

Trinity County Transportation Commission

Overall Work Program

**For The
Annual Transportation Planning Program
For Fiscal Year 2008/09**

XXXX XX, 2008

Approved:

Carl A. Bonomini, Executive Secretary
Trinity County Transportation Commission

OVERALL WORK PROGRAM Fiscal Year 2008/09

PURPOSE AND NEED

The annual Overall Work Program (OWP) is prepared pursuant to the Trinity County Board of Supervisors 2004 Resolution (2004-048), the Master Fund Transfer Agreement dated June 14, 2004 and expiring December 31, 2014 between the Trinity County Transportation Commission (TCTC) and Caltrans, and the requirements of the Rural Transportation Planning Agency Overall Work Program Guidance Package provided by Caltrans.

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 the continuing 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.

BACKGROUND

Trinity County consists of approximately 3,200 square miles, nearly all of which are mountainous. Federal agencies manage seventy-two percent of the land base. Privately owned lands tend to be located in the southwest and northeast corners of the County and include the larger communities of Weaverville, Hayfork, Lewiston and Trinity Center. The majority of private lands are owned by large timber and forestry companies and are devoted to timber production. Government, forestry and recreation provide the majority of the employment in the County.

State Routes (SR) 36 and 299 are the major east-west highways running through the county while SR 3 provides a north-south corridor. Roads are subject to periodic closure due to land slides and snow. Closure of SR 299 adversely affects Trinity and Humboldt Counties to the west; and Shasta County to the east. Trucks and recreation vehicles contribute to traffic delays and congestion along State Routes in the County because of limited passing opportunities. The major transportation mode for residents and visitors alike is the automobile.

In 2003, the TCTC accepted an updated Transit Development Plan: 2003 to 2008. In 2004, the TCTC adopted its first Bicycle Master Plan. In 2005, the TCTC adopted its updated Regional Transportation Plan (RTP). The RTP is coordinated with the County's General Plan and state requirements for delivery and performance standards.

ORGANIZATION

The Board of Supervisors concurrently serves as the TCTC. The TCTC consists of five members, and was formed in 1971 to allocate the funds created by Senate Bill 325. Assembly Bill 69 broadened the Transportation Commission's responsibility and authority by designating the Commission as the body responsible for adopting the Regional Transportation Plan (RTP). Additional legislation, AB 402, 1977, continued the Commission's responsibilities. The Commission is also responsible for disbursing State Transit Assistance Funds allocated under SB120. Projects funded by Section 5310 of the Federal Transit Authority (FTA) require TCTC review and approval to ensure consistency with the Regional Transportation Plan.

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

The TCTC coordinates its activities with the County Planning Department as well as with state and other local government entities and Round Valley Indian Reservation Tribal Government. Citizens are encouraged to provide input to solve transportation problems that are a concern to the community during regular meetings of the TCTC and during other meetings such as the Social Service Transportation Advisory Council and Round Valley Indian Reservation Tribal Council. In addition, the TCTC has created three committees to assist in carrying out its duties with respect to Policy Advice, Technical Advice, and Citizen Input:

- The Policy Advisory committee consists of members of the Transportation Commission and the Caltrans District 2 Director. The purpose of the policy advisory committee is to resolve policy issues between the TCTC and Caltrans;
- The Technical Advisory Committee consists of the County Engineering and Planning Department technical staff and the Caltrans District 2 Planning Division Chief. The purpose of the Technical Advisory Committee is to resolve technical issues between the TCTC and Caltrans.

The Policy Advisory and Technical Advisory committees meet as necessary, usually when there is a need to resolve a specific issue. Both committees have met on a number of occasions, as the situation warranted.

- The Citizen Advisory committee has the same membership as the Social Services Transportation Advisory Council (or SSTAC). The SSTAC is usually invited to participate several times a year on transit issues as well as provide input on unmet transit needs. The SSTAC has had significant input on the development of the recently updated transit development plan.

