Amador County Transportation Commission

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2025

ORGANIZATION AND PROCEDURES MANUAL
(BYLAWS)

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INTRODUCTION

The purpose behind the Amador County Transportation Commission (ACTC) Organization and Procedures Manual is dual.

1. To act as an orientation guide for new Commissioners.
2. To provide an operational guide to Commissioners concerning procedures and activities to ensure the smooth and proper execution of ACTC business.

The Commission's roles and responsibilities fall generally into two overlapping categories:

1. Administration of Transportation Development Act (TDA) and other funds that are allocated to the Commission; and
2. To serve as the Regional Transportation Planning Agency (RTPA) for Amador County.

The statutory rules which apply to these roles and responsibilities are generally found in the following State laws:

1. California Government Code, Title 3, Division 3, Chapter 2, Article II, Sections 29530 through 29536
2. Public Utilities Code, Chapter 4, Sections 99200 through 99400
3. California Code of Regulations, Title 21, Chapter 3 (commencing with subchapter 2), Sections 6600 through 6750
4. California Administrative Code, Chapter 2.5, Sections 65080 through 65080.5

There are numerous terms and acronyms used in carrying out ACTC business. A Glossary of Terms is provided in Appendix A for Commissioners and other persons utilizing this manual (attached).

1. OVERVIEW

A. CREATION

The Amador County Transportation Commission (ACTC) is established under the requirements of State Government Code Section 29535. In 1972 the ACTC was designated the Regional Transportation Planning Agency (RTPA) for the County of Amador by the Secretary of the State Business and Transportation Agency pursuant to the California Government Code.

B. PURPOSE

The ACTC is authorized to act as the lead planning agency for transportation projects and programs in Amador County. It is intended that the coordinated efforts of city, county and state representatives and their technical staffs, through the ACTC, will bring about improvements to the overall county transportation system.

C. ACTC MEMBERSHIP

The ACTC is composed of three Commissioners appointed by the Amador County Board of Supervisors, three Commissioners appointed by the City Selection Committee, and one ex-officio member appointed by the Caltrans District 10 Director. The appointing authority for each regular member may appoint an alternate member to serve in place of the regular member when the regular member is absent from a meeting of the Commission. The policy regarding alternate members is further discussed on page 5.

1. Terms of Office

   The City Selection Committee appoints the City's nominees to the Amador County Transportation Commission pursuant to the adopted rotational schedule of city representatives. The Board of Supervisors appoints their members each year.

D. AMADOR TRANSIT (AT)

AT is organized under a joint power's agreement between the County and its five cities. A copy of the agreement is available at the AT office. The ACTC members also serve separately as the Board of Directors of Amador Transit (AT).

AT is the officially designated Consolidated Transit Service Agency (CTSA) in Amador County providing a fixed route bus service (with up to ¾ mile deviations upon prior request) along with Dial-a-Ride to most populated areas of Amador County. In 2000, AT also began providing inter-county bus service to Sacramento.

E. ELECTION of ACTC OFFICERS

The ACTC shall elect a Chair and a Vice Chair at the beginning of each calendar year after new appointments to the ACTC/AT are made (January or February). Generally, the Vice Chair should be elected Chair and a new Vice Chair elected each year.

F. ACTC STAFFING

Executive Director: The Executive Director is a management position appointed by the ACTC and is responsible for the general administration of Commission activities, and is responsible for maintaining all records which include budgets and accounting with consultant/staff assistance A specific job description is maintained in ACTC files.

Transportation Planner: The Transportation Planner serves under the supervision of the Executive Director and is responsible for developing and maintaining the Regional Transportation Plan and its various implementation programs, as well as providing support for implementation and project delivery for transportation projects including public and interagency coordination, and to assist in the maintenance of financial records including budgets and accounting. A specific job description is available in ACTC files.

Administrative Analyst: The Administrative Analyst, under the direction of the Executive Director conducts administrative duties as necessary and performs increasingly complex staff work developing elements of the Regional Transportation Plan and its various implementation programs, administers components of the Overall Work Program work elements and engages in public and interagency coordination. A specific job description is available in ACTC files.

Administrative Assistant: The Administrative Assistant provides word processing, clerical, and office management support. The Administrative Assistant is responsible for meeting minutes, public notices, agendas, filing system, and all official business. A specific job description is available in ACTC files.

G. COMMITTEE APPOINTMENTS

Administrative Committee: The Administrative Committee, which consists of the ACTC Chairman and Vice Chairman, meets as necessary to review matters relative to administration and management of the ACTC and AT. The Administrative Committee makes recommendations to the full Commission or AT Board regarding agency administration or management.

Finance Committee: Each year the ACTC Chairman appoints two Commissioners to serve on the Finance Committee for both ACTC and AT. The Finance Committee reviews the trust fund accounts and operating budget and makes recommendations to the full Commission.

