



**TRINITY COUNTY**  
**TRANSPORTATION COMMISSION**  
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May 2, 2022

Tamara Rich  
Caltrans District 2  
1657 Riverside Drive  
Redding, CA 96001

**RE: Administrative Amendment #2 to the FY 2021/2022 Overall Work Program**

Ms. Rich:

Please find the attached documents for Administrative Amendment #2 of TCTC's 21/22 Overall Work Program, including signed cover page and revised Expenditure Table (pg. 27).

The following changes were made to the 21/22 OWP:

- WE 601 was increased from \$20,000 to \$36,600
- WE 603 was increased from \$10,000 to \$15,000
- WE 604 was increased from \$4,000 to \$6,000
- WE 605 was decreased from \$85,900 to \$61,900
- WE 607 was increased from \$13,000 to \$14,000

Sincerely,

Kimiko Taguchi  
Interim Executive Secretary

# Trinity County

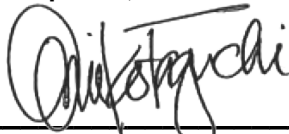
## Transportation Commission

### OVERALL WORK PROGRAM

### 2021-2022 FISCAL YEAR



**Richard Tippett, Executive Secretary Date of  
Adoption: April 20, 2021**



**Kimiko Taguchi, Interim Executive Secretary  
Administrative Amendment #1: July 26, 2021  
Formal Amendment #1: January 14, 2022  
Administrative Amendment #2: May 2, 2022**

# WORK ELEMENT 601 (Continued)

## GIS Systems & Transportation System Management

### TASK/ACTIVITY (cont.)

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

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

601 Product Estimate	RPA	RPA Carryover	Total
TCTC Staff	\$4,600	\$	\$4,600
Consultant	\$31,000	\$	\$31,000
ESRI Maintenance	\$400	\$	\$400
<b>Total</b>	<b>\$36,000</b>	<b>\$</b>	<b>\$36,000</b>

Consultant = TCRCD

# WORK ELEMENT 603 (Continued)

## Multi-Modal Transportation Planning

<b>Product</b>	<b>Multi Modal</b>	<b>Schedule</b>
1	Updates to the BMP and ATP	June 2022
2	Press releases, news articles, and social media posts	June 2022

<b>603 Product Estimate</b>	<b>RPA</b>	<b>RPA Carryover</b>	<b>Total</b>
TCTC Staff	\$15,000	\$	\$15,000
Consultant	\$	\$	\$
<b>Total</b>	\$	\$	<b>\$15,000</b>

# WORK ELEMENT 604 (Continued)

## Aviation Planning

Product	Aviation Planning	Schedule
1	Update and adopt the Trinity County Airport Land Use Compatibility Plan	June 2022
2	Aviation Element for the Trinity County Regional Transportation Plan Update	June 2022
3	Updates on legislation and funding programs for airport capital improvements for inclusion in the RTP	June 2022
4	Updates to the Airports Capital Improvement Plans	June 2022

604 Product Estimate	RPA	LTF	Total
TCTC Staff	\$6,000	\$	\$6,000
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$6,000</b>

to estimate needs, set targets, prioritize investments, monitor progress and performance, and inform RTP priorities (Consultant)

## WORK ELEMENT 605 (continued)

### Regional Transportation Planning

- 5 Utilize the Pavement Management System to inform decision making and priority setting in the Regional Transportation Plan as projects are considered for funding opportunities (July-June)
- 6 Develop partnerships with local agencies responsible for land use decisions to facilitate coordination of transportation planning with land use, open space, job- housing balance, environmental constraints, and growth management to support the RTP (ongoing)
- 7 Continue data collection for vehicle traffic levels-ADT for future RTP development (July-June)
- 8 Update capital improvement needs, and monitor roadway rehabilitation needs to preserve existing infrastructure and facilities (July-June)
- 9 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

Product	Regional Transportation Planning	Schedule
1	Annual subscription StreetSaver Program software (consultant)	June 2022
2	Annual report on Pavement Management System (Consultant)	June 2022
3	Vehicle Traffic Levels data (Staff)	June 2022
4	2020 Databook (Consultant)	June 2022
5	RTP Update	July-Jun 2022

605 Product Estimate	RPA	RPA Carryover	PPM	LTF	Total
Staff	\$15,400	\$39,500	\$	\$	\$54,900
Consultant	\$7,000		\$150,000	\$	\$157,000
<b>Total</b>	<b>\$22,400</b>	<b>\$39,500</b>	<b>\$150,000</b>	<b>\$</b>	<b>\$211,900</b>

# WORK ELEMENT 607

## Overall Work Program

### Purpose

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

### Previous Accomplishments

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

### Discussion

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

### TASK/ACTIVITY

- 1 Prepare the quarterly progress and expenditure report to Caltrans (quarterly)
- 2 Prepare amendments to the 2021/22 OWP and OWP agreement as needed (quarterly)
- 3 Plan and prepare draft and final FY 2022/23 annual Budget and OWP (Feb-May)
- 4 Prepare the closeout documents for FY2020/21 (July-Dec)
- 5 Prepare TCTC agenda items as they relate to the OWP (monthly)

Products	Regional Transportation Planning	Schedule
1	Narrative planning progress reports	Quarterly
2	OWP Amendments and agreements	As needed
3	2022/23 OWP (Draft)	3/01/2022
4	Agenda items, resolutions, minutes	6/30/2022
5	2022/23 OWP (Final)	6/30/2022
6	Close out documents for FY2020/21	6/30/2022

607 Estimate	RPA	Carry-over	LTF	Total
Staff	\$14,000	\$	\$5,000	\$19,000
<b>Total</b>	<b>\$14,000</b>	<b>\$</b>	<b>\$5,000</b>	<b>\$19,000</b>

TABLE II

Trinity County Transportation Commission Expenditure Detail

Work Element	Description	Rural Planning Assistance Funds	Rural Planning Assistance Funds Carryover	LTF	PPM RTP Update	PPM RTIP STIP	Total Funding
601	GIS Systems & Transportation System Management	\$36,000					\$36,000
602	Public and Specialized Transportation	\$36,600		\$5,000			\$41,600
603	Multi-Modal Transportation Planning	\$15,000					\$15,000
604	Aviation Planning	\$6,000					\$6,000
605	Regional Transportation Planning	\$22,400	\$39,500		\$150,000		\$211,900
606	Administration and Coordination	\$28,000					\$28,000
607	Overall Work Program	\$14,000		\$5,000			\$19,000
6200	Planning Program & Monitoring					\$28,000	\$28,000
6450	TDA Admin & Fiscal			\$25,000			\$25,000
<b>Total</b>		<b>\$158,000</b>	<b>\$39,500</b>	<b>\$35,000</b>	<b>\$150,000</b>	<b>\$28,000</b>	<b>\$410,500</b>
		(RPA total)					