

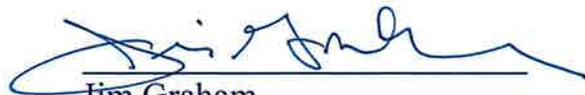
**PLUMAS COUNTY  
TRANSPORTATION COMMISSION  
OVERALL WORK PROGRAM**

**2021-22 FISCAL YEAR**

**FOR THE**

**CONTINUOUS REGIONAL TRANSPORTATION  
PLANNING PROCESS**

**Amended August 16, 2021**



Jim Graham  
Executive Director  
Plumas County Transportation Commission

Date of Adoption:

8/16/21

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## I. INTRODUCTION

### Plumas County

Three major highways traverse the County: State Routes 70 & 36, running east-west and State Route 89 running north-south. State Route 70 is a High Emphasis Route within the Interregional Transportation Strategic Plan (June 1998). Autos and trucks are the primary transportation modes for residents and visitors traveling in the County. Route 70 is of great importance as an east-west link to the State of Nevada and the Sacramento Valley. This State highway is the transportation backbone of Plumas County. It serves as a commuter route and main business street in the Town of Quincy and the City of Portola. Route 36 is in the northern section of the County, it too is an important east-west link, serving the town of Chester and the Lake Almanor Basin. This route connects the Sacramento Valley with Susanville and Lassen County.

The accomplishment of projects in an effective manner requires early planning, public participation, and environmental analysis. The Plumas County Transportation Commission (PCTC) takes a lead in developing such analysis before projects are included in the Regional Transportation Plan, (RTP).

The PCTC encourages public participation in the transportation planning process. The PCTC has adopted a Public Participation Plan (PPP) that is incorporated in the PCTCs Title VI Plan. The PPP includes seven (7) goals and numerous strategies. These goals include:

1. Provide all interested parties and agencies reasonable opportunities and activities, and time for public review of regionally significant plans and documents.
2. Increase public awareness and understanding of the transportation planning process in Plumas County.
3. Ensure accessibility to the transportation planning process and information for all members of the community.
4. Maintain contact with interested individuals and agencies throughout the process of developing plans and projects.
5. Increase opportunities for those traditionally under-served, including the elderly, students, low income, disabled, and minority households, to participate in the planning process.
6. Consider public and agency input, and comments as an integral part of PCTC's decision making process.
7. Consult with tribal governments within Plumas County and provide opportunities for tribal government input into the transportation planning process.

Early and continuous stakeholder and public participation is consistent with the provisions of the Fixing America's Surface Transportation (FAST) Act.

The FAST Act legislation set forth the following 10 Planning Factors:

- 1) Support the economic vitality of the 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, 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 stormwater impacts of surface transportation.
- 10) Enhance travel and tourism.

PCTC’s planning activities that satisfy these ten Planning Factors are described in detail under Section III Planning Activities.

## **II. LOCAL ISSUES AFFECTING TRANSPORTATION PLANNING**

The following discussions of demographics and the economy are important within Plumas County’s OWP because much of the funding that the County receives for transportation planning is tied to population while all the funding used for operations and maintenance is tied to State and Federal gas taxes and receipts from federal lands within the County. The amount of sales and gas taxes collected is dependent on the overall economy of the State. The amounts of gas tax allocated to cities and counties is based upon an agency’s population and its number of registered vehicles. The County of Plumas and the City of Portola have no other funding available for transportation purposes outside of their respective Road Funds made up of these taxes.

Plumas County has an estimated total population of 18,699, or 0.05% of California’s population, ranking it the eighth smallest county in the state. Figure 1 and Table 1 below provide population characteristics, including details of the key demographic groups for this report: seniors, individuals with disabilities, and low-income individuals. For comparison, the total population and percent of these demographic groups are also presented for California and the United States.

*Table 1: Target Population Characteristics*

Area	Total Population	% persons aged 65+	% persons w/ disability	% poverty level	% veterans	% speak English less than “very well”
Plumas	18,699	26.7%	18.4%	12.5%	11.8%	1.7%
California	39,148,760	13.6%	10.4%	12.8%	5.4%	18.1%
United States	322,903,030	15.2%	12.6%	13.1%	7.5%	8.5%

Source: U.S. Census Bureau: American Community Survey (ACS), 2018 5-year Estimate

\*Source: U.S. Census Bureau: Small Area Income and Poverty Estimates (SAIPE), 2018

With limited opportunities for generating local funds and a decreasing population both in number and in relation to other Counties within the State, Plumas County's future finances for meeting its own transportation needs were highly dependent on the passage of and the failed repeal of Senate Bill 1.

The County and the City of Portola must seek investment strategies to support the maintenance and improvement of the state and local roads to facilitate rural economic growth and tourism. The biggest issue facing transportation planning in Plumas County is the financing of repairs to the existing infrastructure and the funding of operations and maintenance. Transportation planning is essentially financial planning for agencies faced with small staff and limited resources.

The Secure Rural Schools (SRS) legislation funding was intended to compensate for the loss of revenue from timber harvesting on Federal Lands. Historically the funds were split 50/50 between County roads and County schools (thus the name "Secure Rural Schools"). Initially SRS provided the Plumas County Road Fund with an average of \$3 million per year after splitting funds with the school district.

The SRS payments ended in 2016 and therefore, in 2017, County payments reverted to the old system (the 1908 Act, commonly called the "25% payments") based upon current receipts from federal lands within Plumas County. The Federal government returns 25% of the receipts for the Federal Fiscal Year on each National Forest to the County (or Counties) on which the Forest is located. Plumas County contains parts of the Plumas N.F., the Lassen N.F., and the Tahoe N.F. These receipts are split between the local school district and the County Road Fund.

On December 20, 2019, the President signed an Omnibus Budget bill approved by Congress which included a provision for two years (payments in 2020 and 2021) of funding for the Secure Rural Schools legislation. This provision will benefit the County Road Fund by providing adequate cash flow to maintain basic service operations and allow construction projects to move forward. Congressional action is needed to extend the SRS legislation. The County will receive \$1.1 million this fiscal year. If SRS is not extended the County will return to the 1908 Act whereby 25% of receipts from activities on federal lands within Plumas county are shared with the School District (12.5% each). The current estimate for federal receipts would yield an average of \$300,000 to the County Road fund.

The passage and signing of the Road Repair and Accountability Act of 2017, SB 1 (Beall), on April 28, 2017 increased gas tax revenues to City and County Road Funds, however, it was not implemented until November of 2017. Thus far, the program is reaching its annual revenue estimates.

The discussion on revenues is a critical element for transportation planning. Agencies must have sufficient cash available to participate in reimbursable state and federal transportation infrastructure. Transportation planning activities must consider an agency's ability to maintain adequate cash flow for operations and project construction to successfully deliver a project.

### **The 21/22 OWP**

The FY 21/22 OWP activities will continue to emphasize, where possible, planning projects that will accommodate and encourage greater use of the public transit system and non-motorized transportation modes and avoid increasing the "wear and tear" on the road systems. Any methods whereby the number of axle loadings can be reduced on the County's and City's roads may help to extend the useful remaining life of the roads and bridges.

### III. PLANNING ACTIVITIES

This OWP will

- Encourage planning activities to enhance safety in all modes and to reduce the accident potential and severity in the future.
- Continue to monitor future needs for transportation improvements.
- Continue efforts to maintain an adequate cost-effective transit system.
- Demonstrate a coordinated planning effort between the County, City, Tribal governments, and Federal land management agencies.

