

**LASSEN COUNTY**  
**TRANSPORTATION COMMISSION**



**DRAFT FISCAL YEAR 2022/2023**  
**OVERALL WORK PROGRAM**

For the  
Continuous Regional Transportation  
Planning Process

June XX, 2022

John Clerici  
Executive Secretary

## **Lassen County Transportation Commission**

Arron Albaugh, Lassen County Board of Supervisors  
Tom Hammond, Lassen County Board of Supervisors  
Jeff Hemphill, Lassen County Board of Supervisors  
Thomas Herrera, City of Susanville City Council  
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## **OVERALL WORK PROGRAM 2022/2023 FISCAL YEAR**

### **INTRODUCTION**

Lassen County lies in northeastern California situated at the north end of the Sierra Nevada Range. It is bounded by the State of Nevada to the east and by the Counties of Modoc, Shasta, Sierra and Plumas to the north, west and south, respectively. It is the eighth largest of California's 58 counties with its lower valleys generally above 4,000 feet and mountains rise to heights of 8,200 feet. The population of Lassen County in the 2020 was 32,730 down from 34,895 in the 2010 census.

Lassen County is 4,690 square miles in total area. The Federal government owns more than half of Lassen County's landmass, including Lassen National Forest to the west, the Sierra Army Depot to the east, and large range and timber tracts that are administered by the Bureau of Land Management. A lesser portion of the county's land resources is State-owned. A small section of Lassen National Volcanic Park lies in the western region of the County.

The City of Susanville is the County Seat and the only incorporated city in Lassen County. Unincorporated community centers include Westwood, Clear Creek, Bieber, Johnstonville, Janesville, Standish, Litchfield, Herlong, Doyle, Milford, Leavitt Lake, Little Valley, Ravendale, Termo and Madeline.

Major highways within the County are U.S. 395 and State Routes (SR) 36, 44, and 139. In addition, State Routes 70, 147, and 299 extend across parts of the County.

### **ORGANIZATION**

The purpose of the FY 2022/2023 Overall Work Program for the Regional Transportation Planning Agency (RTPA), the Lassen County Transportation Commission (LCTC), is to advance short- and long-range transportation plans and projects, and to prioritize transportation planning projects when using State and Federal transportation funds. This Overall Work Program responds to Federal, State and local mandates, establishes regional goals, objectives, assesses regional transportation needs, and defines work with other agencies, organizations, and individuals on transportation planning issues.

LCTC was formed in 1971 to allocate funds created by Senate Bill 325 (1972). It is made up of three members of the Susanville City Council and three members of the Lassen County Board of Supervisors. Assembly Bill 69 gave the LCTC responsibility for adopting the Regional Transportation Plan (RTP) and AB 402 of 1977 defined elements required in the RTP. AB 620 gave the LCTC responsibility for disbursing State Transit Assistance (STA) Funds. SB 45, effective January 1, 1998, gave the LCTC the responsibility to prioritize projects eligible for State Transportation Improvement Program (STIP) funds. Over the years, the role and responsibilities of the LCTC have grown.

The LCTC coordinates its activities with the County of Lassen, City of Susanville, Susanville Indian Rancheria, and Caltrans, as well as with other State and Federal government entities. As needed, the LCTC coordinates specific projects with Lassen Community College, the Historic Uptown Susanville

Association, Sierra Army Depot, and other organizations that are important stakeholders in the region. In addition, citizens are encouraged to provide input to identify and solve transportation problems of community concern. Regular public meetings and/or hearings are conducted on an on-going basis.

The LCTC has a Social Service Transportation Advisory Council (SSTAC), which advises the LCTC on the annual unmet needs process. The appointments to the SSTAC occur as required by the Transportation Development Act.

Historically, the same members of the LCTC also comprise the Lassen Transit Service Agency (LTSA). The LTSA is responsible for overseeing the operation of the Lassen Rural Bus (LRB) public transit system.

The following organization chart outlines the members of the LCTC, LTSA, support staff and advisory committee.

### **Core Planning Functions**

Federal planning agencies are reminded that their Overall Work Programs (OWP) must identify the Core Planning Functions and what work will be done during the program year to advance those functions.

The Core Functions typically include:

- Overall Work Program
- Public Participation and Education
- Regional Transportation Plan
- Federal Transportation Improvement Program
- Congestion Management Process (required for TMAs)
- Annual Listing of Projects

The Moving Ahead for Progress in the 21st Century (MAP-21) legislation provided metropolitan transportation planning program funding for the integration of transportation planning processes in the MPA (i.e. rail, airports, seaports, intermodal facilities, public highways and transit, bicycle and pedestrian, etc.) into a unified metropolitan transportation planning process, culminating in the preparation of a multimodal transportation plan for the MPA. The FHWA and FTA request that all Metropolitan Planning Organizations (MPOs) review the Overall Work Plan (OWP) development process to ensure all activities and products mandated by the metropolitan transportation planning regulations in 23 CFR 450 are a priority for FHWA and FTA combined planning grant funding available to the region. The MPO OWP work elements and subsequent work tasks must be developed in sufficient detail (i.e. activity description, products, schedule, cost, etc.) to clearly explain the purpose and results of the work to be accomplished, including how they support the Federal transportation planning process (see 23 CFR 420.111 for documentation requirements for FHWA Planning funds).

