need for a study that evaluates micro-transit versus traditional transit for neighborhood service in Truckee;

\*\*\*\*\*

**NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN  
OF TRUCKEE AS FOLLOWS:**


1. That the Town Council acknowledges its approval of the projects proposed for inclusion in the NCTC FY 2019/20 Overall Work Program as submitted;
2. That the Town Council encourages the Nevada County Transportation Commission to continue its efforts to coordinate the regional transportation planning process and to work closely with Town staff to identify and resolve issues that are of common concern; and
3. That NCTC consider assisting the Town in acquiring grant funds for a micro-transit evaluation study or, if the Town is not successful in acquiring grant funding, NCTC consider participating in the funding for such a study.

The foregoing resolution was introduced by Council Member Klovstad, seconded by Vice Mayor Commendatore, at a regular meeting of the Truckee Town Council, held on the 14<sup>rd</sup> day of April 2020 and adopted by the following vote:

**AYES:** Vice Mayor Klovstad, Council Member Commendatore, Council Member Tirman, and Mayor Polivy.

**NOES:** none.

**ABSENT:** Council Member Abrams.

  
\_\_\_\_\_  
David Polivy, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Judy Price, MMC, Town Clerk

**RESOLUTION NO: 2020-14**  
**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRASS VALLEY**  
**APPROVING THE PROJECTS PROPOSED FOR INCLUSION IN THE**  
**NEVADA COUNTY TRANSPORTATION COMMISSION'S**  
**FY 2020/21 OVERALL WORK PROGRAM**

**WHEREAS**, on October 8, 1991, the Council did adopt Resolution No. 91-172, which authorized the Mayor to execute a Memorandum of Understanding on behalf of the City of Grass Valley with the Nevada County Transportation Commission relating to regional transportation planning; and

**WHEREAS**, in accordance with the above referenced Memorandum of Understanding, the Nevada County Transportation Commission has submitted the projects to be included in its FY 2020/21 Overall Work Program for the review and approval of the City Council of the City of Grass Valley.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRASS VALLEY:**

1. That the City Council hereby acknowledges its approval of the projects proposed for inclusion in the FY 2020/21 Overall Work Program of the Nevada County Transportation Commission as submitted; and
2. That the City Council encourages the Nevada County Transportation Commission to continue its efforts to coordinate the regional transportation planning process and to work closely with the staff of the City of Grass Valley to identify and resolve issues that are of common concern; and


**ADOPTED** as a Resolution by the City Council of the City of Grass Valley at a regular meeting thereof held on the 14th day of April 2020, by the following vote:

AYES: Council Member Arbockle, Levine, Hodge, Vice Mayor Aguilar, + Mayor Swarthout

NOES: none

ABSTAINS: none

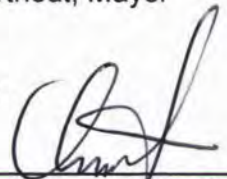
ABSENT: none

  
\_\_\_\_\_  
Lisa Swarthout, Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Michael G. Colantuono, City Attorney

ATTEST:

  
\_\_\_\_\_  
Andy Heath, Acting City Clerk

**RESOLUTION NO. 2020-23**

**RESOLUTION APPROVING THE PROJECTS PROPOSED FOR INCLUSION IN  
THE NEVADA COUNTY TRANSPORTATION COMMISSION'S FY 2020/21  
OVERALL WORK PROGRAM**

**WHEREAS**, on November 21, 1991, the City Council authorized the Mayor to execute a Memorandum of Understanding on behalf of the City of Nevada City with the Nevada County Transportation Commission relating to regional transportation planning; and

**WHEREAS**, in accordance with the above referenced Memorandum of Understanding, the Nevada County Transportation Commission has submitted the projects to be included in its FY 2020\21 Overall Work Program for the review and approval of the Council of the City of Nevada City.

**BE IT RESOLVED by the City Council of the City of Nevada City, as follows:**

1. That the Council hereby acknowledges its approval of the projects proposed for inclusion in the FY 2020/21 Overall Work Program of the Nevada County Transportation Commission as submitted.
2. That the Council encourages the Nevada County Transportation Commission to continue its efforts to coordinate the regional transportation planning process and to work closely with the staff of the City of Nevada City to identify and resolve issues that are of common concern.

**PASSED AND ADOPTED** at the regular meeting of the City Council of the City of Nevada City held on the 25<sup>th</sup> day of March, 2020 by the following vote:

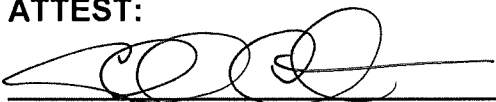
**AYES:            SENUM, MOBERG, MINETT, STRAWSER**

**NOES:**

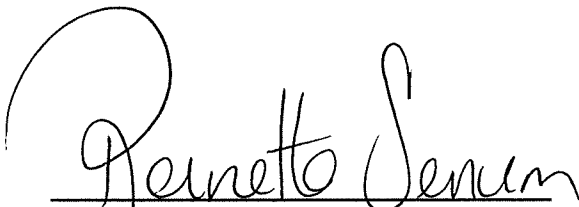
**ABSENT:        PARKER**

**ABSTAIN:**

**ATTEST:**

  
\_\_\_\_\_  
**Niel Locke, City Clerk**

**GABRIELLE CHRISTAKES**  
**DEPUTY CITY CLERK**

  
\_\_\_\_\_  
**Reinette Senum, Mayor**



**RESOLUTION 20-23  
OF THE  
NEVADA COUNTY TRANSPORTATION COMMISSION**

APPROVE THE FINAL FY 2020/21 OVERALL WORK PROGRAM

WHEREAS, California Government Code Section 29532.1(d) identifies the Nevada County Transportation Commission (NCTC) as the designated Regional Transportation Planning Agency (RTPA) for Nevada County; and

WHEREAS, NCTC has developed its FY 2020/21 Overall Work Program (OWP) to meet its responsibilities as a RTPA; and

WHEREAS, the FY 2020/21 OWP incorporates the ten Federal Planning Factors set forth in Title 23 of the United States Code, Section 134(f) into the NCTC planning program; and

WHEREAS, Section 99233.1 of the California Public Utilities Code provides for the transportation planning agency to be allocated funds that are necessary to administer the Transportation Development Act; and

WHEREAS, Section 99233.2 of the California Public Utilities Code provides for the transportation planning agency to utilize up to 3% of the annual revenues for the conduct of the transportation planning and programming process; and

WHEREAS, the requirements of the Master Fund Transfer Agreement No. 74A0798 are incorporated by reference as part of the FY 2020/21 OWP.

NOW, THEREFORE, BE IT RESOLVED, that the Final FY 2020/21 OWP is approved, and the budget of \$1,327,129.71, consisting of the following funds, is adopted:

\$ 678,402.00	Local Transportation Funds (LTF)
\$ 317,416.70	Rural Planning Assistance (RPA) Formula Funds
\$ 233,574.65	Rural Planning Assistance (RPA) Grant Funds
\$ 5,000.00	Regional Transportation Mitigation Fees (RTMF)
\$ 67,318.21	State Transportation Improvement Program (STIP) Planning Funds (PPM)
\$ 15,000.00	Airport Land Use Commission (ALUC)
\$ 10,418.15	Local Transportation Funds (LTF) Carryover
<b>\$1,327,129.71</b>	<b>Total Budget FY 2020/21</b>

BE IT FURTHER RESOLVED, that NCTC does hereby allocate 3% of the annual Local Transportation Fund revenues for FY 2020/21 for transportation planning and programming.

BE IT FURTHER RESOLVED, that the Executive Director of the NCTC is hereby authorized to apply for grants, sign certifications and assurances, and execute agreements to facilitate receipt of revenues and expenditure of funds as set forth in the Overall Work Program in accordance with NCTC's Administrative Operating Procedures.

PASSED AND ADOPTED by the Nevada County Transportation Commission on May 20, 2020 by the following vote:

Ayes:

Noes:

Absent:

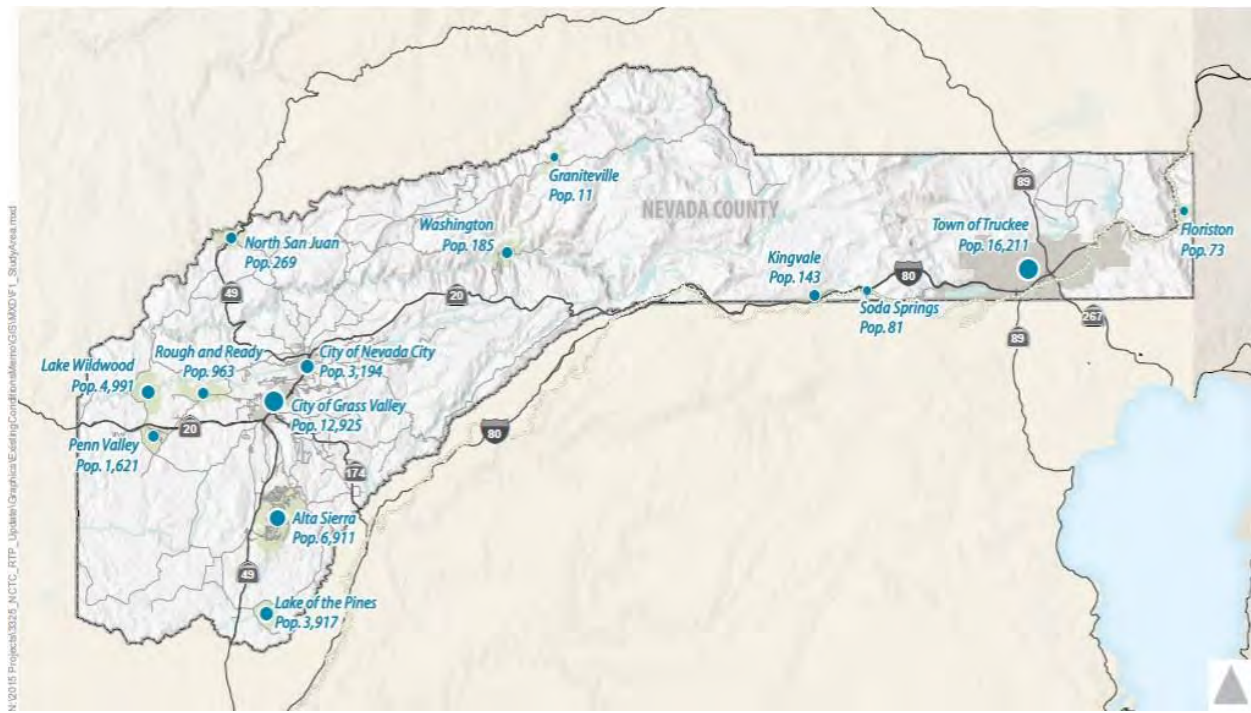
Abstain:

\_\_\_\_\_  
Andrew Burton, Chair  
Nevada County Transportation Commission

Attest:

\_\_\_\_\_  
Dale D. Sayles  
Administrative Services Officer

# *Nevada County Transportation Commission*



## *2020/21 Overall Work Program*

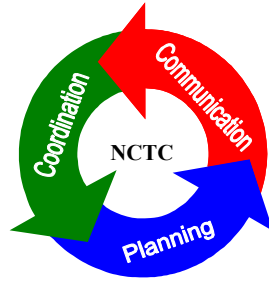
May 20, 2020

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# NEVADA COUNTY TRANSPORTATION COMMISSION

CREATING A BETTER FUTURE BY BUILDING UPON SUCCESSES OF THE PAST



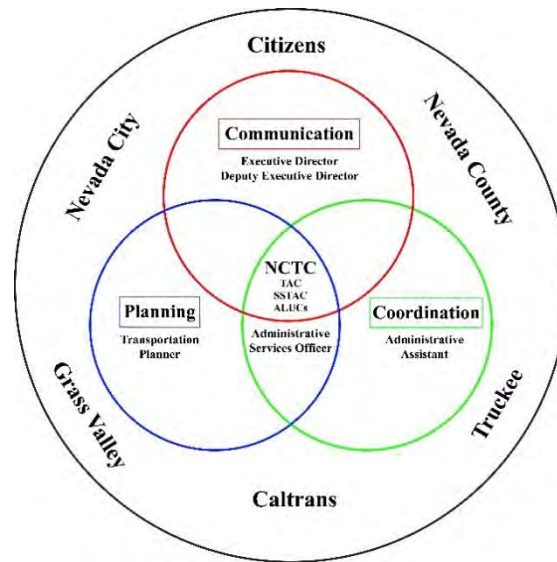
## **MISSION STATEMENT**

*The mission of the Nevada County Transportation Commission is to plan, communicate, and coordinate with the citizens and decision makers of Grass Valley, Nevada City, Nevada County, Town of Truckee, and with Caltrans to identify transportation needs, propose solutions, and assist in implementing projects to create a balanced regional transportation system, while protecting the rural qualities and historic character of Nevada County.*

### **Activities to Achieve the Mission Include, But are not Limited to, the Following:**

- ✓ *NCTC develops a Regional Transportation Plan (RTP) which includes the actions, funding recommendations, and policy direction necessary to meet the needs of each transportation system component in the region.*
- ✓ *NCTC interacts with the community through workshops, news media, the NCTC website and electronic newsletter.*
- ✓ *NCTC develops and adopts a Regional Transportation Improvement Program (RTIP) that is consistent with the RTP.*
- ✓ *NCTC conducts a comprehensive planning process in the development of its annual Overall Work Program so that funds expended on planning projects will implement the goals of the RTP.*
- ✓ *NCTC reviews transportation plans and programs of member agencies and endorses them based on consistency with the RTP and RTIP. In keeping with this responsibility, NCTC strives to be creative in assisting the region in developing the revenues to construct improvement projects.*
- ✓ *NCTC communicates and participates in workshops with Caltrans on proposed projects to be developed in the County of Nevada to ensure that the policies and goals of the RTP are implemented.*
- ✓ *NCTC coordinates with regional transportation planning agencies on legislation and statewide policy issues to ensure the region receives appropriate attention and funding from the State of California and the Federal government.*
- ✓ *NCTC participates in interregional planning projects to ensure Nevada County projects support both regional and statewide transportation goals.*
- ✓ *NCTC administers Transportation Development Act funds to ensure all statutory requirements are met, including the identification of the region's transit needs.*
- ✓ *NCTC manages Regional Surface Transportation Program funds, Regional Transportation Mitigation Fee funds and Regional Improvement Program funds in accordance with Federal acts and statutes promulgated by the State of California, selecting and funding eligible transportation improvement projects based upon those that are most effective and beneficial to the region.*

## Nevada County Transportation Commission Organization Flow Chart



### **Nevada County Transportation Commission (NCTC)**

NCTC is a Regional Transportation Planning Agency (RTPA) created pursuant to Title 7.88 of the State of California Government Code, Section 67920. As the RTPA for Nevada County, NCTC coordinates transportation planning for Grass Valley, Nevada City, Nevada County, and the Town of Truckee. The NCTC board has seven members. Four members are appointed by the Board of Supervisors and three are appointed by the incorporated municipalities in the County. The Board of Supervisors appoints two of its members and two County at-large representatives. The municipalities appoint three city/town council members; one each from Nevada City, Grass Valley, and the Town of Truckee.