Personnel Committee: Each year the ACTC Chairman appoints two Commissioners to serve on the Personnel Committee for both ACTC and AT. The Personnel Committee conducts annual review of management employees. They also meet to review and

provide recommendations to the full Commission or AT Board regarding other personnel matters as warranted.

Regional Traffic Mitigation Fee Oversight Committee: The Regional Traffic Mitigation Fee (RTMF) Oversight Committee meets no less than once per year to oversee and guide implementation of the Memorandum of Understanding (MOU) concerning collection and expenditure of regional traffic mitigation fees. The voting membership consists of one member each from the cities, one member for the County, and one member from the ACTC who shall be a representative of the County.

Transit Performance Committee: Each year the ACTC Chairman appoints two Commissioners to serve on the Transit Performance Committee. The Transit Performance Committee reviews transit service requests, the economic rationality of public transit service being provided, and the ACTC's "reasonable-to-meet" criteria and makes recommendations to the full Commission.

Ad Hoc Committees: The ACTC Chairman may appoint Commissioners to serve on "Ad Hoc" committees which are established to serve short-term, temporary special purposes. The RTP Update Oversight and Consultant Selection committees are examples of ACTC Ad Hoc committees.

H. ADVISORY COMMITTEES

Social Services Transportation Advisory Council (SSTAC): The SSTAC is an advisory committee to the ACTC on matters pertaining to the transit needs of transit dependent and transit disadvantaged persons. The SSTAC's input is an integral part of the Commission's annual "unmet transit needs" hearing and findings process. The composition of the SSTAC, the terms of SSTAC appointments, and precise responsibilities of the SSTAC are found in the Public Utilities Code.

Technical Advisory Committee (TAC): The Technical Advisory Committee is advisory to the Commission on all matters relating to regional transportation planning including the development of the Regional Transportation Plan (RTP), the Regional Transportation Improvement Program (RTIP), and the Overall Work Program (OWP). The TAC consists of the County Director of Public Works, County Land Use Director, the city engineers, and planning directors of each of the cities within the county, or, in the case of cities having no such technical staff, any other person designated to serve on behalf of that city. ACTC TAC also includes the Manager of AT, the Manager of the Amador County Airport, a representative from Caltrans District 10, the area Highway Patrol Commander, the Tribal Chairperson for Jackson Rancheria or his/her representative, the Amador County Sheriff's Office Emergency Services Coordinator, and the Amador County Unified School District Transportation Director. Other city, County and Caltrans staff members may attend and participate in TAC meetings. Members of the public are allowed to attend TAC meetings.

The TAC meets at least once per year, in January, to review mid-year progress on the annual OWP and to recommend programs or projects for the next year's OWP.

Commissioners typically do not attend TAC meetings since they will independently review, amend as necessary, and act upon TAC recommendations.

I. MEETINGS, QUORUMS, AGENDAS AND FEES

Dates, Times and Locations of Meetings: Unless otherwise specified, the Commission meets on the first Thursday of every month. ACTC meetings are normally be held at 9:00 a.m. at the Amador County Transportation Commission.

Quorums: Any combination of four or more Commissioners in attendance at an ACTC meeting shall constitute a quorum. The quorum is satisfactory to take action. All actions taken by a quorum at a noticed meeting shall be binding and carry the full force and effect of the Commission.

Attendance by Alternate Commissioners: When an appointed member becomes aware that he or she will be unable to attend a Commission meeting, he or she shall notify the Administrative Assistant and shall notify the alternate to fill the vacancy for the meeting involved. The alternate for each Commissioner is appointed by the Board of Supervisors (County representatives) or the city (City representatives). City alternates may not fill a County vacancy and County alternates may not fill a city vacancy. If the regular member and the appointed alternate are not available, this seat on the Commission should remain vacant. A non-appointed alternate cannot take the place of the regular or alternate member. Two representatives from the same city shall not sit on the Commission for any meeting.

Deadline for Submission of Agenda Items: The agenda shall be the responsibility of the Executive Director. All items to be placed on the agenda shall be presented to the Executive Director of the ACTC no later than one week prior to the respective ACTC meeting date. Those items needing responses, comments, analysis, etc., need to be submitted up to two weeks prior to the meeting depending on the item's complexity.

Dissemination of Final Agenda: The Administrative Assistant shall be responsible for assembling and disseminating the final agenda packet. The final agenda packet is also available on ACTC's website www.actc-amador.com. The final agenda packet will be delivered to the Commissioners no later than the Monday morning preceding the ACTC meeting.

