

**INYO COUNTY LOCAL  
TRANSPORTATION COMMISSION  
ORGANIZATION AND PROCEDURE  
MANUAL**

**Amended April 16, 2025**

## **INTRODUCTION**

The Inyo County Local Transportation Commission (ICLTC) Organization and Procedures Manual has been developed to provide the following:

1. Provide orientation and guidance for ICLTC Commissioners.
2. Provide operational guidance for ICLTC procedures and activities to ensure for the efficient and guideline compliant execution of ICLTC related business.

The State of California Business, Transportation and Housing Agency exercises the authority to establish guidelines for the expenditure of funds by the ICLTC. The statutory guidelines applicable to the ICLTC are as follows:

1. Government Code (GC) Sections 29530 et seq.
2. California Administrative Code (CAC) Sections 6600 et seq.
3. Public Utilities Code (PUC) Sections 99200 et seq.

These guidelines, inclusive with the Transportation Development Act, have been incorporated into this manual and where conflicts may arise with this manual and modified State guidelines in the future, the State guidelines shall supersede those presented in this manual.

## **INYO COUNTY LOCAL TRANSPORTATION COMMISSION (ICLTC)**

### **I. OVERVIEW**

#### **A. History**

The ICLTC was established pursuant to State Government Code Section 29535 on July 12, 1972, by resolutions of the Inyo County Board of Supervisors and the Bishop City Council. This entity was then designated as the transportation planning agency for Inyo County by the State Secretary of the Business, Transportation and Housing Agency.

#### **B. Purpose**

The ICLTC is authorized to act as the lead transportation planning and administrative agency for transportation projects and programs in Inyo County. It is intended that the coordinated efforts of City, County and State level representatives and their technical staff, through the ICLTC, will implement appropriate solutions to address overall County transportation needs.

The primary duties of the ICLTC consist of the following:

1. Administration of Transportation Development Act (TDA) funds.
2. Development and implementation of the Inyo County Regional Transportation Plan (RTP).
3. Preparation and implementation of the annual Overall Work Program (OWP).
4. Review and comment on the State Transportation Improvement Program (STIP).
5. The ICLTC is responsible for the preparation of the Regional Transportation Improvement Program (RTIP), in collaboration with Caltrans, and submitted for adoption by the California Transportation Commission (CTC).
6. Review and prioritize grant applications for various funding programs.

#### **C. ICLTC Membership**

The ICLTC membership consists of three representatives appointed by the Inyo County Board of Supervisors and three representatives appointed by the Bishop City Council. Terms of office shall be as designated by the Inyo County Board of Supervisors and the Bishop City Council. The designating authority, for each regular member it appoints, may designate an alternate representative to serve in place of the regular member when that party is absent or disqualified from participating in a meeting of the commission.

#### **D. Staffing**

Executive Director: The Executive Director of the ICLTC is appointed by the Inyo County Board of Supervisors. The Executive Director is responsible for the general administration of ICLTC activities.

ICLTC Secretary: The ICLTC Secretary is appointed by the Executive Director to maintain records, including meeting minutes and project files and to assist staff in preparation and dissemination of public notices, agendas, agenda packets and other official business.

Technical Staff: Technical (engineering, legal and planning) staffing services for the ICLTC are provided by Inyo County and the City of Bishop as needed.

#### **E. Advisory Forum**

Inyo County Social Services Transportation Advisory Council (SSTAC): The SSTAC is an advisory committee to the ICLTC addressing all transportation issues, including the transit needs of transit dependent-and transit disadvantaged persons. The SSTAC's input shall be incorporated with and made an integral part of the ICLTC's annual "Unmet Transit Needs" hearing and findings process. The representation requirements, terms of appointment and responsibilities of the SSTAC members are found in Section 99238 of the Transportation Development Act, Statutes and California Codes of Regulations.

## **II. MEETINGS, QUORUMS, AGENDAS AND FEES**

### **A. Dates, Times and Locations of Meetings**

Unless otherwise specified or amended, per Article 1, Section 5 of the ICLTC By-laws, the ICLTC will meet on the third Wednesday of every month. ICLTC meetings are usually convened at 8:00 a.m. at the City of Bishop Council Chambers, Bishop, California; except, the meetings convened in the first month of each quarter (January, April, July and October) which are scheduled to be conducted in Independence or other location in a southerly community in the County. The Chairperson of the ICLTC will confirm the designated meeting date and location of each ICLTC public hearing.

The chairperson of the ICLTC, at the recommendation of the Executive Director, may cancel the next regularly scheduled ICLTC meeting for the following reasons:

1. Lack of availability of ICLTC members to constitute a quorum.
2. Lack of agenda items to justify the time and expense to hold a regularly scheduled ICLTC meeting.