### **Technical Advisory Committee (TAC)**

The TAC is made up of representatives of public transit operators, local public works and planning departments, public airport operators, the air pollution control district, and Caltrans. The Committee provides technical input on transportation issues and ensures there is coordination and cooperation in the transportation planning process.

### **Social Services Transportation Advisory Council (SSTAC)**

The SSTAC is made up of potential transit users who are representatives of the general public; seniors and/or disabled; social service providers for seniors, disabled, and persons of limited means; local social service and consolidated transportation providers; and Truckee residents who represent the senior and Hispanic communities. The goal of the SSTAC is to maintain and improve transportation services to the residents of Nevada County, particularly the underserved and underrepresented members of the community, such as the elderly and disabled. The SSTAC recommends action to the Commission relative to the unmet transit needs findings, and advises the Commission on transit issues, including coordination and consolidation of specialized transportation services.

### **Airport Land Use Commissions (ALUCs)**

The Nevada County Transportation Commission has been designated as the Airport Land Use Commission for the Nevada County Airport and provides staff for the Truckee Tahoe ALUC. The purpose of Airport Land Use Commissions is to protect public health, safety, and welfare by ensuring the orderly expansion of airports and adoption of land use measures that minimize the public's exposure to excessive noise and safety hazards within the areas around the airports, to the extent that these areas are not already devoted to incompatible uses.

### **Nevada County Demographics**

As of January 1, 2019, the population of Nevada County was estimated at 98,764. The largest municipality is Truckee with a population of 16,180, followed by Grass Valley at 12,860 and Nevada City at 3,068. Nevada County Quick Facts on Census.gov reported the racial makeup of the county as 84.9% White, followed by 9.7% Hispanic, 1.4% Asian, 1.3% Native American, and 0.6% Black or African-American. Quick Facts indicates that 10.3% of the population was below the poverty level.

## OVERALL WORK PROGRAM INTRODUCTION

NCTC annually adopts a budget through the preparation of an Overall Work Program (OWP). 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, such as Rural Planning Assistance (RPA), Local Transportation Funds (LTF), or Federal Transit Administration (FTA). A Memorandum of Understanding (MOU) between NCTC, the Cities of Grass Valley and Nevada City, the Town of Truckee, and the County of Nevada provides for the coordination of regional transportation planning with local governments in Nevada County. The Commission staff prepares a draft OWP and in accordance with the MOU, solicits and integrates comments from each of the jurisdictions. The proposed work program is then submitted to the Commission for approval and forwarded to Caltrans. Caltrans, as the grantor of Rural Planning Assistance funds and Federal Transit Assistance funds, approves the OWP. The budget reflects the on-going regional transportation planning process in Nevada County. Major concerns of each of the jurisdictions and Caltrans are reflected in the elements and levels of funding. The OWP is updated each year to report on the progress of identified projects, propose new or continuing projects for the ensuing year, and to provide an estimate of the required funding of the OWP elements.

### Public Participation

Public involvement is a major component of the transportation planning and programming processes. NCTC makes a concerted effort to solicit public input from all Nevada County residents, including under-represented groups, in many aspects of transportation planning within Nevada County. Specific examples are listed below:

- ◆ NCTC maintains a website ([www.nctc.ca.gov](http://www.nctc.ca.gov)), and a Facebook page to keep the public informed of transportation planning and programming efforts underway in Nevada County. Agendas are posted on the bulletin boards of local jurisdictions and emailed to mobile home parks, residential homeowners associations, senior centers, environmental advocates, associations representing the private sector, and individuals that have asked to be included on the distribution list.
- ◆ Articles on the preparation of the Regional Transportation Plan (RTP) and Regional Transportation Improvement Program (RTIP), as well as the public comment periods, are posted on the NCTC website.
- ◆ Copies of the Draft RTP are made available for review at the main public libraries in western and eastern Nevada County, as well as on the NCTC website.
- ◆ Press releases are sent to the media establishments in western and eastern Nevada County announcing the Draft RTP is available for review and comment and noting some key findings.
- ◆ Public hearings are held and noticed in the main newspapers in western and eastern Nevada County prior to adoption of the RTP and RTIP.
- ◆ Each year public notifications are sent out to encourage participation in transportation planning processes, such as the annual unmet transit needs public hearing held by the Transit Services Commission (TSC) and numerous public workshops relating to the transportation projects and planning activities of NCTC.
- ◆ In accordance with SB52, NCTC conducts outreach and Tribal Consultation, if requested, on any project for which NCTC is lead agency and files a Notice of Preparation, Notice of Mitigated Negative Declaration or Notice of Negative Declaration.
- ◆ Citizens are encouraged to attend and speak at NCTC meetings on any matter included for discussion on the agenda at that meeting.

## Regional Issues, Needs, and Goals

The main transportation issues in western Nevada County are related to providing adequate infrastructure and services to meet the needs of the County, while maintaining and enhancing the rural character and environmental qualities of the area. In western Nevada County, interregional traffic adds to the existing challenge and need to maintain and improve the transportation system.

In eastern Nevada County, the issues also stem from the challenges to meet the needs related to the high volumes of traffic generated by travelers taking advantage of the world-class recreational opportunities available in the Truckee-North Tahoe area. To address these issues requires a multi-modal approach to transportation planning in the region.

Acquiring adequate and timely funding for transportation improvements is the central need within all of the Nevada County issues. Implementation of highway and regional roadway improvements will be key to providing efficient operations, while improving safety and air quality. The 2000 Census reported that approximately 17.5% of the county population was over 65 years of age, in 2019 that population increased to 27.5%, and it is projected that by 2030 this population is expected to increase to over 30%. As the population of residents over the age of 65 increases, it will result in increased demand for public transit services in Nevada County. Additional state and federal transit operating and capital revenues will be necessary in order to meet the additional demand placed on the public transit systems.

Transportation issues facing Nevada County which have been identified as regionally significant include the following:

- ◆ Insufficient state, federal, and local transportation revenues
- ◆ Air quality/greenhouse gas emission reductions
- ◆ Coordination of land use, air quality, and transportation planning
- ◆ Providing and maintaining a transportation system that enhances safety, the efficient movement of all people, goods, services, and information, and environmental quality
- ◆ Efficient implementation of new technologies

Recognition of these issues leads to the overall goal of the Regional Transportation Plan, which is to provide and maintain a transportation system that enhances safety, the efficient movement of all people, goods, and services, and environmental quality. In the Policy Element this overarching goal is divided into the following four goals:

- 1) Provide for the safe and efficient movement of all people, goods, services, and information;
- 2) Reduce adverse impacts on the natural, social, cultural, and historical environment and the quality of life;
- 3) Develop an economically feasible transportation system;
- 4) Create and maintain a comprehensive, multi-modal transportation system to serve the needs of the County.

The following list of projects indicates progress made toward implementing the goals of the Regional Transportation Plan:

- Operation of Gold Country Stage, Truckee Transit, and associated paratransit services
- SR 49-La Barr Meadows Road Signalization and Widening project, constructed 2013
- SR 20/49 Dorsey Drive Interchange project, constructed 2014
- SR 49 Bicycle and Pedestrian Improvement project, constructed 2014
- SR 49 Signal Pre-emption, programmed 2012 STIP, construction 2015/16
- SR 89 “Mousehole” Grade Separation, programmed 2012 STIP, construction 2015/16
- Northeast Grass Valley Sidewalk Improvements, Preliminary Engineering 2014/15, construction 2015/16

- Northeast Grass Valley Sidewalk Improvements, Preliminary Engineering 2014/15, construction 2015/16
- SR 49-La Barr Meadows to McKnight Way, programmed 2012 STIP, Project Approval - Environmental Documentation 2020/21, Plans, Specifications, and Estimates 2023/24
- Newtown Road Class II/III Bike Lanes, Right-of-Way 2012-2015, construction 2016/17

**2020/21 Federal Planning Factors:**

As shown in the chart below, the Federal Planning Factors included in Fixing America’s Surface Transportation Act (Section 134(h), FAST Act, 2015) have been integrated into NCTC’s FY 2020/21 OWP:

1. Support the economic vitality of the region, 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 the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

<b><u>Planning Factors</u></b>	WE 1.1	WE 1.2	WE 2.1	WE 2.1.2	WE 2.1.5	WE 2.2	WE 2.3	WE 2.3.1	WE 2.3.2	WE 2.4	WE 2.4.2	WE 2.4.3
Economic Vitality	X	X	X	X	X	X	X	X		X		X
Safety	X		X	X		X	X	X		X	X	X
Security	X		X	X		X	X	X		X		X
Accessibility	X		X	X		X	X	X	X	X		X
Environment	X		X	X	X	X	X	X		X		X
Connectivity	X		X	X	X	X	X	X	X	X	X	X
System Management & Operation	X	X	X	X	X	X	X	X	X	X	X	X
Preservation	X		X	X	X	X	X	X		X	X	X
Resiliency & Reliability	X	X	X	X		X	X	X	X	X		X
Travel & Tourism	X		X	X		X	X	X		X		X



## **WORK ELEMENT 1 - COMMUNICATION AND COORDINATION**

Public involvement is a major component of NCTC's planning process. The activities and products from Project 1.1, General Services and Communication, are intended to provide the public with complete information and timely notices, thereby giving full public access to key decisions.

Work Element 1 incorporates the following activities that are an integral part of accomplishing NCTC's Mission:

- *NCTC interacts with the community through workshops, news media, and the internet.*
- *NCTC conducts a comprehensive planning process in the development of its annual Overall Work Program so that funds expended on planning projects will implement the goals of the RTP.*

NCTC has the statutory responsibility to administer Transportation Development Act (TDA) funds, and to ensure that all expenditures of TDA funds are in conformity with the Regional Transportation Plan (RTP). NCTC also administers funds received from the Regional Surface Transportation Program (RSTP) and the Regional Transportation Mitigation Fee (RTMF) program. The work performed under Project 1.2, Fiscal Administration, has been incorporated into the NCTC Mission as follows:

- *NCTC administers Transportation Development Act funds to ensure all statutory requirements are met, including the identification of the region's transit needs.*
- *NCTC manages Regional Surface Transportation Program funds, Regional Transportation Mitigation Fee funds and Regional Improvement Program funds in accordance with Federal acts and statutes promulgated by the State of California, selecting and funding eligible transportation improvement projects based upon those that are most effective and beneficial to the region.*

Through communication, collaboration, and public outreach activities, Work Element 1 incorporates the ten Federal Planning Factors (see page I-5) into the NCTC planning program.

Information and data developed through these activities are included in the Regional Transportation Plan and in transit planning documents.

## WORK ELEMENT 1 - COMMUNICATION AND COORDINATION (continued)

### Project 1.1 - General Services and Communication

Purpose: Conduct communication and public outreach activities. Provide administrative and financial support for the operation of the Nevada County Transportation Commission and its advisory committees through the activities listed below.

