

**Trinity County**  
**Transportation Commission**

**OVERALL WORK PROGRAM**

**2018-2019 FISCAL YEAR**



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Richard Tippett, Executive Secretary

Date of Adoption: June 19, 2018

**RESOLUTION NO. 2018-034**

**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 2018/2019 FISCAL YEAR**

**WHEREAS**, the Trinity County Transportation Commission (TCTC) has prepared an Overall Work Program (OWP) for the 2018/2019 Fiscal Year (FY); and

**WHEREAS**, the OWP becomes the basis for the TCTC's activities and budget for 2018/2019 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 2018/2019 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;
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 2018/2019 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 2018/2019, 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.

**DULY PASSED AND ADOPTED** this 5th day of June, 2018 by the Board of Supervisors of the County of Trinity sitting as the Trinity County Transportation Commission by motion, second (Fenley/Chadwick), and the following vote:

- AYES: Supervisors Chadwick, Fenley, Mines and Groves
- NOES: None
- ABSENT: Supervisor Morris
- ABSTAIN: None
- RECUSE: None



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KEITH GROVES, CHAIRMAN  
Board of Supervisors  
County of Trinity  
State of California

ATTEST:

RICHARD KUHNS, Psy. D,  
Clerk of the Board of Supervisors

By:   
Deputy

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**OVERALL WORK PROGRAM****Fiscal Year 2018/2019****Introduction**

Trinity County is located in the northwestern portion of California. The geography of the county is defined by the Trinity Alps, South Fork Mountain and other ridges of the Klamath Mountains and Coastal Range, carved by the deep canyons and valleys of the Trinity, Van Duzen, and Eel Rivers. Trinity County consists of approximately 3,200 square miles, nearly all of which are mountainous. We host several wilderness areas, including the Trinity Alps Wilderness Area, a 525,627 acre favorite backpacking destination, which is managed by the Shasta-Trinity National Forest, Klamath National Forest, and Six Rivers National Forest. Other wilderness areas within the county include the Yolla Bolly Wilderness (180,877 acres), and the Chanchelulla Wilderness (8,200 acres).

There are no incorporated cities or towns in Trinity County. As of January 1, 2017, the California Department of Finance estimated the population of Trinity County at 13,628, making it the fourth-least populous county in California. The county seat and largest town is Weaverville, with approximately 3,600 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. Trinity County is bounded by five counties, including Mendocino to the south, Humboldt to the west, Siskiyou to the north, Shasta to the east, and Tehama to the southeast.

Land Ownership is an important consideration to the area profile because it shows the amount and percentages of land owned by the public and private sectors. Federal agencies manage seventy-two percent of the total land base of Trinity County. Publicly owned lands are not subject to property tax. This is important to note, especially when state or federal governments consider eliminating or modifying funding amounts for this county. Privately owned lands tend to be located in the southwest and northeast corners of the County, and include the larger communities of Weaverville, Hayfork, Lewiston, and Trinity Center. The majority of private lands are owned by large timber and forestry companies and are devoted to timber production. Government, forestry and recreation provide the majority of employment in the County.

The major highways in the County include State Route 3, State Route 36, and State Route 299. State Route (SR) 36 and 299 are the major east-west highways running through the county while SR 3 provides a north-south corridor. Roads are subject to closure due to wildland fires, landslides, and snow. During the winter of 2016/17, SR 299 was closed the middle of December due to the major slide near the town of Del Loma at Big French Creek. The location is 30 miles west of Weaverville and 26 miles east of Willow Creek. The slide has caused many missed trips for the intercity bus routes that are operated by the county transportation system (Trinity Transit) between Weaverville and Willow Creek. It is difficult to operate and coordinate this type of information when conditions such as this exist due to the distance between the communities. For example if a person planned to make a trip from Willow Creek to Redding on Trinity Transit, they could get to Del Loma and be turned back to Arcata to catch Greyhound. We try to get information to our connecting services in a timely fashion so riders have an opportunity to return on the Redwood Transit System to Arcata before the bus leaves Willow Creek.

Closure of SR 299 also adversely affects Humboldt County to the west and Shasta County to the east. Trucks and recreation vehicles contribute to traffic delays and congestion along State Routes in the county due

to limited passing opportunities.

The major transportation mode for Trinity County residents and visitors alike is the automobile. Caltrans, in partnership with Shasta, Trinity, and Humboldt Counties, completed improvements to the Buckhorn Grade just east of the Shasta/Trinity County line to the western boundary of the Whiskeytown-Shasta Trinity National Recreation Area in Shasta County in 2016. This project was partially funded with High Priority Project (HPP) funding from Humboldt County Association of Governments (HCAOG). The use of HPP funds on Route 299 has made a huge difference in addressing Surface Transportation Assistance Act (STAA) pinch points from Interstate 5 in Shasta County near Redding to Route 101 north of Arcata. A total of 60 STAA pinch points on this route have been addressed.

An update to the Bikeways Master Plan (BMP) was completed and adopted May 5, 2015. At the beginning of Fiscal Year 2017/18 work began on the development of the Trinity County Active Transportation Plan. The Short Range Transit Development Plan (SRTDP): 2014-2018 and Coordinated Plan were updated and adopted by the TCTC on October 28, 2014. The 2019-2023 SRTDP will begin during the spring/summer of 2019.

The 2016 Regional Transportation Plan (RTP) was updated and adopted by the TCTC October 17, 2017. The RTP has been coordinated with the County's General Plan and state requirements for delivery and performance standards. The California Office of Planning and Research has published Draft Updates to the California Environmental Quality Act (CEQA) Guidelines Implementing Senate Bill 743 (Steinberg, 2013), which now require Lead Agencies to analyze transportation impacts using Vehicle Miles Travelled (VMT) instead of Level of Service (LOS). This is a new change that will be included in the next RTP update.