The Fixing America's Surface Transportation Act (FAST Act) identified the following planning principals that were also considered in developing this OWP.

- 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 accessibility and mobility of people and 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, for people and freight;
  - 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 on surface transportation; and
  - 10) Enhance travel and tourism.

Map-21/FAST Act Planning Factors							
	Work Elements						
	100	601*	602	603	604		
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency		X	X	X			
Increase the safety of the transportation system for motorized and non-motorized users		X	X				
Increase the security of the transportation system for motorized and non-motorized users		X	X				
Increase accessibility and mobility of people and freight		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			
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight		X		X			
Promote efficient system management and operation	X	X			X		
Emphasize the preservation of the existing transportation system		X	X				
Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts on surface transportation			X				
Enhance travel and tourism		X	X	X			

***Again, LCTC recognizes that although not mandated for non-Federal transportation planning agencies, and to an extent exceed our resources, these core functions are best practices we will strive to achieve.***

\*Work Element 601 is split into four sub-work elements. Each of these work elements promotes similar Fast Act Planning Factors

## **Performance Management**

Since MAP-21 was passed in 2012, Caltrans and most of California's RTPA's have developed performance measures that inform their Regional Transportation Plans (RTPs) and Federal Transportation Improvement Programs (FTIPs). The objective of the performance- and outcome-based program is for States and MPOs to invest resources in projects that collectively will make progress toward the achievement of the national goals. MAP-21 requires the DOT, in consultation with States, RTPA's, and other stakeholders, to establish performance measures in the areas listed below.

- Safety - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- Infrastructure Condition - To maintain the highway infrastructure asset system in a state of good repair.
- Congestion Reduction - To achieve a significant reduction in congestion on the National Highway System.
- System Reliability - To improve the efficiency of the surface transportation system.
- Freight Movement and Economic Vitality - To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- Environmental Sustainability - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- Reduced Project Delivery Delays - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

## **State of Good Repair**

RTPA's are required to evaluate their transportation system to assess the capital investment needed to maintain a State of Good Repair for the region's transportation facilities and equipment. RTPA's shall coordinate with the transit providers in their region to incorporate the Transit Asset Management Plans (TAM's) prepared by the transit providers into the Region Transportation Plan (RTP). Analysis of State of Good Repair needs and investments shall be part of any RTP update and must be included in the Overall Work Program task for developing the Regional Transportation Plan. RTPA's are expected to regularly coordinate with transit operators to evaluate current information on the state of transit assets; to understand the transit operators transit asset management plans; and to ensure that the transit operators are continually providing transit asset information to support the RTPA planning process.

## **OVERALL WORK PROGRAM (OWP)**

The Overall Work Program (OWP) is the primary management tool for the LCTC identifying the activities and a schedule of work for regional transportation planning in Lassen County.

In general, the OWP consists of three types of activities: State-mandated regional transportation planning programs undertaken concurrently throughout the State by the designated Regional Transportation Planning Agencies, discretionary transportation planning programs that are specific to the Lassen County region and are oriented to solving problems unique to this planning region, and

administration to support mandated and discretionary transportation planning programs.

LCTC is responsible for on-going administration and regional transportation planning for Lassen County. Transportation goals and objectives are considered during the planning and programming processes. Each federal reauthorization specifies planning factors to guide continuing, cooperative and comprehensive transportation planning as on-going activities rather than a single completed action. Typically, federal agencies encourage planning organizations to focus work activities on broad planning objectives as relevant to their respective regions and local communities. State and local interests align with those objectives by providing common ground for shared approaches. It is noted that LCTC receives State Regional Planning Assistance funds (no federal funds) and uses the federal planning factors to develop planning goals consistent with our rural needs.

The LCTC will amend the 2022/2023 work elements as necessary. The primary work efforts are targeted toward transportation systems management and transit system improvements. Major concerns of the LCTC are reflected in the elements and levels of funding in the OWP. The elements identify the overall degree of effort that will be expended to accomplish specific activities with the funds available.

LCTC participates in area task force meetings and is a member of the North State Super Region, the Rural Counties Task Force, and the Regional Transportation Planning Agency working group. The chief regional transportation concerns are to preserve, rehabilitate and improve safety on existing transportation facilities, and to coordinate project sequences and transportation services to maximize efficiency and effectiveness of all available funding.

The LCTC 2022/2023 OWP takes into consideration the Goals and Recommendations of the California Transportation Plan 2050, which are as follows.