#### Continuing Work:

- Public information and outreach activities (LTF)
- Preparation of agendas, minutes, notices, and correspondence (LTF)
- Track legislation pertinent to the transportation planning process (LTF)
- Technical Advisory Committee (TAC) activities (LTF)
- Provide staff services to SSTAC (LTF)
- Personnel administration (LTF)
- Maintain and update the NCTC website (LTF)
- Office lease (LTF)
- Purchase equipment (LTF)
- Maintain the Commission's office and equipment (LTF)
- Press releases and electronic newsletter (LTF)
- Reports on legislative measures (LTF)
- Update Conflict of Interest Code (LTF)
- Update DBE Program (LTF)
- Coordination with public safety agencies regarding the safety and security of the transportation system (LTF)
- Coordinate implementation of projects in the Regional Transportation Mitigation Fee (RTMF) Program. ((RTMF)
- Work with Nevada County, Grass Valley, and Nevada City to implement projects included in the multi-year Congestion Mitigation Air Quality (CMAQ) project listing. (LTF)
- Apply for FTA planning grants. (LTF)

#### Products:

- Documentation of Commission and/or TAC meetings (Bimonthly)
- Executive Director's Reports (Bimonthly)
- Personnel reviews (Annual)
- FTA Section 5311 Program of Projects (Mar 20)

### Budget 1.1

<b>Revenues:</b>		
	LTF	\$211,827.63
	RTMF	\$5,000.00
<b>Total</b>		\$216,827.63
<b>Expenditures:</b>		
	Staff	\$177,543.09
	Indirect	\$34,284.54
	HR Consulting	\$5,000.00
<b>Total</b>		\$216,827.63

Indirect costs are paid with local funds (see Budget Table 5).

## WORK ELEMENT 1 - COMMUNICATION AND COORDINATION (continued)

### Project 1.2 - Fiscal Administration

Purpose: Administer funds held by NCTC in accordance with the provisions of the TDA Guidelines and State and Federal requirements through the activities listed below.

#### Continuing Work:

- Develop and oversee Overall Work Program and annual budgets (LTF)
- Contract for and oversee fiscal and performance audits, as required (LTF)
- Provide assistance to claimants in completing claims and resolving audit findings and/or recommendations (LTF)
- Preparation of State Controller's Annual Report (LTF)
- Annual "Unmet Transit Needs" public hearing (LTF)
- Preparation of monthly financial reports (LTF)
- Review and process claims for TDA funds (LTF)
- Reports to Caltrans regarding FTA grants and RPA funds (LTF)
- Update transportation/transit claim guidelines and forms (LTF)
- Administer the Regional Transportation Mitigation Fee Program (RTMF)
- Administer the Regional Surface Transportation Program (LTF)
- Accounting/payroll (LTF)
- Coordination of community transit services and funding with Consolidated Transportation Service Agencies (LTF)
- Preparation of Triennial Performance Audits (LTF)

#### Products:

- Closeout FY 2019/20 OWP (Sept 20)
- Manage FY 2020/21 Overall Work Program (July 20-June 21)
- Draft FY 2021/22 Overall Work Program (Feb 21)
- Final FY 2021/22 Overall Work Program (May 21)
- Fiscal and Compliance Audits (July 20 - Dec 20)
- State Controller's Annual Report (Dec 20)
- Accounting Reports/Payroll/Payment Authorizations/Tax Reports (Ongoing)
- Financial reports (Monthly)
- Findings of Apportionment (Feb 21)

### Budget 1.2

<b>Revenues:</b>		
	LTF	\$272,778.33
<b>Total</b>		\$272,778.33
<b>Expenditures:</b>		
	Staff	\$191,339.61
	Indirect	\$36,948.72
	Fiscal Audits	\$44,490.00
<b>Total</b>		\$272,778.33

## WORK ELEMENT 2 - REGIONAL TRANSPORTATION PLANNING

NCTC has the responsibility to prepare and adopt a Regional Transportation Plan (RTP) directed to the achievement of a coordinated and balanced regional transportation system. The plan is to be action-oriented and pragmatic, considering both the short and long term future, and is to present clear, concise policy guidance to local and state officials. Projects 2.1 (Regional Transportation Plan), 2.2 (Transportation Improvement Programs), 2.3 (Transit and Paratransit Programs), and 2.4 (Coordination of Regional Planning), are tied to the NCTC Mission by the following activities:

- *NCTC develops a Regional Transportation Plan (RTP) which includes the actions, funding recommendations, and policy direction necessary to meet the needs of each transportation system component in the region.*
- *NCTC develops and adopts a Regional Transportation Improvement Program that is consistent with the RTP.*
- *NCTC reviews transportation plans and programs of member agencies and endorses them based on consistency with the RTP and RTIP. In keeping with this responsibility, the NCTC strives to be creative in assisting the region in developing the revenues to construct improvement projects.*
- *NCTC communicates and participates in workshops with Caltrans on proposed projects to be developed in the County of Nevada to ensure that the policies and goals of the RTP are implemented.*
- *NCTC coordinates with regional transportation planning agencies on legislation and statewide policy issues to ensure the region receives appropriate attention and funding from the State of California and the Federal government.*
- *NCTC participates in interregional planning projects to ensure Nevada County projects support both regional and statewide transportation goals.*

The following activities and products included in Work Element 2 are appropriate uses of Rural Planning Assistance Funds:

- ✓ Participate in Federal and State Clean Air Act transportation related air quality planning activities. (Projects 2.1 and 2.2)
- ✓ Develop and/or modify tools that allow for better assessment of transportation impacts on community livability (e.g. integration of GIS and census data into the regional traffic model and development of performance measurement tools and strategies). (Projects 2.1 and 2.4)
- ✓ Identify and document transportation facilities, projects, and services required to meet the regional and interregional mobility and access needs. (Projects 2.1, 2.2, and 2.3)
- ✓ Define solutions and implementation issues in terms of the multimodal transportation system, land use and economic impacts, financial constraints, air quality and environmental concerns (including wetlands, endangered species and cultural resources). (Projects 2.1 and 2.2)
- ✓ Assess the operational and physical continuity of transportation system components within and between metropolitan and rural areas, and interconnections to and through regions. (Projects 2.1, 2.3, and 2.4)
- ✓ Conduct transit needs public hearings and prepare transit development plans and transit marketing plans as appropriate. (Project 2.3)

## **WORK ELEMENT 2 - REGIONAL TRANSPORTATION PLANNING (continued)**

- ✓ Investigate methods to reduce vehicle travel and methods to expand and enhance travel services. (Projects 2.3, 2.3.1, and 2.4)
- ✓ Incorporate transit and intermodal facilities, bicycle transportation facilities, and pedestrian walkways in projects where appropriate. (Projects 2.1, 2.2, 2.3 and 2.3.1)
- ✓ Participate with regional, local and state agencies, the general public, and the private sector in planning efforts to identify and implement policies, strategies, programs and actions that maximize and implement the regional transportation infrastructure. (Projects 2.1, 2.2, 2.3, and 2.4)
- ✓ Conduct collaborative public participation efforts to further extend transportation planning to communities previously not engaged in discussion. (Project 2.1, 2.3, 2.3.1, and 2.3.2)
- ✓ Create, strengthen, and use partnerships to facilitate and conduct regional planning activities between Caltrans, RTPAs, Metropolitan Planning Organizations (MPOs), transit districts, cities, counties, the private sector, and other stakeholders. (All WE 2 Projects)
- ✓ Use partners to identify and implement policies, strategies, programs and actions that enhance the movement of people, goods, services, and information. (Projects 2.1, 2.3, 2.3.1, and 2.3.2)
- ✓ Ensure that projects developed at the regional level are compatible with statewide and interregional transportation needs. (Projects 2.2 and 2.4)
- ✓ Conduct planning and project activities (including corridor studies, and other transportation planning studies) to identify, develop, and monitor current and future STIP projects. (Projects 2.1 and 2.2)
- ✓ Implement ways to meet transportation needs by using existing transportation facilities more efficiently. Encourage owners and operators of transportation facilities/systems to work together to develop operational objectives and plans maximizing utilization of existing facilities. (Projects 2.1, 2.3, 2.3.1, 2.3.2, and 2.4)
- ✓ Document environmental and cultural resources and develop and improve coordination between agencies using Geographic Information Systems (GIS), Intelligent Transportation Management Systems (ITMS), and other computer-based tools. (Projects 2.1 and 2.4)

Work Element 2, Regional Transportation Planning, incorporates the ten Federal Planning Factors into the NCTC planning program (see page I-5).

Monitoring safety and operational data of transportation facilities and services in Projects 2.1 and 2.3 will aid NCTC efforts to incorporate “safety” and “security” within the planning process. Through expanded Technical Advisory Committee meetings, transportation planning will be coordinated with emergency preparedness plans in the region. Systems management and operational data will be used to identify opportunities to increase transit ridership and develop operational improvements for regional transportation facilities. Management and operations data will also be key components in guiding capital investment plans for regional transportation system facilities and services. Planning activities will include coordination with nonemergency human service transportation providers. NCTC will also provide information to regional transit operators to ensure appropriate safety, security, and operational training opportunities are provided.

## **WORK ELEMENT 2 - REGIONAL TRANSPORTATION PLANNING (continued)**

### **Project 2.1 - Regional Transportation Plan (RTP)**

Purpose: Monitor implementation of the RTP through the following activities:

- Update travel demand models and circulation plans.
- Coordinate the RTP with Caltrans planning documents.
- Coordinate the RTP with county, town, and city general plans.
- Complete planning studies on projects in the RTP in order to be programmed in the RTIP.
- Plan and coordinate local, regional, state, and federal funding for RTP projects (e.g. RTMF, STIP, RSTP, SHOPP, CMAQ, and federal grants).

#### Previous Work:

- Update travel demand model to address new Vehicle Miles Traveled (VMT) requirements.
- 2010 and 2015 Nevada County Regional Transportation Plans.
- Completion of the RTP environmental documentation.
- Development of regional transportation models.
- Development of the Regional Transportation Mitigation Fee program.
- Assist member agencies with review and update of transportation capital improvement programs (CIPs) and master plans.
- Incorporate local agency transportation CIPs and master plans into the RTP and RTIP as appropriate.
- Update traffic model land use files.
- Participate in updates of Nevada County, Truckee, Grass Valley, Nevada City General Plans.
- Conduct and update planning studies as needed for regional projects identified by NCTC, TAC, and member agencies.
- Analyze alternative growth scenarios and report on related infrastructure needs and costs.
- Identify Right-of-Way needed for future transportation projects.
- Conduct technical studies necessary to support policies and projects included in the RTP.
- Work with Nevada County's GIS staff to ensure the following airport information is included in the GIS data base: airport locations, airport boundaries, noise contours, airport influence area, and ground access routes to airports.
- Incorporate into the RTP, policies, strategies, programs, and actions that enhance movement of people, goods, services, and information.

#### Continuing Work:

- Solicit input from citizens and transportation stakeholders, including the Native American community, and agencies regarding transportation issues. (RPA & LTF)
- Monitor implementation of Corridor System Management Plan (CSMP) recommendations. (RPA & LTF)
- Update capital improvement needs lists. (RPA & LTF)
- Work with Northern Sierra Air Quality Management District (NSAQMD) to determine air quality impacts of regional transportation plans and improvement programs. (RPA & LTF)
- Participate with NSAQMD, Caltrans, and other agencies in planning related to Federal 8-hour ozone standards. (RPA & LTF)
- Develop information to evaluate goods movement impacts on the region's transportation system and consider air quality issues related to goods movement. (RPA & LTF)
- Update Highway Performance Monitoring System (HPMS) data. (RPA & LTF)

**WORK ELEMENT 2 - REGIONAL TRANSPORTATION PLANNING (continued)**

**Project 2.1 - Regional Transportation Plan (RTP) (continued)**

- Coordinate with public safety agencies. (RPA & LTF)
- Integrate system safety and security elements into the RTP. (RPA & LTF)

Additional Work Activities:

- Monitor existing traffic conditions and safety data. (RPA & LTF)
- Coordinate with Caltrans to develop and implement performance measures in the regional planning process. (RPA & LTF)
- When developing regional transportation projects and updating planning documents, NCTC will consider and incorporate transit services, intermodal facilities, and pedestrian bicycle facilities whenever appropriate. (RPA & LTF)
- Planning activities related to CMAQ program including preparation and releasing of call for projects, review and ranking applications, project selection, and programming. (RPA & LTF)
- Coordinate review of safety and design concerns related to state highway projects. (RPA & LTF)

Products:

- Reports on air quality issues (Annual)
- Reports on traffic conditions and safety data (Annual)
- Reports on new issues and projects to be included in the RTP (Annual)
- Progress reports on project planning activities (Bimonthly)

**Budget 2.1**

<b>Revenues:</b>		
	LTF	\$72,752.81
	STIP PPM	\$5,748.35
	RPA Formula	\$112,094.60
<b>Total</b>		\$190,595.76
<b>Expenditures:</b>		
	Staff	\$103,506.80
	Indirect	\$22,088.96
	Traffic Engineering	\$25,000.00
	Local Agency Participation	\$30,000.00
	Traffic Counts	\$10,000.00
<b>Total</b>		\$190,595.76

## **WORK ELEMENT 2 – REGIONAL TRANSPORTATION PLANNING (continued)**

### **Project 2.1.2 – RTP Implementation: VMT Thresholds (continued from FY 2018/19)**

Purpose: Senate Bill 743 mandated 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). OPR’s Final Proposed Guidelines for Transportation Impact Analysis in CEQA eliminates the use of Level of Service (LOS) and replaces it with Vehicle Miles Traveled (VMT) thresholds to determine whether land use development projects and capacity increasing transportation projects result in significant impacts under CEQA.