### **Purpose and Need**

Trinity County Transportation Commission's (TCTC) Overall Work Program is prepared annually to identify and focus the next year's transportation planning tasks. It is prepared pursuant to the Trinity County Board of Supervisor's 2014 Resolution (2014-68); the Master Fund Transfer Agreement dated January 1, 2015 and expiring December 31, 2024 between the TCTC and Caltrans, and the requirements of the Regional Planning Handbook.

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 to the more urbanized areas of Redding in Shasta County; and Willow Creek in Humboldt County where connections are available for service to Arcata and Eureka is provided by Trinity Transit. Regional and National connections are available in both of the adjacent counties. The growth in use of Trinity Transit service has been substantial since service began in 2010, however beginning in 2016/17, there has been a decline in ridership.

### **Transportation challenges in Trinity County**

Intercity bus route service to the more urbanized areas of Redding in Shasta County; and Willow Creek in Humboldt County where connections are available for service to Arcata and Eureka is provided by Trinity Transit. Regional and National connections are available in both of the adjacent counties. The growth in use of Trinity Transit service has been substantial since service began in 2010, however there has been a decline

in ridership since fiscal year 2016/17. This decline is partly attributed to a major landslide that occurred in November of 2016 on SR 299 near Big French Creek Road west of Big Bar. Rocks falling on the road had to be removed continuously for months. The entire slope above the road was unstable, and material had to be removed and hauled away from the site through May of 2017, and beyond. Through the winter of 2016-17, this major state highway was fully closed at times, sometimes open for limited times each day to controlled traffic, subject to total closure at any time due to danger of large falling rocks. The sporadic closures disrupted Trinity Transit and school bus services as well as commercial trucking between the coast and central valley. By spring 2017, a detour was constructed alongside the highway, and the route was open to one-way controlled traffic at specific times every day, according to a set schedule.

The road system in Trinity County totals approximately 2,190 centerline miles. In addition to private roadways, the public roadway system consists of 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 Forest).

The roadway network provides access for County residents, in addition to tourist visiting the many recreation areas in the County and to traffic that is passing through Trinity County on the way to other destinations.

**Accomplishments**

Trinity County recently completed its largest capacity increasing project. Lance Gulch Road is a new two lane minor arterial connecting SR 299 on the east end of Weaverville with SR3 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 SR3, 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 SR299.

Over the past few years, Caltrans has improved the stretch of SR299 between Clear Creek in Shasta County to the Shasta/Trinity County line (Buckhorn Summit) by adding climbing and passing lanes, shoulders and medians, to meet current design standards and improve safety. Buckhorn is no longer a barrier for STAA (Surface Transportation Assistance Act) truck. The last two STAA barriers on SR299 in western Trinity County will also be removed within the current SHOPP cycle (next five years).

**Significant Transportation Issues in Trinity County are the following:**

- The county is large and sparsely populated with the roadway system consisting of a vast array of aging, 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 rock-fall on the roads;
- Many of the remote roads have 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, national Wilderness and Bureau of Land Management land, as well as 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 1980's;

- The County will receive some revenue from Forest Receipts; approximately \$100,000 for the 2017/18 fiscal year. In the past this funding came through Secure Rural Schools funding. As a comparison in fiscal year 2015/16 it was \$1.4 million.
- After many years of decreases in the Highway Users Tax, Trinity County has seen significant increases with the passage of Senate Bill 1. In addition to the regular HUTA amounts SB1 increased Trinity County's amount by \$116,268 in 2017/18 and is estimated to receive \$1,698,366 in 2018/19 from SB 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;
- Active Tribal participation in the transportation planning process;
- Need for coordination to install broadband conduit along the state highway system as construction projects allow to serve rural communities and improve ITS in the rural area;
- Lack of cell phone coverage in rural areas of Trinity County affect traveler safety and convenience for local residents.

These significant issues are addressed in the TCTC 2018/2019 OWP with ongoing coordination with Caltrans and local Native American Tribes. As well, work elements within the OWP place emphasis on the following:

- Complete the "Trinity County Active Transportation Plan;"
- Begin the next update to the Short Range Transit Development Plan 2019;
- 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;
- Maintaining the regional transportation planning process;
- Monitoring the current work program, and preparing the 2019/2020 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.

### **Organization**

The Board of Supervisors concurrently serves as the TCTC. The TCTC consists of five members, and was formed in 1971 to allocate the funds created by Senate Bill 325. Assembly Bill 69 broadened the

Transportation Commission's responsibility and authority by designating the Commission as the body responsible for adopting the Regional Transportation Plan (RTP). Additional legislation, AB 402, 1977, continued the Commission's responsibilities. The Commission is also responsible for disbursing State Transit Assistance Funds allocated under SB120. Projects funded by Section 5310 of the Federal Transit Authority (FTA) require TCTC review and approval to ensure consistency with the Regional Transportation Plan and the "Coordinated Public Transit Human Services Transportation Plan".

With the enactment of Senate Bill 45 in 1997, the TCTC was granted broader authority in the development and administration of the State Transportation Improvement Program (STIP). Beginning with the 1998 STIP, the TCTC is responsible for the Regional Transportation Improvement Program for Trinity County. The TCTC may nominate projects for state highways and local roads, especially those focusing on regional transportation improvements in a number of categories, including capacity expansion, reconstruction and rehabilitation.

The Director of Transportation acts as the Executive Secretary to the Transportation Commission. Staff of the Department of Transportation also act as staff to the Commission.

The TCTC coordinates its activities with the County Planning Department as well as with state and other local government entities and Round Valley Indian Reservation Tribal Government. Citizens are encouraged to provide input to solve transportation problems that are a concern to the community during regular meetings of the TCTC and during other meetings such as the Social Service Transportation Advisory Council and Round Valley Indian Reservation Tribal Council.

