

Trinity County
Transportation Commission

OVERALL WORK PROGRAM

2020-2021 FISCAL YEAR



Richard Tippett, Executive Secretary

Date of Adoption: June 16, 2020

RESOLUTION NO. 2020-043

**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 FISCAL YEAR 2020/2021**

WHEREAS, the Trinity County Transportation Commission (TCTC) has prepared an Overall Work Program (OWP) for the 2020/2021 Fiscal Year (FY); and

WHEREAS, the OWP becomes the basis for the TCTC's activities and budget for 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021, 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 16th day of June, 2020 by the Board of Supervisors of the County of Trinity sitting as the Trinity County Transportation Commission by motion, second (Morris/Groves), and the following vote:

AYES: Supervisors Groves, Morris, Fenley, Brown and Chadwick
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None



BOBBI CHADWICK, CHAIRMAN
Board of Supervisors
County of Trinity
State of California

ATTEST:

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

By: 
Deputy

TABLE OF CONTENTS

INTRODUCTION

Introduction	1
Organization	6

WORK ELEMENTS

Information Element:	Joint Planning Activities with Caltrans.....	9
Work Element 601:	GIS & Transportation System Management.....	10
Work Element 602:	Public and Specialized Transportation.....	12
Work Element 603:	Multi-Modal Transportation Planning.....	15
Work Element 604:	Aviation Planning.....	17
Work Element 605:	Regional Transportation Planning.....	19
Work Element 606:	Administration and Coordination.....	21
Work Element 607:	Budget and Administration.....	23
Work Element 6200:	Planning Programming and Monitoring.....	24
Work Element 6450:	TDA Administration and Fiscal Management.....	25
Funding by Source:	Table II.....	26
Organization Chart:	27

OVERALL WORK PROGRAM

Fiscal Year 2020/2021

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 (525,627 acres), the Yolla Bolly-Middle Eel Wilderness (180,877 acres), and the Chancelulla Wilderness (8,200 acres) which span multiple counties and are administered by the Shasta-Trinity National Forest, Klamath National Forest, Mendocino National Forest, Six Rivers National Forest, and the Bureau of Land Management.

There are no incorporated cities or towns in Trinity County. As of May 1, 2019, the California Department of Finance estimated the population of Trinity County at 13,688, making it the fifth-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 Siskiyou to the north, Humboldt to the west, Mendocino to the south, Tehama to the southeast and Shasta to the east.

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. Approximately fourteen percent of county lands are owned by large timber and forestry companies for timber production or held in agriculture land conservation contracts. Privately owned lands, including small commercial and residential, 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. Government, forestry and recreation provide the majority of employment in the County.

Three major state routes transit Trinity County: State Route 3, State Route 36, and State Route 299. State Route (SR) 36 and SR 299 run east-west with SR 3 providing a north-south corridor. Roads are subject to closure due to wildland fires, landslides, and snow.

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 Trinity-Shasta 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 SR 299 has made a huge difference in addressing Surface Transportation Assistance Act (STAA) pinch points from Interstate 5 in Shasta County near Redding to US Highway 101 north of Arcata. A total of 60 STAA pinch points on this route have been addressed.

An update to the Bikeways Master Plan was completed and adopted May 5, 2015. The Trinity County Active Transportation Plan was developed and adopted in April 2020. 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 and Coordinated Plan was updated and adopted in spring 2020.

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, changing the requirements for Lead Agencies to analyze transportation impacts using Vehicle Miles Travelled (VMT) instead of Level of Service (LOS). The 2021 RTP will update the 2016 RTP and use the perspective of VMT in its vision of transportation in Trinity County in the coming decades.

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 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, Eureka, and Hoopa. Regional and national transportation network connections are available in both of the adjacent counties.

Transportation Challenges in Trinity County

Trinity Transit provides intercity bus service along SR 299 to Redding in Shasta County and Willow Creek in Humboldt County where a connection to Redwood Transit System (RTS) 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 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 has an expected completion date in summer 2020 as repair work has encountered numerous setbacks due to the scope of the project and the geology of the slide area. Traffic control is in place and can add up to an extra 45 minutes in travel time.

Closure 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 recreation 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.

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 SR 299. A traffic light is scheduled to be installed in late 2020 at the intersection of SR 299 and Lance Gulch Road to bring the project to completion.

Over the past few years, Caltrans has improved the stretch of SR 299 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) trucks. SR 299 between US Highway 101 and Redding, including the entirety of its route in Trinity County, received STAA designation in 2017.