The referenced guidance identifies numerous methods and models to estimate and establish VMT thresholds, including the California Statewide Travel Demand Model, sketch models, and various travel demand models. The purpose of this project is to procure a consultant to analyze the different methodologies and models, develop sample estimations of VMT generated by residential and commercial land use projects, and provide recommendations for VMT thresholds. This information will assist the jurisdictions in establishment of legally defensible VMT thresholds for land use development projects and transportation projects as required by SB 743.

#### Previous & Continuing Work:

- 2015 Performance Based Nevada County Regional Transportation Plan
- NCTC Regional Travel Demand Model update
- Grass Valley Travel Demand Model update
- Prepare and distribute a Request for Proposal to qualified consultants
- Establish Project Selection Committee and Project Advisory Committee
- Review and rank proposals, conduct oral interviews, and finalize consultant ranking
- Select consultant and execute contract
- Finalize the work program and refine scope of work
- Project meetings and coordination (RPA)
- Project Advisory Committee activities (RPA)
- Project support and administration of grant (RPA)
- Prepare quarterly reports and invoices (RPA)
- Project initiation and data collection (RPA)
- Identify general plan policies and strategies that will support implementation of VMT thresholds in each of the jurisdictions (RPA)
- Analyze the different VMT estimation methodologies and available models (RPA)
- Determine appropriate regional and sub-regional VMT thresholds boundaries for unincorporated Nevada County (RPA)
- Determine the appropriate methodology for the analysis of induced demand for roadway improvement projects (RPA)
- Analyze methodologies for calculating VMT reductions for applicable mitigation measures (RPA)

#### Additional Work Activities:

- Develop recommended methodologies and thresholds for each jurisdiction (RPA)



## WORK ELEMENT 2 – REGIONAL TRANSPORTATION PLANNING (continued)

### Project 2.1.2 – RTP Implementation: VMT Thresholds (continued)

Update NCTC Travel Model:

1. Represent Intrazonal Travel: Estimate VMT for trips within Traffic Analysis Zones
  2. Adjust Gateway Distances: Represent full accounting of trips originating or ending in the model area
  3. Convert Land Use: Calculate representative population and employment for model area
- Prepare Draft Report (RPA)
  - Prepare Final Report (RPA)
  - Prepare VMT Screening tool (RPA)

Products:

Draft Report (Sep 19)

Revised Draft Report (May 20)

Final Report (Jul 20)

VMT Screening Tool (Aug 20)

#### Budget 2.1.2

<b>Revenues:</b>	<b>Total Budget</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
LTF	\$5,448.85			\$1,970.36	\$3,478.49
RPA Formula *	\$135,734.00	\$37,110	\$60,451	\$14,756.30	\$23,416.70
<b>Total</b>	<b>\$141,182.85</b>	<b>\$37,110</b>	<b>\$60,451</b>	<b>\$16,726.66</b>	<b>\$26,895.19</b>
<b>Expenditures:</b>					
Staff	\$51,481.85	\$20,885	\$25,148	\$1,970.36	\$3,478.49
Consultant	\$89,701	\$16,225	\$35,303	\$14,756.30	\$23,416.70
<b>Total</b>	<b>\$137,704</b>	<b>\$37,110</b>	<b>\$60,451</b>	<b>\$16,726.66</b>	<b>\$26,895.19</b>

**WORK ELEMENT 2 – REGIONAL TRANSPORTATION PLANNING (continued)**

**Project 2.1.5 – Regional Traffic Model Update**

Purpose: Update the NCTC Travel Demand Forecasting (TDF) model to identify future improvements to the regional system of roads, streets, and highways. Review and reassess the TransCAD model, to verify the appropriate 4D enhancements (land use Density, land use Diversity, pedestrian Design, and access to regional Destinations) are identified and implemented.

Previous and Continuing Work:

- Review and update traffic counts and model land use data.
- Reassess the TDF model for 4D enhancements and SB 743 compliance.
- Run TDF models for horizon years.
- Monitor existing traffic conditions and safety data.
- Review and confirm model network improvements for future year scenarios.

Products:

- Statement of Qualifications (Nov 19)
- Consultant Contract (Jan 20)
- Draft Report (May 20)
- Final Report (July 20)

**Budget 2.1.5**

	<b>Total Budget</b>	<b>FY 19/20</b>	<b>FY 20/21</b>
<b>Revenues:</b>			
RPA	\$13,581.15	\$13,581.15	0
LTF	\$68,841.74	\$6,873.42	\$61,968.32
<b>Total</b>	<b>\$82,422.89</b>	<b>\$20,454.57</b>	<b>\$61,968.32</b>
<b>Expenditures</b>			
NCTC	\$12,422.89	\$5,020.11	\$7,402.78
Consultant	\$70,000	\$15,434.46	\$54,565.54
<b>Total</b>	<b>\$82,422.89</b>	<b>\$20,454.57</b>	<b>\$61,968.32</b>

**Project 2.2 – Transportation Improvement Programs**

Purpose: To monitor implementation of the Regional Transportation Improvement Program (RTIP) and provide policy analysis and recommendations regarding the RTIP and the State Transportation Improvement Program (STIP) through the activities listed below.

Previous Work:

- Coordinate with Nevada County Airport manager regarding potential impacts of the Dorsey Drive Interchange project on access to the airport.
- Complete traffic modeling analyses required for Air Quality Conformity.
- Participate with Nevada County in the Brunswick Road/Loma Rica Drive Intersection Alternatives Feasibility Analysis.
- Participate with Grass Valley in the McKnight Way Interchange Alternatives Feasibility Analysis.
- Participate with Grass Valley in preparation of the Accessibility Transition Plan.
- Participate with Grass Valley on the Dorsey Drive Interchange project.
- Monitor progress on the SR 89 “Mousehole” project.

Continuing Work:

- Monitor STIP implementation. (RPA & LTF)
- Monitor planning, design, and construction of improvement projects on SR 49 widening between the Wolf/Combie Road intersection and Grass Valley, to ensure consistency with the adopted Transportation Improvement Program. (RPA & LTF)
- Encourage interagency coordination necessary to identify and develop new RTIP projects. (RPA & LTF)
- Communicate and coordinate with Caltrans to identify and implement incremental projects (such as an interim 3-lane cross section) to accelerate the safety improvements to the SR 49 corridor between Grass Valley and the Combie/Wolf Road intersection. (RPA & LTF)
- Participate with Caltrans in developing the SR 49 Corridor System Management Plan. (RPA & LTF)
- Coordinate with Caltrans regarding Interregional Transportation Improvement Program (ITIP) participation in STIP funded projects in Nevada County. (RPA & LTF)

Products:

- Status reports on Nevada County’s STIP projects (Bimonthly)
- Reports regarding implementation of the Nevada County RTIP (Ongoing)
- Reports on implementation of the Caltrans SR 49 Corridor System Management Plan (Annual)

**Budget 2.2**

<b>Revenues:</b>		
	RPA Formula	\$23,632.10
	LTF	\$11,085.44
	STIP PPM	\$33,774.05
<b>Total</b>		\$68,491.59
<b>Expenditures:</b>		
	Staff	\$57,406.15
	Indirect	\$11,085.44
<b>Total</b>		\$68,491.59

## WORK ELEMENT 2 – REGIONAL TRANSPORTATION PLANNING (continued)

### Project 2.3 – Transit and Paratransit Programs

Purpose: Work with city, county, and town staff to improve efficiency, productivity, and cost effectiveness of existing transit and paratransit systems through the activities listed below.

Previous Work:

- Transit Development Plans

Additional Work Activities:

- Monitor ridership, expenditures, and revenue for each system. (LTF & RPA)
- Hold coordination meetings with transit and paratransit providers. (LTF & RPA)
- Check operational performance indicators for each system. (LTF & RPA)
- Assist in implementation of Transit Development Plans and Coordinated Public Transit-Human Services Transportation Plan. (LTF & RPA)
- Develop and present information regarding alternative forms of transportation that are practical for Nevada County. (LTF & RPA)
- Coordinate with human service transportation providers. (LTF & RPA)
- Distribute press releases and other educational information regarding alternative forms of transportation. (LTF & RPA)
- Participate on the Accessible Transportation Coalition Initiative-Mobility Action Partners Coalition. (LTF & RPA)

Products:

- Reports to the Commission regarding staff participation in the transit and paratransit planning processes (Bimonthly)
- Quarterly ridership, expenditure, and revenue reports for each system
- Quarterly operational performance reports for each system
- Bi-monthly minutes of the Accessible Transportation Coalition Initiative-Mobility Action Partners Coalition

### Budget 2.3

<b>Revenues:</b>		
	RPA Formula	\$49,786.19
	LTF	\$14,347.48
<b>Total</b>		\$64,133.67
<b>Expenditures:</b>		
	Staff	\$49,786.19
	Indirect	\$14,347.48
<b>Total</b>		\$64,133.67

### **Project 2.3.1 – Western Nevada County Transit Development Plan (WNCTDP)**

Purpose: This study will analyze a wide range of service, capital, institutional and management, and financial alternatives. The consultant will evaluate the existing transit systems, research opportunities for improved coordination in the region, determine the most efficient approach to meet the needs of the public, and identify where transit resources should be devoted over the plan period. Public involvement and outreach activities (i.e., community and stakeholder meetings, public forums, on-board surveys, etc.) are integral components of the study. The WNCTDP will include a year-by-year implementation schedule for all plan elements, identifying the responsible parties and financial requirements.

#### Previous Work:

- Scope of Work. (Oct 19)
- Request for Proposals. (Nov 19)
- Consultant contract. (Jan 20)
- Western Nevada County TDP Update, 2016.
- Triennial Performance Audits.
- Western Nevada County Public Transportation Governance Study, 2012.
- Nevada County Coordinated Public Transit-Human Services Transportation Plan.

#### Additional/Continuing Work Activities:

- Prepare and distribute a Request for Proposal to qualified consultants (RPA)
- Review proposal, select consultant, and execute a contract. (RPA)
- Finalize the work program and refine the scope of work. (RPA)
- Project administration and coordination. (RPA)
- Project initiation and data collection. (RPA)
- Analyze existing transportation services. (RPA)
- Review ridership data. (RPA)
- Summarize and assess transit needs. (RPA)
- Stakeholder involvement and public outreach. (RPA)
- Conduct onboard surveys. (RPA)
- Identify and evaluate service alternatives. (RPA)
- Develop capital, financial, and management alternatives. (RPA)
- Preparation and presentation of draft TDP. (RPA)
- Modify draft TDP and prepare final plan. (RPA)
- Project meetings and coordination. (RPA)

#### Products:

- Quarterly Progress Reports (Mar 20 – Mar 21)
- Technical Memoranda: Existing Conditions, Major Activity Centers, Existing Services and Ridership Data, Paratransit Costs and Coordination of Services, Transit Demand Areas and Needs in Outlying Areas, Stakeholder Involvement, Onboard Surveys, Public Workshops, Analysis of Service Alternatives and Efficiency of Paratransit Services, Capital Needs and Funding Sources, Report of Institutional Management Alternatives. (Feb 20 – Nov 20)
- Draft report. (Jan 21)
- Final report and Implementation Schedule. (Mar 21)

**WORK ELEMENT 2 – REGIONAL TRANSPORTATION PLANNING (continued)**

**Project 2.3.1 – Western Nevada County Transit Development Plan (WNCTDP) (continued)**

**Budget 2.3.1**

The full amount of the RPA Grant awarded in FY 19/20 is shown in this draft, since it is not known how funding will be carried forward.  
The Final FY 20/21 OWP will show an estimated amount of RPA Grant funds carried forward from FY 19/20.

	<b>Total Budget</b>	<b>FY 19/20</b>	<b>FY 20/21</b>
<b>Revenues:</b>			
RPA Grant	\$80,000.00	\$4,431.41	\$65,568.59
RPA Formula	\$23,460.41	\$10,415.88	\$13,044.53
<b>Total</b>	<b>\$103,460.41</b>	<b>\$14,874.29</b>	<b>\$78,613.12</b>
<b>Expenditures</b>			
NCTC	\$23,460.41	\$10,415.88	\$13,044.53
Consultant	\$80,000.00	\$4,431.41	\$65,568.59
<b>Total</b>	<b>\$103,460.41</b>	<b>\$14,874.29</b>	<b>\$78,613.12</b>

## **WORK ELEMENT 2 - REGIONAL TRANSPORTATION PLANNING (continued)**

### **Project 2.3.2 – Nevada County Coordinated Public Transit-Human Services Plan Update**

Purpose: The primary focus of this project is to support and expand the facilitation of transportation coordination among the various human service entities and the private and public transportation services. The strategies update the current Coordinated Public Transit – Human Services Transportation Plan and will address existing transportation service gaps and needs.

#### Previous Work:

- Scope of Work. (Oct 19)
- Request for Proposals. (Nov 19)
- Consultant contract. (Jan 20)
- 2014 Nevada County Coordinated Public Transit-Human Services Transportation Plan.