In addition, the TCTC has created three committees to assist in carrying out its duties 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 purpose of the policy advisory committee is to resolve policy issues between the TCTC and Caltrans;
- 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 Technical Advisory Committee is to resolve technical issues between the 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 the Social Services Transportation Advisory Council (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 the SSTAC is to maintain and improve transportation service to the residents of Trinity County, particularly the underserved and underrepresented members of the community, such as the elderly and disabled. Efforts are made to attain geographic and minority representation on the council. The SSTAC meets throughout the year on transit issues and provides recommendations to the Commission on unmet transit needs. The SSTAC also acts as the advisory committee for regular updates of the Short Range Transit Development Plan.

Additionally, the 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. There is also a weekly advertiser distributed to all Post Office boxes, which is often used to advertise public notices. 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:

1. Regional planning studies and activities.
2. Regional planning consensus efforts.
3. Regional planning documents, consistent with Federal and State requirements and guidelines.

Fiscal Year 2018/19 Federal Planning Factors:

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

These factors are included in each work element, and Table III (page 23) identifies the factors addressed in each element.

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). The 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, the TCTC advertises public hearings in the local newspaper and through the 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 may be added to, or deleted from the OWP. Table II on page 22 lists the summary of funding for each of the work elements.

### **Overall Work Program Funding**

Trinity County Transportation Commission has funded the Fiscal Year 2017/2018 Overall Work Program with funds from a variety of sources, including: Rural Planning Assistance (RPA); Local Transportation Funds; and State Transportation Improvement Program.

### **Recent significant activities accomplishments and planning efforts**

- Regional Transportation Plan adopted 2017;
- Transit Mobility and Awareness Plan (2011);
- Bikeways Master Plan adopted 2004 (Updated May, 2015);
- 2014-2018 Short Range Transit Development Plan (adopted October 28, 2014);
- Coordinated Plan update (adopted October 28, 2014);
- ITS Architecture adopted 2008;
- Blueprint Planning Project completed March, 2015;
- Coordination of transportation planning/administration efforts with local Native American groups;
- Coordination of transportation/administration efforts for public outreach, Environmental Justice, and Title VI requirements;
- Documentation of public involvement and community participation events/activities in the development of the Regional Transportation system, and STIP candidate projects;

### **California Planning Emphasis Areas**

- Core Planning Functions
- Performance Management
- State of Good Repair

**Required Information Element:**

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

<b>Joint Planning Activities Within Trinity County                      Information Element                      FY 2018/2019 Trinity County                      Overall Work Program</b>			
<b>Activity</b>	<b>Work Performed by</b>	<b>Products</b>	<b>Due Date</b>
Regional Planning	Caltrans/RTPA	RTP, RTIP, OWP (see WE's 601, 605, 606)	Ongoing
Multimodal Planning	Caltrans/RTPA	Aeronautics, Transit, Bicycle, and Pedestrian Planning (see WEs 602, 603, 604, 605)	Ongoing
System Planning	Caltrans/RTPA	Transportation Concept Reports, Corridor Management Plans (see WE 601)	Ongoing
System Management	Caltrans, RTPA, Local Agencies	ITMS Database CTIS Database (see WE 601)	Ongoing
Project Study Reports	Caltrans, RTPA, Local Agencies	Completed PSR's (see WE 601)	Ongoing
Local Development Review	Caltrans, RTPA, Local Agencies	Traffic Studies/Environmental Documentation/Mitigation	Ongoing
Programming	Caltrans/RTPA	STIP, RTIP, FSTIP (see WE 601, 605, 606)	Ongoing

# WORK ELEMENT 601

## GIS Systems & 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 Geographical 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

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. Over the years an extensive GIS data library has been compiled including topographical maps, imagery, development and transportation constraints, and state, federal, and county road alternative transportation networks. Several planning and transportation layers and a geodatabase were created with Blueprint Planning Grant funds, such as an interactive website that allows users access to information using GIS data. TCTC continuously coordinates with other county departments, neighboring counties, and Caltrans.

### Discussion

GIS and related technology play key roles in numerous projects of local, regional and statewide significance. The technology and graphics described in this work element are used during communication and coordination. ITS improves safety, mobility and capacity through the use of technology throughout the County and region.

### TASK/ACTIVITY

Use ITS and GIS to assess regional priorities and participate in the system planning process in development of the RTP (ongoing)

- 1 Maintain basemaps, including Assessor Parcel alignments as available, countywide layers showing development potential, signs, bridges, active transportation network, constraints and other layers useful for scenario assessments (quarterly)
- 2 Document environmental and cultural resources, and develop and improve coordination between agencies using GIS and other computer-based tools (as needed)
- 3 Continue development of new datasets that enhance transportation and alternative transportation modes, such as aerial photography, demographic databases, roads, ownership, and services (June-July 2019)
- 4 Review and process annual ESRI software maintenance agreement and invoice (July/August 2018)
- 5 Continue GIS data updates as necessary for the interactive website that was completed in 2014/15 as it pertains to the RTP (quarterly)

# WORK ELEMENT 601 (Continued)

## GIS Systems & Transportation System Management

### TASK/ACTIVITY (cont.)

- 6 Coordinate broadband use on State Highway System (as needed)
- 7 Coordinate with Caltrans, District 2 and regional stakeholders on ITS architecture (as needed)
- 8 Explore applications for ITS in rural areas for transportation and transit (quarterly)
- 9 Review Caltrans System Planning products; examples include: District System Management Plans and Corridor Management Plans (quarterly)
- 10 Explore and research feasibility of integrating Pavement Management into GIS for planning and monitoring (July-June)
- 11 Maintain and development methods for public access and interactive use of GIS mapping to enhance public participation opportunities (quarterly)
- 12 Continue updates of GIS layers and geodatabase for information on County website and to make data available to transportation partners (quarterly)
- 13 Provide GIS training for TCTC staff, such as attending technical training (as available)

