



**FISCAL YEAR 2023 - 2024**

# **OVERALL WORK PROGRAM**

---

**TRINITY COUNTY TRANSPORTATION COMMISSION**



**PANOS KOKKAS**  
EXECUTIVE SECRETARY

**ADOPTED**  
MAY 16, 2023

**RESOLUTION NO. 2023-069**

**A RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF TRINITY SITTING AS THE  
TRINITY COUNTY TRANSPORTATION COMMISSION  
WHICH APPROVES THE OVERALL WORK PROGRAM  
AND BUDGET FOR THE 2023/2024 FISCAL YEAR**

**WHEREAS**, the Trinity County Transportation Commission (TCTC) has prepared an Overall Work Program (OWP) for the 2023/2024 Fiscal Year (FY); and

**WHEREAS**, the OWP becomes the basis for the TCTC's activities and budget for 2023/2024 FY; and

**WHEREAS**, Caltrans requires that the designated Regional Transportation Planning Agency (RTPA) certify each year that the planning process is being conducted in conformance with the applicable requirements.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of the County of Trinity sitting as the Trinity County Transportation Commission, does hereby adopt and approve the 2023/2024 FY OWP and certifies that its planning process will be implemented through this document in accordance with State Transportation Planning Process Certification (23 CFR 450.334 and 450.220):

1. 23 U.S.C. 134, 49 U.S.C. 5303; and
2. Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794; and
3. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 24, 37, and 38.

**BE IT FURTHER RESOLVED:**

1. That the TCTC hereby authorizes submittal of the OWP for the 2023/2024 FY to the various participating State and Federal agencies;
2. That the TCTC's Executive Secretary is hereby designated and authorized to submit the OWP for FY 2023/2024, OWP Agreement, and to execute all necessary agreements on behalf of the TCTC to implement the purposes of this resolution;
3. That the TCTC's Executive Secretary is hereby authorized to make and submit to the appropriate funding agencies necessary work program and budget modifications to the OWP based upon actual available funds; and
4. That the Executive Secretary is hereby authorized to make budget adjustments within the Overall Work Program Element and Budget accounts.

Resolution no. 2023-069

May 16, 2023

Page 2 of 2

**DULY PASSED AND ADOPTED** this 16<sup>th</sup> day of May, 2023 by the Board of Supervisors of the County of Trinity sitting as the Trinity County Transportation Commission by motion, second (Leutwyler/Gogan) and the following vote:

AYES: Supervisors Gogan,

NOES:

ABSENT:

ABSTAIN:

RECUSE:



---

JILL COX, CHAIR  
Board of Supervisors, sitting as the  
Transportation Commission  
County of Trinity  
State of California

ATTEST:

TRENT TUTHILL

Clerk of the Board of Supervisors

By:



Deputy

# TABLE OF CONTENTS

## **1. INTRODUCTION**

OWP Purpose & Need	1
About TCTC	2
Organization	3
Coordination & Public Participation	4
Planning Factors	6

## **2. TRINITY COUNTY REGION**

Transportation Challenges	9
Accomplishments	12
Current Projects	14
Joint Planning Activities with Caltrans	15

## **3. WORK ELEMENTS**

WE 601: GIS, ITS, & Transportation System Management	16
WE 602: Public & Specialized Transportation	19
WE 603: Multi-Modal Transportation Planning	24
WE 604: Aviation Planning	26
WE 605: Regional Transportation Planning	28
WE 606: Administration & Coordination	31
WE 607: Overall Work Program Development	33
WE 6450: TDA Administration & Fiscal Management	35
Estimated Costs & Funding Sources Table	37



# OWP Purpose & Need

## FTA Circular 8100.1D – Appendix A

Trinity County Transportation Commission's Overall Work Program (OWP) identifies each fiscal year's (July 1 to June 30) transportation tasks and products. The OWP is prepared pursuant to Trinity County Board of Supervisor's 2014 Resolution (2014-68), the TCTC and Caltrans Master Fund Agreement from January 2, 2015 to December 31, 2024, and the Caltrans 2017 Regional Planning Handbook.

The Fiscal Year 2023/2024 OWP is funded by Rural Planning Assistance (RPA) funds and Local Transportation Funds (LTF).

### **Decision Making**

The OWP addresses the on-going transportation planning process in Trinity County. Major transportation interests of the County and Caltrans are set forth in the work elements and levels of funding. The purpose of this continued planning process is to ensure that the region's transportation plan is responsive to the changing needs and desires of the system users. Decision makers are aware that the work program provides them with the opportunity to monitor progress being made toward previously defined goals and objectives. In Trinity County, the dominant mode of transportation is the automobile, but the planning process considers other modes as well. A great emphasis has been placed on expanding opportunities for transit and specialized transportation systems. Intercity bus route service is provided by Trinity Transit to the more urbanized areas of Redding in Shasta County and Willow Creek in Humboldt County with available connections to Arcata and Eureka. Regional and national transportation network connections are available in both of the adjacent counties.

# About TCTC

Trinity County Transportation Commission (TCTC) is the designated Regional Transportation Planning Agency (RTPA) established by Government Code §29535 for all Trinity County. TCTC is responsible for the planning, programming, and allocation of transportation-related funding and projects in Trinity County as required by state and federal law.

TCTC's responsibilities include the preparation and adoption of planning and programming documents such as the:

[Regional Transportation Plan \(RTP\)](#) to provide direction to local, state, and federal agencies regarding regional transportation matters every 5 years.

[Regional Transportation Improvement Program \(RTIP\)](#) for the State Transportation Improvement Program (STIP) every other year.

[Overall Work Program \(OWP\)](#) to outline regional planning efforts every fiscal year.

[Active Transportation Plan \(ATP\)](#) to guide investments in non-motorized transportation facilities.

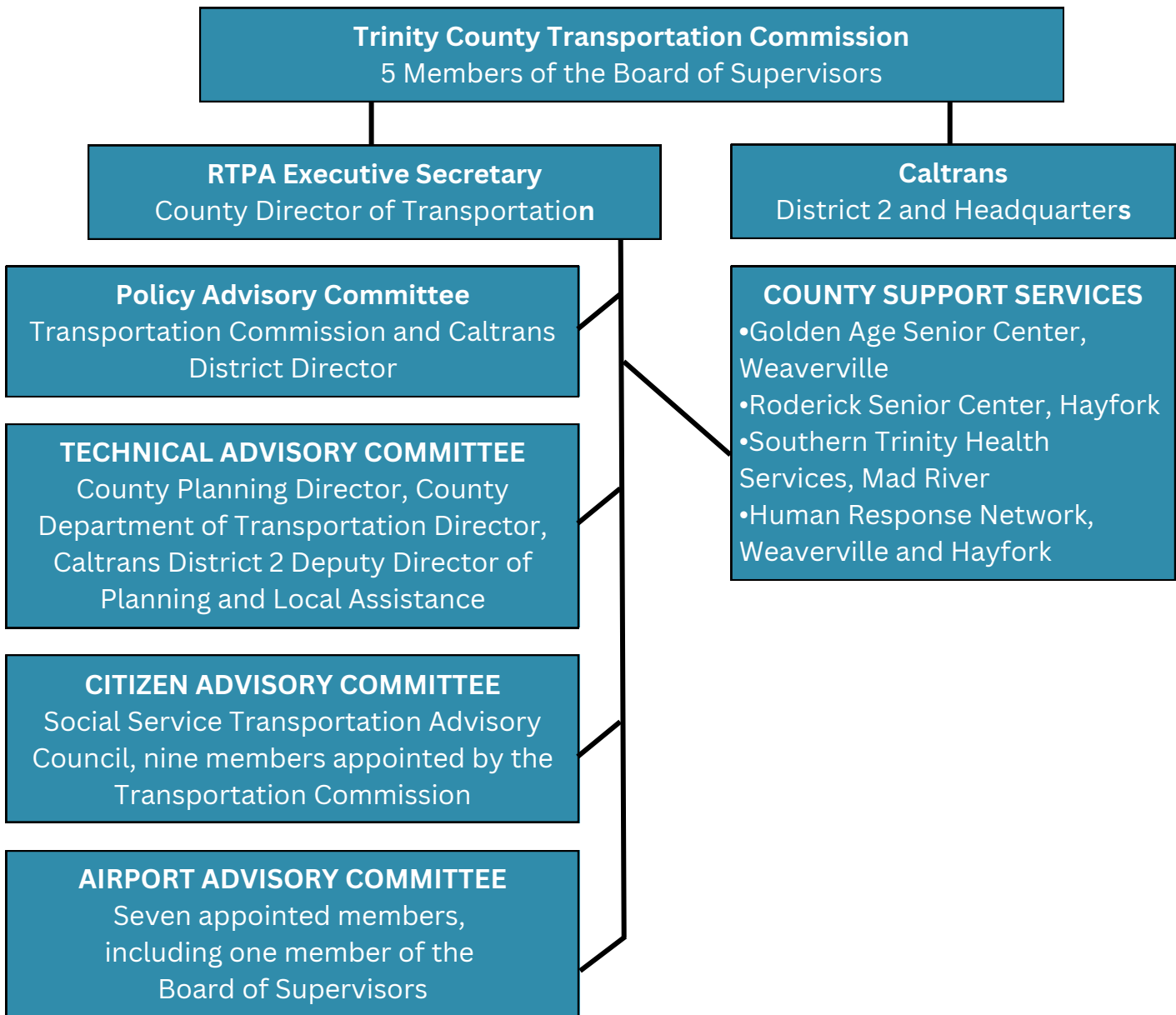
[Bikeways Master Plan](#) to encourage the development of a unified bicycle system for users of non-motorized rolling modes of transportation.