#### Additional Work Activities:

- Prepare and distribute a Request for Proposal to qualified consultants. (LTF)
- Establish Project Advisory Committee (PAC) and manage involvement. (LTF)
- Review proposal, select consultant, and execute a contract. (LTF)
- Finalize the work program and refine the scope of work. (RPA & LTF)
- Project initiation and data collection. (RPA & LTF)
- Prepare demographic profile of Nevada County. (RPA & LTF)
- Assessment of public, private, and social service transportation options. (RPA & LTF)
- Stakeholder outreach to identify unmet transportation needs and gaps in service. (RPA & LTF)
- Develop solutions to address unmet transportation needs and gaps in service. (RPA & LTF)
- Develop implementation plan for high priority strategies (RPA & LTF)
- Preparation and presentation of draft report. (RPA & LTF)
- Modify draft report and prepare final report. (RPA & LTF)
- Project support and administration of grant. (LTF)

#### Products:

- Quarterly Progress Reports (Mar 20 – Mar 21)
- Technical Memoranda: Demographics and Conditions, the Center Existing Services and Coordination of Services, Unmet Transit Needs and Transit Demand Areas, Onboard Surveys, Stakeholder Interviews, Public Workshops, Strategies to Meet Needs and Prioritization of Strategies, Recommended Strategies and Funding Sources. (Feb 20 – Nov 20)
- Draft Report. (Jan 21)
- Final Report and Implementation Schedule (Mar 21)

See Budget on next page

### Budget 2.3.2

	<b>Total Budget</b>	<b>FY 19/20</b>	<b>FY 20/21</b>
<b>Revenues:</b>			
RPA Grant	\$50,000.00	\$1,993.94	\$48,006.06
LTF	\$18,602.91	\$7,134.96	\$11,467.95
<b>Total</b>	<b>\$68,602.91</b>	<b>\$9,128.90</b>	<b>\$59,474.01</b>
<b>Expenditures</b>			
NCTC	\$18,602.91	\$7,134.96	\$11,467.95
Consultant	\$50,000.00	\$1,993.94	\$48,006.06
<b>Total</b>	<b>\$68,602.91</b>	<b>\$9,128.90</b>	<b>\$59,474.01</b>



## **WORK ELEMENT 2 - REGIONAL TRANSPORTATION PLANNING (continued)**

### **Project 2.4 - Coordination of Regional Planning**

Purpose: Enhance NCTC's regional planning efforts through the following activities:

- Coordinate local land use planning with regional transportation planning.
- Analyze regional transportation impacts of proposed development projects.
- Improve Transportation Systems Management (TSM) and Transportation Demand Management (TDM) efforts in the region.
- Provide for Commission participation in studies done by other agencies.
- Promote cooperation between regional planning agencies.
- Promote regional transportation services (e.g. connections to Capitol Corridor rail service).

Previous Work:

- Review of local development projects and environmental documents.
- Traffic model analyses of development projects, and modifications to regional and local transportation facilities proposed by public agencies.
- Study to extend Capitol Corridor train service to Truckee/Tahoe area.
- Participate in the SR 49 Corridor Study with Placer County Transportation Planning Agency (PCTPA) and Caltrans.
- Participate in the Tahoe Gateway Intelligent Transportation Study.
- Coordinate with Placer County, PCTPA, Nevada County, and Caltrans as a Technical Advisory Committee for the SR 49 Corridor Study.
- Coordinate with Caltrans, SACOG, El Dorado Transportation Commission, Sierra County Transportation Commission, and Placer County Transportation Planning Agency to update and maintain the Tahoe Gateway ITS Regional Architecture.
- Participate with Caltrans and RTPAs to pursue rail projects that will improve goods movement and enhance passenger rail service.
- Work with the Northern Sierra Air Quality Management District (NSAQMD) to develop and implement transportation control measures consistent with the region's air quality non-attainment plan and regional transportation plan.
- In conjunction with PCTPA and Caltrans, actively pursue, develop, and implement funding for SR 49 corridor improvements.
- Participate as a member of the Tahoe Gateway Architecture Maintenance Team.
- Coordinate with member agencies to reestablish and enhance Transportation Demand Management (TDM) programs in Nevada County.
- Assist with modeling and traffic analyses as requested by jurisdictions and approved by NCTC.
- Analyze transportation impacts of development proposals.
- Analyze proposed modifications to city and county land use plans.
- Participate in the North State Super Region “North State Transportation for Economic Development Study.”
- Review updates of the Circulation and Land Use Elements of General Plans for Nevada County, cities of Grass Valley and Nevada City, and the Town of Truckee to ensure consistency with the adopted Airport Land Use Compatibility Plans (ALUCPs) for the Nevada County and Truckee Tahoe airports.

## **WORK ELEMENT 2 - REGIONAL TRANSPORTATION PLANNING (continued)**

### **Project 2.4 - Coordination of Regional Planning (continued)**

#### Continuing Work:

- Participate in Regional Transportation Planning Agency group meetings and California Rural Counties Task Force meetings. (RPA & LTF)
- Participate in Federal and State Clean Air Act transportation related air quality planning activities. (RPA & LTF)
- Participate in the Truckee/North Tahoe Transportation Management Association (TNT/TMA) and Resort Triangle Transportation Planning Coalition (RTTPC) meetings. (RPA & LTF)
- Review and comment on Caltrans Systems Plans and related documents. (RPA & LTF)
- Participate in inter-regional planning projects (e.g. North State Super Region (NSSR), I-80 Corridor Management Plan, and Trans-Sierra Transportation Coalition). (RPA & LTF)
- Coordination with the Nevada County Economic Resource Council. (RPA & LTF)
- Monitor legislation that impacts transportation planning. (LTF)
- Monitor planning efforts of Grass Valley, Nevada City, Nevada County, and Truckee. (RPA & LTF)
- Present information to local civic groups regarding regional transportation planning. (RPA & LTF)
- Participate in local ad hoc committees. (RPA & LTF)
- Maintain formal consultation with Native American Tribal Governments. (RPA & LTF)
- Monitor implementation of the Nevada County Active Transportation Plan. (RPA & LTF)
- Participate in the “Zero Traffic Fatalities Task Force”. (RPA & LTF)
- Participate in Critical Freight Corridors Working Group. (RPA, LTF)
- Participate in SR 49 Stakeholders Committee. (RPA, LTF)
- Distribute press releases. (RPA & LTF)
- California Local Streets and Roads Needs Assessment Oversight Committee Participation (RPA & LTF)
- Coordinate with partner agencies to implement the MAPI-21/FAST Act performance-based approach in the scope of the transportation planning process. (RPA & LTF)
- Participate in the California Federal Programming Group (CFPG). (RPA & LTF)
- Participate in the Transportation Cooperative Committee. (RPA & LTF)
- Participate on the Truckee Transit Center Study Project Advisory Committee. (RPA & LTF)
- Coordinate with local jurisdictions in the identification of pedestrian and bicycle projects that meet the requirements for Active Transportation Program grant funding and assist with preparation of applications. (RPA & LTF)
- Coordinate with partners to identify policies, strategies, programs and actions that enhance the movement of people, goods, services and information on the regional, interregional, and state highway systems. (RPA & LTF)
- Participate in Interregional Transportation Strategic Plan (ITSP) Workshops. (RPA & LTF)
- Participate in Federal Rescission working group. (RPA & LTF)
- Participate with North Tahoe SSTAC and Placer County SSTAC in coordination of unmet needs hearings.

#### Products:

- Reports regarding participation in regional coordination activities (e.g. Zero Traffic Fatalities Task Force, Critical Freight Corridors Working Group, ITSP Workshops, and Critical Freight Corridors Working Group). (Bimonthly)
- Reports on coordination with the Nevada County Economic Resource Council. (Bimonthly)

**WORK ELEMENT 2 - REGIONAL TRANSPORTATION PLANNING (continued)**

**Project 2.4 - Coordination of Regional Planning (continued)**

- Reports on SR 49 Corridor improvements. (Bimonthly)
- Reports to the Commission regarding North State Super Region meetings and activities. (Bimonthly)
- Reports regarding RTPA and RCTF meetings. (Bimonthly)
- Reports regarding TNT/TMA and RTTPC activities. (Bimonthly)

**Budget 2.4**

<b>Revenues:</b>		
	RPA Formula	\$60,286.77
	LTF	\$19,835.87
<b>Total</b>		\$80,122.64
<b>Expenditures:</b>		
	Staff	\$58,286.77
	Indirect	\$19,835.87
	RCTF	\$2,000.00
<b>Total</b>		\$80,122.64

## WORK ELEMENT 2 - REGIONAL TRANSPORTATION PLANNING (continued)

### Project 2.4.2 – Airport Land Use Commission Planning and Reviews

Purpose: Enhance NCTC's regional planning efforts through the following activities:

- Coordinate local land use planning with airport land use compatibility plans.
- Promote cooperation between land use planning agencies and airport land use commissions.
- Conduct reviews of projects near Nevada County and Truckee Tahoe Airport for consistency with adopted ALUCPs.
- Provide staff support to Nevada County and Truckee Tahoe Airport Land Use Commissions.
- Participate in statewide ALUC meetings.

Previous Work:

- Nevada County Airport Land Use Compatibility Plan
- Truckee Tahoe Airport Land Use Compatibility Plan

Continuing Work:

- Review airport land use compatibility issues
- Conduct reviews of projects near Nevada County and Truckee Tahoe Airport for consistency with adopted ALUCPs. (ALUC Fees, LTF)

Products:

- Reports on airport land use compatibility issues (Ongoing)

#### Budget 2.4.2

<b>Revenues:</b>		
	LTF	\$9,277.84
	ALUC Fees	\$15,000.00
<b>Total</b>		\$24,277.84
<b>Expenditures:</b>		
	Staff	\$9,277.84
	ALUC Reviews	\$15,000.00
<b>Total</b>		\$24,277.84

## WORK ELEMENT 2 - REGIONAL TRANSPORTATION PLANNING (continued)

### Project 2.4.3 – READY Nevada County - Climate Event Mobility and Adaptation Plan

Purpose: The primary focus of this project will be to identify the climate-related weaknesses of the transportation system in Nevada County and provide actionable strategies for integration into transportation plans, transportation improvement programs, and emergency response plans for the region. The implementation of these strategies will save lives and reduce the duration and severity of impacts related to the transportation system.

#### Previous Work:

- Review of emergency preparedness planning documents.

#### Work Activities:

- Prepare and distribute a Request for Proposal to qualified consultants. (LTF)
- Establish Project Technical Advisory Committee (TAC) and manage involvement. (LTF)
- Review proposal, select consultant, and execute a contract. (LTF)
- Finalize the work program and refine the scope of work. (RPA & LTF)
- Identify and Assess Existing Conditions. (RPA & LTF)
- Conduct Climate Event Debriefing Interviews. (RPA & LTF)
- Stakeholder and public outreach to define project parameters, project opportunities and constraints, and present lessons learned from recent events. (RPA & LTF)
- Develop Adaptation Concepts and Alternatives. (RPA & LTF)
- Preparation and presentation of draft Adaptation Plan. (RPA & LTF)
- Modify draft report and prepare final report. (RPA & LTF)
- Identify potential funding sources. (RPA & LTF)
- Project support and administration of grant. (LTF)

#### Products:

- Scope of Work. (Jun 20)
- Request for Proposals. (Jun 20)
- Consultant contract. (July 20)
- Quarterly Progress Reports (Oct 20 – July 22)
- Technical Memoranda: Demographics and Conditions, Existing Conditions and Coordination of Emergency Services, Onboard Surveys, Stakeholder Interviews, Public Workshops, Strategies to Meet Needs and Prioritization of Alternatives, Recommended Alternatives and Funding Sources. (Feb 22 – Jan 22)
- Draft Report. (Mar 22)
- Final Report and Implementation Schedule (July 22)

#### **Budget 2.4.3**

<b>Revenues:</b>		
	RPA Grants	\$120,000.00
	RPA Formula	\$35,155.80
<b>Total</b>		\$155,155.80
<b>Expenditures:</b>		
	Staff	\$35,155.80
	Consultant	\$120,000.00
<b>Total</b>		\$155,155.80

### WORK ELEMENT 3 - CALTRANS ACTIVITIES WITH NCTC FOR FY 2020/21

ACTIVITY	DESCRIPTION	PRODUCTS
System Planning	Completion of system planning products used by Caltrans and its transportation partners	Caltrans District 3 System Planning documents consistent with the Caltrans District 3 System Planning Five-Year Work Plan.
Advance Planning	Completion of pre-programming studies (e.g., Project Initiation Documents) so as to be ready to program resources for capital projects	Project Initiation Documents (PID), as indicated in the Two-Year PID Work Plan.
Regional Planning	Participate in and assist with various regional planning projects and studies	Participation in the following projects and studies: <ul style="list-style-type: none"> <li>■Town of Truckee-Sustainable Community Grant &amp; Adaptation Grant</li> <li>■NCTC-2 RPA Grants</li> <li>■SR 49 CSMP Update</li> <li>■Assisting with SR 49 INFRA Grant Application</li> <li>■Oversite of Planning Studies/ Conceptual Projects pertaining to the State Highway System</li> </ul>
Local Development Review Program	Review of local development proposals potentially impacting the State Highway System	Assistance to lead agencies to ensure the identification and mitigation of local development impacts to the State Highway System that is consistent with the State's smart mobility goals.