Additionally, the TCTC regularly advertises and appoints interested citizens to assist with transportation planning on such projects as the Transit Development Plan and Bicycle Master Plan. Since there are no local television or radio stations and only one “adjudicated” local newspaper, which is published weekly, the advertisement is published in the weekly paper. There is another local newspaper, which is published monthly, but is not adjudicated. There is also a trade journal, which is sometimes used to also help advertise input from the local citizens. The County’s transportation planning has citizen input from interested groups and individuals who are usually appointed from each County Supervisor’s district assuring equal representation county-wide. Input from these citizens and from public hearings help develop these plans.

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. A Negative Declaration, tiered off the 2001 Supplemental Environmental Impact Report was certified for the 2005 RTP. Projects that may have environmental impacts are reviewed on an individual basis.

LINKAGE BETWEEN PROGRAMS

Each year's OWP is linked to both the RTP and previous OWPs. The RTP provides the goals, objectives and policies to be reached, and the OWP sets forth the specific planning to reach those goals. State mandated planning functions and funding levels also influence annual OWP task development. The OWP’s Rural Planning Assistance funds are used for:

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

The eight (8) SAFETEA-LU Planning Factors requires agencies to consider the following factors in planning for the future transportation needs of the region:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across

- and between modes – people and freight.
7. Promote efficient system management and operation.
 8. Emphasize the preservation of the existing transportation system.

These factors are included in each work element, and Table III (page 20) identifies the factors addressed in each element.

Early and continuous public participation is consistent with the provisions of SAFETEA-LU. TCTC seeks participation from under-served communities. The TCTC consistently advertises for and appoints representatives from minorities, low-income and community based organizations to committees developing various transportation plans. Individuals on these committees have their concerns and ideas from traditional and non-traditional stakeholders integrated into plans, projects, and policies. Also, when a draft transportation planning document is completed, the TCTC advertises in the local newspaper and through the County Board of Supervisor's office a public hearing is scheduled to give all citizens the opportunity to provide input, either in person, in writing, or any communicative method.

During the execution of Trinity County's annual Work Program, work elements may be added to, or deleted from, the OWP. Table I on page 7 lists the work elements that are included in the 2008/09 OWP. Table II on page 19 lists the summary of funding for each of the work elements.

RECENT SIGNIFICANT TCTC ACCOMPLISHMENTS AND PLANNING EFFORTS

- Regional Transportation Plan adopted 2005
- Bikeway Master Plan adopted 2004
- Transit Development Plan adopted 2003
- Coordination of transportation planning/administration efforts with local Native American groups in accordance with Task 6 in Work Element 606. This effort will continue.
- Coordination of transportation/administration efforts for public outreach, Environmental Justice, and Title VI requirements in accordance with Task 7 in Work Element 606.
- Documentation of public involvement and community participation events/activities in the development of the Regional Transportation system, and STIP candidate projects in accordance with Task 2 in Work Element 607.

Required Information Element:

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

Joint Planning Activities Within Trinity County Information Element FY 2008/09 Trinity County OWP			
Activity Description	Work Performed By	Products	Due Date
Regional Planning	Caltrans/RTPA	RTP, RTIP, OWP (see also WEs 605, 604)	Ongoing
Multimodal Planning	Caltrans/RTPA	Aeronautics, Transit, Bicycle, and Pedestrian Planning (see also WEs 602, 603, 604)	Ongoing
System Planning	Caltrans/RTPA	Transportation Concept Reports, Corridor Management Plans (see also WE 601)	Ongoing
System Management	Caltrans, RTPA, Local Agencies	ITMS Database CTIS Database (see also WE 601)	Ongoing
Project Study Reports	Caltrans, RTPA, Local Agencies	Completed PSR's (see also WE 601)	Ongoing
Local Development Review	Caltrans, RTPA, Local Agencies	Traffic Studies/Environmental Document/Mitigation (see also WE 601.1)	Ongoing
Programming	Caltrans, RTPA	STIP, RTIP, FSTIP (see also WEs 605, 606)	Ongoing

TABLE I

Work Program Elements		
Element	Description	Status
601	Transportation System Management	Ongoing
602	Public/Specialized Transportation	Ongoing
602.1	Short Range Transit Development Plan	New project
603	Non-motorized Facilities	Ongoing
604	Aviation Planning	Ongoing
605	Regional Transportation Planning	Ongoing
605.1	Blueprint Planning	New project
606	Administration/Coordination	Ongoing

WORK ELEMENT 601 - TRANSPORTATION SYSTEM MANAGEMENT

A. PURPOSE

Achieve a coordinated street and road system within Trinity County emphasizing the Transportation System Management strategies outlined in Trinity County's Regional Transportation Plan.

