

ADDENDUM ONE to Work Element 602.3

Short Range Transit Development Plan and Coordinated Plan

Project Workplan & Timeline

Phase I: Preparation for Four-Day Site Visit

Task 1.1: Project Kick-Off Meeting

Project Manager Cliff Chambers will attend the kick-off meeting with TCTC staff in person and the rest of the team will join a conference call. An agenda will be established ahead of time to discuss the work plan, schedule, communications protocols, roles and responsibilities, and product expectation.

An important agenda item will be the planning for the four-day site visit by the four key members of the consulting team in September 2019, as discussed in more detail in the public outreach section in the Phase II Four Day Site visit section below. There is significant synergy between outreach efforts for the Short Range Transit Development Plan (SRTDP) and the Coordinated Public Transit-Human Services Transportation Plan Update (Coordinated Plan), and discussion will be held on how to leverage the outreach efforts to benefit both projects.

Another agenda item will be a review of the documents and data that will be needed in order to prepare the working paper that will be prepared in advance of our four-day site visit in Phase II.

Task 1.2: Preliminary Review of Performance of Services

The initial assessment will look at the four intercity service segments operated by Trinity Transit as well as the circulation of routes through Weaverville. The assessment for Trinity Transit will include:

- Service level changes that have been made over the past five years, and evaluation of the impact of the changes.
- Connections in Arcata and Redding to Greyhound and Amtrak by the spine route across Trinity County.
- Overall trends in the TDA performance indicators over the past five years by route and systemwide.

For each of the four routes, we would also like to compile stop-level data by stop from the driver manifest for several sample days so that we can analyze passenger boarding and alighting patterns. This is helpful in determining where investment might be made in bus stop amenities over the next five years.

Task 1.3: Review of Available Documents

In this task, we will review the documents relevant to both the SRTDP and the Coordinated Plan. The key findings will be summarized in the Phase I working paper developed in advance of the 4-day site visit in Task 1.10.

For the human service agencies and other transportation providers, we will review the 2014 inventory, determine what sources of data are readily available to update the

human service agency inventory, and what additional data will be needed for the inventory. This will help to develop the human services inventory survey in Task 1.6.

Task 1.4: Initial Policy Assessment

For the 2014 SRTDP, Project Manager Cliff Chambers developed in collaboration with Trinity Transit management, a simplified mission statement, four goals and 13 performance standards. Each of the performance standards included a minimum standard that Trinity Transit should not fall below. Each of the performance standards included a minimum standard that Trinity Transit should work towards. As part of this evaluation, the trends of the key TDA performance indicators will be evaluated by route and systemwide, including¹:

- Passengers per vehicle service hour
- Passengers per vehicle service mile
- Cost per vehicle service hour
- Cost per passenger trip
- Farebox recovery ratio

The mission statement adopted had a focus on Trinity County residents: “To provide safe and cost-effective public transportation services that increase mobility and improve the quality of life of Trinity County residents.” It was meant to reflect the core values of Trinity Transit.

Before meeting with the SSTAC during the September 2019 site visit, an assessment will be made on the status of achieving the overall goals and performance standards. Importantly, the assessment will evaluate the factors that have led to the actual outcomes of the performance standard and the trends that may require actions and recommendations from this SRTDP. For example, the farebox recovery ratio minimum standard is 10% and the target standard is 14%. The assessment would evaluate the fare revenues by fare type for each of the four routes over the past three years, providing insight on the average fare per passenger by route. On the cost side, we will assess the changes in costs per vehicle service hour and what the trends might be. In several cases, the fares were lowered as the result of 2014 SRTDP to encourage more affordable transportation for local trips in Trinity County. Input from the SSTAC and during the eight public workshops will be received on what guidelines should be considered in adjusting fares to ensure compliance with farebox recovery requirements over the next five years. The question will be asked on what a desirable target standard for farebox recovery should be in order to have a reasonable cushion for achieving the 10% minimum standard.