Products	GIS System & Transportation System Management	Schedule
1	GIS datasets available to agencies and public	Quarterly
2	GIS project development to support transportation and transit planning	As needed
3	Update of interactive online map services	July-June
4	GIS integration of pavement and sign databases	July-June
5	Transportation and transit presentations for meetings and online posting	July-June
6	Digital backups of transportation planning documents and meeting notes and drawings	Ongoing
7	ADT traffic data	July-June

601 Product Estimate	RPA	RPA Carryover	Total
TCTC Staff	\$ 4,125		\$ 4,125
Consultant	\$ 16,000		\$ 16,000
ESRI Maintenance	\$ 400		\$ 400
<b>Total</b>	<b>\$ 20,525</b>		<b>\$ 20,525</b>

Consultant= TCRCD

# WORK ELEMENT 602

## Public and Specialized Transportation

### Purpose

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 the TCTC, while efficiently utilizing available funding. The TCTC provides application and programming support for the 5310 and 5311 Federal Transit Administration (FTA) program. The Regional Transportation Planning Agency 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, and Short Range Transit Development Plan and updates, Transit Mobility and Awareness Plan, Federal Transit Administration (FTA) Section 5311 Regional Program of Projects, coordination with social service agencies, research and planning for bus stop safety improvements. Review and coordination of various FTA guidelines and applications, including 5310 and 5311 programs.

### 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. In FY 2015/16 staff began the process of developing a Transportation Emergency Management Plan. Development continues as portions of the plan are created. 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. During 2017/18 a collaborative effort with a regional focus was coordinated to strengthen partnerships and effectively plan for natural disasters that have a transportation impact on the local and regional area.

The TCTC will begin the update of the 2014-2018 Short Range Transit Development Plan in FY 2019/2020. Throughout the 2018/19 FY staff will apply for grants to fund the update. In spring of 2019 a Request for Proposal will be prepared and distributed to qualified consultants.

### TASK/ACTIVITY

- 1 Review and apply for potential "transportation planning grants" to ensure compatibility with regional goals and policies (July-June)
- 2 Prepare RFP for the update of the SRTDP (Jan-June)
- 3 Monitor transit reports (ridership, expenditures, and revenue), transit facilities, and plan service improvements as needed (monthly and quarterly)
- 4 As support staff, review transit programs, planning efforts and proposed changes affecting transit performance with the Social Service Transportation Advisory Council (January –April)
- 5 Conduct regional transit needs assessments and transit marketing plans as appropriate (July-June)
- 6 Coordinate with public and social service agencies regarding FTA grant opportunities and methods of improving access to public transportation (January - June)

# WORK ELEMENT 602 (Continued)

## Public and Specialized Transportation

### TASK/ACTIVITY (cont.)

- 7 Gather data for updates to the SRTDP, Coordinated Plan, and other planning documents (e.g. Participate in unmet needs hearings, SSTAC performance review meetings, public participation meetings, encouraging active engagement of senior, Native American and other local organizations) (July - June)
- 8 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 (quarterly)
- 9 Address gaps and barriers by coordinating with social service agencies, the public, and target groups on transportation needs and options both locally and regionally (January - June)
- 10 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 (July - June)
- 11 Attend monthly Partnership in Action For Trinity Health (PATH) meetings to coordinate, plan and promote active transportation and public transportation use (July – June)
- 12 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, electronic fare boxes, (quarterly)
- 13 Continue exploring 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 (quarterly)
- 14 Identify and document transportation facilities, projects and services required to meet regional and interregional mobility and access needs (ongoing)
- 15 Identify right of way for future public transportation projects, including facilities for transit improvements such as future bus stop improvements and maintenance facilities (as needed)
- 16 Continue development of a Transportation Emergency Management Plan in response to local/regional events as they occur. Research and attend training as available (July- June)
- 17 Review FAST Act and FTA regulations as needed. Review applications and programming of funds as it relates to the TIP process. (July-June)
- 18 Monitor and review implementation and coordination of the Short Range Transit Development Plan and Coordinated Plan with SSTAC (July-June)
- 19 Review of 5310 applications & programming of funds as it relates to the TIP process for eligible planning activities (March- June)
- 20 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)
- 21 Data planning and collection for performance reports and TDP updates (quarterly)
- 22 Coordinate with NSSR and SRTA to ensure regional public transportation connections with the proposed I-5 Corridor Express through meetings etc. (quarterly)
- 23 Develop materials for civic organizations outreach and other speaking opportunities regarding alternative forms of transportation (quarterly)
- 24 Participate in developing plans and strategies to improve coordination of public (Coordinated Plan), private, specialized and human service transportation services

# WORK ELEMENT 602 (Continued)

## Public and Specialized Transportation

- 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 (quarterly)
- y. Conduct outreach efforts to the traditionally under-represented and underserved populations, such as the elderly, disabled, low-income, and minority community groups (ongoing)
- 26 Assist with the development of a Transit Asset Management Plan due in October 2018 (July - November)

Products	Public and Specialized Transportation	Schedule
1	Documentation of unmet transit needs	July-June
2	Coordinated implementation of Coordination Plan and Transit Development Plan	July-June
3	Public requests for public transit needs	Ongoing
4	Transit reports, statistics and performance monitoring data	Monthly
5	Meeting packets for SSTAC, minutes, project specific updates to the website, public hearing notices and final report	as needed
6	Transportation Emergency Management Plan	June 2019
7	Plans for Transit Maintenance Facility	June 2019
8	Transit Asset Management Plan	Oct 2018

602 Products Estimate	RPA	LTF	Total
TCTC Staff	\$ 26,600		
<b>Total</b>	<b>\$ 26,600</b>		<b>\$ 26,600</b>

# WORK ELEMENT 602.1

## Short Range Transit Development Plan

### Purpose

The Trinity County Transportation Commission adopted the current Short Range Transit Development Plan (2014-2018) in October of 2014. Most of the action items in that plan have been met. Trinity Transit, operated by the County of Trinity, is the only public transportation service in the County. Four fixed routes serve local communities, and intercity bus service is provided to neighboring Shasta and Humboldt County, where transit dependent populations have an opportunity to connect to regional and national bus systems. The intercity service also allows transit dependent populations who need non-emergency medical service in urban areas a transportation options. This allows them to see specialists at medical facilities in the urban areas.