# Organization

23 CRF 450.310

Under SB 45, Trinity County's RTPA activities are conducted under the direction of the locally elected 5-member [Trinity County Board of Supervisors](#) who sit as Board Members for TCTC.

Trinity County's Director of Transportation serves as the Executive Secretary to TCTC.



# Coordination & Public Participation

TCTC coordinates its activities with the County Planning Department as well as with state and other local government entities, the local non-federally recognized Native American tribes (Nor Rel Muk and Tsnungwe) and Round Valley Indian Reservation Tribal Government which has some lands in Trinity County but is primarily in Mendocino County. Redding Rancheria provides health care in Trinity County and is consulted as a tribal agency and social service agency. Citizens are encouraged to provide input to solve transportation problems that are a concern to the community during regular meetings of TCTC and during other meetings, such as the Social Service Transportation Advisory Council (SSTAC) and the Round Valley Indian Reservation Tribal Council. Three committees assist TCTC to meet its goals with respect to Policy Advice, Technical Advice, and Citizen Input:

- The Policy Advisory Committee consists of members of the Transportation Commission and the Caltrans District 2 Director.
- The Technical Advisory Committee consists of the County Engineering and Planning Department technical staff and Caltrans District 2 Planning Division Chief.

The purpose of the committees is to enhance communication and resolve issues between TCTC and Caltrans. The Policy Advisory and Technical Advisory committees meet as necessary, usually when there is a need to resolve a specific issue. Both committees have met as the situation warranted.

The Citizen Advisory committee has the same membership as SSTAC. Its membership includes potential transit users, potential transit users who are handicapped, local social service providers for seniors, local social service providers for the handicapped, local social service providers for persons of limited means, representatives from the consolidated transportation service agency, and other members of the public who have expressed a willingness to serve. Public notice is provided for all meetings and the public is invited to participate in the discussions. The goal of SSTAC is to maintain and improve transportation service for residents of Trinity County, particularly the underserved and underrepresented members of the community, especially the elderly and disabled. Efforts are made to attain geographic and minority representation on the council. SSTAC meets throughout the year on transit issues and provides recommendations to the Commission on unmet transit needs. SSTAC also acts as the advisory committee for

regular updates of the Short-Range Transit Development Plan and Coordinated Plan.

TCTC regularly advertises and appoints interested citizens to assist with transportation planning projects. Since there are no local television or radio stations and only one “adjudicated” local newspaper published weekly, advertisements are published in the weekly paper. Local transportation planning has citizen input from interested groups and individuals who are usually appointed from each County Supervisor’s district in an effort to provide equal representation county-wide. Input from these citizens and from public hearings help develop plans. The TCTC also maintains a website that is updated regularly with current information.

### **Environmental Review**

The OWP is exempt from the California Environmental Quality Act pursuant to Sections 15262 and/or 15276 of the California Code of Regulations. Projects that may have environmental impacts are reviewed on an individual basis.

### **Linkage Between Programs**

Each year's OWP planning activities are linked to both the RTP and previous years' OWPs. The RTP provides goals, objectives and policies to be reached, and the OWP sets forth specific planning to reach those goals. State mandated planning activities and funding levels also influence annual OWP task development. The OWP’s Rural Planning Assistance funds are used for:

- Regional planning studies and activities
- Regional planning consensus efforts
- Regional planning documents, consistent with Federal and State requirements and guidelines

### **Impact of COVID-19**

In response to COVID-19, TCTC began hosting public meetings via Zoom on May 18, 2020. TCTC continues to host public meetings through Zoom correspondence, email, and in-person attendance. Live recordings and archived videos of Trinity County’s Board of Supervisor and TCTC meetings can be found on [YouTube](#). Agendas and meeting minutes can also be found at [trinitycounty.org](http://trinitycounty.org).

TCTC will continue to follow Cal/OSHA’s health and safety guidelines while hosting public meetings both in-person and virtual, when possible.



# Planning Factors

23 CFR 450.306

## Fiscal Year 2023/2024 Federal Planning Factors include:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency. – **WE 603, 605, 606**
2. Increase safety of the transportation system for motorized and non-motorized users. – **WE 601, 603, 605**
3. Increase security of the transportation system for motorized and non-motorized users. – **WE 603**
4. Increase the accessibility and mobility of people and for freight. – **WE 602, 603, 605, 606**
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns. – **WE 601, 602, 604, 605, 607**
6. Enhance the integration and connectivity of the transportation system across and between modes. – **WE 601, 603, 606**
7. Promote efficient system management and operation. – **WE 601, 602, 605**
8. Emphasize the preservation of the existing transportation system. – **WE 602, 604, 605, 606**
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation. – **WE 605**
10. Enhance travel and tourism. – **WE 601, 602, 603**

TCTC seeks participation from traditionally underrepresented communities (i.e., elderly, disabled, low income, and minority; Black, Hispanic, Asian American, American Indian/Alaskan Native, and Pacific Islander). TCTC consistently advertises for and appoints representatives from minorities, low-income and community-based organizations to committees developing various transportation plans. Individuals on these committees have their concerns and ideas from traditional and non-traditional stakeholders integrated into plans, projects, and policies. In addition, TCTC advertises public hearings in the local newspaper and through the Trinity County Board of Supervisors Office, providing citizens an opportunity to give input on draft transportation documents.

During the execution of Trinity County's annual Overall Work Program, work elements (WE) may be added to or deleted from the OWP. The **Estimated Costs & Funding Sources Table** on page 37 lists the summary of funding for each of the work elements.