The discussion with the SSTAC will also include input on whether or not the existing mission statement reflects the core values of Trinity Transit. If not, then suggestions will be made on the mission statement wording that would better reflect the values that should be included in the mission statement.

Overall, the product of this task for the Phase I Working Paper will be a briefing paper on current performance trends, and a discussion guide for the SSTAC meeting scheduled during our September 2019 site visit.

¹ Vehicle service hours per employee is not a useful performance indicator and we are proposing not to utilize that performance indicator.

Task 1.5 Draft Onboard Survey Instrument

We will develop a customized on-board survey questionnaire to collect information about current Trinity Transit riders – demographics, travel patterns and characteristics, and satisfaction. Questions will allow for tracking of changes in ridership since the 2014 survey but will also address new issues and challenges identified during the kick-off meeting. The survey instrument will be designed for self-administration on board the vehicles. A draft questionnaire will be submitted to Trinity staff for review prior to finalization and production.

Task 1.6 Draft Human Service Agency Inventory Guide

In anticipation of the four-day site visit, we will construct a draft agency interview guide such that it contributes to the Coordinated Plan's Human Service transportation inventory requirement to document the type and number of organizations that are providing transportation to or supporting transportation for Trinity County residents, particularly those that are older, with disabilities or are of low-income. This interview guide will also tease out questions about mobility needs, gaps and anticipated changes known to the agency, for example moving an agency's location for seeing clientele or expanding programs that could result in more trips to agency sites.

The inventory questions that will inform the inventory will reflect the service modalities identified in the 2014 plan of the agency directly-operated or contracted, bus pass purchase or other subsidy or mileage reimbursement. We will obtain actual or estimated volume of trips from each agency with a current transportation function, as well as to document those that may no longer be doing so. There were ten such organizations in the 2014 Coordinated Plan inventory. The draft interview guide will be provided to TCTC and the SSTAC for review and approval during our September 2019 site visit.

Task 1.7 Demographic Analysis

The purpose of this task is to inform both the SRTDP and the Coordinated Plan in understanding the demographic trends and concentrations of the target populations. Although quality public transit service benefits all members of a region, select community members are more directly affected and should therefore be examined with a higher level of thoughtfulness. These target population include people with disabilities, older adults, people with lower incomes, veterans, and tribal groups. This task involves gathering and analyzing data through a number of sources about the Trinity County Service area as a whole and especially these aforementioned demographic communities. The types of demographic and socioeconomic data that will be analyzed includes, but is not limited to geographic location of home and work, poverty/income, age, disability, ethnicity, education, occupation, and commute patterns. Maps will be produced to show geographic patterns of the home locations of the target study populations. The mounted maps can be utilized as a visual tool in the community workshops.

The benefit of including this task early in the project process is that it will inform all future tasks, including the four-day site visit in September 2019. It is also one of the first tasks of the Coordinated Public Transit-Human Services Transportation Plan Update.

Task 1.8 Agenda/Schedule for Four-Day Site Visit

The core of our proposed outreach effort for both the SRTP and Coordinated Plan will be an intensive four day on-site visit which will include Mr. Chambers, Ms. Menninger, Ms. Barlow and Ms. Kraft. During that visit, the team will conduct public workshops, stakeholder groups and interviews and preparatory work for the on-board and stakeholder surveys. A detailed schedule of activities, along with relevant agendas, will be developed and reviewed with Trinity staff in advance of the visit. It will include:

- Eight geographically targeted community workshops
- Project Development Workshop
- Meeting with SSTAC
- Three topical stakeholder workshops – social service, education and medical
- Individual stakeholder interviews

Task 1.9 Phase I Working Paper

The primary purpose of the working paper will be to provide the necessary background material required for a successful four-day site visit in September 2019. It will enable key stakeholders to have necessary background information that will be discussed at the first full SSTAC meeting. It will also provide the necessary background information to make the eight public workshops and the project development workshop as productive as possible. For example, the demographic maps can be utilized to show the locations of target populations for both Trinity Transit and human service agency transportation.