The Executive Director will notify each Commissioner and the media of the meeting cancellation at least forty-eight (48) hours prior to the scheduled meeting time.

### **B. Quorums**

Any four or more Commissioners in attendance at an ICLTC meeting shall constitute a quorum. All actions taken by a quorum at a noticed meeting shall be binding and carry the full force and effect of the ICLTC. All Commissioners and designated Alternates are subject to the provisions of the Brown Act.

### **C. Attendance by Alternate Commissioners**

When an active Commission member becomes aware that he or she will be unable to attend a Commission meeting, he or she shall notify the ICLTC Secretary. The ICLTC Secretary shall notify the alternate to fill the vacancy for the meeting involved. City alternates may not fill a County vacancy and County alternates may not fill a City vacancy.

### **D. Agendas**

**Deadline for Submission of Agenda Items:** All items, with support materials, to be placed on the agenda shall be presented to the Executive Director of the ICLTC no later than noon, seven calendar days prior to the respective ICLTC meeting date. Any items that require comments, analysis, legal review, etc. need to be submitted at least three weeks prior to the meeting depending on its complexity.

**Agenda Support Material Requirements:** In order for an item to be placed on any agenda, the following materials are to be submitted to the ICLTC Executive Director:

1. The exact title of the agenda item.
2. A brief report explaining the agenda item, the desired action of the ICLTC and a notation of any related staff reports and/or documents to be included in the ICLTC packets.
3. Sufficient copies of the reports and any staff reports and/or documents which are to be included in the ICLTC packets.

**Development and Dissemination by the Director of the Final Agenda:** The Executive Director of the ICLTC shall be responsible for assembling and disseminating the final ICLTC agenda and packets. These complete packets will be sent to all ICLTC members and the Caltrans District 9 Director and Transportation Planning Branch no later than five (5) days prior to the respective meeting.

### **E. Fees**

There are no fees paid to the Commissioners at this time. Periodically, the Commission may review its fee schedule and adjust or initiate the fees accordingly.

## **III. MAJOR ADMINISTRATIVE AND PLANNING FUNCTIONS**

### **A. Administrative Functions**

**Administration of Transportation Development Act (TDA) Funds:** The ICLTC is responsible for the allocation, payment and proper record keeping associated with the TDA and its funding mechanisms. The TDA addresses two major funding sources: the Local Transportation Fund (LTF) and the State

Transit Assistance Fund (STA). TDA funds can be utilized by the City of Bishop and the County of Inyo for transportation planning expenses related to administering the TDA, pedestrian and bicycle facilities, transit systems, and/or for street and road projects. STA funds are allocated to the transit operators and are a second source of TDA funding for transportation planning and mass transportation purposes. STA funds may not be allocated to fund administration or streets and road projects. Use of these funds is described further in Section IV.

**Oversight of County Federal Transit Administration (FTA) Grants:** The ICLTC is also responsible for the general oversight and coordination of FTA, 49 U.S.C. Chapter 53, Sections 5313(b), 5310 and 5311 projects generated within the County. These grants provide funding for transit planning and/or capital and/or operating costs associated with both elderly/handicapped and public transportation programs. Applicants must comply with all the regulations and administration procedures pertinent to FTA Grant requirements as specified by the State agency. The ICLTC reviews such grant applications in order to make several findings related to the type of clientele being served by each program, the extent to which such programs have coordinated services with other transportation providers and whether or not the services provided are consistent with the Regional Transportation Plan (RTP). Use of these funds is described further in Section IV.

**Administration of State and Regional Transportation Planning Funds:** The ICLTC is also responsible for the administration of State Planning Assistance funds which are allocated to the County for transportation planning purposes. These funds are also known as Transportation Planning and Development (TP&D) account funds. Each year the Commission is allocated a formula determined amount of these funds and is eligible to compete for an additional amount of discretionary funds.

## **B. Planning Functions**

**Regional Transportation Plan (RTP):** Chapter 2.5 of Title 17 of the California Government Code requires each Regional Transportation Planning Agency (RTPA) to prepare, or have prepared, a RTP. Updated RTPs are required to be submitted to the California Transportation Commission (CTC) and Caltrans by November 1<sup>st</sup>, every four (4) years in even numbered years.

**Regional Transportation Improvement Program (RTIP):** The State Legislation approved in 1989 per AB471/SB300 requires all RTPAs to prepare and submit an RTIP to the CTC by December 1<sup>st</sup> of odd numbered years. Guidelines for the development of RTIPs were adopted by the CTC in June 1990. Each RTIP shall cover the same seven year period to be addressed by the ensuing STIP.