To meet transportation needs in rural areas, programs such as a Transportation Assistance Program, that is administered by one of our stakeholders has been very successful for many years. This program was developed and implemented after a demand response type transportation need was identified in the process of preparing a previous Short Range Transit Development Plan. The program provides transportation assistance through gas vouchers and bus passes to qualifying participants. The success of this unique program shows the importance of a public process that is available to all residents, and input from local stakeholders and social service agencies.

### Discussion

With TCTC being successful in receiving grants funding for the Short Range Transit Development Plan, a strategic public process and coordinated effort will come together to develop the 2019-2023 SRTDP, under the guidance of the Social Service Transportation Advisory Council (SSTAC). This is a crucial time for an update to the SRTDP. Due to the low population of the county (13,571) the return on Local Transportation Funds (LTF) and State Transit Assistance Funds (STA), the county is dependent on federal funding programs such as the 5311 and 5311F program. Funding reductions to the 5311F program has forced Trinity Transit to decrease route service on all routes. To continue operations, Trinity Transit will need to further reduce service over the next few years in order to meet the reduction of existing and future funding levels. With current funding reductions it is important that the SRTDP update begin in the 2018/2019 Fiscal Year.

### TASK/ACTIVITY

#### **1. Project Initiation and Administration**

- 1.1 Communicate with Caltrans to review and discuss next steps
- 1.2 Prepare RFP and select consultant to complete assessment of existing transportation services, and update the Short Range Transit Development Plan 2019-2023, for the Trinity County Transportation Commission
- 1.3 Conduct a kick-off meeting/initial review, with the selected consultant and Caltrans
- 1.4 Administration: Monitor ongoing progress of project, prepare quarterly reports, and invoice as required. Oversee ongoing contract management

#### **2. Assessment of Existing Transportation Services and Performance**

- 2.1 Complete an assessment and description of existing transportation services, including those of Trinity Transit, social services agencies, and senior center that provide transportation service in the area
- 2.2 Review and report on performance of local transportation services throughout the county. This will include an inventory of services available through other transportation providers

# WORK ELEMENT 602.1 (Continued)

## Short Range Transit Development Plan

### **3. Public Outreach and Identification of Current and Future Transit Needs**

- 3.1 Conduct eight community workshops and/or forums to identify current unmet transit needs and develop strategies to meet those unmet needs. The primary locations of the outreach effort will be Weaverville, Hayfork, Hyampom, Mad River, Lewiston, Douglas City, Junction City, and the downriver communities along HWY 299. Workshops in the communities being targeted will facilitate attendance and a sense of ownership
- 3.2 Use other outreach methods (such as on-board surveys and surveys conducted at local events) in areas that typically do not respond to other efforts
- 3.3 Working with the SSTAC, identify unmet transit needs throughout the County
- 3.4 Working with local stakeholder and SSTAC, identify “First-Mile/Last-Mile” strategies

### **4. Policy Element**

- 4.1 Working with SSTAC review and develop local public transportation policy, including the Mission Statement of Trinity Transit
- 4.2 Review and update the Trinity Transit goals and performance standards

### **5. Identify and evaluate performance indicators as set forth in the Transportation Development Act**

- 5.1 This task would provide tools to meet performance criteria specific to Trinity County’s geographically dispersed population and provide guidance for Staff to effectively evaluate Article 4 (transit) and Article 8(c) programs

### **6. Development of Operational and Planning Objectives**

- 6.1 Review current marketing strategies and identify opportunities for joint marketing with local agencies and community recreational activities
- 6.2 Complete fare analysis of Trinity Transit by reviewing current fares and make recommendations for future fare adjustments
- 6.3 Prepare a peer analysis review of at least five similar sized transit operators in rural areas to compare operating performance and costs. The peer analysis will compare ridership, productivity, farebox recovery, and cost per vehicle service hour

### **7. Evaluate and Review Capital Needs for Trinity Transit**

- 7.1 Working in conjunction with staff, evaluate and review capital needs for Trinity Transit and prepare a five year capital purchasing program for Trinity Transit. Through this exercise, funding sources should be identified and a plan developed

### **8. Prepare Updated Short Range Transit Development Plan (2019-2023) and present to the TCTC**

- 8.1 Prepare Updated Short Range Transit Development Plan (2019-2023) and present to the TCTC. The SRTDP shall include, but not be limited to:
  - Assessment of existing transportation services
  - Identification of any unmet transit needs and strategies to meet those needs
  - Policy Element
  - Performance and Planning Objectives
  - Capital Plan
  - Marketing strategies for joint marketing with local agencies and community recreational activities
- 8.2 Prepare final report. The final report should include prior reports and technical memoranda, as well as goals and objectives, methodologies, research, and recommendations. The final report will also include a stand-alone executive summary

# WORK ELEMENT 602.1

## Short Range Transit Development Plan (Continued)

**Products                      Short Range Transit Development Plan**

- 1                      Project initiation and administration
- 2                      Assessment of existing transportation services and performance
- 3                      Public outreach and identification of current and future transit needs
- 4                      Policy elements
- 5                      Identify and evaluate performance indicators as set forth in the Transportation Development Act
- 6                      Development of operational and planning objectives
- 7                      Evaluate and review capital needs for Trinity Transit
- 8                      Prepare Updated Short-Range Transit Development Plan (2019-2023) and present to the TCTC

**SCHEDULE: See Timeline of Grant Application**

602.1 Products Estimate	RPA	RPA Grant	Total
Consultant	\$18,875	\$56,623	\$75,498
<b>Staff</b>	<b>\$5,000</b>		<b>\$5,000</b>
<b>Total</b>	<b>\$23,875</b>	<b>\$56,623</b>	<b>\$80,498</b>

# WORK ELEMENT 603

## Multi-Modal Transportation Planning

### Purpose

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 by preparing an Active Transportation Plan, and updating the Bicycle Master Plan as needed. Multi-modal transportation planning will effectively and efficiently serve local and regional needs, utilizing available funding and revenue sources.