Phase II: Conduct Four-Day Site Visit

Task 2.1 Logistics for Site Visit

In advance of the site visit, an associate team member will organize the logistics for the various outreach activities during a four-day site visit. She will identify and schedule locations for workshops and make personal contacts with a wide array of stakeholders to recruit participation in the stakeholder workshops and interviews. In addition, she will work with local stakeholders to publicize and promote the public workshops. No budget is assumed for renting venues for the public workshops and it is assumed that TCTC can provide access to community venues.

Task 2.2 Conduct On-Board Survey

The anticipated methodology for the on-board survey is the same as that used in 2014. Trinity Transit drivers will be asked to distribute and collect surveys from passengers on all routes over a one-week period. One member of the consulting team will meet with the operations supervisor during the on-site visit to discuss the process and deliver the survey supplies.

Each driver will be provided with a survey packet which includes questionnaire forms, pencils and small incentives to give participating riders (e.g. granola bars). They will turn the completed questionnaires in at the end of each shift. At the end of the week, these will be mailed to Mobility Planners for processing and analysis.

Task 2.3 Eight public workshops

Community Workshops will be held in each of the eight identified locales – Weaverville, Hayfork, Hyampom, Mad River, Lewiston, Douglas City, Junction City and one or more downriver communities. For each workshop we will personally invite local stakeholders as well as publicize the meetings to residents of the area.

To maximize public participation in the workshops, as well as provide an awareness boost to Trinity Transit, we propose to conduct a direct mail campaign. We will mail an oversized postcard (using Every Door Direct Mail) to the 5,500 households in Trinity County. The postcard will include the Trinity Transit system map as a central graphic, will provide details about each of the eight public workshops and will encourage residents to provide input to the planning process by attending the meeting in their local community or completing an informal online survey.

Each workshop will be attended by one or more of the consulting team members who will provide participants with an overview of the current transit services and discuss with them how their transportation needs might be better met.

Task 2.4 Agency Project Development Workshop

We find it valuable to bring together stakeholders who may share mobility concerns on behalf of their constituents but are unaware of that. During the course of the four-day site visit, we will convene at least one Project Development Workshop to which we will invite agency and organization representatives.

This workshop will be about two-hours in length and held in a central, accessible location, probably in Weaverville. Working with TCTC staff to identify key stakeholders, the consultant team will invite and encourage participation by human service agency representatives and other organizations who could play a role in addressing mobility topics; for example, County personnel involved in programs with mobility implications. We have found that by bringing together agency personnel who might not otherwise focus on transportation, we can have a productive and often creative discussion. Such workshops can provide a good foundation for strengthening existing coordination or developing new coordinated partnerships, providing an updated context for coordination.

Central to the Project Development Workshop is that it is both a cataloging of mobility needs and an exploration of practicable solutions by which to address those needs. **The consultant team will facilitate this discussion of: 1) identifying mobility needs and their characteristics; and 2) exploring implementable solutions in which the participating organizations could play a role.**

Results of this workshop will be reported in the Task 2.7 Summary of Four-Day Site Visit and incorporated, as appropriate, into the Coordinated Plan Strategies in the development of the Coordinated Plan in Phase V.

Task 2.5 Stakeholder Workshops and Interviews

Focused workshops and individual interviews will be held with stakeholders around several areas of emphasis:

- Social service agencies that work with seniors, persons with disabilities, low income families, veterans and other transportation disadvantaged populations.

- Education oriented organizations including the office of education, school districts and the home-school program.
- Shasta College and other colleges that are destinations for Trinity students.
- Medical providers serving Trinity County residents.
- Other programs that provide transportation services including Human Response Network, Southern Trinity Health Services, Health and Human Services and Behavioral Health.
- Connecting transit services including KNet, HTA and RABA.