## Glossary of Terms and Acronyms

**Active Transportation Plan:** Identifies a network of pedestrian and bicycle facilities and projects to support pedestrian and bicycle safety for people of all ages and abilities. Specifically, the Active Transportation Plan aims to:

- Identify barriers and innovative solutions to encourage walking and bicycling as viable travel modes
- Effectively build on recently completed and current active transportation planning efforts
- Develop walking/bicycling networks supportive of existing and future land uses and projects
- Develop a clearly-defined implementation strategy with specific, creative, yet practical and financially feasible projects matched to specific funding opportunities

**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.

**Airport Land Use Compatibility Plan (ALUCP):** A document referred to by ALUCs and individuals seeking to review standards for land use planning in the vicinity of an airport. The ALUCP defines compatible land uses for noise, safety, airspace protection, and overflight within the Airport Influence Area (AIA).

**Allocation:** A distribution of funds by formula or agreement. With regard to Transportation Development Act funds, allocation is the discretionary action by the RTPA which designates funds for a specific claimant for a specific purpose.

**Apportionment:** Distribution of funds by a formula. Apportionment under the Transportation Development Act is the determination by the RTPA of each area's share of anticipated LTF for the ensuing fiscal year.

**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.

**Capital Improvement Program (CIP) or Capital Improvement Plan:** A short-range plan, which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan.

**Congestion Mitigation and Air Quality (CMAQ):** A federal funding program that is available in western Nevada County for transportation projects that demonstrate emission reductions to help attain federal air quality standards. Western Nevada County was classified in 2004 as "non-attainment" for 8-hour ozone standards. Project categories eligible for CMAQ funding include:

- Alternative fuels and vehicles
- Congestion reduction and traffic flow improvements
- Transit improvements
- Bicycle and pedestrian facilities
- Public education and outreach
- Diesel engine retrofits
- Car pooling and van pooling

Projects are submitted by local jurisdictions for consideration and are ranked based on air quality benefits and project readiness. NCTC then reviews the ranking and chooses projects to be funded.

**Corridor System Management Plan (CSMP):** Foundational documents supporting a partnership-based, integrated management of all travel modes (cars, trucks, transit, bicycles, and pedestrians) and infrastructure (highways, roads, rail tracks, information systems and bike routes) so that mobility along a corridor is provided in the most efficient and effective manner possible.

**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).

**Federal Transit Administration (FTA):** A federal agency that provides financial and technical assistance to local public transit systems, including buses, subways, light rail, commuter rail, trolleys and ferries.

**Findings of Apportionment:** Prior to March 1 of each year, Nevada County Transportation Commission (NCTC), pursuant to the California Code of Regulations Section 6644, transmits “Findings of Apportionment” for all prospective claimants. The apportionments are determined from the Nevada County Auditor-Controller's estimate of Local Transportation Funding (LTF) for the ensuing fiscal year, less those funds allocated for Transportation Development Act (TDA) administration, transportation planning and programming, pedestrian/bicycle projects, and community transit services. The remaining funds are then apportioned according to the population of each applicant's jurisdiction in relation to the total population of the County.

**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.

**FTA Section 5310:** This program set forth in United States Code (U.S.C.) Title 49 Section 5310 provides formula funding to states for the purpose of assisting private nonprofit groups in meeting the transportation needs of older adults and people with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs.

**FTA Section 5311:** This program set forth in United States Code (U.S.C.) Title 49 Section 5311 provides grants for Rural Areas providing capital, planning, and operating assistance to states to support public transportation in rural areas with populations of less than 50,000 where many residents often rely on public transit to reach their destinations.

**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.

**Level of Service (LOS):** A qualitative measure used to relate the quality of traffic service. LOS is used to analyze highways by categorizing traffic flow and assigning quality levels of traffic based on performance measures like speed, density, etc. North American highway LOS standards use letters A through F, with A being the best and F being the worst, similar to academic grading.

**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.

**Nevada County Airport Land Use Commission (NCALUC):** The Nevada County Transportation Commission was designated by the Nevada County Board of Supervisors and the city selection committee as the ALUC for the Nevada County Airport in May 2010. The NCTC Executive Director serves as the NCALUC Executive Director with support from the NCTC staff.

**Nevada County Airport Land Use Compatibility Plan (NCALUCP):** The basic function of this plan is to promote compatibility between the airport and surrounding land uses. The plan serves as a tool for use by the NCALUC in fulfilling its duty to review airport and adjacent land use development proposals. Additionally, the plan sets compatibility criteria applicable to local agencies and their preparation or amendment of land use plans and ordinances and to land owners in their design of new developments.

**North State Super Region (NSSR):** Regional transportation planning agencies from 16 counties in Northern California came together on October 20, 2010 to sign a memorandum of agreement. This agreement created an alliance between the agencies to work together and support each other on issues related to transportation and to have a unified voice representing the North State.

**Northern Sierra Air Quality Management District (NSAQMD):** The Northern Sierra Air Quality Management District was formed in 1986 by the merging of the Air Pollution Control Districts of Nevada, Plumas and Sierra Counties. The District is required by state law to achieve and maintain the federal and state Ambient Air Quality Standards, which are air quality standards set at levels that will protect the public health. The District is composed of three primary entities, each with a specific purpose: District staff, Governing Board of Directors, and Hearing Board.

**Overall Work Program (OWP):** NCTC 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 programs (RTIPs) and studies supporting them; and
- Monitoring the implementation of STIP projects – includes project delivery, timely use of funds, and compliance with state law and CTC guidelines.

**Plans, Specifications, and Estimates (PS&E):** In this stage of project development, the scope of the selected alternative is refined; design surveys and photogrammetric mapping is obtained; and reports including traffic data, hydrology and hydraulics, geotechnical design, pavement design, and materials and sound wall design reports are completed. Final right-of-way requirements are determined and procurement is initiated. At the completion of the PS&E stage, a complete set of project plans have been developed that will allow a competent contractor to bid and build the project. These plans include a refined estimate of the construction costs and any required specifications on how the work is to proceed.

**Project Approval and Environmental Documentation (PA/ED):** The PA/ED step of project development reinforces the philosophy of balancing transportation needs with community goals and values. Outputs of the PA / ED step are the project report and environmental document. The project report is an engineering document

that evaluates the various alternatives for selection of a preferred alternative. The environmental document is a disclosure document that assesses the potential impacts of the project on the environment.

**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.

**Public Transportation Modernization Improvement & Service Enhancement Account (PTMISEA):** PTMISEA was created by Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. Of the \$19.925 billion available to Transportation, \$3.6 billion dollars was allocated to PTMISEA to be available to transit operators over a ten-year period. PTMISEA funds may be used for transit rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements, or rolling stock (buses and rail cars) procurement, rehabilitation or replacement. Funds in this account are appropriated annually by the Legislature to the State Controller's Office (SCO) for allocation in accordance with Public Utilities Code formula distributions: 50% allocated to Local Operators based on fare-box revenue and 50% to Regional Entities based on population.

**Regional Improvement Program (RIP):** The RIP is one of two funding programs in the State Transportation Improvement Program (STIP). The RIP receives 75% of the STIP funds and the second program, the Interregional Improvement Program receives 25% of STIP funds. RIP funds are allocated every two years by the California Transportation Commission (CTC) to projects submitted by Regional Transportation Planning Agencies (RTPAs) in their Regional Transportation Improvement Programs (RTIPs).

**Regional Surface Transportation Program (RSTP):** The RSTP was established by the State of California to utilize federal Surface Transportation Program funds for a wide variety of transportation projects. The State exchanges these federal funds for less restrictive state funds to maximize the ability of local agencies to use the funds for transportation purposes including planning, construction of improvements, maintenance and operation of public streets, and pedestrian and bicycle projects.

**Regional Transportation Improvement Program (RTIP):** NCTC 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 Mitigation Fee (RTMF):** The Western Nevada County Regional Transportation Mitigation Fee Program was established in 2001 through a partnership of Nevada County, City of Nevada City, City of Grass Valley, and the Nevada County Transportation Commission (NCTC). The RTMF Program was developed to collect impact fees from new development to help fund transportation improvement projects needed to accommodate growth in the region of western Nevada County.

**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 Nevada County residents over the next 20 years. This document is designed to guide the systematic development of a comprehensive multi-modal transportation system for Nevada 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 Nevada County, NCTC coordinates transportation planning for Grass Valley, Nevada City, Nevada County, and the Town of Truckee.

**Request for Proposal (RFP):** A document that solicits proposals, often made through a bidding process, by an agency or company interested in procurement of a commodity, service, or valuable asset, to potential suppliers to submit business proposals.

**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; local consolidated transportation service agencies; and Truckee residents who represent the senior and Hispanic communities. The SSTAC meets at least once annually and has the following responsibilities:

- To maintain and improve transportation services to the residents of Nevada County, particularly the elderly and disabled.
- Review and recommend action to the NCTC 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 Highway Operations and Protection Program (SHOPP):** The SHOPP is a four-year listing of projects prepared by Caltrans.

**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.

**Technical Advisory Committee (TAC):** The Technical Advisory Committee (TAC) is made up of representatives of local public works and planning departments, Caltrans District 3, public airport operators, the air pollution control district, public transit operators, and the NCTC consultant engineer on retainer. Members are assigned by staff of local jurisdictions and other participating organizations. Any decisions made or actions proposed by the TAC shall be subject to the review and approval of the NCTC.

TAC responsibilities include:

- Provide technical input, assistance, and recommendations to the Commission to ensure there is comprehensive coordination and cooperation in the transportation planning process for Nevada County.
- Review and comment on comprehensive regional transportation plans for the area, which include the Regional Transportation Plan (RTP), the Regional Transportation Improvement Program (RTIP), and the Overall Work Program (OWP).
- Coordinate efforts and discussions to create and maintain circulation elements of the General Plan and specific plans of the member governments.

**Transit Development Plan (TDP):** Transit Development Plans study the County's transit services. They help identify transit service needs, prioritize improvements and determine the resources required for implementing modified or new service. The plans also provide a foundation for requests for State and federal funding,

**Transit Services Commission (TSC):** This commission oversees and advises as necessary the daily operations of the western Nevada County transit system. The TSC has the following responsibilities:

- Establish fares;
- Adopt the level of transit and paratransit services, including route structure and service areas;
- Monitor public response;
- Approve proposed purchase of additional vehicles;
- Review and approve the annual budget for transit and paratransit operations.

**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 NCTC's major responsibilities is the administration of TDA funding in Nevada County.

**Travel Demand Model (also Traffic Model):** A computer model used to estimate travel behavior and travel demand for a specific future time frame, based on a number of assumptions. In general, travel analysis is performed to assist decision makers in making informed transportation planning decisions. The strength of modern travel demand forecasting is the ability to ask critical "what if" questions about proposed plans and policies.

**Truckee North Tahoe Transportation Management Association (TNT/TMA):** The Truckee North Tahoe Transportation Management Association is dedicated to fostering public-private partnerships and resources for the advocacy and promotion of innovative solutions to the unique transportation challenges of the Truckee-North Lake Tahoe Resort Triangle. The TNT/TMA is a planning stakeholder and partner with NCTC.

**Truckee Tahoe Airport Land Use Commission (TTALUC):** The Truckee Tahoe Airport is an "intercounty" airport situated in both Nevada County and Placer County; therefore, a special ALUC with representatives from both counties was formed. Six members are selected, one each, by Placer and Nevada Counties' Board of Supervisors, City Selection Committees, and Airport Managers of each county. A seventh member is chosen by the other six members to represent the general public. NCTC authorized its staff on May 19, 2010 to provide staff support to the TTALUC.

**Truckee Tahoe Airport Land Use Compatibility Plan (TTALUCP):** A document referred to by the TTALUC and individuals seeking to review standards for land use planning in the vicinity of the Truckee Tahoe Airport. The plan defines compatible land uses for noise, safety, airspace protection, and overflight. The TTALUC performs consistency determinations for proposed projects in the area covered by the Compatibility Plan as needed.

**Vehicle Miles Traveled (VMT):** VMT is a metric of the total miles traveled by vehicles in a defined area over a defined period of time and is often used to estimate the environmental impacts of driving, such as Greenhouse Gases and air pollutant emissions. Factors that influence VMT include travel mode, number of trips, and distance traveled. California jurisdictions are transitioning from a Level of Service (LOS) metric to a Vehicle Miles Traveled (VMT) metric within the California Environmental Quality Act's (CEQA) transportation analysis.