# Trinity County Region

23 CFR 450.312

## **Geography**

Trinity County is located in far northern California and is defined by the deep canyons and valleys of the Trinity River and Trinity Alps, South Fork Mountain, Klamath Mountains, and Coastal Range. The region consists of approximately 3,200 miles and several wilderness areas including the Trinity Alps Wilderness (525,627 acres), the Yolla Bolly-Middle Eel Wilderness (180,877 acres), and the Chanchelulla Wilderness (8,200 acres) which are administered by the Shasta-Trinity National Forest, Klamath National Forest, Mendocino National Forest, Six Rivers National Forest, and the Bureau of Land Management.

## **Population**

Trinity County has a population of 16,023 and zero incorporated cities or towns, making it the fifth-least populous county in California (California Department of Finance, 2022). Weaverville stands as the county seat with a population of approximately 3,900 people. Trinity County's Census Designated Places (CDPs) include Hayfork, Lewiston, and Weaverville. Smaller communities include Big Bar, Burnt Ranch, Douglas City, Junction City, Salyer, Trinity Center, Hyampom, Mad River, Ruth, and Coffee Creek.

## **Native American Tribal Governments**

Trinity County has a standing Memorandum of Agreement (MOU) with the Nor Rel Muk Band of Wintu Indians of Northern California that formalizes notification, consultation, and monitoring procedures applicable to county public works projects. Additional Trinity County Native American Tribal Governments include Wintu Educational and Cultural Council, the Tsnungwe Council, Lassie Band of Wylacki-Winton Family Group, Karuk Tribe, Round Valley Indian Tribe, and Hoopa Valley Indian Tribe. These Native American Tribal Governments are contacted during environmental review of major projects and planning documents such as the RTP.

## **Land Ownership**

It is important to note that 72% of Trinity County's total land base is managed by federal agencies that are not subject to property tax, making it difficult to fund necessary transportation projects throughout the county. Approximately 14% of county land is owned by large timber and forestry companies in agriculture land conservation districts while small commercial and residential zones populate Weaverville, Hayfork, Lewiston, and Trinity Center.

## State Routes

Three major state routes (SRs) transverse Trinity County: State Route 3, State Route 36, and State Route 299. SR 36 and SR 299 run east-west while SR 3 serves as a north-south corridor. All routes are highly subject to closures due to inclement winter weather, mud and rockslides, and wildfires such as the 2018 Carr Fire, 2020 August Complex Fire, 2021 Monument Fire, and 2022 Six Rivers Lightning Fire.

## Modes of Transportation

Automobiles serve as the major transportation mode for Trinity County residents and visitors. Caltrans, in partnership with Shasta, Trinity, and Humboldt Counties, completed improvements to the Buckhorn Grade east of the Shasta-Trinity County line to the western boundary of Whiskeytown-Shasta-Trinity National Recreation Area in Shasta County. The project was partially funded with High Priority Project (HPP) funding from Humboldt County Association of Governments (HCAOG). The use of HPP funds on SR 299 successfully addressed Surface Transportation Assistance Act (STAA) pinch points from Interstate 5 in Shasta County near Redding to U.S. Highway 101 north of Arcata. Recreationally, there is a small aviation community who fly in and out of Trinity County's 5 public airports.

Alternative modes of transportation include transit via [Trinity Transit](#), which connects to [Humboldt Transit Authority \(HTA\)](#), [Redding Area Bus Authority \(RABA\)](#), Greyhound, and Amtrak.

Additional modes of transportation specific to the Trinity County region include various resources provided by [Human Response Network \(HRN\)](#), [Southern Trinity Health Services](#), [Golden Age Center](#), and Roderick Senior Center.



# Transportation Challenges

Trinity Transit provides intercity bus service along SR 299 to Redding in Shasta County and Willow Creek in Humboldt County where a connection to Humboldt Transit Authority (HTA) is available for service to Arcata and Eureka. Regional and National connections are available in both of the adjacent counties. The growth in use of Trinity Transit service was substantial beginning in 2010 when intercity service commenced; however, there has been a slight decline in ridership since fiscal year 2016/17, following the nationwide trend. The decline is partly attributed to major landslides and wildland fires. In 2016 a major landslide occurred leaving an entire slope above SR 299 unstable. The road was subject to total closures at any time due to the danger of large, falling rocks. The sporadic closures disrupted Trinity Transit and school bus services as well as commercial trucking between the coast and the central valley.

On July 24, 2018 the Carr Fire in Shasta County closed SR 299 between Weaverville and Redding for three weeks. A contingency service was operated one to two times per week via SR 3 and 36, between Weaverville and Redding. When SR 299 was partially reopened, fire operations and emergency repair work subjected travelers of the route to traffic control delays of up to 90 minutes.

In the winter of 2018/19, two landslides closed portions of SR 299 between Junction City and Big Bar. The slide near Junction City was smaller with repairs and mitigation work finished within several weeks. The slide east of Big Bar was completed during the 2021/2022 FY.

Closures of SR 299 also adversely affects Humboldt County to the west and Shasta County to the east. In the event of a closure on US Highway 101 in Humboldt or Del Norte County, SR 299 is part of the alternate route for all vehicles, including freight transportation. Trucks and recreational vehicles contribute to traffic delays and congestion along the state routes in the county due to limited passing opportunities.

The road system in Trinity County totals approximately 2,190 centerline miles. In addition to private roadways, the public roadway system has 202 miles in the state highway system, 700 miles in the County roadway system, and 1,288 miles owned and operated by the Federal government (largely in the National Forests).

The roadway network provides access for County residents, tourists visiting the many recreation areas in the County, and through traffic crossing Trinity County en route to other destinations, including surface freight transportation and private vehicles.

In summer of 2020, the August Complex Fire burned a vast area of southern Trinity County. Several county roads were affected by the fire and an estimated 50,000 hazard trees along county right of way were removed. Heavy rain storms later caused additional damage. Engineering staff is still assessing culvert and road damage throughout the area.

Due to COVID-19 in March 2020, Trinity Transit decreased operations from five days to one day a week. In October 2020, operations increased to three days a week with additional safety precautions including mandatory face masks and frequent sanitation of high touch areas.

The 2021 Monument Fire began July 30 to October 25, 2021 and burned 223,124 acres in Trinity County. The fire caused widespread evacuations west of the Shasta-Trinity National Forest and beyond. Significantly impacted communities include Big Bar, Del Loma, Cedar Flat, Helena, and Junction City. The Monument Fire left much of the burn scar area highly susceptible to landslides, which have led to intermittent closures on SR 299 that remain ongoing.

**Due to Trinity County’s location, significant ongoing transportation issues include:**

- Large geographic mountainous and sparsely populated area with the roadway system consisting of a wide array of aging, eroding, narrow roads and bridges.
- Trinity County has a high accident rate based on Vehicle Miles Traveled compared to other counties in the state.
- Unstable geology and steep terrain cause maintenance problems such as erosion, landslides, and rockfalls on the roads.
- Remote roads with little to no shoulders and minimum travel lane widths. Travel lane widths are continuously lost to erosion on steep terrain, and many roads have less than two lanes.
- Roads and bridges are aging and in need of major rehabilitation.
- The large geographic area and sparse population of the county presents a problem for continued operation of cost-effective public transportation systems.



- Over 70% of the land in the County is federally owned and is not subject to property taxes. These lands include National Forest and Wilderness, Bureau of Land Management land, and lands flooded by the Trinity and Lewiston dams. To make up for the loss of property tax revenues, the Federal Government historically paid the County a share of all revenue generated by timber sales to supplement local funding for schools and roads. Environmental restrictions have reduced timber revenues substantially since the mid-1980s.
- After many years of decreases in the Highway Users Tax, Trinity County has seen significant increases with the passage of Senate Bill 1.
- Lack of sufficient revenues for ongoing local street and road maintenance coupled with the need to plan proactively for rehabilitation and development of local streets and roads.
- Need to continue coordination installing broadband conduit along the state highway system as construction projects allow to serve rural counties and improve ITS in rural areas.
- Lack of cell phone coverage in rural areas of Trinity County impacts traveler safety and convenience for local residents.