1. Provide a safe and secure transportation system
2. Achieve statewide GHG emissions reduction targets and increase resilience to climate change
3. Eliminate transportation burdens for low-income communities, communities of color, people with disabilities, and other disadvantaged groups
4. Improve multimodal mobility and access to destinations for all users
5. Enable vibrant, healthy communities
6. Support a vibrant, resilient economy
7. Enhance environmental health and reduce negative transportation impacts
8. Maintain a high-quality, resilient transportation system



**FY 2022/23 LCTC ORGANIZATIONAL CHART (needs updating)**

**Social Services Transportation Advisory Council**

Potential Users 60 Years of Age or Older

Potential Users Who are Disabled  
**Bob Grundel**

Social Service Provider for Seniors  
**Caleb Schortz**, GM Lassen Rural Bus

**Charlotte Roberts**, Patient Advocate

Social Service Provider for Disabled  
**Michael Harding**, Transportation Planner, FNRC

Local Social Services Provided for Seniors  
**Deborah Van Brunt**

**Penny Artz**, Executive Director, LSS

Social Service Provider for Persons of Limited Means  
**Barbara Longo**, Social Services

**Russ Burriel**, Susanville Indian Rancheria

**Lassen County Transportation Commission (LCTC)**

**Jeff Hemphill** (County Supervisor)  
**Mendy Schuster** (City Council)  
**Tom Hammond** (County Supervisor)  
**Aaron Albaugh** (County Supervisor)  
**Quincy McCourt** (City Council)  
**Thomas Herrera** (City Council)

**LCTC Staff**

Executive Secretary  
**John Clerici**  
Commission Engineer  
**Steve Borroum**  
Senior Planner  
**Gordon Shaw**  
Senior Planner  
**Genevieve Evans**

**Legal Counsel**

Sloan Sakai Yeung & Wong LLP  
**DeeAnne Gillick**

**Technical Advisory Committee**

Caltrans <b>Kathy Grah</b> <b>Mike Mogen</b> <b>Michael Battles</b> <b>Kelly Zolotoff</b>	Lassen Transit Service Agency <b>David Knaut</b>  City of Susanville <b>Dan Newton</b> <b>Bob Godman</b>
Susanville Indian Rancheria <b>Russ Burriel</b> <b>Tonya Smith</b>	County of Lassen <b>Richard Egan</b> <b>Peter Heimbigner</b> <b>Steve Stehrenberger</b> <b>Sam McMullen</b> <b>Julie Morgan</b> <b>Tony Shaw</b>

LCTC Fiscal Year 2022/23 Budget

Lassen County Transportation Commission												
Fiscal Year 2022/23 Budget - Draft												
Work Element Name	Total	WORK ELEMENT NUMBER										Total
		100	601				602	603	604	703	704	
		Administration and Coordination	Regional Transportation Planning				Regional Transportation Programming	Community Engagement and Outreach	Transportation Development Act	Strategic Partnership Grant - 395	Local Roadway Safety Plan (LRSP)	
		A. General Planning	B. Regional Transportation Planning	C. Active Transportation Planning	D. Transit Planning							
<b>Expenditures</b>												
Professional Services - Consultant Executive Secretary and Staff	\$ 323,500	\$ 15,000	\$ 96,300	\$ 69,854	\$ 17,000	\$ 5,000	\$ 45,000	\$ 30,346	\$ 45,000	\$ -	\$ -	\$ 323,500
Professional Services - Legal Counsel	\$ 15,000	\$ 13,000							\$ 2,000			\$ 15,000
Professional Services - Independent Audit and Tri-annual Performance Audit	\$ 70,000								\$ 70,000			\$ 70,000
Professional Services - Consultants (Encumbered)	\$ -											\$ -
Professional Services - Consultants	\$ -											\$ -
Professional Services - County Auditor	\$ 5,200								\$ 5,200			\$ 5,200
County PERS	\$ 81,783	\$ 81,783										\$ 81,783
Memberships	\$ 4,000							\$ 4,000				\$ 4,000
Insurance	\$ 3,400	\$ 3,400										\$ 3,400
Training / Conferences	\$ 2,000	\$ 500					\$ 1,500					\$ 2,000
Travel												\$ -
<b>Total Expenditures</b>	<b>\$ 504,883</b>	<b>\$ 113,683</b>	<b>\$ 96,300</b>	<b>\$ 69,854</b>	<b>\$ 17,000</b>	<b>\$ 5,000</b>	<b>\$ 46,500</b>	<b>\$ 34,346</b>	<b>\$ 122,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 504,883</b>
<b>Revenues</b>												
Rural Planning Assistance (FY 22/23 RPA)	\$ 230,000		\$ 96,300	\$ 69,854	\$ 7,000		\$ 46,500	\$ 10,346				\$ 230,000
Rural Planning Assistance (carryover from FY 21/22 RPA)	\$ -											\$ -
Local Transportation Fund (LTF)	\$ 274,883	\$ 113,683			\$ 10,000	\$ 5,000		\$ 24,000	\$ 122,200			\$ 274,883
	\$ -											\$ -
	\$ -											\$ -
<b>Total Revenues</b>	<b>\$ 504,883</b>	<b>\$ 113,683</b>	<b>\$ 96,300</b>	<b>\$ 69,854</b>	<b>\$ 17,000</b>	<b>\$ 5,000</b>	<b>\$ 46,500</b>	<b>\$ 34,346</b>	<b>\$ 122,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 504,883</b>

## **WORK ELEMENTS**

Fiscal Year 2022/23 Work Elements are shown on the following pages.

## **Work Element 100 *Administration and Implementation of the Overall Work Program***

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 LCTC 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.