### Previous Accomplishments

Bikeways Master Plan accepted by the Trinity County Transportation Commission (May 2015), successful applications for non-motorized planning funds to prepare the Active Transportation Plan.

### Discussion

During 2015 an update to the Bikeways Master Plan was completed. It is the goal of the TCTC to continue coordination efforts to facilitate and further develop and improve facilities for bicyclists, pedestrians, OHV's, 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.

### TASK/ACTIVITY

1. Oversee development of the Active Transportation Plan due June 30, 2019 (Jul-June)
2. Plan, coordinate, connect multi-modal transportation routes for pedestrian, bicycle, equestrian, and OHV routes in rural areas as part of the RTP (July-June)
3. 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 (monthly)
4. Work with local schools to promote bike and ped activities by identifying potential improvements on local and state roads (July-June)
5. Plan for non-motorized routes, pedestrian walkways and shoulder widening improvements to airports in the RTP (July-June)
6. Attend public outreach meetings throughout the county for the preparation of the Active Transportation Plan (June – July)
7. Promote and receive public participation for the Active Transportation Program through publications and by using social media (quarterly)
8. Review Active Transportation Program (ATP) applications as a training opportunity, and participate in the development of ATP guidelines (July-June)
9. Coordinate with partnering agencies regarding access from local streets/roads Maintenance Level 3 roads proposed for OHV accessibility (July-December)
10. Interact with local agencies and interest groups concerning the needs of multi-modal transportation planning (July-April)
11. Explore better linkage between transit services and multi-modal usage locally and regionally, such as bus stops near bike and pedestrian trails (Aug - June)
12. Updates to the BMP (as needed)

# WORK ELEMENT 603 (Continued)

## Multi-Modal Transportation Planning

### TASK/ACTIVITY

Product	Multi Modal	Schedule
1	Active Transportation Plan	Jun-19
2	Updates to the BMP	Jun-19
3	Coordination and evaluation of maintenance level 3 roads	Jun-19
4	Aerial video and photos for planning purposes	Jun-19
5	Press releases, news articles, and social media posts	As needed

603 Product Estimate	RPA	RPA Carryover	Total
TCTC Staff	\$ 20,000	\$	\$ 20,000
Consultant	\$	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$ 20,000</b>

# WORK ELEMENT 604

## Aviation Planning

### Purpose

To assist in airport focused studies leading toward upgrading and/or maintaining existing air services, safety and the interface of aviation activities with ground transportation systems and surrounding land uses.

### Previous Accomplishments

Participated in aviation policy development activities with Division of Aeronautics and surrounding north state counties. Participated in state-wide working groups addressing intermodal transportation activity and linkages between airports and ground modes of transportation. Completed county-wide Land Use Compatibility Plans (ALUCP), particularly addressing interrelationships of ground access, noise and safety elements of Aviation Planning. Completed GIS overlays of ALUCP and airport safety zones for use as planning tool and for public access to the information. Updated Aviation Element of RTP (2011).

### Discussion

The focus of this element will include coordination of transportation planning activities with the County Airport Manager, and an update of the Aviation Element for the Trinity Regional Transportation Plan update.

### TASK/ACTIVITY

1. Review ground access elements of aviation planning (quarterly)
2. Coordinate with County airport managers regarding participation at RTPA aviation system planning and working group meetings (quarterly)
3. Explore opportunities to improve goods movement by more effectively developing and using airport facilities and coordinated planning with ground access (ongoing in coordination with airport manager & potential for business utilization)
4. 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 (quarterly)
5. Attend meetings for legislative updates related to airport improvement programs from FAA and Caltrans Aeronautics (quarterly)
6. 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 (July-June)

# WORK ELEMENT 604 (Continued)

## Aviation Planning

Product	Aviation Planning	Schedule
1.	Aviation Element for the Trinity County Regional Transportation Plan Update	July – Nov
2.	Updates on legislation and funding programs for airport capital improvements for inclusion in the RTP	Ongoing

604 Product Estimate	RPA	LTF	Total
TCTC Staff	\$ 2,000		
<b>Total</b>	<b>\$ 2,000</b>		<b>\$ 2,000</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 organization, 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

Adopted 2016 Regional Transportation Plan on June 6, 2017. Adopted Negative Declaration for 2016 RTP. Incorporated Blueprint Planning with the RTP update. Coordinated the RTP update with county effort to update its General Plan. Completed RTP Amendment No. 1 to add a Caltrans partnership project

### 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 five 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. Community public meetings to review the current project list and discuss new projects is the best way to discuss what is currently proposed, and what would be desired. Example, in the 2011 RTP, the issue about lack of passing lanes was brought up at one of the local meetings, leading to a project that will install turnouts. 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 is prepared based on the projects generated through the public process. The CEQA document and Draft RTP are available for a thirty day public review. At the same time it is reviewed by Caltrans, and other agencies as required. The TCTC considers 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. 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)