**These significant issues are addressed in the TCTC 2023/2024 OWP with ongoing coordination with Caltrans and local Native American Tribes. Work elements within the OWP place emphasis on the following:**

- Continue updates to the Pavement Management System.
- Incorporate transit and intermodal facilities, bicycle transportation facilities and pedestrian walkways in regional transportation plans and programs where appropriate.
- Coordinating with Caltrans regarding State Highway planning and programming.
- Establish and maintain formal consultation with local Native American Tribal Governments enabling their participation in local and state transportation planning and programming activities.
- Planning and monitoring projects on the State highway system that are funded through the State Transportation Improvement Fund and High Priority Program.
- Planning and programming for the local streets and roads system.
- Assess the operational and physical continuity of the regional transportation system components within and between metropolitan and rural areas, and interconnections to and through regions.
- Continued regional transit needs assessments.
- Monitoring the current work program, and preparing the 2023/2024 OWP.
- Participating in planning efforts that facilitate economic development.
- Implementing requirements of the federal transportation legislation.
- Administering the legal requirements of the Transportation Development Act.

# Accomplishments

## **SR 299**

Caltrans District 2 improved the stretch of SR 299 between Clear Creek in Shasta County to the Shasta-Trinity County line at Buckhorn Summit. Improvements include the addition of climbing and passing lanes, shoulders, and medians to improve safety and meet updated road design standards. This stretch of SR 299 is no longer a barrier for Surface Transportation Assistance Act (STAA) trucks, and officially received STAA designation in 2017.

## **Lance Gulch Road**

Trinity County completed its largest capacity increasing project. Lance Gulch Road is a two-lane minor arterial connecting SR 299 on the east end of Weaverville with SR 3 at the north end. Lance Gulch Road was built to relieve congestion on SR 299 from the shopping district on the east end to the intersection of SR 299 with SR 3, the most congested section of SR 299 in Trinity County. It also provides a valuable alternate route in case of emergencies or road closures on SR 299. Construction of a traffic light at the intersection of SR 299 and Lance Gulch Road was officially completed October 2021.

## **Bridges**

Trinity County has 102 bridges. Between 2016 and 2017 with the Highway Bridge Program (HBP) a design/build project for five bridge replacements was completed through a partnership with Central Federal Lands, which included two bridges on Coffee Creek Road and one bridge each on Ramshorn Road, East Fork Road, and Jordan Road. As a separate project, the department also constructed a 300' bridge on Wildwood Road over Hayfork Creek in the community of Wildwood with HBP funds that were matched with STIP funding.

## **Traffic Studies**

Trinity County, in partnership with the Federal Highway Administration's Central Federal Lands Division and the US Forest Service (USFS), conducted a study to identify and prioritize improvement projects on several roads within Trinity County that provide recreational access into the Trinity Alps Wilderness. Ten road corridors of varying lengths and conditions were analyzed as part of the study. Management and maintenance of the corridors is by the County and USFS. The plan includes prioritization of projects in three categories: high (3), medium (3), and low (4). Anticipated improvements will focus on improved safety and may include roadway

reconditioning, drainage improvements, improved signage, road surfacing improvements, slope stabilization and rockfall mitigation. The Trinity Alps Transportation Study was completed in August of 2019 and adopted in spring 2020. The transportation study provides Trinity County with options for recommended improvements, cost estimates, an analysis of public input, and possible opportunities to coordinate projects and funding.

## **Plans**

Regional Transportation Plan (2022)

Short-Range Transit Development Plan (2020)

Long-Range Transit Development Plan (2020)

Coordinated Public Transit-Human Services Plan (2020)

Trinity Alps Transportation Study (2020)

Bikeways Master Plan (2015)

Blueprint Planning Project (2015)

Trinity Mobility and Awareness Plan (2011)

ITS Architecture (2008)



# Current Projects

HBP projects currently in design include a combined project to replace two bridges in the community of Big Bar. One small bridge will be replaced on Price Creek Road and one 330-foot bridge over the Trinity River, including an alignment of Corral Bottom Road where it will intersect with SR 299. Other bridges in design include a bridge in the historic district of Weaverville over West Weaver Creek on Lorenz Road, a bridge over Hayfork Creek on East Fork Hayfork Creek Road, and a bridge leading to the Cal Fire Fawn Lodge Station adjacent to SR 299 between Weaverville and Redding. There are multiple Emergency Relief (ER) and FEMA projects located throughout Trinity County. This includes Coffee Creek Rd. in the north, Ruth-Zenia Rd. in the south, and Denny Rd. in the west of the County.

Trinity County and Caltrans collaborated to construct an eastbound left turn lane onto Denny Road in Hawkins Bar in summer of 2021. Trinity County and Caltrans are also partnering to construct a left-hand turn lane on SR 299. The project will include a new 550-foot left turn lane from westbound SR 299 onto southbound Burnt Ranch School House Road. Trinity County is contributing \$1,000,000 in STIP funds, and construction is scheduled for 2026.

An additional significant project for Trinity County is digital broadband installation along SR 299. The project consists of an underground conduit system, large-sized fiber optic cable, and a half-dozen prefabricated buildings. The cable will roughly follow SR 299 W, but its path will diverge whenever possible onto alternate routes to minimize traffic control on SR 299.

Trinity County completed the design phase for Trinity Transit's new transit facility. The facility is being funded by Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) and LTF. Construction of the transit facility is scheduled for completion in FY 23/24.

TCTC adopted the 2022 Regional Transportation Plan (RTP) on February 7, 2023.

# Joint Planning Activities with Caltrans

This information describes joint planning activities that occur between Trinity County and Caltrans.

Joint Planning Activities Within Trinity County FY 2023/2024			
Activity	Performed By	Products	Due Date
Regional Planning	Caltrans, TCTC	RTP, RTIP, OWP (WE 601, 605, 606)	Ongoing
Multi-Modal Planning	Caltrans, TCTC	Aeronautics, Transit, Bicycle, and Pedestrian Planning (WE 602, 603, 604, 605)	Ongoing
System Planning	Caltrans, TCTC	Transportation Concept Reports, Corridor Management Plans (WE 601)	Ongoing
System Management	Caltrans, TCTC, Local Agencies	ITMS Database, CTIS Database (WE 601)	Ongoing
Project Study Reports	Caltrans, TCTC, Local Agencies	Completed PSRs (WE 601, 603)	Ongoing
Local Development Review	Caltrans, TCTC, Local Agencies	Traffic Studies/ Environmental Documentation/ Mitigation	Ongoing
Programming	Caltrans, TCTC	STIP, RTIP, FSTIP (WE 601, 605, 606)	Ongoing



# Work Element 601

## GIS, ITS, & Transportation System Management

### **Purpose**

To provide funding to build, maintain, and improve technology required to support and enhance transportation and transit planning in Trinity County in coordination with other local and state agencies. The technology includes Geographic Information System (GIS) and Intelligent Transportation Systems (ITS) planning, as well as associated hardware, software, and training needed to perform and communicate planning efforts with other agencies, community groups, and the public.

### **Previous Accomplishments**

In FY 22/23, TCTC continued to collaborate with County departments and local non-profits to update and maintain [Trinity County's Parcel Viewer](#) and the [Trinity County GIS Data Portal](#). This data portal displays various GIS layers, including all County crosswalks, parks, recreation sites, bikeways, bicycle parking, trails, roads, sidewalks, railroads, post miles, hospitals, fire stations, and more.