Trinity County has 102 bridges throughout the county. 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.

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.

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 Calfire Fawn Lodge Station adjacent to SR 299 between Weaverville and Redding. Twelve Emergency Relief (ER) projects are located in southern Trinity County. The ER projects are in the design and right of way phase with construction/funding anticipated in Fall 2020. In addition, nineteen Highway Safety Improvement Projects (HSIP) to replace guardrail on local county roads will be completed as part of a two-year project with completion in 2021.

The current STIP includes PS&E of a paved pedestrian and bike trail that will connect Lance Gulch Road to Washington Street. Design is scheduled for completion in June 2021 and construction should begin in FY 2022/23. The environmental for Segment One to reconstruct Wildwood Road is near completion and design is scheduled to begin during FY 2020/21.

Trinity County is partnering with Caltrans to construct a left hand turn lane on SR3 onto Tom Bell Road in Weaverville. Caltrans is contributing SHOPP Minor Funds (operational improvement) and the County is contributing \$700,000 STIP funds. Construction is scheduled to begin in the summer of 2020. Additionally, the County and Caltrans are collaborating to construct an eastbound left turn lane onto Denny Road in Hawkins Bar. The project is in the preliminary environmental and design phase and construction is scheduled to begin in summer 2021.

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 SR299 W, but its path will diverge whenever possible onto alternate routes to minimize traffic control on SR299.

Significant Transportation Issues in Trinity County

- 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
- Trinity County received a 2-year extension of Forest Receipts and is estimated to receive in FY2020/21 an amount similar to the \$95,000 received in the 2019/20 fiscal year.
- 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
- Active Tribal participation in the transportation planning process
- 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 2020/2021 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
- Maintaining the regional transportation planning process
- Monitoring the current work program, and preparing the 2021/2022 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 five members of the Trinity County Transportation Commission. The TCTC was formed in 1971 to allocate the funds created by Senate Bill 325. Assembly Bill 69 broadened TCTC's responsibilities and authorities by adding a designation as the body responsible for adopting the Regional Transportation Plan (RTP). Additional legislation, AB 402 in 1977, continued the TCTC's responsibilities. TCTC disburses 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, TCTC holds responsibility for the Regional Transportation Improvement Program (RTIP) for Trinity County. TCTC may nominate projects for inclusion in the RTIP for state highways and local roads, especially those improving regional transportation in multiple categories, including capacity expansion, reconstruction, and rehabilitation. SB 743 incorporates balancing the needs of congestion management with reduction of greenhouse gases, infill development, and public health through active transportation. CEQA Section 15064.3 requires a shift in measurement from Level of Service (LOS) to Vehicle Miles Traveled (VMT).

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

Fiscal Year 2020/2021 Federal Planning Factors (23 CFR § 450.306):

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.

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 may be added to or deleted from the OWP. Table II on page 27 lists the summary of funding for each of the work elements.

Overall Work Program Funding

Trinity County Transportation Commission has funded the Fiscal Year 2020/2021 Overall Work Program with funds from a variety of sources, including Rural Planning Assistance (RPA), Local Transportation Funds, and the State Transportation Improvement Program.

Recent significant activities accomplishments and planning efforts

- 2019-2023 Short Range Transit Development Plan (2020)
- Coordinated Plan (2020)
- Active Transportation Plan (2020)
- Trinity Alps Transportation Study (2020)
- Regional Transportation Plan (2017)
- Bikeways Master Plan (2015)
- Blueprint Planning Project (2015)
- Transit Mobility and Awareness Plan (2011)
- ITS Architecture (2008)
- 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

Required Information Element:

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

Joint Planning Activities Within Trinity County Information Element FY 2020/2021 Trinity County Overall Work Program			
Activity	Work Performed by	Products	Due Date
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. The County compiles an extensive GIS data library including imagery, topographical maps, development and transportation constraints, and state, federal, and county road alternative transportation networks. A geodatabase and associated planning and transportation layers were created with Blueprint Planning Grant funds. A County website allows users to interact with portions of the 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 improve safety, mobility, connectivity, and capacity through the use of technology throughout the County and region.