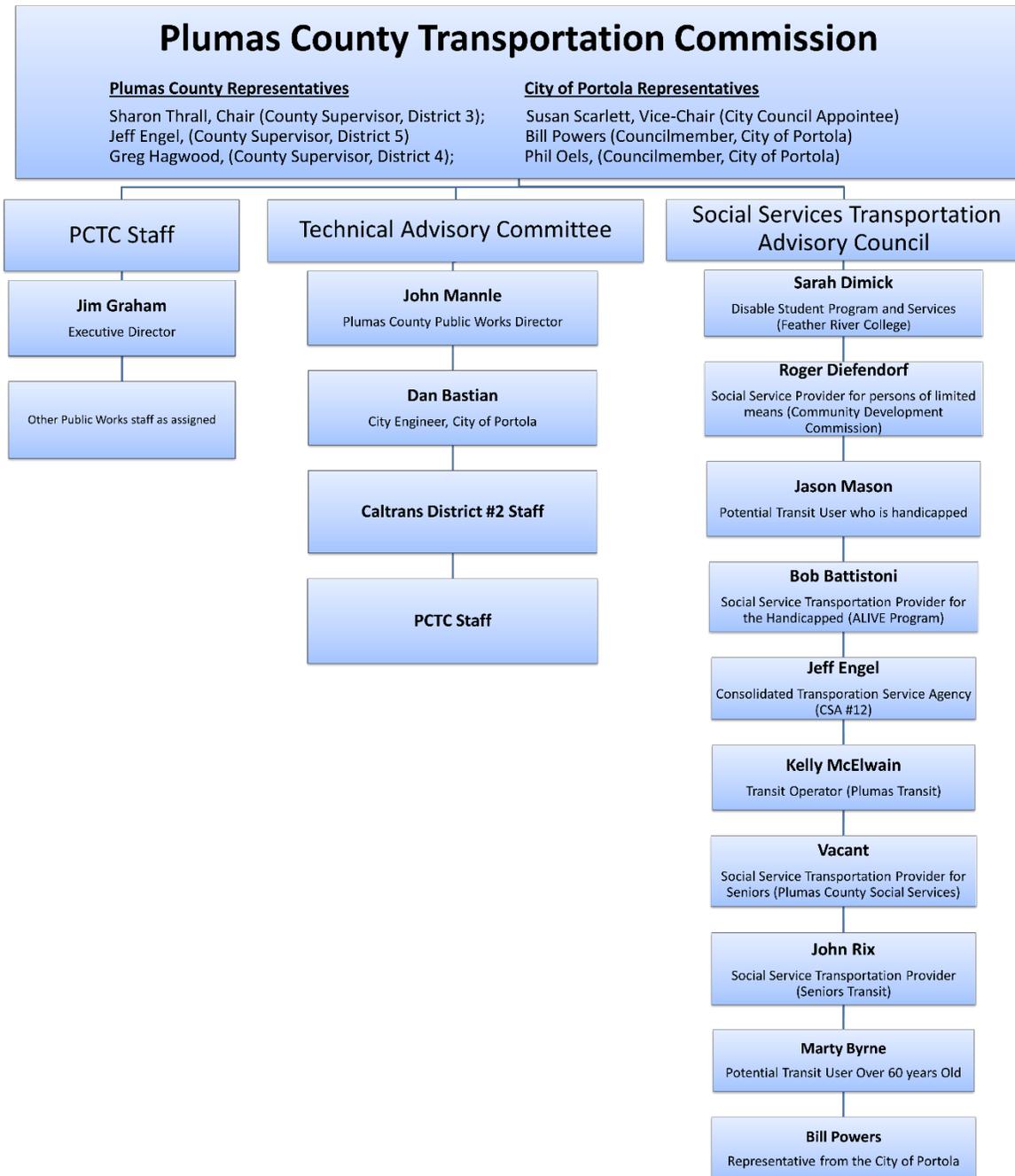
System Planning and Transportation System Management elements are included in the OWP to promote closer coordination between State and local transportation programs. Planning factors which need to be addressed in the transportation planning process and the related work elements (WE) presented in this document include the following:

- Support improvements for the economic vitality of the area, especially by enabling competitiveness, productivity, and efficiency. WE 601, 602, 604, and 608.
- Increase the safety of the transportation system for motorized and non-motorized users. WE 601, 602, 603, 604, and 609.
- Increase the security of the transportation system for motorized and non-motorized users. WE 601, 603, 605, 608 and 609.
- Increase the accessibility and mobility of people and freight. WE601 through 604, and 607.
- 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 partners. WE 601, 603, 608, and 609.
- Enhance the integration of connectivity of the transportation system across and between modes, for people and freight. WE 601, 603, 608, and 609.
- Promote efficient system management and operation. WE 601, 602, 608, and 609.
- Emphasize the preservation of the existing transit system. WE 603, 604, and 608.
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation. WE 601, 602, 604
- Enhance travel and tourism. WE 601, 602, 604, and 611.

## IV. ORGANIZATION

The Regional Transportation Planning Agency (RTPA) representing Plumas County is the Plumas County Transportation Commission (PCTC), which was formed in 1971. The six-member PCTC has three members from the Plumas County Board of Supervisors and three members of, or appointed by, the City Council of the City of Portola.

### ORGANIZATIONAL CHART



PCTC coordinates activities with the Plumas County Planning Department, the City of Portola, Tribal Governments and Federal and State governmental entities. Citizens groups are encouraged to provide input to address specific transportation problems of community concern.

The PCTC utilizes a Technical Advisory Committee (TAC). The TAC, when utilized, provides a forum, to coordinate with planning partners (including Tribal Governments). The TAC meets as needed. Typical attendance includes:

- City of Portola – City Manager and City Engineer
- Plumas County – Director of Public Works and Public Works Engineering staff
- Caltrans – Staff of the Office of Community and Regional Planning, Project Management and SHOPP, STIP and ATP Coordinators

The PCTC also utilizes a Social Services Transportation Advisory Council (SSTAC). The SSTAC is a mechanism to solicit the input of transit dependent persons and to make recommendations to PCTC regarding transit service. This fiscal year the PCTC appointed new members to the SSTAC to fill vacant positions and implemented regular meetings.

The PCTC also acknowledges the Coordinated Agency Status implemented by Plumas County with Federal and State land management agencies managing in the County for coordination in land use plans and other management plans. This coordination is achieved through quarterly public meetings of the Plumas County Coordinating Council (PCCC) where Forest Service and County representatives discuss issues or concerns that may arise due to conflicts between Federal and County plans and policies.

**Caltrans' Overall Work Program Element  
Fiscal Year 2020/21**

<b>Activity Description</b>	<b>Product</b>	<b>Funding Source</b>	<b>Due Date</b>
Assist RTPA staff with programming documents for their RTIP amendments	Plumas County RTIP	State & Federal Funds	Ongoing
Monitor OWP work progress, process OWP invoices for payment, including grant progress	Payment of Invoices Various Transit grants	State & Federal Funds	Ongoing
System Management	<ul style="list-style-type: none"> <li>• TCR updates</li> <li>• CTIS database</li> <li>• ITMS database</li> </ul>	State & Federal Funds	FY 21/22 and ongoing
Plumas County Intelligent Transportation System (ITS) Architecture	Plumas ITS Architecture Plan Coordination	State & Federal Funds	FY 21/22 and ongoing
Assist PCTC Staff in outreach and participation by Native American Tribal Governments	Participation by Tribes in the Transportation Planning Process and the IRR program	State & Federal Funds	Ongoing
Multi-modal Planning Coordination	<ul style="list-style-type: none"> <li>• Aeronautics</li> <li>• Non-Motorized Transportation Plan</li> <li>• Transit Planning</li> <li>• ADA Accessibility</li> </ul>	State & Federal Funds	FY 21/22 and ongoing
Coordination with PCTC Staff on miscellaneous transportation related issues	<ul style="list-style-type: none"> <li>• Public Participation</li> <li>• Greenhouse Gas/ Air Quality</li> <li>• Intergovernmental Review</li> </ul>	State & Federal Funds	FY 21/22 and ongoing

## **V. WORK PROGRAM**

Most of the detailed work is to update the transportation planning activity in Plumas County and respond to mandated programs. The Overall Work Program (OWP) describes the ongoing transportation planning process in Plumas County. It covers a one-year period. The OWP addresses Federal and State transportation planning priorities and requirements.