### *Purposes*

1. To provide for efficient and effective administration and implementation of programs, projects and funds.
2. To provide clerical and administrative support to the LCTC and its advisory groups.
3. To manage day-to-day operations and ensure compliance with applicable laws, rules and regulations.
4. To encourage involvement and feedback during the continuous regional planning process, and to ensure compliance with State and Federal requirements.
5. To coordinate regional transportation planning through consultation and collaboration with the City of Susanville, the Susanville Indian Rancheria, and other agencies.

### *Tasks*

1. Prepare OWP, amendments, invoices, and reports for 2022/2023.
2. Prepare LCTC agendas, legal notices (including publication costs) and staff reports.
3. Draft correspondence, resolutions and reports to communicate LCTC policies and positions.
4. Attend transportation planning workshops, meetings, conferences, and trainings focused on the development or implementation of the OWP and its work elements.
5. Prepare annual budget and monitor approved budget; prepare financial and management reports for the LCTC.
6. Select Commission staff and administrative support for continued LCTC operations.

Products (Target due date are in parentheses)

1. Agendas, minutes, and notices to Transportation Commission. (Regularly/As required)
2. 22/23 OWP Quarterly invoices, reports and related documents. (10-22, 1-23, 4-23, 7-23)
3. Amendments to the FY 2022/23 OWP (Mid-year review, as needed)
4. Draft Overall Work Program, FY 22/23. (March 1, 2023)
5. Final Overall Work Program, FY 22/23. (June 31, 2023)
6. Independent audits (December 31, 2022)
7. Fiscal Audits for RTPA and Transit Operator to State Controller (December 31, 2022)
8. Execute staffing services agreements for Commission staff and administrative support.

Revenues		Expenditure	
Local Transportation Fund	\$113,683.00	LCTC Staff	\$15,000.00
Rural Planning Assistance*		Legal Counsel	\$13,000.00
		Insurance	\$3,400.00
		Training/Conferences/Travel	\$500.00
		County PERS Contribution**	\$ 81,783
<b>Total:</b>	<b>\$113,683.00</b>	<b>Total:</b>	<b>\$113,683</b>

\*Caltrans would also like to note that LCTC is welcome to use RPA funds to supplement WE 100 since the development of the OWP is a core planning function for which RPA funds should be used. LCTC will contemplate doing this in future OWP's.

\*\*This allocation of LTF funds is a negotiated payment to Lassen County to make whole unfunded PERS liabilities that accrued when Lassen County provided staff services to the LCTC. It is the third and final of 3 payments.

## **Work Element 601 Regional Transportation Planning - Overview**

### Purpose

To prepare and adopt a Regional Transportation Plan (RTP) directed at achieving a coordinated and balanced regional transportation system, including but not limited to, non-motorized transportation, public transportation, highway, goods movement 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.

The LCTC adopted the Regional Transportation plan in 2017 along with a Negative Declaration. LCTC staff began an update of the RTP updating the existing and future conditions, and regional transportation issues, and commenced stakeholder and community outreach by June 30, 2022. The full update of the RTP will be completed in FY 2022/23 to accommodate planning studies, funding opportunities, or regional developments where compliance with the RTP is required.

### Discussion

The RTP represents a 20-year planning horizon and is 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 are discussed and considered as part of the RTP. It must be updated every 5 (five) years and contains 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. Important to the LCTC RTP is the public vetting process. Through a combination of community meetings, direct outreach and on-line surveys, LCTC will review transportation issues, the current project list and discuss new projects currently proposed with the public and stakeholders such as Tribal entities, natural resource agencies and adjacent RTPAs. The draft list of priority projects from the outreach process will be introduced to the LCTC in an open public workshop to discuss and make recommendations for the draft RTP.

After the meetings are completed, an environmental (CEQA) document is prepared based on the projects generated through the public process. The CEQA document and Draft RTP are available for a thirty-day public review. At the same time, it is reviewed by Caltrans, and other agencies as required. The LCTC considers adoption of the RTP in a public hearing after the public circulation is complete and changes have been made to the draft document.

### Previous Work

The LCTC adopted the 2017 Regional Transportation Plan (RTP) with the assistance of a consultant. The LCTC supports the maintenance of data, such as Pavement Management Systems, traffic counts, transit data, and other programs to assist in the development of performance measures and the next RTP.

Because the scope of the RTP encompasses a number of transportation topics, disciplines, and activities,

the FY 2022/23 WE 601 was divided into four subsections:

- 601A General Planning – RTP Planning
- 601B Regional Transportation Planning – Data Gathering
- 601C Active Transportation Planning
- 601D Transit Planning

During FY 21/22 completed several updates to critical regional documents. These include:

- Transit Development Plan and Coordinated Public Transit Human Services Transportation Plan (WE 601D)
- Lassen County Bike Plan (WE 601C)
- Local Road Safety Program. (Including data gathering work transferred to WE 704 from WE 601B)

### Monitoring and Updating the RTP

Recognizing the work accomplished in FY 21/22 and anticipating an update to the Regional Transportation Plan and anticipating follow-up activities related to the above referenced planning efforts this OWP and Budget will have the same four sub-elements within WE 601. They will include:

- 601A General Planning – General Planning
- 601B Regional Transportation Planning – RTP Update
- 601C Active Transportation Planning
- 601D Transit Planning

## **Work Element 601A Regional Transportation Planning – General Planning**

### Purposes

1. To determine policies, safety needs, deficiencies and improvement programs for streets, roads and highways in the region, coordinating with local partners and Caltrans.
2. To assure the coordination of all modes of transportation within the planning process of Lassen County is accomplished.
3. To perform regional planning activities necessary to ensure safety and security in the transportation planning process.