Fees: Each Commissioner shall be paid $100 (includes travel) for attending each regular ACTC meeting and any other sub-committee meeting. Any Commissioner can refuse his/her reimbursement whereby the payment will remain part of the ACTC's budget. Commissioners incurring expenses acting in their official capacity shall be entitled to

reimbursement of all reasonable expenses consistent with the County's adopted policies concerning travel expenses outside regular or sub-committee meetings.

J. ROBERT'S RULES OF ORDER, THE BROWN ACT

Robert's Rules of Order (Revised): All rules of order not herein provided for shall be determined in accordance Robert's Rules of Order provided that in the event of a conflict, such rules shall be superseded by these bylaws, any resolution of the Commission, and any applicable law.

The Brown Act: Commission meetings shall be conducted in the manner prescribed by the Ralph M. Brown Act or as amended.

2. MAJOR ADMINISTRATIVE, PLANNING, AND PROGRAMMING FUNCTIONS

A. ADMINISTRATIVE FUNCTIONS

Administration of Transportation Development Act (TDA) Funds: The ACTC is responsible for the allocation, payment, and proper record keeping associated with the TDA and its funding mechanisms. TDA addresses two major funding sources: the Local Transportation Fund (LTF) and State Transit Assistance (STA) fund. These funds can be utilized by the cities of Amador County and the County of Amador for transit planning, expenses related to administering the TDA, pedestrian and bicycle facilities, transit systems operation, and/or for street and roads projects.

Administration of Transportation Planning Funds: The ACTC either assists or is responsible for the general oversight and coordination of transportation planning related grants within the County. These include Rural Planning Assistance (RPA) funds and Planning Programming and Monitoring (PPM) funds. All such funds are administered through the annual Overall Work Program (OWP).

Administration of Other Project or Program Funds: The ACTC is given limited responsibility for overseeing, managing, or assisting with other federal, state, or local funds for development and delivery of transportation projects or programs. These include programming and overseeing expenditure of State Transportation Improvement Program (STIP) funds in accordance with guidelines established subsequent to passage of Senate Bill (SB) 45. They also include discretionary state, local, and federal grants which are generally available to Amador County and its cities for transit transportation-related purposes, transit facilities, and vehicles including carpool/vanpool programs, transit planning, and other non-motorized purposes. The ACTC responsibilities also include

management or allocation of Regional Surface Transportation Program (RSTP) funds. Appendix B contains a detailed explanation of funds available to ACTC.

In 2022, the ACTC adopted an equitable distribution formula based on the proportional percentage of local roads and population of each city jurisdiction and the County. RSTP and available LTF funds are distributed directly to jurisdictions based on this formula.

B. PLANNING FUNCTIONS

Regional Transportation Plan (RTP): The California Government Code requires each Regional Transportation Planning Agency (RTPA) to prepare or have prepared a Regional Transportation Plan. The Regional Transportation Plan (RTP) is a multi-modal transportation plan covering Amador County's five (5) cities and the unincorporated County. It is prepared according to guidelines adopted by the California Transportation Commission (CTC). It must correlate with land use plans and include policy, action, financial elements, and a program-level Environmental Impact Report (EIR) per the California Environmental Quality Act (CEQA). In Amador County, the ACTC works to include local land use plans and policies developed by the County and the five (5) incorporated cities into the RTP Update process. This coordination can result in RTP Updates also serving as the local agency Circulation Element. For rural counties, updated RTPs are required to be submitted to the California Transportation Commission (CTC) and Caltrans every five years.

Regional Transportation Improvement Program (RTIP): The State requires all RTPAs to prepare and submit an RTIP to the CTC by December 1 each odd numbered year to coincide with the State Transportation Improvement Program (STIP) process. The Regional Transportation Improvement Program (RTIP) is a document that lists transportation projects (highways, transit, aviation, etc.) for which federal or state funding is proposed to be programmed for Amador County within the State Transportation Improvement Program (STIP). The RTIP must be consistent with the RTP.

Project Study Reports (PSRs): PSRs are project initiation documents that define transportation projects or transportation project alternatives. PSRs are required for State and federal funding. PSRs or "PSR Equivalent" are also necessary to secure local funding for transportation projects.

Overall Work Program (OWP): The OWP is the Commission's means of showing the funding and staffing programmed each year to create, implement, and expand upon those policies and actions outlined in the RTP. Draft OWPs are due annually on March 1 and must be finalized by May of each year for the next fiscal year beginning July 1.

Transit Development Plan (TDP): The ACTC updates the County Transit Development Plan at least once every five years. This document is necessary for long-term transit planning

purposes and for forming the basis of the Commission's annual finding regarding "unmet transit needs" within the County.

C. PROGRAMMING FUNCTIONS

In addition to transportation planning, the ACTC takes an active role in efforts to program projects identified in the RTP. This involves communication between local jurisdictions and between local jurisdictions and state agencies, particularly Caltrans and the California Transportation Commission. The ACTC helps to secure state funding for locally prioritized transportation projects to be included in the State Transportation Improvement Program (STIP), the State Highway Operations and Protection Program (SHOPP), and other funding sources.