PCTC and Caltrans recognize that the purpose of the continuing planning process is to ensure that the Regional Transportation Plan is responsive to the changing needs and desires of the system's users. However, with increased emphasis by Caltrans and the Federal Government for coordination with counties and Tribal Governments regarding Transportation Concept Reports (TCR's), the California Transportation Plan, and Pro-Active Planning, it is now necessary for RTP's to be responsive to the State's planning process in addition to being responsive to regional needs.

Funding for the Overall Work Program is typically provided by the following programs:

- Rural Planning Assistance (RPA)
- Regional Surface Transportation Program Exchange Funds (RSTP)
- Local Transportation Fund (LTF)
- Planning, Programming and Monitoring (PPM-STIP)
- SB1 Formula & Competitive

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

#### **Purpose and Objectives**

The primary purpose is to maintain the 2020 Plumas County Regional Transportation Plan (RTP) in addressing areas of planning emphasis. Promotion and maintenance of the Plan as a working planning document requires continual incorporation of both local and regional transportation issues with consultation of Caltrans, Tribal Governments, and the City of Portola. The RTP will be reviewed and updated as needed to reflect any development impact mitigation programs, any pertinent revisions to the County's or the City's General Plans, and any adopted Caltrans' planning documents.

#### **Tasks completed under 20-21 OWP**

- ✓ The contract for the update to the RTP was completed in January 2020. The PCTC adopted the Regional Transportation Plan (RTP) and the associated Mitigated Negative Declaration on January 27, 2020.
- ✓ Reviewed RTP project listings for candidates for the upcoming Federal Lands Access Program (FLAP) upcoming call for projects.
- ✓ CEQA discussion with the Planning Dept regarding VMT measurement metric.
- ✓ Compared RTP project listings with the Local Hazard Mitigation Plan project listings for consistency.
- ✓ Set up RTP website.
- ✓ Update of County-wide ADA Project Database

## Progress on Proposed Products under 20-21 OWP

1. Develop a Project Candidate List for 2022 RTIP [June 2021] – Current status: The Fund Estimate for the 2022 STIP has not been developed or adopted by the CTC. The supplemental funding coming to the PCTC from HR133 is small and is currently proposed to go to cost increases on one existing City project and one existing County project.
2. Develop Amendments to RTP Project Lists (PCTC/CT) [June 2021] Current status: The priority project list to be updated is the County’s ADA Transition Plan project listing. This will facilitate development of a current Project List that can be included in list of RTP projects. A draft of the updated project listing and format was submitted to D2 as a work product on the Q3 OWP invoice.
3. Feasibility Studies for transit-related and non-motorized projects listed in the 2020 Plumas County Regional Transportation Plan (June 2021) This task has yet to be completed as it awaits completion of the Triennial Performance Audits, the Short Range Transit Plan and the Unmet Needs Process with the SSTAC.
4. Document Tribal Government-to-Government Efforts. (PCTC) [June 2021] Our current efforts include meetings with the Maidu Consortium and US F&W to discuss future road and drainage improvements through the tribal lands in Humbug Valley west of Lake Almanor.
5. Document information to be included in the next RTP update scheduled for 2025. (PCTC) [Quarterly through June 2021] Update of County’s ADA Transition Plan project listing
6. Update Plumas County Active Transportation Program – Pedestrian/Bicycle Plan. (PCTC) [On-going] Update of County’s ADA Transition Plan project listing

## Tasks Proposed

1. Use information developed through the regional transportation planning process to keep the RTP project lists updated. Monitor the progress of short and long range RTP transportation projects. (PCTC/Caltrans) [June 2022]
2. Continue to update regional traffic forecasts and analyses based on land use plans and proposed development. Monitor actual measured vehicle miles traveled (VMT) versus State’s estimates. (PCTC/Caltrans) [June 2022]
3. Identify regional transportation problems, issues, and coordinate with governmental agency stakeholders:
  - a. Adjoining Counties
  - b. Tribal Governments (Greenville Rancheria, Susanville Indian Rancheria, Washoe Tribe of Nevada, and California)
  - c. County Departments involved in land use issues affecting transportation: Planning & Building Services, Airports, and Environmental Health
  - d. U.S. Forest Service
  - e. Caltrans District 2 System Planning
  - f. Caltrans District 2 Local Development-Intergovernmental Review (PCTC) [June 2022]
4. Review goals, policies, and objectives within the RTP to incorporate priorities for the governmental agency stakeholders. (PCTC) [June 2022]
5. Update information in the RTP to comply with legislative and regulatory requirements. (PCTC/CT) [June 2022]

## Products Proposed

7. Develop a Project Candidate List for 2022 RTIP [June 2022]
8. Develop Amendments to RTP Project Lists (PCTC/Caltrans) [June 2022]
9. Feasibility Studies for transit-related and non-motorized projects listed in the 2020 Plumas County Regional Transportation Plan [June 2022]
10. Document Tribal Government-to-Government Efforts. (PCTC) [June 2022]
11. Document information to be included in the next RTP update scheduled for 2025. (PCTC) [Quarterly through June 2022]
12. Update Plumas County Active Transportation Program – Pedestrian/Bicycle Plan. (PCTC) [On-going]

## Funding by Source

<b>Responsible Agency</b>	<b>RPA Funds</b>	<b>RPA Carryover</b>	<b>LTF Funds</b>	<b>Total</b>
PCTC	\$6,800	\$0	\$900	\$7,700
<i>Breakdown by entity: (Staff)</i>	<i>\$6,800</i>	<i>\$0</i>	<i>\$900</i>	<i>\$7,700</i>

## **Work Element 602 Transportation Systems Planning and STIP Management**

### **Purpose and Objectives**

Priorities under this WE include the Pavement Management System and the continued participation in the ongoing regional transportation planning process, including State and local partnering within the STIP framework, to achieve a fully coordinated street and road system within Plumas County. Efforts will be continued to maximize benefit of work utilizing the adopted fund estimate of the California Transportation Commission (CTC). Prioritize projects and prepare project listings for consideration within the 2022 RTIP. Strive for public outreach in efforts to gather and assess transportation needs. Safety and security, mutual accessibility and system preservation are key planning emphasis areas.