### Tasks

1. Review Goals and Policies set forth in the Regional Transportation Plan (RTP), including long-range (20 year) transportation projects.
2. Engage various stakeholders (LCTC, City of Susanville, Lassen County, Susanville Indian Rancheria, Caltrans, transit providers, and the public) in public meetings specifically focused on identifying and aligning on-going mobility/transportation needs of the community with the direction of the RTP, and the implementation of current regional and local transportation/mobility projects/initiatives.
3. Monitor and amend the RTP to reflect changing regional mobility needs, impacts of SB1 on transportation funding, implementation of the US 395 coalition building effort, and other regional developments.
4. Coordinate with Caltrans on information meetings that discuss impacts of State Route Development/System Management Plans (i.e., US 395)
5. Participate, review, and comment on Transportation Concept Reports (TCRs), submitted by Caltrans (RPA).
6. Coordinate meetings, programs, and activities between County, City, Tribal Governments, and State and Federal agencies to achieve comprehensive planning (RPA).
7. Participate in, and pay annual membership to, the Rural Counties Task Force. Provide input on RCTF initiatives as they relate to rural transportation issues, and report back to the Commission and TAC on on-going discussions and outcomes.
8. Participate in, and pay annual membership to, the North State Super Region (NSSR). Provide input on NSSR initiatives as they relate to rural transportation issues, and report back to the Commission and TAC on on-going discussions and outcomes.
9. Identify and enroll in training and conferences for staff or Commissioners providing general or in-depth information on regional transportation planning, traffic mitigation, traffic safety, transit or multi-modal transportation.
10. Update capital improvement needs, and monitor roadway rehabilitation needs to preserve existing infrastructure and facilities.
11. Conduct a comprehensive, cooperative and ongoing regional planning process.
12. Conduct corridor studies – General.
13. Develop joint work program with transit operator.
14. Develop partnerships with local agencies to facilitate coordination of planning efforts.
15. Prepare grant applications to obtain discretionary funding for projects identified in the RTP
16. Ensure that the projects developed are compatible with statewide and interregional transportation.



Products (Target due dates are in parentheses)

1. Report on participation, including advocacy for LCTC positions, in periodic/monthly Rural Counties Task Force meetings as scheduled by the chair of the RCTF. (Monthly, or as scheduled)
2. Report on participation, including advocacy for LCTC positions, in periodic North State Super Region meetings as scheduled by the chair of the NSSR. (Quarterly, or as scheduled)
3. Properly monitored, current, and effective Regional Transportation Plan. (Quarterly reviews and updates 9-22, 12-22, 3-23, 6-23)
4. Grant applications (for example HSIP) for member jurisdictions. (as needed)

<b>Revenues</b>		<b>Expenditure</b>	
Rural Planning Assistance	\$96,300.00	LCTC Staff	\$96,300.00
<b>Total:</b>	<b>\$96,300.00</b>	<b>Total:</b>	<b>\$96,300.00</b>

## **Work Element 601B Regional Transportation Planning – RTP Update**

The RTP is the core document that outlines the County's transportation planning goals and the projects that will meet these goals.

The LCTC adopted the Regional Transportation plan in 2017 along with a Negative Declaration. LCTC staff will begin an update of the RTP in FY 2021/22 to accommodate planning studies, funding opportunities, or regional developments where compliance with the RTP is required. In addition, the RTP will reflect studies finished in FY 2021/22, (the Transit Development Plan, the Lassen County Bike Plan, the Local Road Safety Plan, and the US 395 Coalition effort).

### **Work Done in FY 2021/22**

1. Commenced RTP focused stakeholder engagement
2. Updates to the Existing and Future Conditions, and regional transportation issues

### **Purposes**

1. Building on the work completed in FY 21/22, update the 2017 Regional Transportation Plan (RTP), to ensure compliance with changing requirements, the results of planning studies for State Route 36, Local Roadway Safety Plan, Updated Transit Development Plan, US 395 studies, and other needs.
2. Update the environmental document supporting the RTP.

### **Tasks**

1. Update the 2017 Regional Transportation Plan and environmental compliance. Tasks to be pursued as part of the update include:
  - a. Continue Public/Stakeholder Consultation
    - i. Outreach to community stakeholders include: City of Susanville, Lassen County, Susanville Indian Rancheria, Caltrans, transit providers, local non-motorized transportation advocates, and the public.
    - ii. Depending on Covid restrictions outreach may include: public meetings, online surveys, outreach to social media platforms, etc.
  - b. Discuss Transportation Issues
  - c. Update Policy Element
  - d. Update Action Element
  - e. Update Financial Element
  - f. Prepare appropriate environmental document
  - g. Prepare Draft and Final RTP
2. Ensure environmental compliance of the RTP and Programs.

