

**FISCAL YEAR 2022-2023**

# OVERALL WORK PROGRAM

**TRINITY COUNTY TRANSPORTATION COMMISSION**

**Draft**



**ADOPTED**

April 2022 (expected)

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# OWP Purpose & Need

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## FTA Circular 8100.1D – Appendix A

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

The Fiscal Year 2022/2023 OWP is funded by Rural Planning Assistance (RPA) funds, Local Transportation Funds (LTF), and Planning, Programming, and Monitoring (PPM) funds from the State Transportation Improvement Program (STIP).

## Decision Making

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

# About TCTC

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

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

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

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

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

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

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

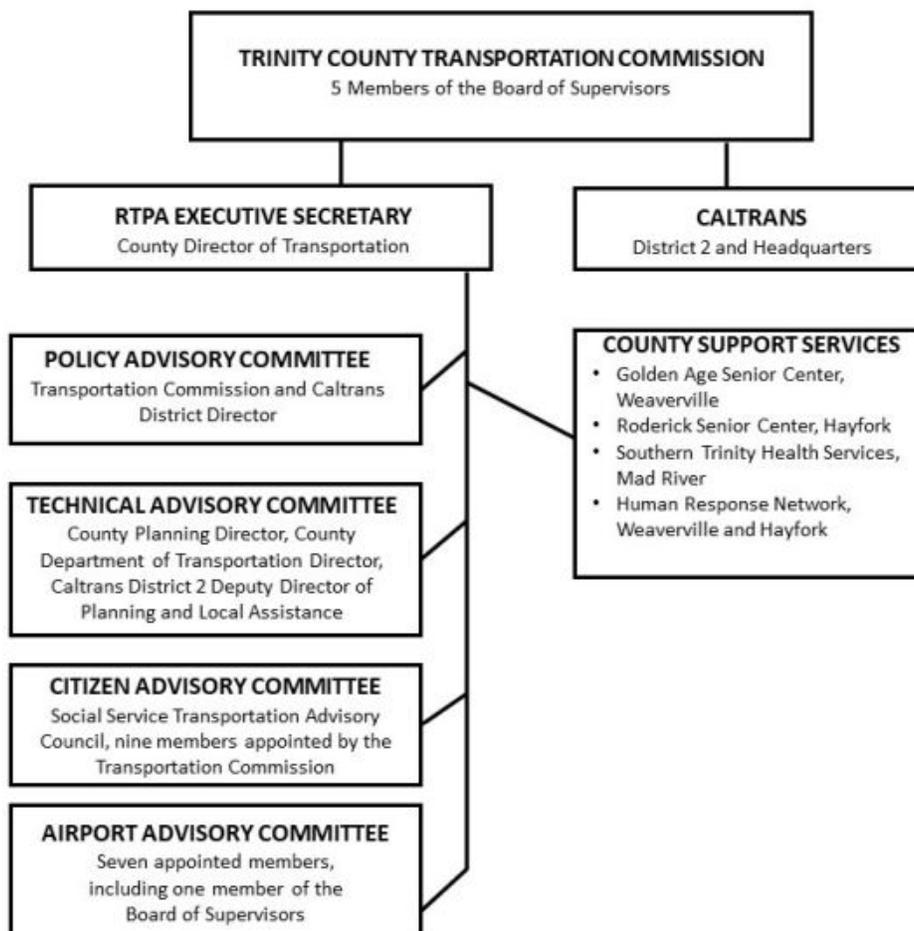
# Organization

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## 23 CRF 450.310

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

Trinity County’s Director of Transportation typically serves as the Executive Secretary to TCTC. Due to a vacancy in the Director position, the Senior Transportation Planner is acting as TCTC Executive Secretary until the Director position is filled accordance with Trinity County Board of Supervisor’s Delegating Resolution No. 2021-113 passed October 19, 2021.



# Coordination & Public Participation

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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.

# Planning Factors

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## 23 CFR 450.306

**Fiscal Year 2022/2023 Federal Planning Factors include:**

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 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 storm water impacts of surface transportation.
10. Enhance travel and tourism.