# Table 1

## Budget Summary

### Draft FY 2020/21

Revenues	Final	Amendment 3	Difference
	FY 2020/21	FY 2019/20	
LTF Administration	558,828.39	448,208.00	110,620.39
LTF Planning	119,573.61	121,422.00	-1,848.39
Rural Planning Assistance (RPA) <i>Formula</i>	294,000.00	294,000.00	0.00
Rural Planning Assistance (RPA) <i>Formula</i> Carryover	23,416.70	35,134.00	-11,717.30
Rural Planning Assistance (RPA) <b>Grants</b>	120,000.00	166,942.00	-46,942.00
Rural Planning Assistance (RPA) <b>Grants</b> Carryover	113,574.65	22,242.00	91,332.65
Regional Transportation Mitigation Fees ( RTMF)	5,000.00	5,000.00	0.00
STIP Planning Funds (PPM)	67,318.21	110,895.00	-43,576.79
ALUC Fees	15,000.00	15,000.00	0.00
Regional Surface Transportation Program (RSTP)		54,500.00	
LTF Carryover	10,418.15	69,104.00	-58,685.85
<b>TOTAL</b>	<b>1,327,129.71</b>	<b>1,342,447.00</b>	<b>39,182.71</b>

Expenditures	Final	Amendment 3	Difference
	FY 2020/21	FY 2019/20	
Salary	543,447.30	492,166.00	51,281.30
Benefits	174,248.72	188,183.00	-13,934.28
Direct (Table 2)	443,046.89	522,267.00	-79,220.11
Indirect (Table 3)	138,591.00	132,513.00	6,078.00
Contingency	27,795.81	7,318.00	20,477.81
<b>TOTAL</b>	<b>1,327,129.71</b>	<b>1,342,447.00</b>	<b>-15,317.29</b>

	Estimated	Estimated	Difference
Fund Balance	FY 2020/21	FY 2019/20	
	<b>\$58,383.85</b>	<b>\$68,802.00</b>	<b>(\$10,418.15)</b>

LTF = Local Transportation Fund

PPM = Planning, Programming & Monitoring

ALUC = Airport Land Use Commission

**Table 2**

<b>Direct Costs Budget FY 2020/21</b>		<b>FY 20/21 Final</b>	<b>FY 19/20 Amendment 3</b>	<b>Difference</b>	<b>Source</b>
13.4	Fiscal Auditor (WE 1.2)	\$44,490.00	\$43,740.00	\$750.00	LTF
13.7	Traffic Counts (WE 2.1)	\$10,000.00	\$19,011.00	(\$9,011.00)	LTF, RPA
13.8	Transportation Engineering (WE 2.1)	\$25,000.00	\$10,000.00	\$15,000.00	LTF, RPA
13.11a	Local Agencies Participation in Regional Planning (WE 2.1)	\$30,000.00	\$30,000.00	\$0.00	LTF, RPA
13.12	Western Nevada County Transit Development Plan (WE 2.3.1)	\$65,568.59	\$80,000.00	(\$14,431.41)	RPA
13.16a	Rural Counties Task Force Membership (WE 2.4)	\$2,000.00	\$2,000.00	\$0.00	RPA
13.16b	Statewide Local Streets and Roads Needs Assessment (WE 2.4)	\$0.00	\$593.00	(\$593.00)	LTF
13.30	Airport Land Use Commission Project Reviews (WE 2.4.2)	\$15,000.00	\$15,000.00	\$0.00	ALUC, LTF
13.31	Regional Traffic Model Update (WE 2.1.5)	\$54,565.54	\$70,000.00	(\$15,434.46)	LTF, RPA
13.40	Nev. Co. Coordinated Public Transit - Human Services Plan Update (WE 2.3.2)	\$48,006.06	\$50,000.00	(\$1,993.94)	RPA, LTF
13.48	Human Resources Consulting (WE 1.1)	\$5,000.00	\$5,000.00	\$0.00	LTF
13.50	RTP Implementation: VMT Thresholds (WE 2.1.2)	\$23,416.70	\$38,173.00	(\$14,756.30)	RPA, LTF
13.53	SR 174/20 Intersection Analysis (WE 2.2.2)	\$0.00	\$61,961.00	(\$61,961.00)	RPA, PPM, LTF, RSTP
13.54	Nevada City SR 49 Multimodal Corridor Plan (WE 2.2.3)	\$0.00	\$59,847.00	(\$59,847.00)	PPM, RSTP
13.55	Truckee Big Data Daily VMT Analysis (WE 2.1.4)	\$0.00	\$36,942.30	(\$36,942.30)	RPA
13.56	READY Nevada County (WE 2.4.3)	\$120,000.00	\$0.00	\$120,000.00	RPA
	<b>TOTAL</b>	<b>\$443,046.89</b>	<b>\$522,266.70</b>	<b>(\$79,219.81)</b>	

**Table 3**

<b>Indirect Costs Budget FY 2020/21</b>					
		<b>FY 20/21</b>	<b>FY 19/20</b>		
		<b>Final</b>	<b>Amendment 3</b>	<b>Variance</b>	<b>Variance %</b>
<b>ITEM</b>					
13.2	<b>Nevada County Auditor/Controller</b>	<b>\$20,000</b>	<b>\$17,500</b>	<b>\$2,500</b>	<b>14.29%</b>
13.1	<b>Legal Counsel</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$0</b>	<b>0.00%</b>
13.3	<b>TNT/TMA Membership</b>	<b>\$4,125</b>	<b>\$4,125</b>	<b>\$0</b>	<b>0.00%</b>
13.21	<b>Website Update/Maintenance</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$0</b>	<b>0.00%</b>
13.17	<b>Nevada County ERC Membership</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>	<b>0.00%</b>
	<b>Insurance</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$0</b>	<b>0.00%</b>
1.1	General Liability & Errors and Omissions	\$10,000	\$10,000	\$0	0.00%
1.3	Workers' Compensation	\$2,500	\$2,500	\$0	0.00%
	<b>Office Expenses</b>	<b>\$25,450</b>	<b>\$23,650</b>	<b>\$1,800</b>	<b>7.61%</b>
2.1	Phones	\$2,500	\$2,500	\$0	0.00%
2.2	Equipment Rental	\$500	\$500	\$0	0.00%
2.3	Records Storage	\$650	\$650	\$0	0.00%
2.4	Equipment Maintenance Agreements	\$4,000	\$4,000	\$0	0.00%
2.5	Publications/Legal Notices	\$1,000	\$1,000	\$0	0.00%
2.6	Janitorial Services	\$2,500	\$2,500	\$0	0.00%
2.7	Payroll Service	\$2,000	\$2,000	\$0	0.00%
2.8	Salary	\$4,500	\$4,500	\$0	0.00%
2.9	Benefits	\$500	\$500	\$0	0.00%
2.10	Subscriptions	\$400	\$400	\$0	0.00%
2.11	Computer Software & Network Maintenance	\$6,300	\$4,500	\$1,800	40.00%
2.12	Postage	\$600	\$600	\$0	0.00%
3	<b>Equipment</b>	<b>\$3,600</b>	<b>\$3,600</b>	<b>\$0</b>	<b>0.00%</b>
	Copier/Printer	\$800	\$800	\$0	0.00%
	Office Furniture	\$1,000	\$1,000	\$0	0.00%
	Laptop Computer	\$1,300	\$1,300	\$0	0.00%
	Miscellaneous	\$500	\$500	\$0	0.00%
5	<b>Training and Conferences</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$0</b>	<b>0.00%</b>
6	<b>Office Lease</b>	<b>\$31,416</b>	<b>\$29,638</b>	<b>\$1,778</b>	<b>6.00%</b>
7	<b>Utilities</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$0</b>	<b>0.00%</b>
8	<b>Travel - Meals &amp; Lodging</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>	<b>0.00%</b>
9	<b>Travel - Mileage/Fares/Parking</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>0.00%</b>
10	<b>Professional &amp; Service Organization:</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$0</b>	<b>0.00%</b>
	<b>TOTAL</b>	<b>\$138,591</b>	<b>\$132,513</b>	<b>\$6,078</b>	<b>4.59%</b>

**Table 4**

<b>Revenues - FY 2020/21 OWP</b>												
	<b>Work Element</b>	<b>LTF Carryover</b>	<b>RPA Grants</b>	<b>RPA Grants Carryover</b>	<b>RPA Formula</b>	<b>RPA Formula Carryover</b>	<b>20/21 LTF</b>	<b>ALUC Fees</b>	<b>RTMF</b>	<b>STIP Planning (PPM)</b>	<b>RSTP</b>	<b>TOTAL</b>
1.1	General Services	0.00					211,827.63		5,000.00			<b>216,827.63</b>
1.2	TDA Admin.	0.00					272,778.33					<b>272,778.33</b>
2.1	Regional Transportation Plan	0.00			112,094.60	0.00	72,752.81			5,748.35		<b>190,595.76</b>
2.1.2	RTP Implementation VMT Thresholds					23,416.70	3,478.49					<b>26,895.19</b>
2.1.5	Regional Traffic Model Update	10,418.15			0.00	0.00	51,550.17					<b>61,968.32</b>
2.2	Transportation Improvement Program	0.00			23,632.10		11,085.44			33,774.05		<b>68,491.59</b>
2.3	Transit & Paratransit Programs				49,786.19		14,347.48					<b>64,133.67</b>
2.3.1	Western Nevada County Transit Development Plan			65,568.59	13,044.53							<b>78,613.12</b>
2.3.2	Nev. Co. Coordinated Public Transit-Human Services Plan Update			48,006.06			11,467.95					<b>59,474.01</b>
2.4	Coordination of Regional Planning	0.00			60,286.77		19,835.87					<b>80,122.64</b>
2.4.2	Airport Land Use Commission Planning & Reviews						9,277.84	15,000.00				<b>24,277.84</b>
2.4.3	READY Nevada County		120,000.00		35,155.80							<b>155,155.80</b>
	Contingency	0.00			0.00		0.00			27,795.81		<b>27,795.81</b>
	<b>TOTAL</b>	<b>10,418.15</b>	<b>120,000.00</b>	<b>113,574.65</b>	<b>294,000.00</b>	<b>23,416.70</b>	<b>678,402.00</b>	<b>15,000.00</b>	<b>5,000.00</b>	<b>67,318.21</b>	<b>0.00</b>	<b>1,327,129.71</b>



<b>Table 5</b>									
<b>Expenditures - FY 2020/21 OWP</b>			Staff	Indirect	Traffic Eng	Consulting	Local Agency	Other	Total
	PY								
1.1	General Services	1.43	177,543.09	34,284.54		5,000.00			<b>216,827.63</b>
1.2	TDA Admin.	1.50	191,339.61	36,948.72				44,490.00 (1)	<b>272,778.33</b>
2.1	Regional Transportation Plan	0.69	103,506.80	22,088.96	25,000.00		40,000.00 (2)		<b>190,595.76</b>
2.1.2	RTP Implementation VMT Thresholds	0.02	3,478.49			23,416.70			<b>26,895.19</b>
2.1.5	Regional Traffic Model Update	0.05	7,402.78			54,565.54			<b>61,968.32</b>
2.2	Transportation Improvement Program	0.40	57,406.15	11,085.44					<b>68,491.59</b>
2.3	Transit & Paratransit Programs	0.33	49,786.19	14,347.48					<b>64,133.67</b>
2.3.1	Western Nevada County Transit Development Plan	0.08	13,044.53			65,568.59			<b>78,613.12</b>
2.3.2	Nev. Co. Coordinated Public Transit-Human Services Plan Update	0.08	11,467.95			48,006.06			<b>59,474.01</b>
2.4	Coordination of Regional Planning	0.37	58,286.77	19,835.87				2,000.00 (3)	<b>80,122.64</b>
2.4.2	Airport Land Use Commission Planning & Reviews	0.06	9,277.84			15,000.00			<b>24,277.84</b>
2.4.3	READY Nevada County	0.12	35,155.80			120,000.00			<b>155,155.80</b>
	Contingency							27,795.81	<b>27,795.81</b>
	<b>TOTAL</b>	<b>5.1</b>	<b>717,696.01</b>	<b>138,591.00</b>	<b>25,000.00</b>	<b>331,556.89</b>	<b>40,000.00</b>	<b>74,285.81</b>	<b>1,327,129.71</b>

Note: Totals may not equal addition of amounts in columns due to rounding.

(2) \$10,000 Traffic Counts, Local Agency (WE 2.1): Nev. Co. \$7,500; Truckee \$7,500; Nevada City \$7,500; Grass Valley \$7,500.