### **Products (Target due dates are in parentheses)**

1. Draft RTP (FY 22/23)
2. Final RTP (FY 22/23)

3. Updated environmental document that supports the RTP (FY 22/23)

<b>Revenues</b>		<b>Expenditure</b>	
Rural Planning Assistance	\$69,854.00	LCTC Staff	\$69,854.00
<b>Total:</b>	\$\69,854.00	<b>Total:</b>	\$69,854.00

**Work Element 601C Regional Transportation Planning – Active Transportation Planning**

Purposes

1. Review Goals and Policies set forth in the Regional Transportation Plan (RTP), including long-range (20 year) transportation projects.
2. Engage various stakeholders (LCTC, City of Susanville, Lassen County, Susanville Indian Rancheria, Caltrans, transit providers, and the public) in public engagements specifically focused on identifying and aligning on-going mobility/transportation needs of the community with the direction of the RTP, and the implementation of current regional and local transportation/mobility projects/initiatives.
3. To coordinate among public, private, Tribal and social service transportation providers to improve connectivity, enhance passenger safety, operating efficiency and regional mobility.
4. To assist in pedestrian and bicycle planning studies leading toward new and/or maintaining existing routes

Tasks

1. Meet periodically with county trail coordinator, city and federal staff responsible for trail and multi-modal transportation to discuss and plan trail development in Lassen County. Engage regional trail and non-motorized transportation advocates to help shape trails, bike/ped and other non-motorized transportation in the region. Provide for one annual update to the county Trail Maintenance Plan as required.
2. Amend the RTP to update the trails and bikeways component.
3. Implement recommendations and prioritized projects identified in the Active Transportation Plan updated in FY 22/22
  - a.

Products (Target due dates are in parentheses)

1. Monitor progress on the implementation of the recently completed Active Transportation Plan in coordination with City and County staff. Assist with Active Transportation Program grants. (Quarterly, As needed)
2. Updated inventory catalog for trails in County as new trails are added. (2-23)
3. Report to LCTC the status of the Trail Maintenance Plan. (10-22, 4-23)

Revenues		Expenditure	
Local Transportation Funds (LTF)	\$10,000.00	LCTC Staff	\$17,000.00
Rural Planning Assistance (RPA)	7,000.00		
<b>Total:</b>	<b>\$17,000.00</b>	<b>Total:</b>	<b>\$17,000.00</b>

**Work Element 601D Regional Transportation Planning – Transit Planning (RTP)**

Purposes

1. To assure the coordination of all modes of transportation within the planning process of Lassen County is accomplished.
2. Improve mobility and access using available mass transportation resources.
3. To coordinate among public, private, Tribal and social service transportation providers to improve connectivity, enhance passenger safety, operating efficiency and regional mobility.
4. To provide an efficient transit system responsive to the needs of County residents.

Tasks

1. Monitor and coordinate the operations of the Lassen Rural Bus (LRB) public transit system to ensure goals are consistent with the RTP.
2. Assist LRB or other transportation providers with grant writing for regionally important public transit needs.

Products (Target due dates are in parentheses)

1. Periodic updates to the LCTC on transit planning and coordination (12-22 6-23)
2. Grant applications for regionally important public transit providers (as needed)

<b>Revenues</b>		<b>Expenditure</b>	
Local Transportation Funds	\$5,000.00	LCTC Staff	\$5,000.00
<b>Total:</b>	\$5,000.00	<b>Total:</b>	\$5,000.00

## **Work Element 602 Programming**

### Purpose

Recurring tasks and activities including monitoring and implementation of provisions of the Regional Transportation Improvement Program (RTIP), State Transportation Improvement Program (STIP) and development of the Regional Transportation Plan (RTP).

### Objective

To identify and develop projects for the region's transportation programming needs that are consistent with the Regional Transportation Plan 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, local agencies and local tribal representatives. 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) The Bureau of Land Management (BLM).

### Activities

1. Implement the 2022 RTIP, consistent with the RTP, including amendments to ensure that projects are delivered in a timely manner.
2. Planning and Programming the Regional Transportation Improvement Program.
3. Planning and Programming the Low Carbon Transit Operations Program (LCTOP).
4. Planning and Programming LCTC-proposed STIP projects, including Planning, Programming, and Monitoring.
5. Planning and Programming Proposition 1B Funds.

### Previous Work

LCTC prepared the 2022 Regional Transportation Improvement Program and programmed and monitored State and Federal funds including RSTP exchange, LCTOP, and Proposition 1B funds.

### Tasks

1. Support the development of Project Study Reports, STIP Amendments, and monitor timely use of funds.
2. Plan, program and monitor the Regional Transportation Improvement Program (RTIP) consistent with RTP.
3. Conduct interagency and public outreach during the development of the RTIP.
4. Provide information to local partners about STIP estimates and programming policies; prepare

- and solicit input on RTIPs
5. Participate during CTC, Caltrans HQ and D2, RCTF, and RTPA group meetings /workshops regarding RTIP / STIP implementation
  6. Coordinate with CTC staff to process STIP amendments and assess funding options, support agency projects and address project issues.
  7. Prepare STIP amendments and allocation requests. (As needed)
  8. Coordinate, consult, and collaborate with the Susanville Indian Rancheria. (On-going, as needed)

*Products (Target due dates are in parentheses)*

1. RTIP/STIP amendments, allocation requests, time extensions (As needed)
2. Confirm consistency between the RTP and regional projects programmed with various State and Federal Funds (On-going)

<b>Revenues</b>		<b>Expenditure</b>	
Rural Planning Assistance	\$46,500.00	LCTC Staff	\$45,000.00
		Training and Conferences	\$1,500.00
<b>Total:</b>	<b>\$46,500.00</b>	<b>Total:</b>	<b>\$46,500.00</b>

## **Work Element 603 Community Engagement, Outreach and Interagency Coordination**

### Purpose

To support LCTC's project delivery, planning, and consensus-building programs by providing information on transportation and related issues and by seeking input on these issues from interested parties.