D. PROGRAM IMPLEMENTATION AND PROJECT DELIVERY

The ACTC may utilize resources when and if available to extend services to the cities and the County as well as the CTC's Rural Counties Task Force to assist with program implementation or project delivery. Program implementation can include the Regional Traffic Mitigation Fee Program (RTMF), efforts to improve coordination of land use and transportation planning, and efforts to serve the CTC or its Rural Counties Task Force (RCTF). Project delivery can include direct and indirect assistance to Caltrans, the cities, or the County to deliver regional transportation projects that are identified within policies or programs of the adopted RTP and to serve as lead agency for project delivery if so designated.

3. REQUIRED RECORDS, REPORTS, AND AUDITS

A. Records and Reporting Requirements

Annual fiscal audits provide records of all ACTC funds in accordance with the State Controller's Manual of Accounting Standards and Procedures for Counties. Such records are kept for a minimum of four (4) years. The Executive Director reports the status of all funds monthly or quarterly to the ACTC board.

B. Transit Service Claimants

Amador Transit is (at present) the County's only transit funding (TDA) claimant. Transit service claimants keep and maintain accurate and complete records and prepare an annual report of their operations. The report is submitted to the Executive Director and to the State Controller within 120 days of the end of each fiscal year (by October 28).

C. Non-Transit Claimants (Cities and County)

Cities and other agencies who claim LTF or other funds from the ACTC must keep and maintain accurate and complete records per standard principles of accounting. Such records must be kept for a minimum of four years. Expenditures of moneys received for any non-transit purposes must be reported to the State Controller on or before October 1 of each year for the previous fiscal year.

D. Annual Fiscal and Compliance Audits

Annually and within 180 days after the end of the fiscal year (December 27), the ACTC is required to have completed a report of a fiscal and compliance audit of the financial statements of the use of LTF, STA, FTA, and other funds by the ACTC, AT, the Cities, and the County. The audit is to be conducted by a certified public accountant. The final audit report is transmitted to Caltrans and the State Controller's Office.

E. ACTC Triennial Performance Audit

The ACTC is also required to designate an independent entity to conduct a performance audit of its activities with respect to the TDA once every three (3) years. The last performance audit was submitted to the Executive Director and the Director of Caltrans in June 2022 and shall be submitted prior to July 1 triennially thereafter.

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Appendix A: Glossary of Terms and Acronyms

General

ACTC (Amador County Transportation Commission)

The ACTC is established under requirements of State Government Code Section 29535 and is composed of three members appointed by the board of supervisors and three members appointed by the city selection committee. The functions of the Transportation Commissions are essentially:

1. development and yearly accomplishment of the overall work program (OWP);
2. preparation of the Regional Transportation Plan (RTP) Update every four years;
3. administration of Local Transportation Funds (LTF) according to the Transportation Development Act (TDA); and
4. preparation of a biennial Regional Transportation Improvement Program (RTIP).

AT (Amador Transit)

AT is a joint powers entity that includes Amador County and the Cities of Amador City, Ione, Jackson, Plymouth, and Sutter Creek. AT began operation in December 1976 with funding provided from SB 325, the Local Transportation Fund. AT provides bus service to each city in the county on a regular schedule.

ATP (Active Transportation Program)

The Active Transportation Program (ATP) was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking. The ATP consolidates various transportation programs, including the federal Transportation Alternatives Program, state Bicycle Transportation Account, and federal and state Safe Routes to School programs into a single program.

Caltrans (The California Department of Transportation)

The State level department responsible for oversight of the statewide multi-modal transportation system, maintenance of the State Highway System, and other related tasks as assigned by the State Government.

Caltrans' System Planning

Section 65086 of the State's government code requires Caltrans to perform long-rang State highway system planning.

CMAQ (Congestion Management and Air Quality)

CMAQ funds are Federal funds made available to "non-attainment" counties, those counties that do not achieve Federal air quality standards. CMAQ funds may only be used for a specific transportation improvements that will reduce air pollution by automobiles and other vehicles.

CMIA (Corridor Mobility Improvement Account)

As part of the overall bond package approved by voters in the 2006 November elections, the CMIA provides $4.5 billion for transportation projects that will reduce congestion and improve connectivity in all major regions of the State. Projects were submitted to the California Transportation Commission and funds were awarded (including $4.4 million to Amador-Alpine-Calaveras) in March 2007..

CTC (California Transportation Commission)

The CTC is an 11 member state commission appointed by the Governor and charged with advising and assisting the Legislature and the Administration in formulating and evaluating state policies and plans for transportation programs in California. Special responsibilities include adopting a STIP, preparing the Biennial Report to the Legislature concerning significant transportation issues, and evaluating the proposed State transportation budget.