TCTC continued to extensively explore Integrated Travel System (ITS) applications in rural areas in partnership with Caltrans' California Interregional Travel Project (Cal-ITP) team to support the California State Transportation Agency's (CalSTA) goals. TCTC has explored various ITS technology on regional transit buses, and tested the feasibility of ITS technology in Trinity County's many dead connectivity zones. TCTC also continued to participate in the Far North Transit Group with Humboldt Transit Authority, Redwood Coast Transit, Lake County, and Mendocino County to explore additional ITS architecture and technology in rural northern California.

A coordinated street and road system within Trinity County emphasizing the Transportation System Management strategies outlined in Trinity County's Regional Transportation Plan is continually updated through this work element. The County compiles an extensive GIS data library including imagery, topographical maps, and development and transportation constraints, and state, federal, and county road alternative transportation networks.

### **Discussion**

GIS, ITS, and Transportation System Management play key roles in numerous projects of local, state, and federal significance. This element addresses the emerging topic areas of data sharing, needs, and analytics to support an integrated travel system in the Trinity County region.

## **Task/Activity**

All of the following tasks are related to the RTP and SRTDP. These tasks include utilizing GIS and ITS to assess regional priorities and participate in system planning processes:

1. Maintain basemaps, including Assessor Parcel alignments as available, countywide layers showing signs, bridges, active transportation network, development potential, constraints and other layers useful for scenario assessments (ongoing, consultant).
2. Document environmental and cultural resources, and develop and improve coordination between agencies using GIS and other computer-based tools (as needed, staff).
3. Continue development of new data sets that enhance transportation and alternative transportation modes, such as aerial photography, demographic databases, roads, ownership, and services (ongoing, consultant).
4. Review and process annual ESRI software maintenance agreement and invoice (July/August, staff).
5. Continue GIS data updates as necessary for the interactive website completed in 2014/15 as pertinent to the RTP (ongoing, consultant).
6. Coordinate broadband use on State Highway System (as needed, staff).
7. Coordinate with Caltrans, District 2 and regional stakeholders on ITS architecture (ongoing, staff).
8. Explore applications for ITS in rural areas for transportation and transit (ongoing, staff).
9. Review Caltrans System Planning products; examples include: District System Management Plans and Corridor Management Plans (as needed, staff).
10. Explore and research feasibility of integrating Pavement Management into GIS for planning and monitoring (ongoing, staff).
11. Maintain and develop methods for public access and interactive use of GIS mapping to enhance public participation opportunities (ongoing, staff).
12. Continue updates of GIS layers and geodatabase for information on County website and to make data available to transportation partners (ongoing, consultant).
13. Provide GIS training for TCTC staff (as needed, consultant).

## Products

	<b>WE 601: GIS, ITS, &amp; Transportation System Management</b>	<b>Schedule</b>
1	Public GIS data sets (consultant)	Ongoing
2	GIS project development to support transportation and transit planning (staff)	Quarterly
3	Update of Trinity County's GIS Data Portal (consultant)	Ongoing
4	Update of Trinity County's Parcel Viewer (consultant)	Ongoing
5	Transportation and transit presentations featuring GIS, ITS, and GTFS information (staff)	Quarterly
6	Digital backups of transportation planning documents including staff reports, resolutions, notes, agreements, and drawings (staff)	Monthly
7	ADT traffic data (staff)	Monthly

## Product Estimate

	<b>RPA</b>	<b>RPA Carryover</b>	<b>Total</b>
TCTC Staff	\$4,600	\$0	\$4,600
Consultant	\$20,000	\$0	\$20,000
ESRI Maintenance	\$400	\$0	\$400
<b>Total</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$25,000</b>

# Work Element 602

## Public & Specialized Transportation

### **Purpose**

With the aim of developing the goals of the RTP, to achieve a public and specialized transportation system consistent with the needs of residents of Trinity County and regional intercity transit users and the policies of TCTC, while efficiently utilizing available funding. The Regional Transportation Planning Agency (RTPA) is responsible for the annual unmet transit needs process. The RTPA must determine that all transit needs that are "reasonable to meet" are being met before TDA allocations can be used for non-transit purposes. This task is accomplished with the assistance of the Social Services Transportation Advisory Council (SSTAC).

### **Previous Accomplishments**

Planning assistance to the County regarding intercity bus route service expansion between Shasta and Humboldt County. Coordinated Public Transit-Human Services Transportation Plan, Short Range Transit Development Plan and updates, Transit Mobility and Awareness Plan, coordination with social service agencies, research and planning for bus stop safety improvements. Review and coordination with the social service agencies with regard to various FTA guidelines and applications.

In FY 22/23, TCTC staff attended Zero-Emission Bus (ZEB) workshops. Staff reviewed state and federal regulations regarding ZEBs and assisted transit in developing a ZEB Rollout Plan to meet state regulations.

### **Discussion**

This work element contains tasks that identify and document transportation facilities, projects and services required to meet local, regional and interregional mobility and access needs. Staff continuously updates the Transportation Emergency Management Plan. This is an informed process as policy and actions require it to be updated and will continue as FTA Circular updates become available for rural agencies. Collaborative efforts with a regional focus are coordinated to strengthen partnerships and effectively plan for natural disasters that have a transportation impact on local and regional areas. LTF funds have been added to this work element to fund non-planning tasks and deliverables.

TCTC began an update of the 2014-2018 Short Range Transit Development Plan (SRTDP) and Public Transit Human Services Coordinated Plan in FY 19/20. The SRTDP and Coordinated Plan were adopted by the TCTC in May 2020.

TCTC staff and selected consultant will develop a Zero-Emission Bus Feasibility Study. The study will create a path forward to transition public transit fleets to Zero-Emission Buses (ZEBs) to meet state regulations, create a more sustainable transportation system and reduce Greenhouse Gas (GHG) emissions impact. The development of the study will include coordination with public transportation providers in adjacent counties, Trinity Public Utilities District (TPUD), and Social Service Transportation Providers within the County. The resulting study will outline specific ZEB needs for Trinity Transit along with required zero-emission infrastructure. Trinity Transit is the public transportation provider in Trinity County that operates lengthy inter-city routes defined by mountain ranges and extreme weather, which considerably increases the need for a ZEB with higher performance and range. The project is a crucial element for rural counties to help meet the California Air Resources Board (CARB) Innovative Clean Transit (ICT) regulation and state GHG emission goals identified in Assembly Bill 32.

### **Task/Activity**

All of the following activities are designed in order to achieve the development of the RTP's purpose and objectives:

1. Review transportation planning grants, and plans such as the Short-Range Transit Development Plan, Long-Range Transit Development Plan, Coordinated Plan, and marketing plan, etc., to ensure compatibility with regional goals and policies (July – June, staff).
2. Monitor transit reports (ridership, expenditures, and revenues) for the planning of future transit operations and transit facilities, and plan service improvements as needed (monthly and quarterly, staff).
3. Review transit programs/planning efforts and proposed changes affecting transit performance planning with the Social Service Transportation Advisory Council (January – April, staff).
4. Conduct regional transit needs assessments and transit marketing plans as appropriate (ongoing, staff).
5. Gather data for updates to planning documents, such as the SRTDP (e.g., participate in unmet needs hearings, SSTAC performance review meetings, public participation meetings, encouraging active engagement of senior citizen, Native American, and other local organizations) (ongoing, staff).
6. Attend regular meetings with the Social Service Transportation Advisory Council and report findings to TCTC as they relate to public transportation planning activities, including preparation of transit reports (ongoing, staff).