On September 16, 2019 the LCTC adopted their Title VI & Public Participation Plan. The PPP states in part:

LCTC strives to promote inclusive public participation in all of its efforts. The agency believes firmly that consistent communication with Lassen County residents, businesses, and visitors is key to the success of LCTC's planning and project development efforts. To that end, LCTC has developed three goals for public participation:

1. Increase awareness of transportation projects in Lassen County and the public's involvement in planning and implementation.
2. Foster greater partnerships with local public agencies, social service organizations, and other community groups throughout Lassen County.
3. Engage minority, low-income, and limited-English-proficiency populations to improve communication with traditionally underserved groups.

It described the Commissions reliance on traditional outreach measures but did include a desire to utilize modern electronic means of communication, as well as social media, and other web-based platforms. It also described providing the public with Commission planning documents as well as up to date information, and opportunities to engage the public, through its web platform.

This OWP will continue to adapt its public outreach and communications strategies to address the limitation in public gathering associated with COVID-19. Staff will monitor the latest information on public gatherings and adjust outreach accordingly as the epidemic evolves during FY2022/23. Rather than change the structure of this Work Element, LCTC staff will adapt our stated goals for outreach, communications, and interagency coordination to the circumstances as they exist during this next FY. LCTC staff is hopeful that COVID restrictions will abate during the course of the fiscal year.

The LCTC, has conducted community meetings, issued press releases, created a website to be compliant with amendments to the Brown Act effective January 1, 2019, and undertaken other outreach activities as required to capture public input on the RTP and regional transportation issues as they relate to LCTC activities. These efforts are provided:

1. To encourage involvement and feedback during the continuous regional planning process, and to ensure compliance with State and federal requirements; and
2. To coordinate regional transportation planning through consultation and collaboration in these ways:
  - a. Integrate local land use and regional transportation planning.
  - b. Promote cooperation among regional, State and Federal agencies to enhance



- transportation planning; consult and coordinate with Caltrans, neighboring jurisdictions, and agencies to undertake transportation planning studies (e.g. corridor studies, project study reports, special studies, coordinated research, etc.).
- c. Coordinate and consult with regional goods movement and freight providers.
  - d. Coordinate and consult with regional bicycle groups and promote walk-able communities.
  - e. Review local agency goods movement and freight planning policies.
  - f. Work with partners to enhance movements of people, goods, services and information.
  - g. Coordinate local transportation services with regional and interregional providers to improve connections, interregional mobility and access to basic life activities.
  - h. Consult with and consider interests of community, Native Americans (individuals), in general and the Susanville Indian Rancheria (sovereign nation) in particular, and all under-represented groups.
3. Support the outreach and engagement efforts of the LCTC related to the Annual Transit Unmet Needs Process.
  4. Support the outreach and engagement efforts for US 395 Coalition Building effort.

### Tasks

1. Administer public notification in accordance with the Brown Act.
2. Proactively solicit input from the public, local government, Tribes, advisory groups and organizations as they may assist the LCTC administer the RTP.
3. Monitor local government and agency meeting agenda, such as City Council, County Board of Supervisors, social service agencies, Tribal Councils; attend meetings for topics related to regional transportation and multimodal issues.
4. Regularly consult and coordinate and communicate with Tribal councils, disadvantaged and ethnic communities, and organizations to maintain good working relationships.
5. Conduct outreach to community bicycle groups to promote and foster partnerships. Work with public health departments to support walk-able communities as it relates to developing workable non-motorized mobility plans.
6. Participate in local economic development meetings to help integrate transportation and community goals for land use, economic vitality, social welfare and environmental preservation.
7. Participate with regional, local and state agencies, the general public and the private sector in planning efforts to identify and plan policies, strategies, programs and action to plan the regional transportation infrastructure.
8. Provide information and documents about regional transportation issues to interested parties and organizations.
9. Draft newspaper articles, fact sheets, press releases, display ads and other informational materials related to project planning, workshops, program development, preparation of RTIP
10. Coordinate with all transportation providers (public, private and non-profit) in the region.
11. Join and participate in regional coordinating entities like the North State Super Region (NSSR), and other appropriate transportation planning groups and associations as needed.
12. Government-to-Government Outreach to include the Susanville Indian Rancheria, City of Susanville, etc. (Through monthly TAC meetings and specific focused meetings)
13. Community Meetings. (9-22, 1-23, 5-23, and/or as needed)
14. Prepare press releases, public service announcements, public notices, and public meeting/hearing flyers. (As needed)

15. Maintain website. (Monthly to advertise LCTC meetings, workshops, and other community engagement)
16. Provide regular updates to local media and social media on transportation issues, developments in specific projects, and as required to engage stakeholders.
17. Update the 2019 Public Participation Plan to respond to current circumstances.
18. Community and stakeholder outreach and engagement meetings related to the US 395 Coalition Building effort.