Task 2.6 First Meeting with the SSTAC

We will coordinate our scheduling with TCTC staff to ensure that an SSTAC meeting is convened during the four-day site visit, with the objective of having it on the first day of the site visit. That first meeting with Trinity's County's Social Service Transportation Advisory Council will address several purposes:

1. Advise members on our approach and the work effort's general schedule.
2. Facilitate a discussion of Trinity Transit Mission Statement, goals and performances to obtain their input on possible revisions.
3. Invite them to various outreach meetings and events, notably the Project Development Workshop and the late project review meetings.
4. Review and approval of Human Service Agency Inventory Guide and survey participant list.
5. Coordinated Plan Prioritization Workshop format and scheduling (second consultant meeting with SSTAC).
6. Ask them with whom we should also be speaking, mining the contacts and networks of SSTAC members. If the SSTAC meeting is held at the beginning of the four-day site visit, it may allow us to make appointments to meet these additional contact while on-site. If not, follow-up interviews will be held.

Task 2.7 Summary of Four-Day Site Visit Results Working Paper

The findings of the outreach efforts will be summarized in a working paper which will be submitted to Trinity Transit staff for review and discussion, and which will provide a key input to Phase IV strategy development.

Phase III: Development and Analysis of Alternatives

Task 3.1 Conduct Human Service Agency Inventory/Update Unmet Transportation Needs

Based on input from the SSTAC, the Social Service Agency Inventory survey will be sent out to an approved agency participant list. The results will be tabulated and will provide important input on defining additional unmet needs.

The summary of transportation needs will be derived from identified mobility needs that residents and visitors have that are not being adequately met by Trinity Transit or human service agencies in Trinity County from the first two work phases. It will update the service assessment conducted in Task 1.2 after input from stakeholders, participants in the eight public workshops and the onboard survey. For example, a likely transportation unmet transit need will be Saturday service on Trinity Transit's four routes.

The list of identified needs will not be financially constrained, but will provide an important list for further cost evaluation in Task 3.4. The affordability of specific improvement will also be identified in Task 3.8 financial scenarios.

Task 3.2 Finalize Assessment of Existing Service Performance

In Task 2.1, a preliminary assessment was conducted of Trinity Transit performance. In this task the input from the onboard survey, stakeholder interviews, and eight public workshops will be added to complete the performance assessment. For example, for individual routes a section will be added that provides a profile of the demographics and trip purposes of the Trinity Transit ridership. The perceptions of services identified during the eight public workshops will be identified.

Task 3.3 Conduct Peer Analysis

A peer analysis of at least five transit agencies with similar intercity services will be conducted. The consulting team will consult with Trinity Transit to select the agencies to utilize in the peer review. The last SRTDP included a mix of directly operated services like Trinity Transit and five contracted services, both by County governed systems and independent Joint Powers Authorities.

Discussion with Trinity Transit staff will determine how the peer analysis will be utilized so that the appropriate information can be provided. In the last SRTDP, the focus was determining the factors that explained the differences between the cost per vehicle service hour between Trinity Transit and its peer agencies. The focus for this SRTDP could be, for example, on fare policies that enable peer transit agencies to sustain farebox recovery ratios with a mix of intercity and local transit services. ***We have the flexibility of asking peers on issues that need to also be addressed in the Coordinated Plan.***

Task 3.4 Evaluate Service Alternatives for SRTDP

This task will address the potential service levels, costs, and potential financial sustainability of needed revenues to sustain the service improvements. It will include alternatives for providing the first/last mile mobility access for those residents who live beyond ¾ mile of a Trinity Transit route.