EEMP (Environmental Enhancement and Mitigation Program)

The EEMP is a grant program maintained by the California Transportation Commission and the State Resources Agency. EEMP grants are eligible to agencies throughout the State including cities and counties. EEMP grants are awarded annually for specific types of projects related to environmental enhancements such as urban forestry and resource protection.

FTA (Federal Transit Administration)

The FTA is a component of the U.S. Department of Transportation that is responsible for administering the Federal Transit Program under the Federal Transit Act as amended. The FTA provides funding for transit and transit planning purposes.

HBP (Highway Bridge Program)

The HBP is a grant program whereby Caltrans provides Federal funds to cities and counties for replacement or rehabilitation of bridges on arterials, collectors, or local roads.

HES (Hazardous Elimination and Safety Program)

HES are Federal grant funds provided through Caltrans for specific safety related projects on eligible county roads and city streets.

IGR (Inter-governmental Review)

A term for a Caltrans program for reviewing proposed development projects and deciding what types of environmental studies should be required and/or environmental impacts mitigated. Caltrans IGR provides comment letters on proposed local land use development projects.

IIP (Interregional Improvement Program)

Under the STIP reforms of SB 45 the IIP is funded with 25% of State highway account revenues. They are programmed through the STIP consistent with Caltrans ITIP.

ITIP (Interregional Transportation Improvement Program)

The ITIP is a list of projects nominated by Caltrans for STIP funding by the California Transportation Commission using IIP funds. ITIP projects are to include capacity increasing projects on interregional routes and/or transit facilities generally outside of urbanized areas. The ITIP has a four year planning horizon and is updated every two years by the CTC.

LTF (Local Transportation Funds)

A form of TDA funding, which is derived from 1/4 cent of the state sales tax.

NEPA (National Environmental Protection Act)

NEPA is Federal legislation which creates and environmental review process similar to CEQA but pertaining only to projects having Federal involvement through financing, permitting, or Federal land ownership.

OWP (Overall Work Program)

Annual work programs that are prepared by local transportation commissions for the purpose of applying for State Planning Funds and other available financial resources toward the continuous update and improvement of regional transportation plans and the transportation system.

PA&ED (Project Authorization and Environmental Document)

This is known as the first phase (for constructing a State highway project). It includes a report about the project and adoption of environmental documents to satisfy both CEQA and NEPA.

PEIR (Program Environmental Impact Report)

CEQA requires that an Environmental Impact Report be prepared if a plan or project could have a significant effect on the environment or cause substantial public controversy. Special provisions of CEQA allow preparation of a "Program EIR" which is applicable for purposes of Amador County RTP Updates.

PPM (Planning, Programming and Monitoring)

PPM usually refers to a percentage of STIP funds that may be used for "planning, programming, and monitoring" purposes. Under SB 45 RTPAs were given increased responsibility for programming better transportation projects for funding and then monitoring their successful construction according to clear milestones and cost estimates.

PS&E (Plans, Specifications, and Estimates)

This is generally known as the second major milestone in delivery (construction) of State highway projects. PS&E are details of design required to refine project cost estimates, conclude right-of-way acquisitions, and issue bid documents to contractors for construction.

PSR (Project Study Report)

The PSR is a preliminary report required to establish definition (purpose and need) including preliminary design factors, cost estimates, community and environmental concerns, etc. A PSR is required for funding State highway projects in the STIP. A PSR "equivalent" is required for funding local projects in the STIP.

"Reasonable-to-Meet Criteria"

The criteria used to determine if an identified unmet transit need is reasonable to serve using TDA funds as established by the RTPA pursuant to Section 99401.5 (c) of the State Government Code.

RIP (Regional Improvement Program)

Under the STIP reforms of SB 45, the STIP now consists of two broad programs, the RIP and IIP. The RIP is funded from 75% of the new STIP funds, divided by formula among fixed county shares. Each county selects the projects to be funded from its county share and it's RTIP.

RPA (Rural Planning Assistance)

RPA funds are provided to rural counties out of the Caltrans budget on an annual basis for purposes of carrying out transportation planning activities as approved in the annual OWP.

RSTP (Regional Surface Transportation Program)

RSTP funds are Federal funds passed through the State of California to RTPAs. In rural counties the State has a policy whereby these Federal funds may be exchanged for State dollars which can be used for a broader range of transportation purposes.

RTIP (Regional Transportation Improvement Program)

Document adopted biennially by RTPAs to present transportation improvement funding nominations to Caltrans and the California Transportation Commission.

RTP (Regional Transportation Plan)

The transportation planning document required by Section 65080 (et. seq.) of the State Government Code "Directed at the achievement of a coordinated and balanced regional transportation system" within the area of responsibility of the recognized RTPA.