7. Address gaps and barriers by coordinating with social service agencies, the public, and target groups on transportation needs and options both locally and regionally (ongoing, staff).
8. Participate with regional, local and state agencies, the general public and the private sector in planning efforts to identify and plan strategies and policy, program and actions in implementing long term climate adaptation planning (ongoing, consultant/staff).
9. Attend monthly Partnership in Action For Trinity Health (PATH) meetings to coordinate, plan and promote active transportation and public transportation use (ongoing, staff).
10. Update planning documents to incorporate ITS elements, such as transit elements researched by Partners for Advanced Transit and Highways, automatic vehicle location, mobile data terminal and display, improved communication systems, and electronic fare boxes (ongoing, staff).
11. Continue improving opportunities to coordinate "non-emergency medical transportation services" to adjacent counties and improve coordination of transit services, including with regional and national transit agencies to improve safety, effectiveness and efficiency of transit service (ongoing, staff).
12. Identify and document transportation facilities, projects, and services required to meet regional and interregional mobility and access needs (ongoing, staff).
13. Identify right of way for future public transportation projects, including facilities for transit improvements such as future bus stop improvements and maintenance facilities, including planning for Trinity Transit's upcoming new transit maintenance facility (ongoing, staff).
14. Continue development of a Transportation Emergency Management Plan in response to local/regional events as they occur. Research and attend training as available (ongoing, staff).
15. Review FAST Act, FTA, and BIL-IIJA regulations as needed. Review applications and programming of funds as it relates to the TIP process. (July-June, staff).
16. Monitor and review implementation and coordination of the Short-Range Transit Development Plan and Coordinated Plan with SSTAC (ongoing, staff).
17. Review of 5310 applications & programming of funds as it relates to the TIP process for eligible planning activities (March- June, staff).
18. Attend transit conferences to gain knowledge from other agencies on transportation planning efforts, coordination, and receive legislative updates as it relates to the RTP. Including Mobility Management, Civil Rights requirements, linking transportation to recreational areas, coordinating/partnering with transportation networks, etc. (ongoing, staff).

19. Data planning and collection for performance reports and SRTDP updates (ongoing, staff).
20. Coordinate with NSSR, NST, and SRTA to ensure regional public transportation connections with proposed and existing services through meetings, etc. (ongoing, staff).
21. Develop materials for civic organizations outreach and other speaking opportunities regarding alternative forms of transportation (ongoing, staff).
22. Participate in developing plans and strategies to improve coordination of public (Coordinated Plan), private, specialized and human service transportation services through partnerships with other agencies and the California Association for Coordinated Transportation (CalACT). Review and comment on State and Federal actions/regulations that could affect public transportation systems or programs in Trinity County (ongoing, staff).
23. Conduct outreach efforts to the traditionally under-represented and underserved populations, such as the elderly, disabled, low-income, and minority community groups (ongoing, staff).
24. Attend trainings and legislative meetings regarding zero emission buses (ZEBs) (as available, staff).
25. Prepare an RFP for consultants to complete the ZEB Feasibility Study (July-Oct, staff).
26. Begin ZEB Feasibility Study, coordinating with consultant and participating agencies (Oct-June, consultant).

## Products

	<b>WE 602: Public &amp; Specialized Transportation</b>	<b>Schedule</b>
1	Documentation of unmet transit needs (staff)	Ongoing
2	Coordinated implementation of Coordination Plan and Short-Range Transit Development Plan (staff)	Ongoing
3	Public requests for public transit needs (staff)	Quarterly
4	Transit reports, statistics and performance monitoring data (staff)	Ongoing
5	Transportation Emergency Plan updates (staff)	Ongoing
6	Award contract for ZEB study to consultant (staff)	October 2023
7	ZEB Feasibility Study (consultant)	Oct - June 2023

## Product Estimate

	<b>RPA</b>	<b>RPA Carryover</b>	<b>LTF</b>	<b>Total</b>
TCTC Staff	\$20,000	\$0	\$5,000	\$25,000
Consultant	\$39,000	\$0	\$0	\$39,000
<b>Total</b>	<b>\$59,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$64,000</b>

# Work Element 603

## Multi-Modal Transportation Planning

### **Purpose**

The purpose of this work element is to encourage the development and connectivity of multi-modal facilities for various modes of transportation. Transportation uses may be comprised of active transportation and recreational transportation, such as pedestrian, equestrian, and off-highway vehicles (OHV). Monitor and encourage the use of those facilities with updates to the Active Transportation Plan (ATP) and Bikeways Master Plan (BMP) as needed.

### **Previous Accomplishments**

In FY 22/23 TCTC attended public meetings alongside Caltrans to discuss multi-modal transportation plans, and to hear public comments and concerns. TCTC also participated in “Partnership in Action for Trinity Health” (PATH), a community group that promotes healthy life styles for Trinity County residents.

TCTC continued to make updates to the Bicycle Master Plan (BMP), which required interacting with local agencies and interest groups concerning the needs of multi-modal transportation planning.

### **Discussion**

During 2015, an update to the Bikeways Master Plan was completed. The Trinity County Active Transportation Plan was completed and adopted in April 2020. It is the goal of the TCTC to continue coordination efforts to facilitate and further develop and improve facilities for bicyclists, pedestrians, OHVs, and equestrians with local and regional access in mind. Included in the overall goals of this work element is participation in Caltrans' planning and partnership efforts to develop an integrated multi-modal transportation network in balance with community goals, plans and values. In 2022, Trinity County Department of Transportation and Caltrans District 2 partnered on an application for Active Transportation Program Cycle 6.

### **Task/Activity**

1. Plan, coordinate, connect multi-modal transportation routes for pedestrian, bicycle, equestrian, and OHV routes in rural areas as part of the RTP (ongoing, staff).

2. Coordinate and consult with local agencies such as the Weaver Basin Trails Committee, Trinity Trails Alliance, Resource Conservation District, and the Watershed Center to plan for local and regional connection of roads and trails (ongoing, staff).
3. Work with local schools to promote bicycle and pedestrian activities by identifying potential improvements on local and state roads (ongoing, staff).
4. Continue participation in PATH to promote active transportation (ongoing, staff).
5. Updates to the BMP and ATP (as needed, staff).
6. Interact with local agencies and interest groups concerning the needs of multi-modal transportation planning (ongoing, staff).
7. Explore better linkage between transit services and multi-modal usage locally and regionally, such as bus stops near bike and pedestrian trails (ongoing, staff).

### Products

	<b>WE 603: Multi-Modal Transportation Planning</b>	<b>Schedule</b>
1	Updates to the BMP (staff)	As needed
2	Updates to the ATP (staff)	As needed
3	Active Transportation Program Workshops (staff)	As needed

### Product Estimate

	<b>RPA</b>	<b>RPA Carryover</b>	<b>Total</b>
TCTC Staff	\$7,000	\$0	\$7,000
<b>Total</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$7,000</b>

# Work Element 604

## Aviation Planning

### **Purpose**

The purpose of this element is to participate in focused studies to support upgrading and maintaining existing aviation infrastructure and aviation activities with ground transportation systems involving surrounding land uses.

### **Previous Accomplishments**

In FY 22/23 TCTC participated in aviation policy development activities with Caltrans Division of Aeronautics and state-wide working groups to address intermodal transportation activity and linkages between airports. TCTC staff also distributed funding and operation updates for the Airport Advisory Committee (AAC).

### **Discussion**

The purpose of this element is to conduct airport land use compatibility planning. This work element will assist with the update to the Airport Land Use Compatibility Plan (ALUCP), regular administration of Trinity County's Airport Land Use Committee (ALUC), and participation in the Airport Advisory Committee (AAC).

### **Task/Activity**

1. Participate and make recommendations for the ALUCP (as needed, staff).
2. Participate and make recommendations to the ALUC for airport planning decisions (as needed, staff).
3. Participate and make recommendations to the Airport Advisory Committee (AAC) for airport planning decisions (as needed, staff).
4. Review ground access elements of aviation planning (ongoing, staff).
5. Explore opportunities to improve goods movement by more effectively developing and using airport facilities and coordinated planning with ground access (ongoing, staff).
6. Participate in review of ground transportation improvements in relation to airport safety and explore methods to improve connectivity between airport facilities and ground modes of transportation, including bicycle, pedestrian, transit and motor travel as integral elements of a complete transportation system. Consider "Health in All Policies" objectives when planning transportation projects, as feasible and within the authority of the Commission (ongoing, staff).