The service improvements including the need for first/last mile access will likely be derived from both the eight public workshops and the onboard survey. The evaluation of alternatives will include:

- Market research input from the onboard survey, stakeholder interviews, and eight public workshops. This will characterize the needs from the passenger or resident perspective. For example, in the last SRTDP, there was input that it was not possible to get to Redding in the morning due to the fact that the Willow Creek scheduled connection first arrived to Weaverville at 10:56 am (now 10:37 am).
- The range of alternatives that might be provided to address the unmet transit needs will be provided.
- Ridership impacts and potential of the service and likely farebox revenue generated.
- Cost of the alternative. This will provide the marginal cost of providing the service on an annual basis.
- Financial sustainability of the alternative. This is particularly important as funding for Trinity Transit is very constrained by the revenue sources

available provided by the Transportation Development Act and Federal funding. The financial sustainability of potential improvements and revenue constraints will be stressed at the eight public workshops.

The evaluation of specific alternatives will be ranked based on criteria reviewed by the SSTAC during the four-day site visit in September 2019.

Task 3.5 Strategies for Coordinated Plan

Strategy Construct: At the core of the Coordinated Plan, and within the SRTP, are the proposed service strategies. The Coordinated Plan represents the “unconstrained” scenario where all of the potential needs are identified and a breadth of responses conceived, regardless of the funding available to implement these. The Coordinated Plan strategies become the wish list of possibilities while the SRTDP is largely designed to work within a defined funding envelope, constrained budget level(s). The Coordinated Plan may be able to tap into resources not typically utilized by public transportation agencies.

The purpose then of this task is to develop as full a list of Coordinated Plan strategies as possible. Our outreach and survey approach described previously seeks to spread a broad net to help us capture as many good, solid strategies as possible to get more Trinity residents getting needed trips. Strategies will be structured in response to needs identified through the four-day site visit activities, building upon the four topical areas identified in the 2014 Coordinated Plan and likely to be somewhat different at this juncture.

One of the hallmarks of the Mobility Planners team is that strategies are developed very much out of and from the study processes. They are not cookie-cutter, standard-issue strategies but proposed or developed specifically to address Trinity County mobility needs and gaps or the opportunities that may be present. Strategies are likely to be developed based upon:

1. **Supporting existing TCTC initiatives, services, programs and agreements** already in place and are objectively meeting identified mobility needs.
 - For example, are there new or modified strategies to consider to better coordinate with KNet and with transportation providers traveling into the Arcata Transit Center and the RABA Transit Center?
2. **Supporting new projects, initiatives or coordinated responses identified through outreach**, the Project Development Workshop, interviews with key stakeholders or the on-board survey.
 - For example, are there new partnership opportunities such as the agreement between the County and the Human Resource Network or an expanded volunteer driver mileage reimbursement program that can be encouraged or developed?
3. **Constructing new projects that address specific issues, problems or gaps** that emerge from the analyses contributing to the Existing Conditions, including the assessment of Trinity Transit performance and analysis of transportation-disadvantaged populations and demographic profiles.
 - For example, given the loss of ridership experienced by many transit providers in both rural and urban settings and which TCTC has observed in the last several years, what are the

strategies specific to Trinity County to attract and retain new public transit riders?

These strategies will be incorporated into the Coordinated Plan, reflected in the Plan's Goals, its objectives and projects (RFP Tasks 9.4 and 9.5) and may address such topics as services and service design, dispatching, procurement, facilities, maintenance, training and administration coordination that can avoid duplication and provide cost-saving opportunities.

Task 3.6 Fare Analysis Alternatives

Because Trinity Transit farebox recovery ratio has declined to 10.9%, providing a fare strategy that will keep the farebox recovery ratio above 10% will be an important component of the SRTDP process. Historically, fare policy has been established for three different tiers:

- Tier 1 is for local trips within a single community, for example, for trips within Weaverville.
- Tier 2 is for intra-county trips, for example between Hayfork and Weaverville.
- Tier 3 is for inter-county trips, for example between Redding and Weaverville.

One of the fare policy guidelines adopted in the 2014 SRTDP was that "The base fare of \$10.00 for inter-county trips should be adjusted every two years to reflect changes in the operating cost per vehicle service hour of Trinity Transit." This adjustment has not been made and would be a first priority for making a fare adjustment.