B. PREVIOUS WORK

1. Continued traffic monitoring - various locations (on-going).
2. Monitored land use development on road system (on-going).
3. Assisted in development of Intelligent Transportation Systems Plan (District 2 ITS Architecture & Strategic Deployment Plan).
4. Participated in the partnership for the Buckhorn Grade Improvement project per the cooperative agreement with Caltrans (Dist. Agreement # 02-0032) and attended Buckhorn Grade Improvement meetings including management team, project development team, alignment sub-committee and public meetings (on-going).

C. TASKS

1. Review land use development projects for impacts to proposed circulation system and include appropriate airport representation to comment on airport planning issues, including the Caltrans Division of Aeronautics (on-going).
2. Evaluate potential impacts to the current and proposed circulation system from proposed changes to the county General Plan and include appropriate airport representation to comment on airport planning issues.
3. Evaluate effects of land use decisions on corridors and establish an Alternatives Analysis, as appropriate. (on-going)
4. Continue data collection for vehicle traffic levels - ADT for future (spring-summer-fall annually).
5. Monitor and/or coordinate with other agency land use decisions or other actions (eg: utilities) for impacts to County road system (on-going).
6. Develop TSM actions for capital improvements when feasible (Caltrans & TCTC).
7. Review existing transportation systems to determine if greater efficiency could be achieved through TSM actions.
8. Review Caltrans System Planning products (past examples include: the Transportation System Development Plans and Corridor Management Plans).
9. Continue development of county-wide road system data base using GIS.
10. Cooperate with Caltrans District 2 to develop the Trinity County, and adjacent county portions of the District 2 ITS architecture that is being developed as a subset of the rural, California/Oregon Advanced Transportation Systems (COATS) ITS Strategic Deployment Plan (SDP).
11. Coordinate with District 2 and other stakeholders in the implementation of the District 2 ITS Architecture Maintenance Plan, including documentation of an architecture baseline and timely updates during project development for new, or updated ITS projects within Trinity County. (Note: Maintaining the regional ITS architecture fulfills Section 940.9 (f) of the Federal Highway Administration's ITS Architecture and Standards; Final Rule (FHWA99-5899) 23 CFR 940. The Section states, "The agencies and other stakeholders participating in the development of the regional ITS architecture shall develop and implement procedures and responsibilities for maintaining it, as needs

evolve within the region.”)

12. Continue with updating County GIS system with federal, state and county road system data important for tracking and monitoring road system improvements and problems. (Note: The Division of Aeronautics have GIS capabilities that can overlay safety zones onto aerial view airport photos.)
13. Coordinate and consult with Round Valley Indian Reservation Tribal Government.
14. Coordinate road and utility improvements with affected agencies.
15. Enhance the technical capacity of planning processes by employing GIS tools.

D. PRODUCTS

1. Improved database from which to make road improvement and transportation improvement decisions (on-going).
2. Improved transportation-planning process that includes TSM consideration and coordination between agencies (on-going).
3. Development of ITS information in cooperation with Caltrans and other agencies for inclusion in future RTP. Completion of a County-level ITS architecture and strategic deployment plan which will serve as an addendum to Trinity County’s RTP, and provide a legally-compliant baseline for federal funding of ITS projects in the County (on-going).
4. Determine the Locally Preferred Alternative for transportation corridors for future inclusion into the Regional Transportation Plan. (on-going)

E. FUNDING BY SOURCE

Responsible Agency	Rural Planning Assistance Funds	In-Kind Services	Total Funding
TCTC	\$ 2,000	-0-	\$ 2,000

WORK ELEMENT 602 - PUBLIC AND SPECIALIZED TRANSPORTATION

A. PURPOSE

To achieve a transportation system which is consistent with the needs of the residents of Trinity County and the policies of the Trinity County Transportation Commission, while efficiently utilizing available funding.