TASK/ACTIVITY

All of the following tasks are connected to RTP planning, including for the current RTP update, which will start in 2020/21. These tasks include using 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 signs, bridges, active transportation network, development potential, 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 (July 2020-June 2021)
- 4 Review and process annual ESRI software maintenance agreement and invoice (July/August 2020)
- 5 Continue GIS data updates as necessary for the interactive website completed in 2014/15 as pertinent 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, i.e. 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	Quarterly
3	Update of interactive online map services	Quarterly
4	GIS integration of pavement and sign databases	Quarterly
5	Transportation and transit presentations for meetings and online posting	Quarterly
6	Digital backups of transportation planning documents and meeting notes and drawings	Monthly
7	ADT traffic data	Monthly

601 Product Estimate	RPA	RPA Carryover	Total
TCTC Staff	\$ 4,600		\$ 4,600
Consultant	\$ 15,000		\$ 15,000
ESRI Maintenance	\$ 400		\$ 400
Total	\$ 20,000	\$	\$ 20,000

Consultant=TCRCD

WORK ELEMENT 602

Public and 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, including 5310.

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.

TCTC began an update of the 2014-2018 Short Range Transit Development Plan (SRTDP) and Public Transit Human Services Coordinated Plan in FY 2019/2020. The SRTDP and Coordinated Plan were adopted by the TCTC in May 2020.

TASK/ACTIVITY

All of the following activities are designed in order to achieve the development of the RTP's purpose and objectives and to be consistent with the RTP.

- 1 Review and apply for potential "transportation planning grants" to fund such planning studies as the Short Range Transit Development Plan and Coordinated Plan, the marketing plan, etc., to ensure compatibility with regional goals and policies (July-June)
- 2 Monitor transit reports (ridership, expenditures, and revenue), transit facilities, and plan service improvements as needed (monthly and quarterly)
- 3 Review transit programs/planning efforts and proposed changes affecting transit performance planning with the Social Service Transportation Advisory Council (January –April)
- 4 Conduct regional transit needs assessments and transit marketing plans as appropriate (July-June)

WORK ELEMENT 602 (Continued)

Public and Specialized Transportation

TASK/ACTIVITY (cont.)

- 5 Gather data for updates to planning documents, such as the RTP (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) (July - June)
- 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 (biannual)
- 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 (January - June)
- 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 (July - June)
- 9 Attend monthly Partnership in Action For Trinity Health (PATH) meetings to coordinate, plan and promote active transportation and public transportation use (July – June)
- 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, electronic fare boxes, (quarterly)
- 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 (quarterly)
- 12 Identify and document transportation facilities, projects, and services required to meet regional and interregional mobility and access needs (ongoing)
- 13 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)
- 14 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)
- 15 Review FAST Act and FTA regulations as needed. Review applications and programming of funds as it relates to the TIP process. (July-June)
- 16 Monitor and review implementation and coordination of the Short Range Transit Development Plan and Coordinated Plan with SSTAC (July-June)
- 17 Review of 5310 applications & programming of funds as it relates to the TIP process for eligible planning activities (March- June)
- 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)
- 19 Data planning and collection for performance reports and SRTDP updates (quarterly)
- 20 Coordinate with NSSR, NST, and SRTA to ensure regional public transportation connections with proposed and existing services through meetings, etc. (quarterly)
- 21 Develop materials for civic organizations outreach and other speaking opportunities regarding alternative forms of transportation (quarterly)

WORK ELEMENT 602 (Continued)

Public and Specialized Transportation

- 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 (quarterly)
- 23 Conduct outreach efforts to the traditionally under-represented and underserved populations, such as the elderly, disabled, low-income, and minority community groups (ongoing)
- 24 Attend trainings and legislative meetings regarding zero emission buses as available.
- 25 Assist Transit to develop a plan to meet the Innovative Clean Transit (ICP) Regulation

Products	Public and Specialized Transportation	Schedule
1	Documentation of unmet transit needs	Quarterly
2	Coordinated implementation of Coordination Plan and Transit Development Plan	Quarterly
3	Public requests for public transit needs	Quarterly
4	Transit reports, statistics and performance monitoring data	Monthly as needed
5	Meeting packets for SSTAC, minutes, project specific updates to the website, public hearing notices and final report	needed
6	Transportation Emergency Management Plan	June 2021
7	Plans for Transit Maintenance Facility	June 2021

602 Products Estimate	RPA	RPA Carryover	LTF	Total
TCTC Staff	\$ 36,600			\$36,600
Total	\$ 36,600			\$36,600

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 with updates to the Active Transportation Plan and updating the Bikeways Master Plan (BMP) as needed.

Previous Accomplishments

Bikeways Master Plan accepted by the Trinity County Transportation Commission (May 2015), preparation and adoption of an Active Transportation Plan (April 2020), and participation in “Partnership in Action for Trinity Health” (PATH), a community group that promotes healthy life styles for Trinity County residents. In April of 2019 PATH held an active transportation event, Walk and Roll, which included closure of Lance Gulch Road – a county road, to have a fun run and promote active transportation by encouraging people to use other modes of transportation for their daily needs.