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

During the execution of Trinity County’s annual Overall Work Program, work elements (WE) may be added to or deleted from the OWP. The **Estimated Costs & Funding Sources Table** on page 41 lists the summary of funding for each of the work elements.

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# Trinity County Region

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23 CFR 450.312

## Geography

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

## Population

Trinity County has a population of 13,688 and zero incorporated cities or towns, making it the fifth-least populous county in California (California Department of Finance, 2019). Weaverville stands as the county seat with a population of 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.

## Native American Tribal Governments

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

## Land Ownership

It is important to note that 72% of Trinity County's total land base is managed by federal agencies that are not subject to property tax, making it difficult to fund necessary transportation projects throughout the county. Approximately 14% of county land is owned by large timber and forestry

companies in agriculture land conservation districts while small commercial and residential zones populate Weaverville, Hayfork, Lewiston, and Trinity Center.

## **State Routes**

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

## **Modes of Transportation**

Automobiles serve as the major transportation mode for Trinity County residents and visitors. Caltrans, in partnership with Shasta, Trinity, and Humboldt Counties, completed improvements to the Buckhorn Grade east of the Shasta-Trinity County line to the western boundary of Whiskeytown-Shasta-Trinity National Recreation Area in Shasta County in 2016. The project was partially funded with High Priority Project (HPP) funding from Humboldt County Association of Governments (HCAOG). The use of HPP funds on SR 299 successfully addressed Surface Transportation Assistance Act (STAA) pinch points from Interstate 5 in Shasta County near Redding to U.S. Highway 101 north of Arcata. A total of 60 STAA pinch points on this route have been addressed. Recreationally, there is a small aviation community who fly in and out of Trinity County's 5 public airports.

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

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

# Transportation Challenges

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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.

Closures of SR 299 also adversely affects Humboldt County to the west and Shasta County to the east. In the event of a closure on US Highway 101 in Humboldt or Del Norte County, SR 299 is part of the alternate route for all vehicles, including freight transportation. Trucks and 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.

In summer of 2020, the August Complex Fire burned a vast area of southern Trinity County. Several county roads were affected by the fire and it is estimated that 50,000 hazard trees along the county right of way of several roads need to be felled and removed. Engineering staff is assessing culvert and road damage throughout the area. Heavy rain storms could cause severe road damage and loss due to the extent of fire damage from extreme heat and loss of culverts and outboard road.

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

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

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

- Large geographic mountainous and sparsely populated area with the roadway system consisting of a wide array of aging, eroding, narrow roads and bridges
- Trinity County has a high accident rate based on Vehicle Miles Traveled compared to other counties in the state
- Unstable geology and steep terrain cause maintenance problems such as erosion, landslides, and rockfalls on the roads
- Remote roads with little to no shoulders and minimum travel lane widths. Travel lane widths are continuously lost to erosion on steep terrain, and many roads have less than two lanes
- Roads and bridges are aging and in need of major rehabilitation
- The large geographic area and sparse population of the county presents a problem for continued operation of cost-effective public transportation systems
- Over 70% of the land in the County is federally owned and is not subject to property taxes. These lands include National Forest and Wilderness, Bureau of Land Management land, and lands flooded by the Trinity and Lewiston dams. To make up for the loss of property tax revenues, the Federal Government historically paid the County a share of all revenue generated by timber sales to supplement local funding for schools and roads.

Environmental restrictions have reduced timber revenues substantially since the mid-1980s

- 93% of Trinity County's Forest Receipts derive from Secure Rural Schools (SRS). At this time there has not been an extension. Trinity County is expected to receive around \$95,000 without that extension in the 21/22 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 2022/2023 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 2022/2023 OWP
- Participating in planning efforts that facilitate economic development

- Implementing requirements of the federal transportation legislation
- Administering the legal requirements of the Transportation Development Act

# Accomplishments

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## **SR 299**

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

## **Lance Gulch Road**

Trinity County 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 SR 3 at the north end. Lance Gulch Road was built to relieve congestion on SR 299 from the shopping district on the east end to the intersection of SR 299 with SR 3, the most congested section of SR 299 in Trinity County. It also provides a valuable alternate route in case of emergencies or road closures on SR 299. Construction of a traffic light at the intersection of SR 299 and Lance Gulch Road was officially completed October 2021.