# WORK ELEMENT 605 (continued)

## Regional Transportation Planning

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 (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 (July-June)
4. Develop partnerships with local agencies responsible for land use decisions to facilitate coordination of transportation planning with land use, open space, job- housing balance, environmental constraints, and growth management to support the RTP (ongoing)
5. Continue data collection for vehicle traffic levels-ADT for future RTP development (July-June)
6. Update capital improvement needs, and monitor roadway rehabilitation needs to preserve existing infrastructure and facilities (July-June)
7. Work with Caltrans and CTC staff to process STIP requests and amendments (Sep-June)
8. Gather data to develop the 2020 Databook/economic and demographic profile of Trinity County to document progress toward economic issues impacted by transportation and support RTP development (Nov-February)
9. 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 (July-June)
10. 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) (July-June)
11. 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 (July – June)

<b>Product</b>	<b>Regional Transportation Planning</b>	<b>Schedule</b>
1.	Annual subscription StreetSaver Program software (consultant)	June 2019
2.	Annual report on Pavement Management System (Consultant)	June 2019
3.	Vehicle Traffic Levels data (Staff)	June 2019
4.	2020 Databook (Consultant)	June 2019
5.	Public information and updates regarding the RTP and projects (Staff)	June-Jul 2019

605 Estimate	RPA	Road Fund	PPM	LTF	Total
Staff	\$10,000				\$10,000
Consultant	\$15,000				\$15,000
<b>Total</b>	<b>\$25,000</b>				<b>\$25,000</b>

Consultant=6,000-Chico State/demographic, 9,000-PMS,

# WORK ELEMENT 606

## Administration and 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

Coordination with partner agencies locally and regionally to understand transportation funding and include tasks in the OWP. Reports to the TCTC regarding funding. Monitoring of proposed funding rule making and legislation as it relates to the RTP.

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

# WORK ELEMENT 606 (continued)

## Administration and Coordination

Products	Administration and Coordination	Schedule
1.	Public information/updates such as meetings, presentations, website	July - June
2.	Policies and Procedure Manual as it relates to the OWP	July - June
3.	Commission packets, correspondence	July - June
4.	Reports on transportation related planning activities, including Recommendations in TCTC reports.	July - June

606 Estimate	RPA	RPA Carry-over	LTF	Total
Staff	\$20,000	\$		\$20,000
<b>Total</b>				<b>\$20,000</b>

# WORK ELEMENT 607

## Overall Work Program

### 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

Planning, preparing, adopting, and amending the annual Overall Work Program and Overall Work Program Agreement, preparing quarterly progress reports, invoicing for the OWP, and associated grant projects, mid-year review, review annual financial audits as they relate to the OWP.

### 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 FY 2018/19 invoices with narrative progress report to Caltrans (quarterly)
2. Prepare amendments to the 2018/19 OWP and OWP agreement as needed (quarterly)
3. Plan and prepare draft and final FY 2019/20 annual Budget and OWP (Feb-May)
4. Prepare TCTC agenda items as they relate to the OWP (monthly)

<b>Products</b>	<b>Regional Transportation Planning</b>	<b>Schedule</b>
1. Quarterly invoice with narrative progress reports		Quarterly
2. OWP Amendments and agreements		6/30/2019
3. 2018/19 OWP (Final)		5/30/2019
4. Agenda items, resolutions, minutes		6/30/2019
5. 2018/19 OWP (draft)		3/01/2019

<b>607 Estimate</b>	<b>RPA</b>	<b>Carry-over</b>	<b>LTF</b>	<b>Total</b>
Staff	\$20,000			\$20,000
<b>Total</b>	<b>\$20,000</b>			<b>\$20,000</b>

# WORK ELEMENT 6200

## Planning Programming and Monitoring

### Purpose

Recurring tasks and activities including Regional Transportation Improvement Program (RTIP), State Transportation Improvement Program (STIP) and development of the Regional Transportation Plan.

### Objective

To identify and develop projects for the region's transportation programming needs that are consistent with the Regional Transportation Plan for future allocations

### Discussion

Financial planning and programming the RTIP and STIP for local road construction and multi-modal transportation projects involves coordination with state, federal, and local agencies.

This process also includes developing and preparing various project study reports, allocation requests, amendments, and monitoring implementation.

### TASK/ACTIVITY

- 1 Prepare various project study reports for the 2020 STIP
- 2 Plan for next RTIP
- 3 STIP - Program Maintenance (Allocation Requests, Extension Requests, etc.)  
Monitoring Implementation

<b>Products:</b>	<b>Planning Programming and Monitoring</b>	<b>Schedule</b>
1	Regional Transportation Improvement Plan	July-June
2	State Transportation Improvement Plan (amendments, allocations, etc.)	July-June

6200 Product Estimate	RPA	RTIP/STIP	Total
Staff	\$	\$	
<b>Total</b>	<b>\$</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>

# WORK ELEMENT 6230

## Active Transportation Plan

### Purpose

To develop a county-wide Active Transportation Plan that will increase the validity, purpose, and value of projects involving bicycling and walking by including them in a deliberate and cohesive strategy to improve the County's active transportation network.

### TASK/ACTIVITY

1. Continue School Site visits and collaborate with School Administrators; conduct public outreach, meetings and surveys; review relevant policy and collision/accident data; prepare summary of goals and objectives; and prepare evaluation of existing conditions, goals and objectives for chapter.
2. Continue public outreach meetings and surveys
3. Review Relevant Policy and Collision/Accident Data
4. Prepare Summary of Goals and Objectives
5. Prepare Evaluation of Existing Conditions, Goals, and Objectives Chapter
6. Establish Potential Active Transportation Routes Including Safe Routes to School, ADA-Compliant Trails and Multimodal Trails throughout the County
7. Identify Potential Active Transportation Routes, features and treatments
8. Research landownership and permitting requirements
9. Complete Conceptual Drawings
10. Analyze Costs
11. Identify potential funding sources
12. Complete draft potential Active Transportation routes including Safe Routes to Schools, ADA-Compliant Trails, and Multimodal Trails Chapters
13. Public Outreach Meetings and TCTC
14. Complete Final drafts of Potential Active Transportation Routes