B. PREVIOUS WORK

1. Updated Transit Development Plan: 2003 – 2008 (published in June, 2003).
2. Implemented route and schedule changes to Trinity Transit in effort to meet the 10% fare box recovery requirement.
3. Implemented Pilot Program to extend transit service to Lewiston, Trinity Center and Willow Creek.
4. Annual unmet needs assessment (process updated annually).

C. TASKS

1. Review potential transportation grants to ensure compatibility with regional goals and policies (on-going).
2. Review transit programs and proposed changes with the Social Service Transportation Advisory Council.
3. Coordinate with social service agencies regarding Section 5310 vehicle needs (on-going).
4. Hold annual public hearing and meetings for unmet transit needs in Trinity County. The Trinity County Transportation Commission will advertise all public hearings and meetings in the appropriate local newspaper as prescribed by law, and use other media methods as appropriate to encourage public participation (on-going).
5. Work with local groups to identify feasible methods to meet identified transit needs. Identifiable groups include involving the Social Service Transportation Advisory Council, local senior nutrition centers, Native Americans, and other local organizations (on-going).
6. Conduct regular meeting(s) with the Social Service Transportation Advisory Council and report findings to TCTC (on-going).
7. Consider ITS elements to assist Trinity Transit such as transit elements researched by Partners for Advanced Transit and Highways, automatic vehicle location, central dispatch computer software, mobile data terminal and display, driver initiated silent emergency alarm, as funding may become available.
8. Complete the annual fiscal and compliance audits. Develop and maintain records for the next performance audit.
9. Explore opportunities to provide “lifeline” or similar transit/transportation services to communities currently not being served.
10. Explore opportunities to provide “non-emergency medical transportation services” to adjacent counties.
11. Review SAFETEA-LU and Federal Transit Administration (FTA) program guidance, when available, to take advantage of new funding programs (e.g. Job Access, Reverse Commute, New Freedom). (Note: SAFETEA-LU requires increased planning and coordination with private and non-profit transportation providers and human service providers. It also requires the preparation of a locally developed, coordinated human

service transportation plan. Include the SSTAC participation in transit related coordination efforts and system development. The coordinated Plan began in FY 07/08 and is anticipated to be completed in early FY 08/09.)

12. Monitor transit/transportation activities of County for compliance with TDA.
13. Assist county in exploring various options to improve promotion of transit related services available to county residents, including coordination with other counties.
14. Assist county with developing methods for rider feedback or complaints.
15. Coordinate and consult with Round Valley Indian Reservation Tribal Government.

D. PRODUCTS

1. Efficient county public transportation service that are reasonable to fund (on-going).
2. Expansion of existing system as warranted (on-going).
3. Section 5311 and TDA funds for transit projects (on-going).
4. Ability to meet 10% Fare Box recovery requirement (on-going).
5. Assist with preparation of Coordinated Plan (on-going)

E. FUNDING BY SOURCE

Responsible Agency	Rural Planning Assistance Funds	In-Kind Services	Total Funding
TCTC	\$37,000	-0-	\$37,000

WORK ELEMENT 602.1 – SHORT RANGE TRANSIT DEVELOPMENT PLAN

A. PURPOSE

To develop an updated Short Range Transit Development plan to guide transit operations over the next five year period.

B. PREVIOUS WORK

1. The existing TDP (Transit Development Plan – 2003-2008), published in June 2003, has guided transit and related transportation services over the past five years.

C. TASKS

1. Evaluate existing TDP and prepare new TDP to serve as a guide for the next five year period.
2. Develop and implement public participation program specific to the TDP.
3. Include regular SSTAC meetings during the development of the TDP. The SSTAC is anticipated to be the key component for public participation due to their expertise in the county's transit related transportation system.
4. Integrate AB120, Coordination Plan and related plans and programs into TDP.
5. Coordinate with Caltrans, local private and public agencies and neighboring counties.
6. Prepare contract and related documents for consultant activities
7. Participate in TDP update and review documents submitted by consultant.
8. Organize citizen participation meetings and minutes/notes from meetings.
9. Prepare Commission updates and reports for adoption of TDP.