### **Tasks completed under 20-21 OWP**

- ✓ Plumas County Regional Transportation Improvement Plan (RTIP) submitted allocation requests from previous STIP cycles. Funding allocations were obtained for pavement rehabilitation projects to continue the county's effort to preserve the existing transportation infrastructure and for City of Portola's continued reconstruction of its main artery: County Route A15.
- ✓ STIP projects have been programmed in coordination with Caltrans and City of Portola and County agencies:
  - Caltrans' SR 70/Feather River Inn Intersection Improvements
  - Caltrans' SR 89/Arlington Road Intersection Improvements
  - City of Portola's North loop Phase I
  - County's Graeagle-Johnsville Road Reconstruction
- ✓ Participation in Rural Counties Task Force and taking advantage of their outreach with State and Local agencies to coordinate to exchange ideas and information on transportation planning in a rural environment.
- ✓ Submitted application for a County-wide Routine Maintenance Agreement to the California Department of Fish & Wildlife for maintenance of bridges, culverts, and drainage ditches that impact the Plumas County transportation system.
- ✓ Reviewed traffic data and updated the County Road inventory spreadsheet (downloaded from the Public Works GIS. Used track PCI, ADT, and accidents).
- ✓ Continued performing quality control on 1382 pavement segment inspections. Collected and entered information into the StreetSaver software.
- ✓ Reviewed draft RTIP candidates.
- ✓ Collected PCI data on pavements through the summer months with an Extra Help position. Covered 456 inspection sections over 70 miles of roadway including focus on the long routes located at higher altitudes.
- ✓ Attended meetings with Caltrans and GL&W to discuss the future Graeagle CAPM project and the local community's list of possible bike and pedestrian improvements. Developed maps of the suggested improvements and delivered to Caltrans.
- ✓ Updated County Road Inventory Update by Functional Classification: PCI, Pavement Needs Cost Estimate, VMT Measurement, Accident Data and Bridge Sufficiency Rating.

- ✓ Reviewed FHWA’s proposed design criteria for future FLAP project on Quincy Jct. Rd. (Major Collector in American Valley).
- ✓ Attended meeting with developer and Planning Department regarding proposed improvements to the Delleker Rd./SR70 intersection (within the limits of the Cromberg SR70 SHOPP project).
- ✓ Collected traffic counts at 102 locations.
- ✓ StreetSaver Pavement Condition Summary Chart
- ✓ Created maps of proposed Complete Streets improvements on SR 89 through the Graeagle area.
- ✓ Drafted application for the FY 21-22 SCS Grants for a Chester Streetscape Project proposed by the Almanor Recreation District.
- ✓ Logged 37 traffic accidents.

### **Progress on Proposed Products under 20-21 OWP**

1. Update and submit County Road Pavement Inventory and Needs Assessment to Caltrans. (PCTC) [Quarterly 20/21] PMS reports are submitted quarterly to D2.
2. Update and submit County Bridge Inventory and Needs Assessment. (PCTC) [Quarterly 20/21] When changes are noted in BIRIS (inspection reports) updates are submitted to D2 in the following quarterly report.
3. Update and submit City Street Pavement Inventory and Needs Assessment. (PCTC) [Quarterly 20/21] Updates are noted in OWP Quarterly Reports.
4. Update and submit traffic accident inventory. (PCTC) [Quarterly 20/21] Updates are noted in OWP Quarterly Reports.
5. Document public outreach and attendance of public meetings for Caltrans Transportation Concept Reports. (PCTC/CT) [Ongoing] Undertaken as they occur.
6. Review and provide input for future planned SHOPP projects throughout Plumas County. (PCTC) [November 2020] As they occur. Thus far this year PCTC staff have provided input on 6 different SHOPP projects.
7. Develop any necessary STIP amendments to programmed STIP projects. (PCTC) [June 2021] Just finished time extension requests for the Graeagle-Johnsville Road project due to archaeological concerns.
8. Independent peer review of the StreetSaver PMS system by outside consultant. (PCTC) [June 2021] Canceled for this FY due to the on-call consultant’s workload on County’s priority projects.
9. Update Plumas County Active Transportation Program – Pedestrian/Bicycle Plan (PCTC) [On-going] Waiting for completion of the Update to County’s ADA Transition Plan project listing.

### **Tasks Proposed**

1. Maintain the inventory of existing County roads and bridges listing condition of each road segment and each bridge, traffic counts, traffic and trip generation forecasts and projected maintenance needs. These inventories are updated quarterly as new bridge inspection reports, new pavement inspections and new traffic counts are generated (PCTC) [FY 22/23]
  - a. Pavement inventory – monthly pending weather precluding pavement inspections.
  - b. Bridge inventory – monthly depending upon receipt of BIRIS reports from Caltrans.
  - c. Traffic counts – monthly pending weather precluding installation of counters. Counters go for seven days minimum at each location. Counters are rotated across the

- County Road system and the City Streets from east to west each year subject to the availability of technicians.
- d. Data Input for both City streets and County Roads to the Pavement Management System and the County’s GIS
  - e. Conduct peer review of PMS system using outside consultant [June 2022]
  - f. Traffic and trip generation forecasts – annually pending on the schedule of when traffic counters are scheduled to be in one of the isolated subdivisions used to monitor household trip generation rates.
2. Maintain traffic accident inventory in the GIS for planning safety improvements in coordination with system preservation projects. (PCTC) [October 2022]
  3. Identify and prioritize non-motorized transportation infrastructure improvements. (PCTC) [On-going]

**Products Proposed**

1. Update and submit County Road Pavement Inventory and Needs Assessment to Caltrans. (PCTC) [FY 22/23]
2. Update and submit County Bridge Inventory and Needs Assessment. (PCTC) [Quarterly 21/22]
3. Update and submit City Street Pavement Inventory and Needs Assessment. (PCTC) [Quarterly 20/21]
4. Update and submit traffic accident inventory. (PCTC) [Quarterly 20/21]
5. Document public outreach and attendance of public meetings for Caltrans Transportation Concept Reports. (PCTC/Caltrans) [Ongoing]
6. Review and provide input for future planned SHOPP projects throughout Plumas County. (PCTC) [November 2020]
7. Develop any necessary STIP amendments to programmed STIP projects. (PCTC) [June 2021]
8. Independent peer review of the StreetSaver PMS system by outside consultant. (PCTC) [June 2021]
9. Update Plumas County Active Transportation Program – Pedestrian/Bicycle Plan to include new projects identified by the public or other agencies (PCTC) [As needed]

**Funding by Source**

<b>Responsible Agency</b>	<b>RPA Funds</b>	<b>RPA Carryover</b>	<b>LTF Funds</b>	<b>Total</b>
PCTC	\$59,242	\$0	\$5,706	\$64,948

*Breakdown by entity:*

<i>(Staff)</i>	\$51,742	\$0	\$5,706	\$57,448
<i>(Consultant)</i>	\$7,500	\$0	\$0	\$7,500

## **Work Element 603 Overall Work Program Administration and Transportation Commission Administration (RPA eligible tasks)**

### **Purpose and Objectives**

The purpose of this work element is to provide administrative support for the Overall Work Program and the administration of PCTC meetings and required public hearings and to support the coordination efforts of the Plumas County Transportation Commission with local, State, Federal and Tribal Governments.

### **Tasks completed under 20-21 OWP**

- ✓ OWP monthly invoicing and time tracking
- ✓ PCTC Agenda preparation and distribution
- ✓ Update of PCTC webpage with Agendas and Minutes
- ✓ Processed Amendment No. 1 to OWP
- ✓ Trained new Fiscal Technician for the PCTC

### **Progress on OWP Administration Products Proposed under 20-21 OWP**

1. Overall Work Program for 2021-22. (PCTC) – Draft submitted to Caltrans in April 2021
2. Amendments to 20/21 OWP. - Completed
3. Quarterly Reporting and Reimbursement Invoicing. - Completed

### **Progress on PCTC Administration Products Proposed under 20-21 OWP**

1. Executed Agreement for the RTPA-RSTP Funds. Obtaining resolution from PCTC in May 2021.
2. Executed Agreement for Planning, Programming & Planning Agreement. Executed in February 2021.
3. Executed OWP Agreement. – Executed original in June 2020. Amended October 2020. FY 21/22 OWPA pending
4. Meeting notes and minutes documenting tribal government-to-government efforts. Documented discussions regarding coordination with the Maidu Consortium on Humbug Valley.