**Overall Work Program (OWP):** The OWP is the ICLTCs means of securing funding and staffing in order to create, implement and expand upon those policies and actions outlined in the RTP. Maintaining an up-to-date OWP is critical to the ICLTCs functioning as the regional planning agency and must be adopted annually before July 1<sup>st</sup>.

**Social Services Transportation Action Plan:** The Social Services Act, specifically Sections 15973, 15975 and 15975.1 of the Government Code, requires that each Planning Agency develop: 1) an inventory of all Social Service Transportation Programs within its jurisdiction and 2) an action plan describing how to effectively and efficiently consolidate such services to the greatest extent possible. The inventories must be updated every four years and the action plan must be updated every two years.

This plan is useful in ICLTC review of FTA grant proposals and when making required findings prior to approving annual claims for LTF and STA funds.

#### **IV. FUNDING MECHANISMS, APPLICATION/CLAIM PROCEDURES AND AUDITS**

The following Sections A through F have been established by the guidance presented in the Transportation Development Act (TDA) Manual.

##### **A. Administration of Transportation Development Act (TDA) Funds**

1. Allocation Priorities: Before any allocation is made for a purpose not directly related to administrative duties required by the Act, public transportation services, specialized transportation services or facilities provided for the exclusive use of pedestrians and bicyclists, the requirements contained in the most current ICLTC Unmet Transit Needs Determination Procedure Manual must be satisfied. See Appendix 'B'.

The ICLTC shall make allocations from the TDA Fund annually in accordance with the following priorities:

1. To the ICLTC, such sums as are necessary to meet its expenses in the performance of the administrative duties assigned under the Act.
2. Thereafter, up to five percent (5%) of the remaining available funds county-wide may be set aside to be allocated for pedestrian and bicycle facilities anywhere in the County.
3. Thereafter, up to five percent (5%) of the remaining funds may be set aside to be allocated under Article 4.5 of the Act for "community transit services, including such services for those, such as the disabled, who cannot use conventional transit services." Claims may be filed under Article 4.5 of the Transportation Development Act.
4. Thereafter, to operators of public transportation systems, such monies as are approved by the ICLTC for claims presented pursuant to Article 4 Section 99260 of the P.U.C. Code; and to applicants contracting for public transportation services in accordance with Article 8 Section 99400(c).
5. Thereafter, to the County of Inyo and the City of Bishop such monies (up to and including the apportionment allowed based on the latest department of Finance figures) approved by the ICLTC for claims presented pursuant to Article 8, Section 99400(a) involving projects for local streets and roads including facilities provide for exclusive use by pedestrians and bicyclists.

##### **B. Claims Procedures**

Claims against the ICLTC Local Transportation Fund (LTF) and the State Transit Assistance Fund (STA) shall be submitted annually in accordance with the following procedures and time sequence. No monies shall be allocated from the fund by other governmental agencies except the ICLTC.

1. Prior to February 1<sup>st</sup>, the County Auditor shall furnish the ICLTC an estimate of local transportation funds which will be available for the ensuing fiscal year.
2. Prior to March 1<sup>st</sup>, the ICLTC shall determine the amount of funding which will be allocated in the ensuing year for administrative and planning services, if any.
3. Prior to the third Wednesday in May of each year, any applicant seeking to expend LTF or STA monies during the ensuing fiscal year shall submit a claim, or claims, to the Executive Director of the ICLTC on the forms set forth herein as Appendix “C.”
4. On the third Wednesday in May of each year, the ICLTC shall hold a public hearing to obtain citizen input regarding unmet transit needs. The ICLTC Social Services Transportation Advisory Council (SSTAC) will be invited and encouraged to be present and participate at this public hearing.
5. Prior to the third Wednesday in June of each year, the Executive Director shall submit to the ICLTC a written report addressing all claims received with an analysis and recommendation on each claim.
6. During its regular June meeting of each year, the ICLTC will announce its findings to all interested parties and consider claims for streets and roads projects.
7. Prior to July 1<sup>st</sup>, annually, the ICLTC shall announce allocations for each claimant.
  - a. All allocations shall be made by ICLTC resolution.
  - b. Each allocation resolution shall present a finding that the proposed expenditure is not in conflict with the latest Inyo County Regional Transportation Plan. In addition, allocation resolutions for STA monies shall present the mandatory findings required by Section 6754 of the TDA.
  - c. Funds may be reserved for specific capital projects for up to three years in the future.
8. Allocations or reserves may be revised or rescinded during the fiscal year, but only under one of the following conditions:
  - a. If the allocation is repealed.
  - b. If the claimant is not spending the funds properly.
  - c. If the estimate of expenses was not accurate.
  - d. If needs differ because of changed circumstances.
  - e. If the claimant has deferred revenues from the previous Fiscal Year.
9. Prior to July 1<sup>st</sup> each year, the Executive Director shall prepare and forward to the County Auditor one allocation instruction for each claimant to advise the Auditor of the time and nature of the payment. Each instruction shall include all of the following:
  - a. A copy of the authorizing ICLTC resolution.
  - b. An identification number.
  - c. The date of the instruction.
  - d. The fiscal year of the allocation.