D. PRODUCTS

1. A new Transit Development Plan for the period 2009-2014.

E. FUNDING BY SOURCE

Responsible Agency	Rural Planning Assistance Funds	In-Kind Services	Total Funding
TCTC	\$37,000	-0-	\$37,000

WORK ELEMENT 603 - NONMOTORIZED FACILITIES PLANNING

A. PURPOSE

To encourage the development of facilities for bicycles and pedestrians and encourage the use of those facilities. To implement the adopted Bikeway Master Plan (BMP) as funding becomes available, and to achieve a bikeway system that efficiently serves the needs of the residents of Trinity County, efficiently utilizing available funding and revenue sources.

B. PREVIOUS WORK

1. Bikeway Master Plan accepted by TCTC (May, 2004).
2. Preliminary plan work for bicycle lane on Lewiston Road, between school and Trinity Dam Blvd.

C. TASKS

1. Continue planning bicycle and pedestrian routes and safety surveys of rural areas as part of future Bicycle Master Plan update.
2. Encourage local agencies and groups to use non-motorized modes of transportation and consider bicycle routes to airports when feasible (on-going).
3. Consider bicycle routes, pedestrian walkways and shoulder widening improvements to airports if feasible.
4. Enhance the technical capacity of planning processes by employing GIS tools.
5. Consider safety and security in the planning process.
6. Review and update performance measures for inclusion in the 2005 RTP update. (on-going)
7. Explore opportunities for additional funding sources for non-motorized facilities construction (e.g. www.fhwa.dot.gov/he/flexfund.htm)
8. Coordinate and consult with Round Valley Indian Reservation Tribal Government.

D. PRODUCTS

1. Cooperation and interaction with local agencies and interest groups concerning the needs of bicyclists and pedestrians (ongoing).
2. Improved safety for bicyclists and pedestrians in various communities (ongoing).

F. FUNDING BY SOURCE

Responsible Agency	Rural Planning Assistance Funds	In-Kind Services	Total Funding
TCTC	\$500	-0-	\$500

WORK ELEMENT 604 – AVIATION PLANNING

A. PURPOSE

To assist in airport planning studies leading toward upgrading and/or maintaining existing air services, including airport relationships with ground transportation systems and surrounding land uses.

B. PREVIOUS WORK

1. Initiated county-wide Airport Land Use Compatibility Plan (ALUCP) framework for county airports.
2. Participated in aviation policy development activities with Division of Aeronautics and surrounding north state counties.
3. Participated in state-wide working groups addressing intermodal transportation activity and linkages between airports and ground modes of transportation.

C. TASKS

1. Complete Weaverville, Trinity Center, Hayfork, Hyampom and Ruth airport's Land Use Compatibility Plans (ALUCP), particularly addressing interrelationships of ground access, noise and safety elements of Aviation Planning.
2. Review ground access elements of aviation planning.
3. Coordinate with County airport managers regarding participation at RTPA aviation system planning and working group meetings.
4. Continue work on GIS overlays of Airport Land Use Compatibility Plan (ALUCP) and airport safety zones for use as planning tool and for public access to the information. (Note: Division of Aeronautics can assist with GIS overlay needs.)
5. Coordinate disaster planning and emergency evacuation planning with the Airport Manager.
6. Participate in review of ground transportation improvements in relation to airport safety.
7. Coordinate and consult with Round Valley Indian Reservation Tribal Government.

D. PRODUCTS

1. Maintain and improve existing aviation facilities (on-going).
2. Ten-year Capital Improvement Program for Trinity County Airports (on-going).
3. Update of land use projects within an airport's area of influence for compatibility with applicable Airport Land Use Compatibility Plans (on-going).
4. Land use and zoning compatibility for potential relocation of Weaverville Airport (on-going).
5. Update Aviation Element of Regional Transportation Plan for 2010.