7. Attend meetings for legislative updates related to airport improvement programs from FAA and Caltrans Aeronautics (as available, staff).
8. Update Airport Capital Improvement Plans (ACIP) in Caltrans' online Airport System Manager, caltransasm.com (as needed, staff).
9. Participation in evaluating plans for land use projects within an airport's area of influence for compatibility with applicable Airport Land Use Compatibility Plans particularly in relation to ground modes of transportation (ongoing, staff).
10. Explore grant opportunities to update planning documents related to airports (ongoing, staff).

### Products

	<b>WE 604: Aviation Planning</b>	<b>Schedule</b>
1	AAC documents, figures, drawings, recommendations, and agendas (staff)	As needed
2	ALUCP documents, figures, drawings, recommendations, and agendas (staff)	As needed
3	Updates on legislation and programs for airport capital improvements (staff)	As available
4	Update ACIP (staff)	As needed

### Product Estimate

	<b>RPA</b>	<b>RPA Carryover</b>	<b>Total</b>
TCTC Staff	\$5,000	\$0	\$5,000
<b>Total</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>

# Work Element 605

## Regional Transportation Planning

### **Purpose**

To prepare and adopt a regional transportation plan directed at achieving a coordinated and balanced regional transportation system, including but not limited to, non-motorized transportation, public transportation, highway, goods movement and aviation facilities and services; incorporating, as appropriate, the transportation plans of the county, special districts, private organizations, Native American tribal governments, state and federal agencies. The RTP is the core document that outlines the County's transportation planning goals and the projects that will meet these goals.

### **Previous Accomplishments**

The 2022 RTP and associated Negative Declaration were adopted on February 7, 2023. Staff assessed regional priorities and participated in the system planning process. Community outreach events were held throughout Trinity County in 2022.

### **Discussion**

The RTP represents a 20-year planning horizon and is prepared in compliance with state and federal regulations governing regional transportation planning. Regional trends such as population growth, demographics, housing characteristics, and all modes of transportation are discussed and considered as part of the RTP. It must be updated every 5 years and contains a discussion of regional transportation issues, problems, and possible solutions accompanied by respective goals, objectives, and policies.

Development and update of the RTP is a process that builds on the previous document and takes into consideration recent efforts and completed projects. The cornerstone of the TCTC RTP is the public vetting process. Public meetings will be held in communities around the county to review the current project list, discuss new proposed projects, and collect ideas on future projects desired for the community. The draft list from the community meetings is introduced to the TCTC in an open public workshop to discuss and make recommendations for the draft RTP.

After the meetings are complete, an environmental (CEQA) document, incorporating the provisions of SB 743 and CEQA Section 15064.3, is prepared based on the projects generated through the public process. A traffic study is conducted as part of the RTP update and will inform on the metric(s) and method(s) most appropriate to measuring and analyzing VMT in Trinity County. The CEQA document and Draft

RTP is available for a thirty-day public review. At the same time, it will be reviewed by Caltrans and other agencies as required. TCTC will consider adoption of the RTP in a public hearing after the public circulation is complete and changes have been made to the draft document.

### **Task/Activity**

1. Continue to assess regional priorities and participate in the system planning process on an ongoing basis. Comment on policies, procedures and mandates under development. Prepare for and attend Regional Transportation Planning Agency executive secretary meetings as requested (ongoing, staff).
2. Using StreetSaver program for the Pavement Management System maintain the database to estimate needs, set targets, prioritize investments, monitor progress and performance, and inform RTP priorities (ongoing, consultant).
3. Utilize the Pavement Management System to inform decision making and priority setting in the Regional Transportation Plan as projects are considered for funding opportunities (ongoing, staff).
4. Develop partnerships with local agencies responsible for land use decisions to facilitate coordination (ongoing, staff)
5. Continue data collection for vehicle traffic levels-ADT for future RTP development (ongoing, staff).
6. Update capital improvement needs, and monitor roadway rehabilitation needs to preserve existing infrastructure and facilities (ongoing, staff).
7. Gather data to develop the 2024 Databook/economic and demographic profile of Trinity County to document progress toward economic issues impacted by transportation and support RTP development (ongoing, staff).
8. Participate with regional, local and state agencies, the general public and the private sector in planning efforts to identify and plan policies, strategies, program and actions that maximize and implement the regional transportation infrastructure to support the RTP document (ongoing, staff).
9. Participate in Caltrans planning and partnership efforts to develop an integrated multimodal transportation network in balance with community goals, plans and values to support the RTP document (DD-64-R2) (ongoing, staff).
10. Post transportation articles and documents to the TCTC website that inform the public regarding planning activities that support the Regional Transportation Plan update as it is developed (as needed, staff).
11. Attend “Vehicle Miles Traveled” trainings (as available, staff).

## Products

	<b>WE 605: Regional Transportation Planning</b>	<b>Schedule</b>
1	Public information and updates regarding the RTP (staff)	As needed
2	Annual subscription to StreetSaver Program software	June 2024
3	Annual report on Pavement Management System (consultant)	Ongoing
4	Vehicle Traffic Levels data (staff)	Ongoing

## Product Estimate

	<b>RPA</b>	<b>RPA Carryover</b>	<b>Total</b>
TCTC Staff	\$5,000	\$0	\$5,000
Consultant	\$14,000	\$0	\$14,000
<b>Total</b>	<b>\$19,000</b>	<b>\$0</b>	<b>\$19,000</b>

# Work Element 606

## Administration & Coordination

### **Purpose**

The purpose of this work element is to conduct activities that promote coordination in regional transportation planning activities and respond to state and federal requirements. This work element helps TCTC staff understand the very complicated funding sources for transportation projects to ensure appropriate funding sources are used.

### **Previous Accomplishments**

In FY 22/23 TCTC staff continued to maintain transportation planning files, correspondence, and data. Staff updated the TCTC website, published transportation documents and updates, and reviewed state and federal regulations that impact transportation systems and programs. TCTC also attended various meetings and workshops related to regional transportation planning with groups such as North State Super Region (NSSR), Rural Counties Task Force (RCTF), CalACT, and Caltrans District 2.

### **Discussion**

Interacting with other agencies, representatives, and stakeholders to understand and share legislation and regulatory information that affects transportation planning, especially in rural areas, is the best way to ensure future funding for the TCTC. The TCTC has participated in technical studies and decisions regarding funding, transportation plans, and projects which brings consistency locally and regionally.

### **Task/Activity**

1. Maintain transportation planning files, correspondence and data (ongoing, staff).
2. Provide support to Technical Advisory Committee, TCTC, stakeholders, and the public (ongoing, staff).
3. Participate in meetings/workshops as related to transportation planning (excluding any lobbying activities), such as: Trinity County Transportation Commission, Technical Advisory Committee; District 2 RTPA, Rural Counties Task Force, California Transportation Commission, North State Super Region, CalACT, Regional Transportation Planning Agencies, Highway Safety Program Committee, and Transportation Co-Op Committee (ongoing, staff).
4. Monitor and track transportation legislation activities and provide updates and analysis in the form of presentation to the TCTC (ongoing, staff).