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.

TASK/ACTIVITY

- 1 Oversee closeout of the Active Transportation Plan (July-Sep)
- 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
- 4 Work with local schools to promote bicycle and pedestrian 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 Continue participation in PATH to promote active transportation (June - July)
- 7 Updates to the BMP and ATP (as needed)

- 8 Coordinate with partnering agencies regarding access from local streets/roads Maintenance Level 3 roads proposed for OHV accessibility (July-December)
- 9 Interact with local agencies and interest groups concerning the needs of multi-modal transportation planning (July-April)
- 10 Explore better linkage between transit services and multi-modal usage locally and regionally, such as bus stops near bike and pedestrian trails (Aug - June)

WORK ELEMENT 603 (Continued)

Multi-Modal Transportation Planning

Product	Multi Modal	Schedule
1	Updates to the BMP and ATP	Jun-21
2	Press releases, news articles, and social media posts	Jun-21
3	Promotion of safety for non-motorized transportation options	As needed

603 Product Estimate	RPA	RPA Carryover	Total
TCTC Staff	\$ 10,000	\$	\$ 10,000
Consultant	\$		\$
Total	\$		\$ 10,000

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

Hired a consultant to complete an Airport Layout Plan Update and Narrative Report for Ruth Airport, and coordinated with FAA to prioritize future airport planning projects. 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 Airport 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 Airport Advisory Committee, and an update of the Aviation Element for the Trinity Regional Transportation Plan update. This also includes updating the five airport medium-term projects, over the next ten years, in the Caltrans online Airport System Manager, caltransasm.com.

TASK/ACTIVITY

- 1 Review ground access elements of aviation planning (quarterly)
- 2 Coordinate with Airport Advisory Committee 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 Advisory Committee & 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 Update Airport Capital Improvement Plans (ACIP's) in Caltrans online Airport System Manager, caltransasm.com (quarterly).
- 7 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
3	Updates to the Airports Capital Improvement Plans	Ongoing

604 Product Estimate	RPA	LTF	Total
TCTC Staff	\$ 4,000		
Total	\$ 4,000		\$ 4,000

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

TCTC will begin an update to the RTP this fiscal year. The RTP will represent a 20-year planning horizon and be 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 will be discussed and considered as part of the RTP update. It must be updated every 5 (five) years and needs to contain 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 will be introduced to the TCTC in an open public workshop to discuss and make recommendations for the draft RTP.

After the meetings are completed, an environmental (CEQA) document, incorporating the provisions of SB 743 and CEQA Section 15064.3, will be prepared based on the projects generated through the public process. A traffic study will be 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 will be 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 Prepare and put out an RFP for consultants to complete the 2021 RTP update.
- 2 Begin RTP update, coordinating with community members and participating agencies.
- 3 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)
- 4 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)

WORK ELEMENT 605 (continued)

Regional Transportation Planning

- 5 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)
- 6 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)
- 7 Continue data collection for vehicle traffic levels-ADT for future RTP development (July-June)
- 8 Update capital improvement needs, and monitor roadway rehabilitation needs to preserve existing infrastructure and facilities (July-June)
- 9 Work with Caltrans and CTC staff to process STIP requests and amendments (Sep-June)
- 10 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)
- 11 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)
- 12 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)
- 13 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)
- 14 Attend “Vehicle Miles Travel” trainings as available

Product	Regional Transportation Planning	Schedule
1	Award contract for RTP to consultant	Oct 2021
2	Annual subscription StreetSaver Program software (consultant)	June 2021
3	Annual report on Pavement Management System (Consultant)	June 2021
4	Vehicle Traffic Levels data (Staff)	June 2021
5	2020 Databook (Consultant)	June 2021
6	Public information and updates regarding the RTP and projects (Staff)	July-Jun 2021

605 Estimate	RPA	RPA Carryover	PPM	LTF	Total
Staff	\$39,400				\$39,400
Consultant	\$7,000				\$7,000
Total	\$46,400				\$46,400

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 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 (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 Caltrans, Federal Land Management Agency, Program Decision Committee (PDC), and other local agencies to discuss federal lands access needs, including the Trinity Alps Transportation Study (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	Coordination	Schedule
1	Public information/updates such as meetings, presentations, website	Quarterly
2	Policies and Procedure Manual as it relates to the OWP	Quarterly
3	Commission packets, correspondence	Quarterly
4	Reports on transportation related planning activities, including Recommendations in TCTC reports.	Quarterly