## **Bridges**

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

## **Traffic Studies**

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

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

## **Plans**

Short-Range Transit Development Plan (2020)

Long-Range Transit Development Plan (2020)

Coordinated Public Transit-Human Services Transportation Plan (2020)

Trinity Alps Transportation Study (2020)

Regional Transportation Plan (2017)

Bikeways Master Plan (2015)

Blueprint Planning Project (2015)

Trinity Mobility and Awareness Plan (2011)

ITS Architecture (2008)

# Current Projects

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HBP projects currently in design include a combined project to replace two bridges in the community of Big Bar. One small bridge will be replaced on Price Creek Road and one 330 foot bridge over the Trinity River, including an alignment of Corral Bottom Road where it will intersect with SR 299. Other bridges in design include a bridge in the historic district of Weaverville over West Weaver Creek on Lorenz Road, a bridge over Hayfork Creek on East Fork Hayfork Creek Road, and a bridge leading to the Cal Fire Fawn Lodge Station adjacent to SR 299 between Weaverville and Redding. 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.

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

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

Trinity County is finishing the environmental stage for Trinity Transit's new transit facility and will continue the request for proposal (RFP) process for facility design in FY 22/23 via Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds.

TCTC is in the process of updating the 2021 Regional Transportation Plan and will be coordinating with the Trinity County Department of Planning during their General Plan update.

# Joint Planning Activities With Caltrans

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

<b>Joint Planning Activities Within Trinity County</b> <b>Information Element</b> <b>FY 2022/2023 Trinity County</b> <b>Overall Work Program</b>			
<b>Activity</b>	<b>Work Performed by</b>	<b>Products</b>	<b>Due Date</b>
Regional Planning	Caltrans/TCTC	RTP, RTIP, OWP (WE 601, 605, 606)	ongoing
Multi-Modal Planning	Caltrans/TCTC	Aeronautics, Transit, Bicycle, and Pedestrian Planning (WE 602, 603, 604, 605)	ongoing
System Planning	Caltrans/TCTC	Transportation Concept Reports, Corridor Management Plans (WE 601)	ongoing
System Management	Caltrans, TCTC, Local Agencies	ITMS Database, CTIS Database (We 601)	ongoing
Project Study Reports	Caltrans, TCTC, Local Agencies	Completed PSRs (WE 601, 603)	ongoing
Local Development Review	Caltrans, TCTC, Local Agencies	Traffic Studies/Environmental Documentation/Mitigation	ongoing
Programming	Caltrans/TCTC	STIP, RTIP, FSTIP (WE 601, 605, 606)	ongoing

# Work Element 601

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## GIS, ITS, & Transportation System Management

### Purpose

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

### Previous Accomplishments

#### GIS Systems

In FY 21/22, TCTC has collaborated with County departments and local non-profits to update and maintain [Trinity County's Parcel Viewer](#) and new [Trinity County GIS Data Portal](#). This new data portal displays various GIS layers, including all County crosswalks, parks, recreation sites, bikeways, bicycle parking, trails, roads, sidewalks, railroads, post miles, hospitals, fire stations, and more.

#### ITS

TCTC has worked extensively with the California Integrated Travel Project (Cal-ITP) team since 2020 to support ITS planning in Trinity County. TCTC has explored various ITS technology on regional transit buses, and tested the feasibility of ITS technology in Trinity County's many dead connectivity zones. TCTC's transportation planning efforts for ITS will advance transportation safety, mobility, and productivity by integrating advanced communications technologies into transportation infrastructure.