*Products (Target due dates are in parentheses)*

1. Inter-agency outreach, to include the Susanville Indian Rancheria, City of Susanville, etc. (Through the TAC 8-22, 10-22, 12-22 1-23, 3-23, 5-23, 6-23 and ad hoc meetings)
2. Materials for public hearings, workshops and meetings, including surveys and fact sheets for community meetings. (9-22, 1-23, 5-23, and/or as needed)
3. Press Releases, public service announcements, public notices, and public meeting/hearing flyers. (As needed)
4. Community and focused meetings to support the Transit Unmet Needs process, and the Transit Development Plan and a Coordinated Public Transit Human Services Transportation Plan (as needed but completed in 6-23)
5. Maintain website.
6. Update Public Participation Plan as required.
7. US 395 Outreach meetings (as needed)
8. Social media information items – (8-22, 10-22, 12-22, 2-23, 4-23, 6-23)

<b>Revenues</b>		<b>Expenditure</b>	
Local Transportation Fund	\$24,000.00	LCTC Staff	\$30,346.00
Rural Planning Assistance	\$10,346.00	Memberships - including NSSR	\$4,000.00
<b>Total:</b>	<b>\$34,346.00</b>	<b>Total:</b>	<b>\$34,346.00</b>

## **Work Element 604 Transportation Development Act**

### Purpose

To effectively administer the provisions of the Transportation Development Act (TDA), including receiving, reviewing, and approving claims for Local Transportation Funds and State Transit Assistance Funds for Lassen County.

To provide staff support to the Social Services Transportation Advisory Council (SSTAC).

### Previous Work

Each year LCTC is responsible for administering TDA funds. These funds operate public transit, construct bicycle and pedestrian facilities, and may be used for streets and roads purposes only after all unmet transit needs that are reasonable to meet have been addressed. Under TDA statute, LCTC is responsible for preparing preliminary and final estimates of Local Transportation and State Transit Assistance Fund apportionments, conducting fiscal and performance audits, and transit coordination. LCTC has appointed members to a Social Services Transportation Advisory Council (SSTAC) in accordance with Transportation Development Act Statute 99238.

### Tasks

1. Provide for the management of the Local Transportation Fund (LTF) and the State Transit Assistance (STA) Fund. (On-going)
2. Ensure that fiscal and compliance audits are performed in accordance with law and assist in the resolution of audit findings. (December 31, 2022)
3. Conduct the Unmet Transit Needs process, if warranted, or conduct in-lieu Citizen Participation Process Public Hearing. (Spring, 2023)
4. Prepare the Unmet Transit Needs Analysis and Findings, if warranted. (Spring 2023)
5. Prepare draft and final apportionments for FY 2022/2023 Transportation Development Act Funds. (February and June 2023)
6. Assist claimants with preparation of claims and local program administration. (On-going)
7. Provide instructions to the Lassen County Auditor for allocations to the jurisdictions. (June 2023)
8. Provide staff support to the LCTC SSTAC. (On-going)
9. Participate in meetings/workshops such as: Lassen County Transportation Commission; Social Services Technical Advisory Council; Caltrans, Regional Transportation Planning Agency working group, California Transportation Commission, CalACT (planning related activities), and the Rural Transit Assistance Program.

### Products (Target due dates are in parentheses)

1. Preliminary and Final LTF and STA apportionments for Fiscal Year 2022/2023. (February and June 2023)
2. Unmet Transit Needs Analysis and Findings, if warranted, or conduct in-lieu Citizen Participation Process Public Hearing. (April-May 2023)
3. Allocation instructions to the County Auditor for LTF and STA funds. (June 2023)
4. Claim notifications to jurisdictions. (June 2023)

5. SSTAC agendas and minutes and related staff support. (Spring 2023)

<b>Revenues</b>		<b>Expenditure</b>	
Local Transportation Fund		LCTC Staff	\$45,000.00
Rural Planning Assistance	\$122,200.00	Legal Council	\$2,000.00
		Professional Services - Audits	\$70,000.00
		Lassen County Auditor	\$5,200.00
<b>Total:</b>	\$122,200.00	<b>Total:</b>	\$122,200.00

## **Attachments**

- A. Fiscal Year 2022/2023 California Department of Transportation Debarment and Suspension Certification
- B. FTA Fiscal Year 2022/2023 Certifications and Assurances
- C. FY 2022/2023 FHWA and FTA State and Metropolitan Transportation Planning Process Self Certification

# **Attachment A**

## **Fiscal Year 2022/2023 California Department of Transportation Debarment and Suspension Certification**

# **Attachment B**

## **FTA Fiscal Year 2022/23 Certifications and Assurances**

# **Attachment C**

## **FY 2022/2023 FHWA and FTA State and Metropolitan Transportation Planning Process Self Certification**