### **OWP Administration Tasks Proposed**

1. PCTC staff will prepare, Caltrans will approve and PCTC will adopt, a draft and final Overall Work Program for FY 2022-23 (PCTC/Caltrans) [March 15, 2022], Final Adopted (PCTC/Caltrans) [June 2022]
2. Prepare any amendments to 2021-22 OWP, review, comment on, and forward to Caltrans, District 2 as necessary (PCTC) [April 1, 2022]
3. Prepare quarterly reports and invoices for the 2021-22 OWP and submit OWP products to Caltrans, District 2 as necessary (PCTC) [Ongoing]

**PCTC Administration Tasks Proposed**

1. Attend meetings with representatives of County, Tribal Governments and City government and other agencies, i.e., California Rural County Task Force, and others as requested. (PCTC) [Ongoing]
2. Provide coordination between PCTC, Tribal Governments, State and Federal agencies as necessary for continuous planning process. (PCTC) [Ongoing]
3. Prepare required reports and other correspondence. (PCTC/Caltrans) [Ongoing]
4. Develop and Administer MOU’s, contracts, and agreements. (PCTC/Caltrans) [Ongoing]
5. Coordinate and consult with Tribal Governments. (PCTC)[Ongoing]
6. Preparation of RTPA meeting agendas and minutes. (PCTC)[Monthly]
7. Continue development of the PCTC Website. (PCTC)[Monthly]

**OWP Administration Products Proposed**

1. Overall Work Program for 2022-23. (PCTC) [March 2022]
2. Amendments to 21/22 OWP. (April 1, 2022)
3. Quarterly Reporting and Reimbursement Invoicing. (Quarterly)
4. Fiscal year close-out and year-end package: Pending year-end close out.

**PCTC Administration Products Proposed**

1. Executed Agreement for the RTPA-RSTP Funds.
2. Executed Agreement for Planning, Programming & Planning Agreement.
3. Executed OWP Agreement.
4. Meeting notes and minutes documenting tribal government-to-government efforts.

**Funding by Source**

<b>Responsible Agency</b>	<b>RPA Funds</b>	<b>RPA Carryover</b>	<b>LTF Funds</b>	<b>Total</b>
PCTC	\$69,758	\$0	\$5,663	\$75,421

*Breakdown by entity:*

<i>(Staff)</i>	\$69,758	\$0	\$5,663	\$75,421
<i>(Consultant)</i>	\$0	\$0	\$0	\$0

## **Work Element 604 Transit Support and TDA Administration (Non- RPA eligible tasks)**

### **Purpose and Objectives:**

WE 604's primary purpose is to manage and maintain the existing transit service and, where financially possible, improve system for Plumas County residents. Staff gathers input on possible unmet transit needs as defined by the TDA. Transit monitoring includes emphasis on maintaining reliability, safety and security, and multimodal accessibility. It also includes monitoring the operations and management of Plumas Rural Services, Inc., the current operator of Plumas Transit Systems.

### **Tasks completed under 20-21 OWP**

- ✓ Administration of annual financial reports by consultant.
- ✓ Prepared RFQ for Triennial Performance Audits
- ✓ Ordered and received new transit bus.
- ✓ Applied LCTOP funding for bus shelter in Quincy and System-wide Free Fare Days.
- ✓ Constructed bus shelters from past LCTOP funding cycles in Quincy and Portola.
- ✓ Monthly tracking of transit revenue, expenditures, and ridership for annual report
- ✓ Monthly review and approval of transit invoices and performance measures
- ✓ Monitoring of budgets for PCTC, Plumas Transit and Seniors Transportation
- ✓ Executed contract for new fueling facility for transit fleet and the Department of Public Works
- ✓ Prepared Quarterly Transit Reports

### **Progress on Proposed Products under 20-21 OWP**

1. Unmet Needs Findings and the Reasonable to Meet Definition Documentation due annually 10 days after finding or August 15. – To be completed in 4<sup>th</sup> Quarter
2. Monthly reports of Plumas Transit Systems including route ridership, fare box receipts and vehicle use and maintenance. - Completed
3. Annual review of public transit fares. Will be conducted under the Triennial Performance Audits and the Short-Range Transit Plan
4. Monitor Seniors Transportation's fare box ratio. - Completed
5. TDA budget including apportionment of LTF and STA Funds. To occur during May and June budget hearings
6. Necessary independent financial audits as required by Legislature and HQ TDA. Completed April 2021.
7. TDA Annual Financial Transactions Report due 90 days after close of FY (Independent Contract) Completed February 2021.

### **Transit Support and TDA Administration Tasks Proposed**

1. Authorize and complete the annual financial audits as required by Legislature. (PCTC staff and consultant) [Dec. 2022]
2. Implement recommendations from the RTPA Triennial Performance Audit. (PCTC Staff) [June 2022]

3. Management and oversight of the Plumas Transit Systems contract for operations. (PCTC Staff) [Monthly]
4. Administration and coordination of Transportation Development Act requirements to maintain funding mechanisms for transit. (PCTC) [Ongoing]
5. Continue to implement Social Services Transportation Advisory Council (SSTAC) meetings with citizens of Plumas County to determine and convey their transportation needs to the PCTC. (PCTC) [Ongoing]
6. Expand distribution of the Social Services Transportation Providers Inventory for broad public outreach, greater public information, and benefit (mobility management). (PCTC) [Ongoing]
7. Coordination and planning in communities throughout the County. Identify and document transportation facilities, projects and services required to meet regional and interregional mobility and access needs. (PCTC) [Ongoing]
8. Coordination and applications to obtain Federal Grants, including: Ongoing coordination of FTA - Section 5310, 5311, 5311(f), 5339, and LCTOP Bus Replacement, Bus Shelters and Operating Assistance. (PCTC/Caltrans) [Ongoing]
9. Administrative Assistance in preparation of State Controllers Annual Report Preparation of Annual TDA Budget. (PCTC) [January 2022]
10. Coordinate SSTAC activities, public hearings, to assure they meet legislative requirements including SSTAC recommendations to help determine unmet transit needs and review of the definition of "reasonable to meet". (PCTC) [Ongoing]
11. Plan for bicycle and pedestrian links to transit facilities. (PCTC) [Ongoing]
12. Planning and coordination to facilitate bus shelters in communities where needed. (PCTC) [September 2021]
13. Coordination and planning to optimize bus usage between Seniors Transportation and Plumas Transit Systems. (PCTC) [Ongoing]
14. Coordinate with Plumas County, Tribal Governments and City staff re their public outreach and possible findings of unmet needs. (PCTC) [Ongoing]
15. Preparation of Triennial Performance Audits for PCTC, Plumas Transit Systems, and Seniors Transportation for FY ending June 30, 2019 through June 30, 2021.

## **Products Proposed**

1. Monthly reports of Plumas Transit Systems including route ridership, fare box receipts and vehicle use and maintenance.
2. Annual review of public transit fares.
3. Monitor Seniors Transportation's fare box ratio.
4. TDA Budget including apportionment of LTF and STA Funds.
5. Necessary independent financial audits as required by Legislature and HQ TDA
6. Unmet Transit Needs Finding Documentation due annually 10 days after finding or August 15.
7. TDA Annual Financial Transactions Report due 90 days after close of FY (Independent Contract)
8. Preparation of Triennial Performance Audits for 18/19 through 20/2.