RTPA (Regional Transportation Planning Agency)

The regional transportation planning agency established by Government Code Section 29532; the RTPA in Amador County is the ACTC.

SB 45 (Senate Bill 45; Chapter 622, Statues of 1997, KOPP)

SB 45 mandated major transportation reform legislation impacting many areas of transportation planning, funding, and development. Most specifically, it combined numerous transportation "pots of money" into the STIP program and apportioned funds 75% to the regions (RIP) and 25% to Caltrans (IIP).

SHA (State Highway Account)

The SHA is the State's primary source for funding transportation improvements. Revenues from State fuel tax, truck weight fees, and Federal highway funds are deposited into the SHA. The SHA provides funding for (1) Caltrans maintenance operations capital outlay support, etc., (2) the STIP, (3) the SHOPP, (4) Caltrans Local Assistance, (5) etc.

SHOPP (State Highway Operation and Protection Program)

A state program to rehabilitate and improve safety and operational characteristics on the SHS. SHOPP programs are not included in the STIP and are not counted against county minimums.

SP&R (State Planning and Research)

SP&R funds are transportation planning funds generally available only to urbanized areas cities and counties. Some SP&R funds may be made available to rural counties usually in the form of competitive grants for special purposes.

SSTAC (Social Services Transportation Advisory Council)

The SSTAC is an advisory committee to the ACTC on matters pertaining to the transit needs of transit dependent and transit disadvantaged persons. The SSTAC's input shall be considered in and made an integral part of the Commission's annual "unmet transit needs" hearing and findings process. The composition of the SSTAC, the terms of SSTAC appointments, and precise responsibilities of the SSTAC are found in the Public Utilities Code.

STA (State Transit Assistance Fund (also STAF)

These are funds derived from the public transportation account which are apportioned to counties for transit purposes.

STIP (State Transportation Improvement Program)

A biennial CTC adopted 5-Year program and state funding document listing major projects to be funded from state transportation funds. The STIP represents the CTC's statement of intent for allocation of funds from the State Highway Account. The STIP is adopted by the CTC by April 1st of even numbered years.

TAC (Technical Advisory Committee)

The Technical Advisory Committee is advisory to the Commission on all matters relating to regional transportation planning including the development of the Regional Transportation Plan (RTP), the Regional Transportation Improvement Program (RTIP), and the Overall Work Program (OWP). The TAC consists of the County Director of Public Works, County Land Use Director, the city engineers, and planning directors of each of the cities within the county, or, in the case of cities having no such technical staff, any other person designated to serve on behalf of that city, the Manager of AT, the Manager of the Amador County airport, a representative from Caltrans District 10, and the area Highway Patrol Commander. Other city, County and Caltrans staff members may attend and participate in TAC meetings. The TAC meets at least annually but no more than quarterly as needed.

TDA (Transportation Development Act)

A pool of funds from a 1/4% of the 6% general sales tax established by SB 325 for local transportation purposes, e.g., community level bus service, bikeways, transportation planning, and streets and roads. TDA funds can be spent on streets and roads if and only if there are no reasonable unmet transit needs.

TEA (Transportation Enhancement Activities Program

TEA grants are Federal funds made available to cities, counties, and other qualified agencies for purposes of constructing or installing enhancements that go beyond normal environmental mitigation requirements of a transportation project. TEA projects in the Amador County region have included restoration of Middlebar Bridge, Plymouth Highway 49 Beautification, and restoration of the Kennedy Mine Tailing Wheels in Jackson.

TEA-21 (Transportation Equity Act for the 21st Century)

TEA-21 signed into law and amended in 1998 set forth a number of changes in metropolitan transportation planning processes to accompany guidance and expenditure of Federal transportation funds for the six-year period ending in FY 2002/03.

Tri-County MOU

In the Amador County 2000 RTP the Tri-County MOU generally refers to the Memorandum of Understanding established between the Transportation Commissions and the Boards of Supervisors of Amador, Alpine, and Calaveras Counties. This

MOU calls for pooling RIP county shares under SB 45 and the STIP for purposes of construction four prioritized State highway projects within the three counties. The MOU was initiated in 1996. It is anticipated to sunset or be extended for a new set of projects after full funding of the four highway projects in the 2002 STIP.

Unmet Needs Hearing

Hearings that are required to be held annually by the RTPA to determine whether or not there are any unmet transit needs that can reasonably be met before TDA funds may be used for streets and roads purposes (see Section 99401.5 and 99401.6, California Government Code).

Appendix B: Funding Sources, Requirements, Programs

INTRODUCTION

This report is intended to summarize the various funds that the Amador County Transportation Commission (ACTC) either administers or influences in its role as the State designated Regional Transportation Planning Agency serving Amador County.