	<b>Products</b>	<b>Regional Transportation Planning</b>	<b>Schedule</b>
2	List of Steering Committee Members, meeting notes, and participant list		Sep - Oct 18
3.1	Site visit notes from meetings with school administrators, estimates of existing bicycle & pedestrian use & potential increase		Aug-Dec 18
3.2	Public notices, meeting notes & participant lists, & survey results. List of existing active transportation facilities in the county; proposed education programs to increase use		Oct-Nov 18
3.3	Policy summary and crash history summary to be incorporated into the evaluation of existing conditions, goals, and objectives		Nov-Dec 18
3.4	Meeting notes, participant list, and summary of goals and objectives		Dec 18
3.5	Evaluation of existing conditions, goals and objectives chapter		Jan-Feb 19
4.1	Summaries of trainings and site visits, identification of active transportation routes, summary of recommendation to reduce collision, injury, and fatality statistics		Feb-Mar 19
4.2	Description of trail features & treatments; list of coordinate values for recommended trail features and treatments		Mar-Apr 19

# WORK ELEMENT 6230 (continued)

4.3	List of landownership, permitting requirements, and GIS maps of existing & potential active transportation facilities from task 3.2	Apr 19
4.4	Geodatabase files, hard and digital copies of conceptual drawings & analysis	Apr 19
4.5	Cost Analysis Report including past expenditures for bicycles & pedestrian projects & programs	Apr 19
4.6	Matrix of potential funding sources	Apr 19
4.7	Draft Potential Active Transportation Routes including SRTS, ADA Compliant, & Multimodal Trails Chapter	Apr 19
5.1	Public notes, meeting notes, participant list	Apr 19
5.2	Complete Potential Active Transportation Routes including SRTS, ADA Compliant trails & Multimodal Trails Chapter	June 19
6.1	Trinity County Active Transportation Plan Draft proposed for adoption including all components outlined in local assistance program guidelines	May 19
6.2	Meeting notes, adopted Trinity County Active Transportation Plan Final Report	June 19
7.1	Invoicing	Thru Oct 19
7.2	Quarterly Reports	Thru Jun 19
7.3	Final Report of Expenditures	Thru Jun 19

<b>6230 Product Estimate</b>	<b>RPA</b>	<b>LTF</b>	<b>ATP</b>	<b>Total</b>
Staff	\$ 5,000	\$ 2,157	\$ 106,222	\$113,379
<b>Total</b>	<b>\$ 5,000</b>	<b>\$ 2,157</b>	<b>\$ 106,222</b>	<b>\$113,379</b>

# WORK ELEMENT 6450

## Transit Development Act (TDA) Administration and Fiscal Management

### Purpose

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

### Objective

Administer TDA funds in compliance with laws and regulations.

### 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 Service 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 throughout the fiscal year
- 2 Maintain records and archival of correspondence and documents as required by the Trinity County Transportation Commission document retention policy
- 3 Apportion TDA funds, approve claims, allocate funds, prepare and submit State Controllers Report, including services of the Auditors Office
- 4 Conduct TDA fiscal audits, annual state controller report, TDA findings and allocations
- 5 Participation in TDA Workgroup Meetings
- 6 Prepare SSTAC meeting agendas, public notices, attend meetings, prepare meeting notes, post information to website
- 7 Administrative tasks necessary to accomplish the Unmet Needs Process

### Products: TDA Administration and Fiscal Management

- 1 Recurring office activities such as maintenance of records and data transcription. Provide staff support in compliance with Transportation Development Act (TDA) statutes and regulations on a daily basis or as needed (Nov-May)
- 2 TDA 2017/18 fiscal audits, annual State Controller report, TDA findings and allocations (Sep-Apr)
- 3 Administrative tasks necessary to accomplish the Unmet Needs Process (ongoing)

6450 PRODUCT ESTIMATE	RPA	LTF	TOTAL
STAFF		\$25,000	
TOTAL		\$25,000	\$25,000

**TABLE II**  
**Trinity County Transportation Commission Expenditure Detail**

Work Element	Description	Rural Planning Assistance Funds	RPA Grant	LTF	ATP	RTIP STIP PPM	Total Funding
601	Transportation System Planning	\$20,525					\$20,525
602	Public Transportation	\$26,600					\$26,600
602.1	SRTDP	\$23,875	\$56,623				\$80,498
603	Multi Modal	\$20,000					\$20,000
604	Aviation	\$2,000					\$2,000
605	RTP	\$25,000					\$25,000
606	Administration	\$20,000					\$20,000
607	Overall Work Program	\$20,000					\$20,000
6200	STIP					\$30,000	\$30,000
6230	Active Trans Plan	\$5,000		\$2,157	\$106,222		\$113,379
6450	TDA Admin & Fiscal			\$25,000			\$25,000
<b>Total</b>		<b>\$158,000</b>	<b>\$56,623</b>	<b>\$27,157</b>	<b>\$106,222</b>	<b>\$30,000</b>	<b>\$378,002</b>
		(RPA total)	<b>\$214,623</b>				

**TABLE III  
MAP – 21 PLANNING FACTORS**

<b>Work Element</b>	<b>601</b>	<b>602</b>	<b>602.1</b>	<b>603</b>	<b>604</b>	<b>605</b>	<b>606</b>	<b>607</b>
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X	X		X	X	X
Increase the safety of the transportation system for motorized and non-motorized users.	X	X		X	X	X	X	X
Increase the security of the transportation system for motorized and non-motorized users.	X	X			X	X	X	X
Increase the accessibility and mobility of people and for freight.	X	X	X	X	X	X	X	
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.	X		X	X	X	X	X	X
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.	X	X	X	X		X		X
Promote efficient system management and operation.	X	X	X	X			X	
Emphasize the preservation of the existing transportation system.		X	X	X				
Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	X					X	X	
Enhance travel and tourism		X		X	X	X	X	