### Funding by Source

<b><u>Responsible Agency</u></b>	<b><u>RPA Funds</u></b>	<b><u>RSTP Funds</u></b>	<b><u>LTF Funds</u></b>	<b><u>Total</u></b>
PCTC	\$0	\$0	\$80,000	80,000

*Breakdown by entity:*

<i>(Staff)</i>	<i>\$0</i>	<i>\$0</i>	<i>\$19,500</i>	<i>\$19,500</i>
<i>(Consultant)</i>	<i>\$0</i>	<i>\$0</i>	<i>\$60,500</i>	<i>\$60,500</i>

## Work Element 605 Policy and Procedures Manual for Plumas County Transportation Commission

### **Purpose and Objectives**

Now that that the RTP has been updated, staff time is available to perform this update. Developing a current PCTC Policy and Procedures Manual (PPM) is now even more important as the Interim Director has decided to re-organize staff allocated to PCTC duties. The PPM will address the administrative and organizational mechanisms and structure employed in the performance of transportation planning and will identify the many transportation planning activities which fall under the direction of the PCTC and its staff.

### **Progress on Proposed Products under 20-21 OWP**

1. Draft Policy and Procedures Manual. (PCTC) [November 2020] - Staff is has completed approximately 50% of the revised Policy and Procedure Manual (PPM).
2. Final Policy and Procedures Manual. (PCTC) [June 2021] – Pending

### **Tasks Proposed**

1. Complete the draft Policy and Procedures Manual for review by PCTC and Caltrans. (PCTC) [September 2021]
2. PCTC formal adoption of policy and Procedures Manual. (PCTC) [November 2021]
3. Distribute Policy and Procedures Manual and post on-line at the Commission website. (PCTC) [December 2021]

### **Products Proposed**

3. Draft Policy and Procedures Manual. (PCTC) [September 2021]
4. Final Policy and Procedures Manual. (PCTC) [November 2021]

### **Funding Source**

<b><u>Responsible Agency</u></b>	<b><u>RPA Funds</u></b>	<b><u>RPA Carryover</u></b>	<b><u>LTF Funds</u></b>	<b><u>Total</u></b>
PCTC	\$10,200	\$0	\$7,300	\$17,500

#### *Breakdown by entity:*

<i>(Staff)</i>	<i>\$0</i>	<i>\$0</i>	<i>\$1,500</i>	<i>\$1,500</i>
<i>(Consultant)</i>	<i>\$10,200</i>	<i>\$0</i>	<i>\$5,800</i>	<i>\$16,000</i>

## **Work Element 608 GIS/PMS Support Element**

### **Purpose and Objectives**

To provide electronic processing and enhanced technical support for all work elements associated exclusively with the transportation planning process in Plumas County. This element includes support for the GIS system used by PCTC staff for the pavement conditions, accident database system, bridges, traffic counts, etc., so those databases can be kept integrated with County's land use and parcel databases. Upkeep of this software allows staff to research and investigate land use impacts to the existing transportation system and research and investigate transportation project impacts to existing land uses.

Staff has been utilizing Cartegraph GIS-based Pavement Management Software over the previous ten years. This fiscal year staff propose to convert the PMS software to StreetSaver which is utilized by more than one hundred agencies in California including Lassen and Trinity counties.

With the passage of SB 1 and its intended pavement management strategies, the new software will provide current and future staff with the ability to more easily create:

1. Budget Scenarios Analysis - provide a budget amount and the software will provide the most cost-effective way to invest that budget to achieve the greatest possible street condition.
2. Develop Target Driven Scenarios - specify the desired pavement condition by entire network, functional class or by other performance metrics. StreetSaver will provide the required treatments and funding levels to achieve the specified target.

### **Tasks completed under 20-21 OWP**

In addition, PCTC also funds the Pavement Management System portion of the GIS. This equipment requires periodic repair and updating.

- Purchased StreetSaver Pavement Management Software.
- Cartegraph GIS-based Pavement Management Software.

### **Progress on Proposed Products under 20-21 OWP**

1. Annual Licensing and Technical Support. (June 2021) – Completed.

### **Tasks Proposed**

1. Payment of the Software Annual Licensing and Technical Support for ESRI GIS Software Annual Licensing and Technical Support.
2. Payment of the Software Annual Licensing and Technical Support of StreetSaver Pavement Management Software.

## Products Proposed

2. Annual Licensing and Technical Support. (June 2022)

### Funding Source

<b><u>Responsible Agency</u></b>	<b><u>RPA Funds</u></b>	<b><u>RSTP Funds</u></b>	<b><u>Total</u></b>
PCTC	\$12,000	\$0	\$12,000

*Breakdown by entity:*

<i>(Staff)</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
<i>(Vendor)</i>	<i>\$12,000</i>	<i>\$0</i>	<i>\$12,000</i>

## **Work Element 609 State Route 36 Chester Complete Streets and Context Sensitive Streetscape Plan**

### **Purpose and Objectives**

The PCTC, in partnership with local recreation and utility Districts, and the Chamber of Commerce, will develop a SR 36 Chester Complete Streets (CS) /Context Sensitive Streetscape (CSS) Plan for the 2-mile length of SR 36/Main Street corridor, in time for implementation with 2024's Chester CAPM project. An extensive community engagement process will identify design strategies to transform Main Street into a pedestrian/ bicycle-friendly corridor. Deliverables include a CS/CSS plan for roadway, bikeway, sidewalk, and intersection modifications to support safety, operations, access and mobility for all modes and users of all ages and abilities. The planning effort fully supports State and regional goals of reducing vehicle miles traveled and greenhouse gas emissions, maximizing mobility and accessibility, enhancing economic vitality, while preserving a sustainable regional transportation system, and protecting community health and the environment. The plan will integrate the locally developed 2009 Chester Main Street Design Plan with recommendations from the County's 2018 ATP.

### **Overall Project Objectives**

- Provide Complete Streets facilities for increased mobility and accessibility for all users and include a Context Sensitive Streetscape in coordination with 2024 planned operational improvements.
- Obtain community consensus on how complete streets principles can be applied to SR 36.
- Improve safety for all users and provide safe routes to schools and parks improvements.
- Promote active living and quality of life.
- Engage with the local stakeholders and residents to understand and address their transportation needs.
- Enhance and protect the recent investments along SR 36.
- Revitalize the local economy.
- Provide recommended policies for consideration by the unincorporated community of Chester and County of Plumas.
- Provide a 30% design plan and cost estimates to the 2024 Caltrans CAPM team to search for Complete Streets and Context Sensitive Streetscape funding to supplement the pavement CAPM funds and incorporate environmental permitting, planning, design, and construction simultaneously for all improvements for project efficiency and cost savings.

### **Summary of Project Tasks**

#### **Task 01: Project Administration**

- PCTC and the Consultant will meet with Caltrans to kick-off the project, discuss their goals for the project, and identify operations and maintenance needs.
- PCTC will manage and administer the grant project according to the Grant Application Guidelines, Regional Planning Handbook, and the executed grant contract between Caltrans and PCTC.

- PCTC will prepare and submit complete invoice packages to Caltrans staff based on milestone completion—at least quarterly, but no more frequently than monthly. PCTC will prepare and submit quarterly reports to Caltrans staff providing a summary of project progress and grant/local match expenditures.
- PCTC understands that costs for this task cannot exceed 5% of the grant award amount.

<b>Task Deliverables</b>
[The following are the only allowable deliverables for this Task. This Task is not for the management of the consultant or meetings between the grantee and the consultant]
<ul style="list-style-type: none"> <li>• Kick-off meeting agenda, meeting notes, list of attendees, list of action items</li> <li>• Caltrans Invoice Packages</li> <li>• Quarterly Reports</li> </ul>

**Task 02: A&E Consultant Procurement**

PCTC will complete RFP process for selection of a consultant using Caltrans procurement procedures and forms. PCTC staff will also schedule for PCTC approval and contract execution.