The 2014 SRTDP had seven other guidelines that will be reviewed and discussed as part of the community outreach effort and with the SSTAC. Revisions to the guidelines will provide the basis for making future fare policy recommendations to one or more of the tier categories.

Task 3.7 Evaluate Capital Needs

This task is provided to begin the process of developing a comprehensive capital financial plan in Task 4.3. The work effort in this task will:

- Identify the bus replacement needs over the next five years.
- Evaluate alternatives for the approximate fleet mix of different sized buses to meet Trinity Transit's needs.
- Evaluate needed bus stop improvements over the next five years.
- Explore alternatives for funding construction of the new operations and maintenance facility for Trinity Transit.

Task 3.8 Financial Scenarios

As experienced by Trinity Transit over the past five years, funding of public transportation services in rural areas has been anything but predictable. The purpose of developing three funding scenarios is to provide a basis for contingencies in order to 1) keep basic service levels constant; 2) not expand service levels to meet identified transit needs that cannot be financially sustained over a five-year period; and 3) have a sufficient operating reserve to provide a financial cushion when expected funding levels are not provided.

The three financial scenarios should include a best estimate scenario that provides funding levels on what we know today. This would include historical averages for

Local Transportation, State Transit Assistance, FTA 5311, LCTOP and SB 1 funding. A high growth scenario would mean a robust economy in Trinity County is sustained for five years and would exceed historical averages for these traditional transit funding sources. The funding scenario would enable Trinity Transit to expand service levels. A low growth funding scenario would have funding levels lower than historical averages, which is what Trinity Transit has experienced the past several years.

From Task 3.7, the capital needs will be evaluated and will provide the range of needed capital funding. Unfortunately, the funding sources are currently much more limited than they were five years ago, with the sunset of PTMISEA funding and the current allocation of FTA 5311(f) funding for only operating purposes. The capital funding scenarios would also include a best estimate, low growth, and high growth scenario. Assumptions would be made for the use of FTA 5339 (b), STIP, State Transit Assistance and possibly a new funding source that might replace PTMISEA funding.

Task 3.9 Phase III Working Paper

The results from Task 3.1 to 3.8 will be combined into a working paper for consideration by Trinity Transit management. The purpose of the working paper is to provide discussion with Trinity Transit management and the SSTAC on what to include in the draft SRTDP being developed in Phase IV and the Coordinated Plan in Phase V. The working paper would be presented to the SSTAC at a meeting and attended by both Cliff Chambers and Heather Menninger. The working paper will also be the basis for the Coordinated Plan Project Prioritization Workshop with the SSTAC.

Although we are flexible, we feel it is important to have presentations at this point of both the SRTDP and Coordinated Plan. It provides the opportunity for early input before the formal draft SRTDP and Coordinated Plans are prepared.

Phase IV: Development of SRTDP

Task 4.1 Marketing Plan

To be fully effective, any service plan must be communicated and marketed to potential riders and the community. Consulting team member Selena Barlow worked with Trinity Transit to develop their original marketing program. She will review current marketing efforts in light of changes in the region, new service strategies and changes in available communication tools. During the outreach effort, which Ms. Barlow will lead, she will explore opportunities to build ridership through marketing partnerships with local agencies, businesses and connecting transit providers. This review will inform the development of a set of marketing strategies to complement and promote the SRTDP's service plan. The strategies will consider all areas of the marketing mix – passenger information, public relations, advertising, targeted promotion, ridership incentives and social media.

Task 4.2 Finalize Policy Element

Based on input from Phases II and III, particularly the stakeholder meetings with Trinity Transit management and the SSTAC, the mission statement, goals and performance standards will be revised and provided as chapter of the SRTDTP.