LOCAL TRANSPORTATION FUNDS (LTF)

Local Transportation Funds (LTF) are 1/4 cent of the State sales tax returned to the County by the State. These are put into a trust account by the Fiscal Officer. They are to be allocated and apportioned by the ACTC in conformance with the Transportation Development Act (TDA).

Transportation Planning and Administration

According to the TDA the ACTC should first allocate to itself the amount needed to administer the requirements of the TDA and for the conduct of the transit planning and programming process. The amount allocated each year is derived from the annual Overall Work Program and ACTC budget.

Bicycle and Pedestrian Set Aside

After the administration and planning budget allocation is determined, the ACTC shall set aside 2% of the remaining funds for pedestrian and bicycle facilities. This does not need to be done if the Commission makes a finding that the money could be used to better advantage for public transportation or for local streets and roads.

It is the Commission's current policy to set aside 2% of LTF annually for bicycle and pedestrian facilities. The Commission plans to utilize these funds to update the Countywide Bicycle and Pedestrian Plan. The Commission has also established grant application criteria whereby the cities and County may apply for these funds and whereby the Commission can award these funds to the most valuable projects.

Transit Claims

After the pedestrian and bicycle allocation is made, the remaining Local Transportation Funds are made available for transit claims. Transit claims may be submitted by any eligible transit agency providing a service that meets the Commission's adopted "reasonable to meet" criteria. Transit claims are usually considered after a required "unmet needs" hearing and process. After the Unmet Needs Hearing process is completed, an "unmet needs resolution" is adopted and the appropriate funds are allocated for transit. In Amador County the only transit claimant at present is Amador Transit (AT).

Streets and Roads or Other Purposes

After all, "unmet transit needs" that are "reasonable-to-meet" are addressed, then the remaining LTF is apportioned to the cities and the County, on the basis of each agency's population, for streets and roads or other related purposes.

STATE TRANSIT ASSISTANCE (STA)

The Fiscal Officer also receives State allocations of State Transit Assistance (STA) funds each quarter on behalf of the ACTC. These funds are also subject to special provisions within the TDA. These funds may only be used for public transportation purposes (including car pool/van pool programs). They are to be allocated to eligible transit claimants similar to the requirements for LTF. The ACTC's policy has been to use STA as a transit service reserve fund.

REGIONAL SURFACE TRANSPORTATION PROGRAM (RSTP)

The federal government provides each State with RSTP funds each year. Each State, in turn, adopts procedures consistent with federal requirements whereby these funds are used at the State level and appropriated amounts are distributed to regional and/or local governments. The State usually offers to "exchange" these federal funds for State funds before they are distributed to rural counties, such as Amador County. This removes federal regulations and enables the County and the Transportation Commission to use them for a broader range of transportation related purposes.

CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT (CMAQ)

The Congestion Mitigation and Air Quality (CMAQ) improvement program is federally funded under SAFETEA-LU. It is a new program available through the ACTC to Amador County and eligible agencies due to the Region's recent designation as non-attainment for federal 8-hour ozone (air quality) standards. The purpose of the CMAQ program is to fund transportation projects or programs that will contribute to attainment or maintenance of the National Ambient Air Quality Standards for ozone as well as carbon monoxide. Projects and programs eligible for CMAQ funding must be part of a Clean Air Attainment Plan, be consistent with the RTP, and be included in the RTIP. If determined to be in "non-attainment" or "maintenance" status the State and federal government allocates CMAQ funds to Amador County by formula (approximately $350,000 per year). The ACTC has established CMAQ funding application forms, application funding selection criteria, and an implementation program that uses a five-year funding cycle that is consistent with State and federal CMAQ requirements. The first cycle for Amador County CMAQ funding was 2005/06 - 2010/11.Another cycle was apportioned from fiscal year 2018/19-2025/26

TRANSPORTATION PLANNING FUNDS

Local Transportation Funds (LTF)

The use of Local Transportation Funds (LTF) for planning is covered under the previous subheading.

Regional Surface Transportation Program (RSTP)

The ACTC's share of RSTP funds described above can be used for transportation planning purposes.

Rural Planning Assistance (RPA)

In the past, the State of California provided "State subvention" funds in order to help support preparation of required Regional Transportation Plans (RTPs). The amount of State subvention funds allocated to Amador County usually ranged between $15,000 and $30,000 per year up until 1995. As the responsibilities upon rural RTPAs increased, the State subvention program was replaced with the Rural Planning Assistance (RPA) program-currently funded at $315,500 per year.