PCTC will procure a consultant, consistent with state and federal requirements, Local Assistance Procedures Manual for procuring Architectural and Engineering consultants, the Grant Application Guide, Regional Planning Handbook, and the executed grant contract between Caltrans and the PCTC.

<b>Task Deliverables</b>
<ul style="list-style-type: none"> <li>• Procurement, Selection Checklist</li> <li>• Resolution Approving Consultant Contract, Executed Consultant Contract</li> </ul>

**Task 1: Existing Conditions**

The Consultant will review and assess existing plans from Plumas County, PCTC, CPUD, Caltrans, Plumas Transit Systems, and other sources, conduct field reconnaissance, gather existing conditions, and background data by identifying opportunities and constraints as well as standards that should be used to guide preparation of the plan. The Consultant will develop project Planning area base maps, review environmental constraints, land uses, socioeconomic conditions including population projections, employment, commuting characteristics, transportation modes, green space and open space planning, public safety, air quality, traffic calming, and housing. Review existing and planned developments that may affect the project area.

Through on-site reconnaissance, aerial maps, and completed studies and plans, identify locations of existing facilities such as pedestrian and bicycle infrastructure, bus stops, and parking locations.

Identify right of way, sight distances and obstructions, on street parking restrictions, transit circulation, and school circulation.

The Consultant will prepare an existing conditions summary memo and annotated list of studies and plans to be incorporated into the Plan. The memo will also include an identification of the issues, opportunities, and gaps to be addressed through the Plan. This report will establish the framework and

Technical analysis that will form the foundation for the Plan development that will be used to engage the public in the next phases of the planning process.

<b>Task Deliverables</b>
<ul style="list-style-type: none"><li>• Development of Base Maps</li><li>• Existing Conditions Technical Memo</li></ul>



### **Task 2: Safety Analysis**

The Consultant will review safety data along the corridor and identify common collision types, severities and hot spot locations are discovered. A prioritization of segments and intersections will be developed by analyzing metrics, which includes crash rate, total number of collisions, and Life Benefit dollar amount. The Consultant will identify appropriate countermeasures to mitigate common collision types. Finally, collision severity and benefit/cost ratios will be evaluated.

<b>Task Deliverables</b>
<ul style="list-style-type: none"><li>• Safety Analysis Memo</li></ul>



### **Task 3: Public Outreach**

PCTC will prepare a Public Outreach & Marketing Plan. The Outreach and Marketing Plan will be presented to the Project Team, Sub-Applicants, and TAC and refined as necessary. A TAC will be appointed by the Project Team and include a broader representation of stakeholders. TAC members will be approved by the PCTC. Caltrans will be a primary stakeholder in the process.

PCTC will develop and maintain a Project website to provide the public with project information, materials, and updates. Survey Monkey or a similar tool will also be utilized to gather targeted information necessary to fill information gaps. Special outreach efforts will be made to our low-income, minority, tribal, mobility impaired, and senior community members, to participate in on-line and in person workshops and public “pop-up” participation events. For example, flyers and newsletter articles to the Public Health Agency’s Senior Nutrition and Transportation program will reach a significant group of seniors, which will improve opportunities for their engagement. Similar outreach to the County’s Social Services Department will reach a significant group of our mobility impaired for their ideas and recommendations for improvements. The Chester office of the Maidu Summit Consortium is a strong outreach source for the various Maidu tribes (Greenville and Susanville Rancherias) in the region.

The public outreach and participation plan emphasizes a broad mix of video and COVID-19-protocol public meetings, pop-up meetings at popular locations (Holiday Market, Cravings and Coffee Station), charrettes, and on-line polls. PCTC and the Consultant will prepare and facilitate at least three (3) public workshops during the project period, as well as at least one, multi-segment, walking tour in which each. The workshop meetings will be planned during key project development stages. The public and identified Stakeholders will be invited through extensive public outreach with the assistance of Sub-Applicant Lake Almanor Area Chamber of Commerce (Chamber) who has demonstrated highly effective outreach and engagement results in Chester through surveys, workshops, and video meetings. The Chamber will use emails to distribution lists from previous PCTC projects, emails to business and homeowner groups and existing community group distribution lists.

PCTC will also prepare and facilitate at least four (4) TAC meetings, scheduled prior to public workshops and draft document releases.

PCTC will develop a list of project stakeholders, which may include but is not limited to business and property owners, major forestlands and mill owners, neighborhood groups, emergency service providers, schools, transit dependent individuals, non-motorized users, and other representatives of individuals affected by changes in the Planning area. PCTC and the consultant will also schedule interviews with key Stakeholders to identify the area’s opportunities and challenges. Each interview will be an informal discussion. A Memorandum will be prepared, and summarizing stakeholder needs, priorities, opportunities, and technical requirements.

PCTC, the consultant and the Sub-Applicants will “go to the community” and attend a minimum of two (2) pop-up public events (potentially school sponsored events for parent feedback.) and visit at least 2 locations (e.g., Holiday Market, Coffee Station) where the community (visitors and residents) congregate during everyday activities.

PCTC, the consultant and the Sub-Applicants will “go to the community” and attend a minimum of two (2) pop-up public events (potentially school sponsored events for parent feedback.) and visit at least 2 locations (e.g., Holiday Market, Wildwood Senior Center, Coffee Station) where the community (visitors and residents) congregate during everyday activities.

Sub-Applicants will document comments and collect the public’s marked up maps and ideas from the public events and provide to PCTC. Consultant will prepare and submit a public participation summary report to the Project Team.

<b>Task Deliverables</b>
<ul style="list-style-type: none"> <li>• Public Outreach &amp; Marketing Plan</li> <li>• Project Website, Marketing Materials</li> <li>• Summary Notes from Public Outreach Workshops and Stakeholder Interview</li> <li>• Summary Notes from Public Participation Events</li> <li>• Public Participation Summary Report</li> </ul>

#### **Task 4: Advisory Committee Meetings**

PCTC will meet with Consultant and selected key members of Lake Almanor Area Chamber of Commerce and ARPD (Sub-Applicants), and future Sub-Applicant CPUD, to launch planning effort, review project schedule, and identify Technical Advisory Committee (TAC) members, including Caltrans, CPUD, ARPD, and Plumas Transit Systems. PCTC and Consultant will have monthly face-to-face project team meetings with consultant and TAC as necessary to ensure good communication and coordination on upcoming tasks to ensure the project remains on schedule and within budget. Caltrans staff will be invited to all TAC meetings.

In addition to the kick-off meeting with Caltrans (Task 01), up to three (3) additional meetings will be held with various Caltrans District 2 Functional Units. These include Planning, Maintenance and Operations, Traffic, and Traffic Safety. These meetings would further discuss and collaborate on the project needs, concepts, and future implementation.

<b>Task Deliverables</b>
<ul style="list-style-type: none"><li>• Monthly Meeting Notes</li><li>• Caltrans Meeting Notes</li></ul>

#### **Task 5: Draft Streetscape Plan**

##### **A. Draft Plan Components**

##### **1. Conceptual Design Alternatives**

The Consultant will prepare conceptual design alternatives for transforming SR 36 into a Complete Streets corridor with Context Sensitive streetscape options inclusive of, and/or in coordination with, Caltrans Operational Improvements. Alternatives will be based upon existing conditions and community input.

Consultant will use before and after visualizations and renderings of the proposed alternatives to clearly communicate the impacts of new facilities and develop consensus around desired outcomes. Alternatives seek to improve facilities to enhance multimodal options for residents and students along SR 36. The project will build upon existing and planned operational improvements along SR 36. This will include the 2009 Chester Main Street Design Plan and will include guidance for community beatification and gateway projects.