Based on the review of the Phase III Working Paper with Trinity Transit management, that includes the analysis of service alternatives and the results of the financial scenarios, a service plan will be developed by plan year. This would include any service revisions to the existing four routes, first and last mile access as well as plans for improving the span of service if they prove to be financially feasible over the five-year planning horizon. Changes to vehicle service hours and vehicle service miles will be presented by plan year.

Task 4.4 Operating and Capital Financial Plan

After receiving input on the results of the Phase III Working Paper, including the financial scenarios, the consulting team will collaborate with Trinity Transit management on the assumptions to utilize for both the operating and capital financial plan. Details on operating costs, operating revenues, capital costs and capital revenues will be provided by plan year over a five-year period. Part of the benefit of providing and discussing the potential financial strategies in Phase III is that the results can be documented in the Financial Plan chapter of the SRTDP.

Task 4.5 Administrative Draft of SRTDP

The working papers from Phases I, II and III as well as Tasks 4.1 to 4.3 will provide the basis for the individual chapters of SRTDP. The type of chapters included in the last SRTDP and in RFP Task 8 would be the starting point, but could evolve with an additional chapter if needed after consultations with Trinity Transit management. A concise Executive Summary will be provided. The purpose of the administrative draft is to provide Trinity Transit management the opportunity to comment on the full SRTDP before the document becomes public.

Task 4.6 Draft SRTDP and Public Presentation to SSTAC

Revisions to the Administrative Draft will be made for the Draft SRTDP. The Draft SRTDP along with Draft Coordinated Plan will be presented at a public meeting of the SSTAC. A PowerPoint presentation will be prepared in advance of the SSTAC meeting.

Task 4.7 Final SRTDP

The comments and revisions required from the public meeting at the SSTAC will be provided in a Final SRTDP. The final SRTDP will be presented to the TCTC. Fifteen hard copies of the Final SRTDP will be provided along with one MSWord and one Adobe pdf electronic copy.

Phase V: Development of Coordinated Plan

Task 5.1 Recommended Strategies and Program Goals to Address Mobility Needs and Gaps

Strategy Development Process: The overall intent of the Coordinated Plan development is to identify what can be done to improve the mobility of persons with disabilities, older adults and persons of low income. The Mobility Planners team anticipates a coordinated planning process for Trinity County that will:

1. Define new or reinforce existing service delivery structures that recognize the current realities of the low-density, long-distance trip making needs that exist against a backdrop of declining ridership.
2. Develop or strengthen partnerships between transit and human

- service organizations to promote and/or to provide transportation.
3. Recommend strategies responsive to the current realities of both public transit and human services transportation and that are reasonably “implementable.”

As the consultant team moves through the preceding tasks, we will be “testing” the continued viability and relevance of the four Coordinated Plan goals and the accompanying 12 objectives set forth in 2014. We will be determining what might be missing or what might no longer be of importance at this time and what still is. What we learn from the initial on-site work and the analysis of relevant studies and demographic characteristics and more will help the team define goals appropriate to a 2019–2023 perspective and to construct the strategies and service projects that these suggest.

2014 Trinity County Public Transit-Human Services Transportation Goals

Goal 1 – Continue Enhancements to Trinity Transit

Goal 2 – Grow Partnerships and Innovative Projects to Expand Transportation Capacity

Goal 3 – Continue Information and Mobility Management Enhancements to Extend Mobility

Goal 4 – Secure Capital Improvements to Grow Mobility Options

Project List: Again, as an outgrowth of the outreach activities of interviews and workshops, coupled with other study analyses, we will develop a project list associated with each goal and strategy. We will ensure that responsible parties are identified, in anticipation of implementation. As noted previously, Coordinated Plans are essentially unconstrained planning, what are all of the potential projects by which needs can be met. We will identify a breadth of mobility projects, appropriate to Trinity County mobility needs and gaps, which could be pushed forward by Trinity Transit, TCTC or human service organizations that are pro-active, willing and able.