#### Transportation System Management

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

## Discussion

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

## Task/Activity

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

1. Maintain basemaps, including Assessor Parcel alignments as available, countywide layers showing signs, bridges, active transportation network, development potential, constraints and other layers useful for scenario assessments (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 2021-June 2022).
4. Review and process annual ESRI software maintenance agreement and invoice (July/August 2021).
5. Continue GIS data updates as necessary for the interactive website completed in 2014/15 as pertinent to the RTP (quarterly).
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

	<b>WE 601: GIS, ITS, &amp; Transportation System Management</b>	<b>Schedule</b>
1	Public GIS data sets	Monthly

2	GIS project development to support transportation and transit planning	Quarterly
3	Update of Trinity County's GIS Data Portal	Quarterly
4	Update of Trinity County's Parcel Viewer	Quarterly
5	Transportation and transit presentations featuring GIS, ITS, GTFS information	Quarterly
6	Digital backups of transportation planning documents including staff reports, resolutions, notes, agreements, and drawings	Monthly
7	ADT traffic data	Monthly

**Product Estimate**

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

# Work Element 602

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## Public & Specialized Transportation

### Purpose

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

### Previous Accomplishments

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

In FY 2021/2022, TCTC attended FTA Section 5310 workshops for paratransit and dial-a-ride capital and operations projects. Staff reviewed local applications, and served as a program liaison between local senior centers and Caltrans. In the application assistance process, TCTC participated in Emergency Management Plan updates for local transportation agencies throughout the county.

### Discussion

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

TCTC began an update of the 2014-2018 Short Range Transit Development Plan (SRTDP) and

Public Transit Human Services Coordinated Plan in FY 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:

1. Review transportation planning grants, and plans such as the Short Range Transit Development Plan, Long Range Transit Development, Coordinated Plan, and marketing plan, etc., to ensure compatibility with regional goals and policies (July – June).
2. Monitor transit reports (ridership, expenditures, and revenues) for the planning of future transit operations and transit facilities, and plan service improvements as needed (monthly and quarterly).
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).
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).
  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

	<b>WE 602: Public &amp; Specialized Transportation</b>	<b>Schedule</b>
1	Documentation of unmet transit needs	Quarterly
2	Coordinated implementation of Coordination Plan and Short Range Transit Development Plan	Quarterly
3	Public requests for public transit needs	Quarterly
4	Transit reports, statistics and performance monitoring data	Quarterly
5	Transportation Emergency Plan updates	Quarterly
6	Transit Maintenance Facility	June 2023

## Product Estimate

	<b>RPA</b>	<b>RPA Carryover</b>	<b>LTF</b>	<b>Total</b>
TCTC Staff	\$40,000	\$0	\$5,000	\$45,000
<b>Total</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$45,000</b>

# Work Element 603

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## Multi-Modal Transportation Planning

### Purpose

The purpose of this work element 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. In 2021, Trinity County Department of Transportation and Caltrans District 2 are partnering on an application to Active Transportation Program Cycle 6.

### Task/Activity

1. Plan, coordinate, connect multi-modal transportation routes for pedestrian, bicycle, equestrian, and OHV routes in rural areas as part of the RTP (July-June)
2. Coordinate and consult with local agencies such as the Weaver Basin Trails Committee, Trinity Trails Alliance, Resource Conservation District, and the Watershed

Center to plan for local and regional connection of roads and trails

3. Work with local schools to promote bicycle and pedestrian activities by identifying potential improvements on local and state roads (July-June)
4. Continue participation in PATH to promote active transportation (June - July)
5. Updates to the Bicycle Master Plan (BMP) and ATP (as needed)
6. Coordinate with partnering agencies regarding access from local streets/roads Maintenance Level 3 roads proposed for OHV accessibility (July-December)
7. Interact with local agencies and interest groups concerning the needs of multi-modal transportation planning (July-April)
8. Explore better linkage between transit services and multi-modal usage locally and regionally, such as bus stops near bike and pedestrian trails (Aug - June)

## Products

	<b>WE 603: Multi-Modal Transportation Planning</b>	<b>Schedule</b>
1	Updates to the BMP	June 2023
2	Updates to the ATP	June 2023
3	Active Transportation Program Workshops	as needed

## Product Estimate

	<b>RPA</b>	<b>RPA Carryover</b>	<b>PPM</b>	<b>Total</b>
TCTC Staff	\$15,000	\$0	\$10,000	\$25,000
<b>Total</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$25,000</b>

# Work Element 604

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## Aviation Planning

### Purpose

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

### Previous Accomplishments

In 2009, the Trinity County Airport Land-Use Compatibility Plan (ALUCP) was adopted. In 2018, Trinity County fired a consultant to complete an Airport Layout Plan (ALP) update and Narrative Report with Ruth Airport. Trinity County coordinated with the Federal Aviation Administration (FAA) to prioritize future airport planning projects. TCTC staff also participated in aviation policy development activities with Caltrans Division of Aeronautics and state-wide working groups to address intermodal transportation activity and linkages between airports.