E. FUNDING BY SOURCE

Responsible Agency	Rural Planning Assistance Funds	In-Kind Match	Total Funding
TCTC	\$30,000	-0-	\$30,000

WORK ELEMENT 605 - REGIONAL TRANSPORTATION PLANNING

A. PURPOSE

To prepare and adopt a regional transportation plan directed at achieving a coordinated and balanced regional transportation system, including but not limited to, mass transportation, highway, railroad, bicycle, pedestrian, goods movement and aviation facilities and services; incorporating, as appropriate, the transportation plans of the county, special districts, private organizations, Native American tribal governments, state and federal agencies.

B. PREVIOUS WORK

1. Adopted 2005 RTP.
2. Adopted Negative Declaration for 2005 RTP.
3. Began data collection and agency coordination for 2010 RTP update.

C. TASKS

1. Continue with Level of Service (LOS) studies to be used as comparison for next RTP.
2. Continue update of RTP consistent with the requirements of SB45, current RTP Guidelines, and SAFETEA-LU.
3. Continue with traffic studies to update traffic model or comparative analysis tools.
4. Continue to develop traffic data for County GIS system.
5. Coordinate and consult with local and regional officials.
6. Integrate planning and environmental processes with developing RTP.
7. Consideration of management and operations within planning processes.
8. Coordination of RTP update with county efforts to update its General Plan.
9. Incorporate Blueprint Planning (WE 605.1) with the RTP update.
10. Coordinate and consult with Round Valley Indian Reservation Tribal Government.

D. PRODUCTS

1. Database for updating RTP (on-going).
2. GIS accessible information available to County and State agencies (on-going).
3. 2010 Regional Transportation Plan.

F. FUNDING BY SOURCE

Responsible Agency	Rural Planning Assistance Funds	In-Kind Match	Total Funding
TCTC	\$4,500	-0-	\$4,500

WORK ELEMENT 605.1 - BLUEPRINT PLANNING

A. PURPOSE

B. PREVIOUS WORK

1. Research for and preparation of Blueprint Planning grant application.
2. Consultation with GIS providers and consultants regarding work program and phasing of Blueprint Planning tasks.

C. TASKS

Task 1: Consultant Selection and Management (GIS/UPLAN)

- 1.1 Draft and distribute the Request for Proposal (RFP) for a consultant to develop and gather GIS data for the UPLAN software.
- 1.2 Review the proposals from the consultants
- 1.3 After the proposal reviews, recommend a consultant to the Board/Commission for the Blueprint Planning project.
- 1.4 Provide ongoing management to the consultant throughout the project.

Task 3: GIS Data Collection and Development

- 3.1 Evaluate the pertinent GIS needs for the project specific to Trinity County.
- 3.2 Develop and compile core UPLAN GIS data for the project. GIS data layers may include (but will not be limited to):

- Regional General Plan
- Circulation Attractors
- Existing Developed Mask
- Water Body Masks

(Note: Task 3.3 – “Develop and compile additional UPLAN data for attractors, discouragers and masks” - is included in phase 2 of project)

(NOTE: If funding will allow, work may begin on remaining tasks described in grant request.)

D. PRODUCTS

1. Completion of Blueprint Plan project

F. FUNDING BY SOURCE

Responsible Agency	Rural Planning Assistance Funds	Blueprint Planning Grant	In-Kind Match	Total Funding
TCTC		\$20,000	\$5,440	\$25,440

Note: In-kind match for the FY07/08 was met in FY 07/08 fiscal year and shown in an amendment to that year's OWP.

WORK ELEMENT 606 - ADMINISTRATION AND COORDINATION

A. PURPOSE

To provide administrative support services for the comprehensive transportation-planning program.

B. PREVIOUS WORK

1. Provided continuous administrative process and coordination with other agencies.
2. County authorized expenditures necessary for fiscal, compliance and performance audits of Transportation Commission activities.
3. Overall Work Program for FY 07/08.
4. TCTC Policy and Procedure Manual adopted by the Transportation Commission on April 2, 2002 and currently being reviewed for update.
5. Meetings with Nor-Rel-Muk Nation.