Prioritization of Projects: Anticipating a significant list of strategies and attendant projects, it is necessary to prioritize these to inform the search for funding and the sequencing of project implementation. Working with the SSTAC and other key stakeholders, we anticipate a workshop to “weigh in” on the feasibility and priority of strategies and potential projects. We will structure this workshop such that participants are invited “to vote” on which strategies are of greatest import to them and their constituencies. We’ve used various methods to conduct such prioritization processes and will work with the TCTC staff to determine which approach is best.

Implementation Plan: Following the prioritization workshop at the end of Phase III, we will prepare an implementation plan with details to include, but not be limited to: high, medium and low priority; responsible agency; estimated costs; timeframe for implementation and potential funding sources, including strategies and possibly timing for accessing these. Critical implementation factors, for example in working with Transportation Network Companies, can be detailed as indicated.

The work of this task is compiled in the subsequent administrative draft of the Coordinated Public Transit-Human Services Transportation Plan for Trinity County, 2019–2023.

Task 5.2 Administrative Draft of the Coordinated Plan

An initial administrative draft of the Coordinated Plan for each county will be produced, addressing all regulatory requirements of FTA Circular 9070.1G. Each plan will present in a readable, user-friendly format the documentation from the Existing Conditions, outreach and survey findings, and prioritized strategies and implementation guidance. An Executive Summary will highlight plan findings and recommendations. This initial administrative draft will be provided to transit agency staff for comments. Revisions will be made to prepare the draft plan that will be circulated to the public.

Task 5.3 Draft Coordinated Plan and Public Presentation to the SSTAC

We will respond to comments on the administrative draft and prepare the formal Draft Coordinated Plan for distribution to stakeholders and to the public. We hope to coordinate on schedules to present the final Coordinated Plan with TCTC's governing body and the SSTAC to the greatest extent possible, to minimize travel expense. With TCTC staff, we will participate in a public meeting and an SSTAC meeting, possibly co-scheduling these, to present the Coordinated Plan findings and its recommended goals, prioritized strategies and potential projects. The PowerPoint presentation presenting these will be shared in the week prior to the scheduled meeting.

Task 5.4 Final Coordinated Plan

After the public meetings scheduled for presentation and discussion of the draft plans, we will address the comments received to revise the Coordinated Plan accordingly. A shorter PowerPoint presentation on the Coordinated Plan will be prepared, potentially for delivery by the Project Manager or by TCTC staff at a TCTC board meeting for adoption of the finalized plan. Fifteen hard copies of the Coordinated Plan will be provided with one electronic MS Word and one Adobe Acrobat pdf file provided.

TASK MILESTONES	May-19	Jun-19	Jul-19	Aug-17	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Phase I Preparation of Four-Day Site Visit														
Kick-off meeting														
Preliminary Review of Service Performance														
Initial Policy assessment:														
Prepare Onboard Survey instrument														
Draft Human Service Agency Inventory Guide														
Demographic Analysis														
Phase I Working Paper														
Phase II Four Day Site Visit														
Conduct on-board survey														
Eight public workshops /post card														
Project Development Workshop														
Stakeholder Interviews														
First meeting with SSTAC														
Summary of Four-Day Site Visit														
Phase III Development and Analysis of Alternatives														
Human service survey, needs assessment														
Conduct Peer Analysis														
Evaluate Service Alternatives														
Strategies for Coordinated Plan														
Fare analysis alternatives														
Financial scenarios														
Evaluate Capital Needs														
Phase III working Paper /Second SSTAC														
Phase IV Development of SRTDP														
Marketing Plan														
Finalize Policy Element														
Operating and Capital Financial Plan														
Service Plan														
Administrative Draft of SRTDP														
Draft SRTDP and SSTAC Presentation to SSTAC														
Final SRTDP: Presentation to TCTC														
Phase V Development of Coordinated Plan														
Recommended Strategies and Program Goals														
Administrative Draft of SRTDP														
Draft Coordinated Plan to SSTAC														
Final Coordinated Plan: Presentation to TCTC														

Review Time

On-Site Time 