5. Participate in the Collaborative Long-Range Transportation Plan (CLRTP) with Caltrans, Federal Land Management Agency, Program Decision Committee (PDC), and other local agencies to discuss federal lands access needs (July-June, staff).
6. Provide Public Hearings notices and make written material available in advance for interested persons or groups (monthly, staff).
7. Maintain the TCTC website and post transportation articles and documents that inform the public regarding planning activities that pertain to Transportation Planning (monthly, staff).
8. Review and comment on State and federal actions/regulations that could affect transportation systems or programs locally or regionally (as needed, staff).
9. Attend governmental and professional conferences and training as it relates to regional planning (as available, staff).
10. Prepare planning grant applications for transportation planning activities (ongoing, staff).
11. Participate in Transportation Emergency and Planning activities including attending local and regional meetings as requested by the Trinity County Office of Emergency Services (as requested, staff).
12. Review and update of the Policies and Procedure Manual for transportation planning (ongoing, staff).

### Products

	<b>WE 606: Administration &amp; Coordination</b>	<b>Schedule</b>
1	Public information/updates such as meetings, presentations, and website (staff)	Monthly
2	Policies and Procedure Manual as it relates to the OWP (staff)	Ongoing
3	Commission packets and correspondence (staff)	Monthly
4	Reports on transportation related planning activities, including recommendations in TCTC reports (staff)	Ongoing

### Product Estimate

	<b>RPA</b>	<b>RPA Carryover</b>	<b>Total</b>
TCTC Staff	\$28,000	\$0	\$28,000
<b>Total</b>	<b>\$28,000</b>	<b>\$0</b>	<b>\$28,000</b>



# Work Element 607

## Overall Work Program Development

### **Purpose**

The purpose of this work element is to prepare and provide oversight to an annual work program and corresponding budget in accordance with state and federal requirements. The Overall Work Program describes the transportation planning activities that the TCTC will perform during the ensuing fiscal year as integral elements of regional transportation planning and programs. The budget is an estimate of the expenditures necessary to support the work program and the funding sources assigned to each element. The work program is a requirement of state and federal statutes and regulations in order for the work elements to be eligible for state and federal transportation planning funds. The document is assembled in coordination with Caltrans.

### **Previous Accomplishments**

In FY 22/23 TCTC completed the closeout package for the FY 21/22 OWP. In October 2022 staff amended the FY 22/23 OWP. In February 2023 staff began to prepare the FY 23/24 OWP. Quarterly progress and expenditure reports were also completed and submitted to Caltrans.

### **Discussion**

Planning and preparing the Overall Work Program (OWP) ensures that the TCTC is functioning as the Regional Transportation Planning Agency (RTPA), and meeting mandated planning responsibilities required of all RTPA's. It includes development of Work Element tasks and preparation of the budget for the annual OWP, coordination, and support for the agency's personnel management and operational needs.

### **Task/Activity**

1. Prepare quarterly progress and expenditure reports to Caltrans (quarterly, staff).
2. Prepare amendments to the 2023/2024 OWP and OWP agreement (as needed, staff).
3. Plan and prepare draft and final 2024/2025 annual budget and OWP (Feb – May, staff).
4. Prepare the closeout documents for 2022/2023 (July – Aug, staff).
5. Prepare TCTC agenda items as they relate to the OWP (as needed, staff).

## Products

	<b>WE 607: Overall Work Program Development</b>	<b>Schedule</b>
1	Caltrans quarterly progress and expenditure reports (staff)	Quarterly
2	OWP amendments and agreements (staff)	As needed
3	OWP agenda items, resolutions, and minutes (staff)	As needed
4	Close out documents for 2022/2023 OWP (staff)	08/31/2023
5	2024/2025 Draft OWP (staff)	03/01/2024
6	2024/2025 Final OWP (staff)	06/30/2024

## Product Estimate

	<b>RPA</b>	<b>RPA Carryover</b>	<b>LTF</b>	<b>Total</b>
TCTC Staff	\$15,000	\$0	\$5,000	\$20,000
<b>Total</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$20,000</b>

# Work Element 6450

## TDA Administration & Fiscal Management

### **Purpose**

Recurring office activities such as maintenance of records, data transcription and legal counsel, annual state controller reports, TDA fiscal and performance audits, TDA findings and allocations, Unmet Needs process, and SSTAC support.

### **Previous Accomplishments**

In FY 22/23 TCTC continued to administer TDA funds in compliance with laws and regulations, and completed administrative tasks for regulatory audits.

On April 27, 2023 TCTC facilitated a Social Services Transportation Advisory Council (SSTAC) meeting to consider any Unmet Transit Needs in Trinity County.

### **Discussion**

Public participation is a key component of the TDA. Public meetings are held to discuss transportation needs and hear concerns. TCTC is required to establish a Social Services Transportation Advisory Council (SSTAC), comprised of the transit-dependent, including disabled, elderly and low-income representatives. SSTAC members work with local agencies in developing transit unmet needs criteria, which are used in making project approval decisions. To ensure program compliance, fiscal and performance audits are conducted. Fiscal audits are conducted annually, and include transit operator's expense-to-revenue ratio, known as farebox recovery. Performance audits are conducted every three years and include performance measures that verify the efficiency and effectiveness of planning agencies and transit operators.

### **Task/Activity**

1. Prepare state and federal documents as required by the Transportation Development Act (TDA) throughout the fiscal year (ongoing, staff).
2. Prepare quarterly invoices (quarterly, staff).
3. Maintain records and archival of correspondence and documents as required by the Trinity County Transportation Commission document retention policy (ongoing, staff).
4. Apportion TDA funds, approve claims, allocate funds, prepare and submit State Controller's Reports, including services of the Auditor's Office (ongoing, staff).
5. Conduct TDA fiscal and performance audits and TDA findings and allocations (Sept-April).
6. Participation in TDA workgroup meetings (as available, staff).

7. Prepare SSTAC meeting agendas, public notices, attend meetings, prepare meeting notes, post information to website (ongoing, staff).
8. Administrative tasks necessary to accomplish the Unmet Needs Process (ongoing, staff).

**Products**

	<b>WE 6450: TDA Administration &amp; Fiscal Management</b>	<b>Schedule</b>
1	TDA fiscal and performance audits	Sept – April
2	Annual State Controller Report, TDA findings, and allocations	Ongoing
3	Quarterly invoices (staff)	Quarterly
4	Administrative tasks necessary to accomplish the Unmet Transit Needs Process (staff)	Ongoing
5	SSTAC agendas, meeting minutes, notices, etc. (staff)	Ongoing

**Product Estimate**

	<b>RPA</b>	<b>RPA Carryover</b>	<b>LTF</b>	<b>Total</b>
TCTC Staff	\$0	\$0	\$25,000	\$25,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>

# Estimated Costs and Funding Sources Table

23 CFR 420.111, 23 & CFR 450.305(c)

Work Element	Description	RPA	RPA Carryover	LTF	Total	Total RPA
601	GIS, ITS, & Transportation System Management	\$25,000			\$25,000	\$25,000
602	Public & Specialized Transportation	\$59,000		\$5,000	\$64,000	\$59,000
603	Multi-Modal Transportation Planning	\$7,000			\$7,000	\$7,000
604	Aviation Planning	\$5,000			\$5,000	\$5,000
605	Regional Transportation Planning	\$19,000			\$19,000	\$19,000
606	Administration & Coordination	\$28,000			\$28,000	\$28,000
607	Overall Work Program Development	\$15,000		\$5,000	\$20,000	\$15,000
6450	TDA Administration & Fiscal Management			\$25,000	\$25,000	\$0
		<b>\$158,000</b>		<b>\$35,000</b>	<b>\$193,000</b>	<b>\$158,000</b>



## TRINITY COUNTY TRANSPORTATION COMMISSION

---

P.O. Box 2490  
31301 California State Highway 3  
Weaverville, CA 96093

[TrinityCounty.org/Transportation-Commission](http://TrinityCounty.org/Transportation-Commission)  
(530) 623-1365