### Discussion

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

### Task/Activity

1. Update the Airport Land Use Compatibility Plan (August 2023).
2. Participate and make recommendations to the ALUC for airport planning decisions (as needed).
3. Participate and make recommendations to the Airport Advisory Committee (AAC) for airport planning decisions (as needed).
4. Review ground access elements of aviation planning (quarterly).
5. 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).
6. Participate in review of ground transportation improvements in relation to airport safety and explore methods to improve connectivity between airport facilities and

ground modes of transportation, including bicycle, pedestrian, transit and motor travel as integral elements of a complete transportation system. Consider "Health in All Policies" objectives when planning transportation projects, as feasible and within the authority of the Commission (quarterly).

7. Attend meetings for legislative updates related to airport improvement programs from FAA and Caltrans Aeronautics (quarterly).
8. Update Airport Capital Improvement Plans (ACIP's) in Caltrans online Airport System Manager, caltransasm.com (quarterly).
9. Participation in evaluating plans for land use projects within an airport's area of influence for compatibility with applicable Airport Land Use Compatibility Plans particularly in relation to ground modes of transportation (July-June).
10. Plan for non-motorized routes, pedestrian walkways and shoulder widening improvements to airports in the RTP (July – June).

## Products

	<b>WE 604: Aviation Planning</b>	<b>Schedule</b>
1	Update and adopt the ALUCP	August 2023
2	AAC documents, figures, drawings, recommendations, agendas	Quarterly
3	ALUCP documents, figures, drawings, recommendations, agendas	Quarterly
4	Explore grant opportunities to update planning documents related to airports	June 2023
5	Updates on legislation and programs for airport capital improvements	as needed
6	Aviation Element for the RTP	June 2023 – December 2023
7	Updates to the Airports Capital Improvement Plans	as needed

## Product Estimate

	<b>RPA</b>	<b>RPA Carryover</b>	<b>Total</b>
TCTC Staff	\$15,000	\$0	\$15,000
Consultant	\$20,000	\$39,500	\$59,500
<b>Total</b>	<b>\$35,000</b>	<b>\$39,500</b>	<b>\$74,500</b>

# Work Element 605

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## 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

TCTC selected a consultant for the 2022 Regional Transportation Plan update in compliance with state and federal regional transportation regulations. Staff assessed regional priorities and participated in the system planning process. Community outreach events were held throughout Trinity County in spring 2022.

### Discussion

TCTC will continue updating 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 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. Hold public meetings and workshops in communities around the county to review the current RTP's project list, discuss new proposed projects, and collect ideas for future project recommendations in the RTP.
2. Prepare RTP update, coordinating with community members and participating agencies.
3. Continue to assess regional priorities and participate in the system planning process on an ongoing basis. Comment on policies, procedures and mandates under development. Prepare for and attend Regional Transportation Planning Agency executive secretary meetings as requested (ongoing)
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)
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
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. 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)
10. 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)
11. 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)

12. 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)
13. Attend “Vehicle Miles Travel” trainings as available.

## Products

	<b>WE 605: Regional Transportation Planning</b>	<b>Schedule</b>
1	2021 RTP	December 2023
2	Annual subscription to StreetSaver Program software	June 2023
3	Annual report on Pavement Management System	June 2023
4	Vehicle Traffic Levels data	June 2023

## Product Estimate

	<b>RPA</b>	<b>RPA Carryover</b>	<b>PPM</b>	<b>Total</b>
TCTC Staff	\$0	\$0	\$45,000	\$45,000
Consultant (Green DOT)	\$0	\$0	\$85,000	\$85,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$130,000</b>	<b>\$130,000</b>

# Work Element 606

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## Administration & Coordination

### Purpose

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

### Previous Accomplishments

Coordinated with partner agencies locally and regionally to understand transportation funding and tasks in the OWP. Reported to the TCTC regarding funding. Monitoring of proposed funding rule making and legislation as it relates to the RTP. Partnered with the Federal Highway Administration Central Federal Lands Division (CFLHD) and the US Forest Service (USFS) to prepare the Trinity Alps Transportation Study to review roads that provide access to trailheads, campgrounds, and the Trinity Alps Wilderness.