606 Estimate	RPA	RPA Carry-over	LTF	Total
Staff	\$28,000			\$28,000
Total				\$28,000

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, 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 the narrative planning progress report to Caltrans (quarterly)
- 2 Prepare amendments to the 2020/21 OWP and OWP agreement as needed (quarterly)
- 3 Plan and prepare draft and final FY 2021/22 annual Budget and OWP (Feb-May)
- 4 Prepare closeout documents for FY2019/20 (July-Dec)
- 5 Prepare TCTC agenda items as they relate to the OWP (monthly)

Products	Regional Transportation Planning	Schedule
1	Narrative planning progress reports	Quarterly
2	OWP Amendments and agreements	As needed
3	2021/22 OWP (Draft)	3/01/2021
4	Agenda items, resolutions, minutes	6/30/2021
5	2021/22 OWP (Final)	6/30/2021
6	Year End Package	6/30/2021

607 Estimate	RPA	Carry-over	LTF	Total
Staff	\$13,000		\$5,000	\$18,000
Total	\$13,000		\$5,000	\$18,000

WORK ELEMENT 6200

Planning Programming and Monitoring

Purpose

Recurring tasks and activities, including updating plans: Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP), and State Transportation Improvement Program (STIP).

Objective

To identify and develop projects for the region's transportation programming needs that are consistent with the Regional Transportation Plan for future allocations. This FY will focus on the update to the 2021 RTP.

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. One such coordination effort involves the Federal Highway Administration (FHWA) Central Federal Lands (CFL) division, as well as the US Forest Service (USFS). In partnership with these agencies, Trinity County conducted a study to identify and prioritize improvement projects on several roads within the County that provide recreational access into the Trinity Alps Wilderness.

The 2021 RTP update will contain the findings of the planning, programming, and coordination between local, tribal, state, and federal entities to create a vision for Trinity County's transportation to 2040 and beyond. Elements from the County's Active Transportation Plan will be incorporated to promote public health and alternates to traveling by personal vehicle. The RTP update will include plans to coordinate future transportation projects amongst various agencies to maximize funding and construction opportunities while minimizing environmental impacts and disruptions to local communities.

TASK/ACTIVITY

- 1 Select consultant for the RTP
- 2 Prepare update of the RTP
- 3 Prepare various project study reports for the 2020 STIP
- 4 Support the Trinity Alps Transportation Study
- 5 Plan for next RTIP
- 6 STIP - Program Maintenance (Allocation and Extension Requests) Monitoring Implementation

Products:	Planning Programming and Monitoring	Schedule
1	Regional Transportation Plan – RFP and consultant selection	Aug-Dec
2	Regional Transportation Improvement Plan	July-June
3	State Transportation Improvement Plan (amendments, allocations, etc.)	July-June
4	Trinity Alps Transportation Study	July-Dec

6200 Product Estimate	RPA	RTP Update	RTIP/STIP	Total
Staff	\$ -	\$32,000	\$28,000	60,000 60,000
Consultant	\$	\$178,000		\$ 178,000
Total	\$ -	\$178,000	\$98,879	\$ 238,000

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

Products: TDA Administration and Fiscal Management

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)

- 1 TDA 2019/20 fiscal and performance audits, annual State Controller report, TDA findings and allocations (Sep-Apr)
- 2 Quarterly invoices (Quarterly)
- 3 Administrative tasks necessary to accomplish the Unmet Needs Process (ongoing)

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

TABLE II

Trinity County Transportation Commission Expenditure Detail

Work Element	Description	Rural Planning Assistance Funds	Rural Planning Assistance Funds Carryover	LTF	RTP Update	RTIP STIP PPM	Total Funding
601	Transportation System Planning	\$20,000					\$20,000
602	Public Transportation	\$36,600					\$36,600
603	Multi Modal	\$10,000					\$10,000
604	Aviation	\$4,000					\$4,000
605	RTP	\$46,400	\$10,000				\$56,400
606	Administration	\$28,000					\$28,000
607	Overall Work Program	\$13,000		\$5,000			\$18,000
6200	STIP				\$178,000	\$60,000	\$238,000
6450	TDA Admin & Fiscal			\$25,000			\$25,000
Total		\$158,000	\$10,000	\$30,000	\$178,000	\$60,000	\$436,000
		(RPA total)					

ORGANIZATION CHART