(3) \$2,000 Rural Counties Task Force

**Indirect Costs are paid with local funds, no RPA or STIP planning funds are used.**

**Table 6  
Budget Detail**

	<b>ITEM</b>	<b>ALLOCATION</b>
I	<b>1 Insurance</b>	<b>\$12,500</b>
	1.1 General Liability & Errors and Omissions	\$10,000
	1.3 Workers' Compensation	\$2,500
I	<b>2 Office Expenses</b>	<b>\$25,450</b>
	2.1 Phones	\$2,500
	2.2 Equipment Rental	\$500
	2.3 Records Storage	\$650
	2.4 Equipment Maintenance Agreements	\$4,000
	2.5 Publications/Legal Notices	\$1,000
	2.6 Janitorial Services - carpets, blinds, interior painting, etc.	\$2,500
	2.7 Payroll Service	\$2,000
	2.8 Supplies	\$4,500
	2.9 Printing & Reproduction	\$500
	2.10 Subscriptions	\$400
	2.11 Computer Software & Network Maintenance	\$6,300
	2.12 Postage	\$600
I	<b>3 Equipment</b>	<b>\$3,600</b>
I	<b>5 Training and Conferences</b>	<b>\$1,500</b>
I	<b>6 Office Lease</b>	<b>\$31,416</b>
I	<b>7 Utilities</b>	<b>\$3,500</b>
I	<b>8 Travel - Meals &amp; Lodging</b>	<b>\$3,000</b>
I	<b>9 Travel - Mileage/ Fares/ Parking</b>	<b>\$5,000</b>
I	<b>10 Professional &amp; Service Organizations</b>	<b>\$3,500</b>
	<b>Subtotal Items 1-10</b>	<b>\$89,466</b>
	<b>11 Contingency</b>	<b>\$27,796</b>
	<b>12 Salaries, Wages, &amp; Benefits</b>	<b>\$717,696</b>
	12.1 Executive Director	\$176,540
	12.11 Deputy Executive Director	\$173,924
	12.2 Administrative Services Officer	\$129,122
	12.3 Transportation Planner	\$125,004
	12.4 Administrative Assistant	\$89,574
	12.5 Extra Help	\$5,175
	READY Nevada County Staff budget for 21/22	\$18,356
	12.7 RTMF Admin Charges	
	<b>13 Other Services</b>	<b>\$492,172</b>
I	13.1 Legal Counsel	\$20,000
I	13.2 Nevada County Auditor/Controller	\$20,000
I	13.3 TNT/TMA Membership	\$4,125
D	13.4 Fiscal Audits (WE 1.2)	\$44,490
D	13.7 Traffic Counts (WE 2.1)	\$10,000
D	13.8 Traffic Engineering (WE 2.1)	\$25,000
D	13.11a Local Agencies (WE 2.1)	\$30,000
D	13.12 Western Nevada County Transit Development Plan (WE 2.3.1)	\$65,569
D	13.16a Rural Counties Task Force Membership (WE 2.4)	\$2,000
I	13.17 Nevada County ERC Membership	\$1,000
I	13.21 Website Update/Maintenance	\$4,000
D	13.30 Airport Land Use Commission Project Reviews (WE 2.4.2)	\$15,000
D	13.31 Regional Traffic Model Update (WE 2.1.5)	\$54,566
D	13.40 Nev. Co. Coordinated Public Transit-Human Services Plan Update (WE 2.3.2)	\$48,006
D	13.48 Human Resources Consulting (WE 1.1)	\$5,000
D	13.50 RTP Implementation: VMT Thresholds (WE 2.1.2)	\$23,417
D	13.56 READY Nevada County	\$120,000
	<b>TOTAL Budget Items 1-13</b>	<b>\$1,327,129.71</b>
	<b>Indirect Costs</b>	
	Accounts 1 through 10	\$89,466
	Legal	\$20,000
	Nevada Co. Auditor/Controller	\$20,000
	TNT/TMA	\$4,125
	Nevada Co. ERC Membership	\$1,000
	Website Update/Maintenance	\$4,000
	<b>Total Indirect Costs</b>	<b>\$138,591</b>
	<b>Calculated Indirect Rate</b>	<b>19.31%</b>
	(Indirect Cost / Salaries & Benefits)	

JAN ARBUCKLE – Grass Valley City Council  
 ANDREW BURTON – Member-At-Large, Chair  
 CAROLYN WALLACE DEE – Town of Truckee  
 ANN GUERRA – Member-At-Large  
 SUSAN HOEK – Nevada County Board of Supervisors, Vice Chair  
 ED SCOFIELD – Nevada County Board of Supervisors  
 DUANE STRAWSER – Nevada City City Council



DANIEL LANDON, Executive Director  
 MICHAEL WOODMAN, Deputy Executive Director

Grass Valley • Nevada City

Nevada County • Truckee

File: 950.0

## MEMORANDUM

TO: Nevada County Transportation Commission  
 FROM: Daniel B. Landon, Executive Director *Daniel B. Landon*  
 SUBJECT: NCTC Office Lease Extension, Resolution 20-24  
 DATE: May 20, 2020

**RECOMMENDATION:** Adopt Resolution 20-24 authorizing the Executive Director to sign a five year agreement to lease office space from Providence Park, Ltd.

**BACKGROUND:** The Nevada County Transportation Commission (NCTC) lease agreement with Providence Park, Ltd. expires on June 30, 2020. Staff inquired into local listings for comparable office space available and found that lease costs range from \$1.10 to \$1.99 per square foot. Additional costs for property tax, insurance, and common area maintenance ranged from \$0.00 to \$0.43 per square foot. These rates did not include tenant improvements necessary to move into the building.

The attached lease agreement is presented for the Commission's review and approval. The base rate per month for our current office space of 1,209 square feet will be \$1,790 per month (\$1.48 per square foot) plus \$241.80 per month (\$0.20 per square foot) for common area maintenance fees. This represents a reduction in rent of \$143.24 per month. The escalation factor for rent and maintenance charges is capped at an annual maximum of 5% per year throughout the term of the lease and is based on the San Francisco/Oakland Consumer Price Index.

attachment

## **AGREEMENT:**

This Agreement is entered into this \_\_\_\_\_ day of May, 2020, between PROVIDENCE PARK, LTD., a California Limited Partnership, hereinafter called "Landlord", and NEVADA COUNTY TRANSPORTATION COMMISSION, hereinafter called "Tenant" to modify and amend that certain Lease Agreement entered into by and among the parties on the 14<sup>th</sup> day of July, 1993, for the lease of the premises located at 101 Providence Mine Road, Suite 101, and 102 Nevada City, California 95959.

### **Prior Agreement:**

All terms and conditions as set forth in the Lease Agreement dated April 27<sup>th</sup>, 2005, together with any amendments thereto shall remain in full force and effect as specifically modified or amended by this Agreement.

### **Term:**

The lease term shall be extended for a period of five (5) years, and start on the 1<sup>st</sup> day of July 2020, and shall terminate on June 30<sup>th</sup>, 2025.

### **3. RENT.**

The monthly base rent during the first year of this lease extension shall be One Thousand Seven Hundred Ninety Dollars (\$1790.00).

### **Common Area Maintenance:**

The common area maintenance expenses billed to the Tenant shall be \$.20 per square foot per month.

**Tenant:**

**Nevada County Transportation  
Commission**

\_\_\_\_\_

**Dan Landon  
Executive Director**

**Landlord**

**Providence Park, LTD**

**By,**

\_\_\_\_\_

**Jeremy Jones  
Property Manager**

**RESOLUTION 20-24  
OF THE  
NEVADA COUNTY TRANSPORTATION COMMISSION**

APPROVAL OF THE EXECUTION OF AN AGREEMENT TO LEASE OFFICE SPACE  
FROM PROVIDENCE PARK, LTD.

WHEREAS, the Nevada County Transportation Commission (NCTC) desires to lease office space at 101 Providence Mine Road, Suites 101 and 102, Nevada City, California from Providence Park, Ltd.; and

WHEREAS, NCTC and Providence Park, Ltd. have agreed on the term and cost of the proposed lease agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to execute on behalf of the NCTC an agreement with Providence Park, Ltd. to lease office space at 101 Providence Mine Road, Suites 101 and 102, Nevada City, California, with the term of the lease to be five years with the initial base rent at \$1,790.00 and the common area maintenance fees at \$241.80 per month.

PASSED AND ADOPTED by the Nevada County Transportation Commission on May 20, 2020 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_  
Andrew Burton, Chair  
Nevada County Transportation Commission

Attest: \_\_\_\_\_  
Dale D. Sayles  
Administrative Services Officer

JAN ARBUCKLE – Grass Valley City Council  
 ANDREW BURTON – Member-At-Large, Chair  
 CAROLYN WALLACE DEE – Town of Truckee  
 ANN GUERRA – Member-At-Large  
 SUSAN HOEK – Nevada County Board of Supervisors, Vice Chair  
 ED SCOFIELD – Nevada County Board of Supervisors  
 DUANE STRAWSER – Nevada City City Council



DANIEL LANDON, Executive Director  
 MICHAEL WOODMAN, Deputy Executive Director

Grass Valley • Nevada City

Nevada County • Truckee

File: 1030.2.1.3

## MEMORANDUM

TO: Nevada County Transportation Commission

FROM: Daniel B. Landon, Executive Director *Daniel B. Landon*

SUBJECT: Amendment 4 to the Professional Services Agreement with Fehr & Peers to Develop Senate Bill 743 Vehicle Miles Traveled Methodology and Threshold Recommendations, Resolution 20-25

DATE: May 20, 2020

**RECOMMENDATION:** Adopt Resolution 20-25 approving Amendment 4 to the Professional Services Agreement with Fehr & Peers to develop Senate Bill 743 Vehicle Miles Traveled (VMT) Methodology and Threshold Recommendations.

**BACKGROUND:** On February 7, 2018 Nevada County Transportation Commission (NCTC) approved an agreement with Fehr & Peers for an initial contract term through September 30, 2018.

Amendment 1 extended the contract termination date to June 30, 2019 and increased the contract amount by \$9,911, bringing the total contract amount to \$89,701. The increase in the contract amount addressed the additional tasks and modifications to the NCTC travel demand model that were necessary to facilitate development of the VMT Threshold recommendations.

Amendment 2 extended the contract termination date to November 30, 2019 to allow additional time for stakeholder meetings to review the draft threshold and methodology recommendations and development of the draft report.

Amendment 3 extended the contract termination date to June 30, 2020 to allow time for consultant to hold additional meetings with local jurisdiction staff and provide implementation guidance.

Amendment 4 extends the contract termination date to November 30, 2020 to allow additional time for the consultant to assist local jurisdiction staff with implementation of thresholds and training on utilization of the VMT screening tool. Staff recommends executing Amendment 4 to the Professional Services Agreement to extend the contract termination date to November 30, 2020.

attachment

**AMENDMENT 4**  
**TO THE PROFESSIONAL SERVICES AGREEMENT**  
**BETWEEN THE NEVADA COUNTY TRANSPORTATION COMMISSION**  
**AND FEHR & PEERS**  
**TO DEVELOP SENATE BILL 743 VEHICLE MILES TRAVELED METHODOLOGY**  
**AND THRESHOLD RECOMMENDATIONS**

---

This Amendment 4 to the February 7, 2018 Agreement for professional services (“Agreement”) between the Nevada County Transportation Commission (“NCTC”) and Fehr & Peers (“Consultant”), is entered into effective May 20, 2020.

WHEREAS, NCTC and Consultant entered into the Agreement for professional services to develop Senate Bill 743 Vehicle Miles Traveled Methodology and Threshold Recommendations; and

WHEREAS, NCTC and Consultant wish to amend the Agreement to extend the termination date to November 30, 2020.

NOW, THEREFORE, NCTC and Consultant agree as follows:

1. Section 9 of the Agreement (“**Time of Performance**”) is amended to read as follows:
  - a. This Agreement shall go into effect on February 7, 2018, contingent upon approval by NCTC, and Consultant shall commence work after notification to proceed by NCTC’s Contract Administrator or Project Administrator. The contract shall end on November 30, 2020, unless extended by written contract amendment.
  - b. Consultant is advised that any recommendation for contract award is not binding on NCTC until the Agreement is fully executed and approved by NCTC.
  - c. Consultant shall complete work as expeditiously as is consistent with generally accepted standards of professional skill and care and the orderly progress of work.
2. Except as expressly amended herein, all terms and conditions of the Agreement will remain in full force and effect.

This Amendment 4 to the Agreement between the Nevada County Transportation Commission and Fehr & Peers is effective May 20, 2020.

IN WITNESS WHEREOF, THE PARTIES HAVE ENTERED INTO THIS AGREEMENT AS OF THE DATE HEREIN ABOVE APPEARING:

**NEVADA COUNTY TRANSPORTATION COMMISSION:**

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Andrew Burton  
Chair


APPROVED AS TO FORM:



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SLOAN SAKAI YEUNG & WONG LLP  
Legal Counsel to NCTC

**FEHR & PEERS:**



---

Ronald T. Milam  
Principal



**RESOLUTION 20-25  
OF THE  
NEVADA COUNTY TRANSPORTATION COMMISSION**

**APPROVAL OF AMENDMENT 4 TO THE PROFESSIONAL SERVICES AGREEMENT  
WITH FEHR & PEERS TO DEVELOP SENATE BILL 743 VEHICLE MILES TRAVELED  
METHODOLOGY AND THRESHOLD RECOMMENDATIONS**

WHEREAS, on February 7, 2018, the Nevada County Transportation Commission (NCTC) and Fehr & Peers entered into a Professional Services Agreement to develop Senate Bill 743 Vehicle Miles Traveled (VMT) Methodology and Threshold Recommendations, for an initial term through September 30, 2018 with the option to extend the end date, if needed, by written contract; and

WHEREAS, Amendment 1 extended the contract termination date to June 30, 2019 to address the additional tasks and modifications to the NCTC travel demand model that were necessary to facilitate development of the VMT threshold recommendations; and

WHEREAS, Amendment 2 extended the contract termination date to November 30, 2019 to allow additional time for stakeholder meetings to review the draft threshold and methodology recommendations and development of the draft report; and

WHEREAS, Amendment 3 extended the contract termination date to June 30, 2020 to allow time for consultant to hold additional meetings with local jurisdiction staff and provide implementation guidance; and

WHEREAS, NCTC staff in coordination with the consultant has identified that additional time is needed for consultant to assist local jurisdiction staff with implementation of thresholds and training on utilization of the VMT screening tool. Staff recommends executing Amendment 4 to the Professional Services Agreement to extend the contract termination date to November 30, 2020.

NOW, THEREFORE, BE IT RESOLVED, that the Nevada County Transportation Commission authorizes the Chair to execute Amendment 4 to the Professional Services Agreement between NCTC and Fehr & Peers to develop Senate Bill 743 Vehicle Miles Traveled Methodology and Threshold Recommendations.

PASSED AND ADOPTED by the Nevada County Transportation Commission on May 20, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

\_\_\_\_\_  
Andrew Burton, Chair  
Nevada County Transportation Commission

Attest: \_\_\_\_\_  
Dale D. Sayles  
Administrative Services Officer