### 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 (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)

## Products

	<b>WE 606: Administration &amp; Coordination</b>	<b>Schedule</b>
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

## Product Estimate

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

# Work Element 607

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## Overall Work Program Development

### Purpose

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

### Previous Accomplishments

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

### Products

	<b>WE 607: Overall Work Program Development</b>	<b>Schedule</b>
1	Narrative planning progress reports	Quarterly
2	OWP amendments and agreements	as needed
3	2023/2024 Draft OWP	03/01/2023
4	Agenda items, resolutions, minutes	06/30/2022
	2023/2024 Final OWP	06/30/2022
4	Close out documents for 2022/2023 OWP	06/30/2022

**Product Estimate**

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

# Work Element 6200

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## Planning, Programming, & Monitoring

### Purpose

Reoccurring tasks and activities, including updating plans such as the Regional Transportation Improvement Program (RTIP) and State Transportation Program (STIP) as needed.

### Previous Accomplishments

In FY 2021/2022 TCTC completed the 2022 RTIP for the 2022 STIP and continued to monitor County and partnership transportation projects throughout the Trinity County region. Staff identified and developed projects for the region's transportation planning needs that are consistent with the RTP 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. 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.

### Task/Activity

1. Prepare various project study reports for the 2022 STIP (as needed).
2. STIP Program Maintenance (allocation and extension requests) Monitoring Implementation (as needed).
3. Work with Caltrans and CTC staff to process STIP requests and amendments (Sept – June).

### Products

	<b>WE 6200: Planning, Programming, &amp; Monitoring</b>	<b>Schedule</b>
1	2022 RTIP amendments	as needed
2	STIP (amendments, allocations, extension requests)	as needed

**Product Estimate**

	<b>RPA</b>	<b>RPA Carryover</b>	<b>PPM</b>	<b>Total</b>
TCTC Staff	\$0	\$0	\$22,000	\$22,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,000</b>	<b>\$22,000</b>

# Work Element 6450

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## TDA Administration & 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.

### Previous Accomplishments

TCTC continued to administer TDA funds in compliance with laws and regulations in addition to holding Social Service Transportation Advisory Council (SSTAC) meetings and administrative tasks for regulatory audits.

### 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 (TDA) 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 Controller's Report, including services of the Auditor's 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

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

## Product Estimate

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

# Estimated Costs and Funding Sources Table

23 CFR 420.111, 23 & CRF 450.305(c)

Work Element	Description	RPA	RPA Carryover	LTF	PPM	Total	Total RPA
601	GIS, ITS, & Transportation System Management	\$25,000				\$25,000	\$25,000
602	Public & Specialized Transportation	\$40,000		\$5,000		\$45,000	\$40,000
603	Multi-Modal Transportation Planning	\$15,000			\$10,000	\$25,000	\$15,000
604	Aviation Planning	\$35,000	\$39,500			\$74,500	\$74,500
605	Regional Transportation Planning				\$130,000	\$130,000	
606	Administration & Coordination	\$28,000				\$28,000	\$28,000
607	Overall Work Program Development	\$15,000		\$5,000		\$20,000	\$15,000
6200	Planning, Programming, & Monitoring				\$22,000	\$22,000	
6450	TDA Administration & Fiscal Management			\$25,000		\$25,000	
		<b>\$158,000</b>	<b>\$39,500</b>	<b>\$35,000</b>	<b>\$162,000</b>	<b>\$394,500</b>	<b>\$197,500</b>



## **TRINITY COUNTY TRANSPORTATION COMMISSION**

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P.O. Box 2490  
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