STIP 5% Set Aside for Project Planning, Programming and Monitoring (PPM)

Under SB 45 and AB 608, the ACTC can set aside up to 5% of its regional share of State Transportation Improvement Program (STIP) funds for project planning, programming, and monitoring purposes. (For additional details concerning the STIP, see the paragraph under the STIP heading which follows.) Caltrans requires each region to execute a funds transfer agreement and include an adopted expenditure plan for use of these funds. ACTC programs the use of these funds within its annual OWP.

Caltrans Planning and Research Grant Programs

Caltrans administers the State Planning & Research Grant Program for the purpose of funding such activities as: 1) Public and multimodal transportation planning projects primarily in non-urbanized areas; 2) Research development and demonstration projects in all phases of urban mass transportation; 3) Managerial, technical and professional training fellowships in the public transportation field; 4) University research and training in urban transportation problems; and 5) Addressing human resource needs to increase minority and female employees and business opportunities in the public transportation field. All grants are awarded on a discretionary basis through an application process. The ACTC and AT typically apply for these grants for purposes of completing the Transit Development Plan and Social Service Transportation Plan Updates.

CALTRANS LOCAL ASSISTANCE PROGRAMS

Highway Bridge Replacement and Rehabilitation Program (HBRR) and Hazard Elimination and Safety Program (HES)

The California Department of Transportation (Caltrans) maintains a number of programs whereby local agencies may obtain State or federal funds for local transportation projects. Those that are most commonly used in Amador County

includes the Highway Bridge Replacement and Rehabilitation Program (HBRR) and the Hazard Elimination and Safety Program (HES). Since these projects are listed in the Commissions' Regional Transportation Improvement Program (RTIP) document, the Commission bears some responsibility to ensure that local agencies that participate in these programs complete their projects on budget and on schedule.

ACTIVE TRANSPORTATION PROGRAM (ATP)

Cities, County, transportation planning agencies, school districts, tribal governments, and other eligible agencies may submit applications for the Active Transportation Program. This program is funded by various federal and state funds including the Transportation Alternative Program, the Federal Highway Safety Improvement Program, and the State Highway Account. Infrastructure and non-infrastructure projects may qualify for grant funding. Examples include: safe routes to school and safe routes to transit plans, the development of new bikeways and walkways, as well as recreational trails and park projects plans that increase connectivity to non-motorized corridors. The major goals of the program are to:

- Increase the number of trips accomplished by biking or walking;
- Increase the safety and mobility of non-motorized users;
- Advance active transportation efforts of regional agencies to achieve greenhouse gas reduction goals;
- Enhance public health including the reduction of childhood obesity;
- Ensure disadvantaged communities fully share in the benefits of the program.

The Active Transportation Program places higher priority on projects that are planned with community participation and incorporate key elements referred to as the 5 E's (education, encouragement, engineering, enforcement, and evaluation). Applications that benefit disadvantaged communities and that reduce the rate or risk of pedestrian and cyclist fatalities. Eligible Safe Routes to School projects must be located within a two-mile radius of a school.

STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)

The California Transportation Commission (CTC) adopts its major capacity enhancing highway projects into the STIP usually during the early months of each even numbered year. The ACTC uses its RTP, RTIP, and OWP documents to clarify and put forth its primary candidate projects for funding in the STIP. Pursuant to SB 45, seventy-five (75%) percent of available STIP funds are apportioned proportionally by the State to regions throughout the State, including Amador County. Twenty-five (25%) percent of the total STIP is left for Caltrans to program. The regional apportionments are known as Regional Improvement Program (RIP) funds. A portion of the State's 25% share is generally referred to as Interregional Improvement Program (IIP) funds. In past years, Amador, Calaveras, and Alpine Counties have formed a Memorandum of Understanding (MOU) wherein it has pooled its apportionments of RIP funds for State highway projects in the three (3)

counties. The effort has, thus far, been successful. The State has programmed more than $25 million in IIP funds toward the Tri-County projects.

STATE HIGHWAY OPERATION AND PROTECTION PROGRAM (SHOPP)

The purpose of the SHOPP program is to maintain the integrity of the existing State Highway System. SHOPP funds cannot be used to fund capacity-enhancing projects (projects that add lanes). Projects are nominated within each Caltrans District office and are sent to Caltrans Headquarters for programming. Final project determinations are subject to California Transportation Commission (CTC) review. SHOPP projects are based on statewide priorities within each program category (i.e., safety, rehabilitation, operations, etc.) within each Caltrans District and are not subject to county or regional input. Caltrans communicates with the ACTC when it prepares its SHOPP program.

CALTRANS MINOR PROGRAM

The Minor Program is a discretionary funding program based on annual statewide allocations of funds to each Caltrans District. The program provides some level of discretion to Caltrans District Offices for funding projects that cost up to $1.25 million. The advantage of this program is that it provides a streamlined method to fund projects on a State highway in Amador County. This funding is limited and competitive within the funds allocated to a given District.