- e. The section of the Act authorizing the expenditure.
- f. The terms and conditions of payment.
- g. If the payment is to be from reserved funds, the name of the capital project shall be provided.

### **C. Federal Transit Administration (FTA) Grants**

The ICLTC reviews and ranks 49 U.S.C. Chapter 53, Sections 5313(b), 5310 and 5311 projects generated within the County. Using a scoring system provided by Caltrans, the ICLTC examines each grant application and assigns a numerical score which reflects the quality of the application. These scores are then forwarded to Caltrans for final statewide ranking and disposition to FTA. Examples of uses of these funds include the purchase of buses and special vans to transport handicapped individuals. Additional procedures applicable to FTA grants exist as follows:

- a. All 5310 applications are sent directly to Caltrans Headquarters for review and recommendations.
- b. 5311 applications are prepared by ICLTC staff and/or Inyo-Mono Transit and are subject to approval by the ICLTC prior to review by the Caltrans District Office. Caltrans District and Headquarters staff. Caltrans District and Headquarters staff provide recommendations and approval before these applications are considered for funding.
- c. Section 5311(f) applications are subject to advisory committee review prior to consideration of approval. These reviews and approvals are subject to the provisions of the publication "Section 5311 Handbook and Guide, April 2002, California Department of Transportation, Division of Mass Transportation."

### **D. State and Regional Transportation Planning Funds**

These funds are available to the ICLTC for planning purposes. Examples of planning tasks eligible for these funds include the preparation of the Overall Work Program (OWP) and the Regional Transportation Plan (RTP).

### **E. Annual Report to the Secretary**

Prior to October 1<sup>st</sup>, the Executive Director of the ICLTC shall, on the forms provided, submit to the Secretary an annual report which shall include:

- 1. The County Auditor's estimate of the monies available for allocation.
- 2. A list of the initial allocations for the current fiscal year, and of the final allocations for the previous year, identified by claimant and purpose.
- 3. A summary of the LTF for the previous fiscal year.

4. A summary of problems and proposed solutions to problems caused by the Act or the rules and regulations.

#### **F. Audits**

1. Annually and within 180 days after the end of the fiscal year, the Inyo County Auditor shall submit a report of a fiscal audit of the County Local Transportation Fund and the State Transit Assistance Fund to the ICLTC and to the Secretary. The audit shall be conducted by the State Controller, a certified public accountant, or public accountant.
2. The ICLTC shall transmit to the Secretary annually, within twelve months of the end of the fiscal year, a report of an audit of its fiscal accounts made by an independent entity.
3. The ICLTC shall every three years transmit to the Secretary a performance audit report made by an independent entity.
4. The ICLTC is responsible to ensure that all claimants submit fiscal and compliance audits to the Secretary within 180 days after the close of the fiscal year. An extension of 90 days may be granted by the ICLTC.
5. Based on the audit received from claimants; the ICLTC shall, if necessary, revise the current year allocation by subtracting deferred revenues from the previous fiscal year.
6. Operator claimants are also required to furnish performance audits triennially.
6. The Executive Director will report audit findings and recommended appropriate actions to the ICLTC. In addition, quarterly financial reports will be presented to the LTC for review.

#### **V. SUMMARY OF IMPORTANT DATES AND ACTIVITIES**

January 10	State Controller submits estimates of STA dollars to be available in the ensuing fiscal year.
February 1	County Auditor submits estimates of LTF dollars to be available in the ensuing fiscal year per Article 3 of the TDA.
March 1	Draft OWP submitted to Caltrans.
April 1 (Even numbered years)	CTC adopts STIP.
May ICLTC Meeting	Unmet Needs Hearing. Social Services Transportation Advisory Council presents recommendations for unmet needs hearing.
June ICLTC Meeting	Unmet Needs Determination.

June 30 (triennially)	The ICLTC submits a performance audit to the Director of Caltrans.
Before July 1	ICLTC adopts OWP for the next fiscal year and transmits copies to Caltrans with application for State and Regional Transportation Planning Funds.
December 1 (even numbered years)	Updated RTP submitted to the CTC and Caltrans every four years.

## ORGANIZATIONAL CHART