C. TASKS

1. Preparation of Overall Work Program for FY 09/10 (on-going).
2. Preparation of reports and correspondence as necessary for the TCTC (on-going).
3. Provide public notice of hearing items and make written material available in advance for interested persons or groups (TCTC on-going).
4. Coordinate transportation planning/administration efforts with Caltrans and other agencies and organizations that include transportation planning activities such as: STIP Programming; STIP Monitoring; RTP planning; corridor planning; Buckhorn Grade Improvement project planning; and, policy/procedural responses to new legislation, regulations, and guidelines (on-going).
5. Coordinate transportation planning/administration efforts with local Native American groups including the Nor-Rel-Muk Nation in Hayfork, the Tsungwe Council of the Southern Hoopa Tribe in Salyer, and the Round Valley Indian Reservation Tribal Government. This includes contacting local Native Americans regarding all major transportation and airport projects (on-going).
6. Coordinate transportation planning/administration efforts for Public Outreach, Environmental Justice, and Title VI requirements. This will be accomplished by advertising in local media any major decisions made by the RTPA, inviting public feedback and participation from all socioeconomic backgrounds (there is no local radio station and only one local newspaper, the Trinity Journal, published weekly). All TCTC meetings are televised live on the local cable network and the meeting is replayed several times.
7. Review and comment on State and Federal actions/regulations that could affect transportation systems or programs in Trinity County (on-going).
8. Participate on Rural Counties Task Force and other committees/teams and pay task force dues (on-going).
9. Attend District 2 meetings concerning future planning efforts (on-going).
10. Attend District 2 workshops on TDA and other planning issues (on-going).
11. Prepare State Controller's Reports.
12. Prepare various correspondences to Caltrans.
13. Prepare available grant applications.
14. Assist with the completion of the annual fiscal and compliance audits.
15. Public Participation Planning.

16. Coordinate with District 2 in updating/maintaining the District 2 ITS Architecture and Strategic Deployment Plan (Trinity County's ITS infrastructure is incorporated in this broader, regional architecture)
17. Coordinate and consult with Round Valley Indian Reservation Tribal Government and other Native American groups, whether federally recognized or not.

D. PRODUCTS

1. On-going administration and coordination (on-going).
2. Draft Overall Work Program for FY 08/09 (04/01/08)

E. FUNDING BY SOURCE

Responsible Agency	Rural Planning Assistance Funds	In-Kind Services	Total Funding
TCTC	\$36,000	-0-	\$36,000

TABLE II

Work Element	Rural Planning Assistance Funds	In-Kind Service	Blueprint Planning Funds	Total Funding
601 TSM	\$2,000			\$2,000
602 Public Transportation	\$37,000			\$37,000
602.1 TDP	\$37,000			\$37,000
603 Non motorized	\$500			\$500
604 Aviation	\$30,000			\$30,000
605 RTP	\$4,500			\$4,500
605.1 Blueprint Planning		\$5,000	\$20,000	\$20,000
606 Administration	\$36,000			\$36,000
TOTAL	\$147,000	\$5,000	\$20,000	\$172,000

Notes:

1. Rural Planning Assistance funds are 100% state funds, reimbursable, and are obligated for transportation planning purposes.
2. WE 605.1 (Blueprint Planning): This is the 06/07 grant award that will be pursued during this fiscal year. Additional grant funding will also be pursued to continue progress on the Blueprint Planning project as stated in the Commission's grant application.

TABLE III

SAFETEA-LU Planning Factors								
	Work Element 601	Work Element 602	Work Element 602.1	Work Element 603	Work Element 604	Work Element 605	Work Element 605.1	Work Element 606
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X		X	X	X	X
Increase the safety of the transportation system for motorized and non-motorized users.	X	X	X	X	X		X	X
Increase the security of the transportation system for motorized and non-motorized users.	X	X	X	X	X			
Increase the accessibility and mobility of people and for freight.	X	X	X	X	X	X	X	X
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.	X			X	X	X	X	X
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.	X	X	X	X	X	X	X	X

Promote efficient system management and operation.	X	X	X			X	X	X
Emphasize the preservation of the existing transportation system.		X	X			X		X

ORGANIZATION