Consultant will develop design guidelines identifying and incorporating community character and streetscapes, and elements of the Plumas County ATP for the community of Chester. All alternatives will be presented for TAC and community feedback.

##### **2. Complete Streets and Content Sensitive Streetscape Plan**

The Consultant shall incorporate the feedback of the TAC and the community on concept alternatives with facilitation of community consensus for the preferred scenario identified within a Plan. The Plan will describe complete streets deficiencies, safety issues, and recommended improvements with a prioritized listing of projects. The Plan will include the following:

Discuss and summarize consensus conceptual designs for improvements to:

- Provide improved facilities for all users, make connections to existing, and planned operational improvements.
- Demonstrate how complete streets principles can be applied to SR 36.
- Improve safety for all users and improve safe routes to primary schools.
- Promote active living and provide quality of life features.
- Utilize graphs, tables, figures, and photos, to convey the results of the analysis and prioritization recommendations.
- Enhance and protect the recent investments along SR 36.
- Provide draft policies for consideration by Plumas County and Caltrans District 2 regarding future CAPM activities, maintenance responsibilities and maintenance agreements.

## **B. Prioritize Design Alternatives for Public Review of Draft Plan**

### **1. Recommended Projects and Programs**

Consultant will compile a list of viable design alternatives including the next steps needed to those alternatives. Preliminary costs estimates will be developed for each viable design alternative.

### **2. Project Prioritization**

This portion of the Plan will lay out the strategy for implementing the priority projects and programs. The Consultant, with input from the TAC, will develop a project evaluation strategy including scoring criteria and ranking. Priority projects will represent the projects and programs recommended for the 2024 Chester CAPM program.

The intent of an evaluation strategy is to identify a feasible project that would be able to be funded through Caltrans funding sources and allow the work to be included in the CAPM project. Other elements that either cannot be funded within the CAPM program or that would need to be funded locally will be assessed and strategies developed for such funding over time.

## **C. Public Review of Draft Plan**

The Consultant will incorporate feedback/comments and revise the administrative draft plan into a public review draft. The draft will be released to the public in conjunction with the final round of public workshops for review and feedback. The Consultant will present the Public Draft Plan to the PCTC.

The Consultant will provide 15 hard copies of the Draft Plan for distribution to the Project Team, and PCTC.

## **Task 6: Final Streetscape Plan Preparation and Approval**

Consultant will modify the Draft Plan based on comments received during the public review period.

The Consultant will provide one electronic format copy of the Final Plan for Project Team, PCTC and the Plumas County Board of Supervisors. The Consultant will provide a presentation of the final Plan to the PCTC, the key Stakeholders and the Board, and prepares the Board of Supervisor's Agenda for Plan Adoption.

<b>Task Deliverables</b>
<ul style="list-style-type: none"><li>• 1 electronic copy of Final Plan</li><li>• Presentation and presentation materials</li><li>• Board of Supervisor's Resolution approving Final Plan</li></ul>



## **Task 7: 30% Design of Preferred Alternatives**

### **A. Prepare Existing Conditions Elements**

The Consultant will prepare 1" =50' Scale Plans Sheets including Rectified Aerial and Existing Topography using an Unmanned Aerial System - UAS (Drone)

### **B. Preliminary Layout Mapping**

The Consultant will prepare preliminary layouts mapping and identifying areas with conflicts for the following:

- Utility Conflicts (Existing and Future Planned Utility Improvements)
- Drainage Concerns
- Snow Removal Concerns
- Maintenance Concerns
- Records Research for Contaminated soils
- Records Research for Endangered Species impacts

### **C. Preliminary Layout (Plans) of Preferred Alternative's Improvements**

The Consultant will prepare layouts of the selected improvements.

### **D. Design Documents for the Infrastructure Components of the Adopted Plan**

The Consultant will develop preliminary design documents for one preferred alternative of the Adopted Plan. A 30% design level is proposed for the development of enough design information to support processing NEPA and CEQA documentation for a future project. The design documents may include, but not be limited to plan and profile sheets, preliminary specifications for any non-Caltrans standard contract items or specifically requested aesthetic treatments, preliminary design reports that outline potential design conflicts and their possible resolutions during the later design phases. The preliminary design reports will identify how the proposed preferred alternative will be able to move forward through the future environmental document phase. Such reports will seek to identify any conflicts with and provide potential resolutions for:

- Public safety and accident history
- Right-of-way
- Utility Conflicts (Existing and Future Planned Utility Improvements)
- Drainage Concerns
- Snow Removal Concerns
- Maintenance Concerns
- Records Research for Contaminated soils
- Records Research for Endangered Species impacts

The final component of the 30% design will be a discussion on the financial programming possibilities and funding opportunity outlook for the project and a draft schedule for future delivery based upon the financial outlook.

**E. Preliminary Cost Estimate of the Preferred Alternative’s Improvements.**

Implementation of the projects and programs identified will take a significant amount of funding and time to implement. PCTC and the consultant will develop cost estimates for the Plan. Having Chester Complete Street/Context Sensitive Streetscape Elements studied and completed to a 30% design would provide Caltrans with the necessary cost and scope to use in the PID and consider funding. It would also allow additional funding to be sought if additional SHOPP funding cannot be leveraged. The Active Transportation Program’s 2022 Cycle 6 grant opportunity represents a second funding source, which could also be coordinated with the CAPM programming.

**F. Next Steps Towards Implementing the Project**

Fortunately, Caltrans' Chester Capital Maintenance (CAPM) is programmed in the 2024 SHOPP with construction to begin about 2028. The Project Initiation Document (PID) is to begin after June 2022 (a 12-month process). District 2 senior personnel say they have flexibility to delay the start of this PID based on the outcome of this Grant effort, if needed, and can work with the schedule that is approved for this Grant.

This Grant project is required to be completed by February of 2024, in advance of CAPM. This schedule would provide Caltrans with important details to consider some of the Complete Streets Elements for programming within the CAPM, if targets become available or there is saving on the project to include them. Having Chester Complete Street Elements studied and completed to a 30% design is an ideal partnership effort and would provide Caltrans with the necessary cost and scope to use in the PID and consider funding. It would also allow additional funding to be sought if additional SHOPP funding cannot be leveraged. For example, the completed project will set Plumas County up for applying to the Active Transportation Program as an alternative funding source for Complete Streets in Chester and further the partnership efforts between the County and Caltrans as the 2022 Cycle 6 ATP and the Chester CAPM years align to combine efforts for construction creating a stronger economy of scale in the end.

<b>Task Deliverables</b>
<ul style="list-style-type: none"> <li>• Conceptual Design Alternatives</li> <li>• Draft Complete Streets and Context Sensitive Streetscape Plan</li> <li>• 1” =50’ Scale Plans Sheets including Rectified Aerial and Existing Topography using an Unmanned Aerial System - UAS (Drone)</li> <li>• Preliminary Layouts mapping and identifying areas with conflicts (See list above.).</li> <li>• Preliminary Layout (Plans) of the Preferred Alternative’s Improvements.</li> <li>• Preliminary Cost Estimate of the Preferred Alternative’s Improvements.</li> <li>• Preliminary Financial Programming Strategy for the Preferred Alternative’s Improvements.</li> <li>• Plumas County Transportation Commission to partner with Caltrans CAPM team to incorporate Final Plan’s cost and scope into the PID for funding considerations and/or other sources of funding, if available.</li> </ul>

**Products Proposed**

1. State Route 36 Chester Complete Streets and Context Sensitive Streetscape Plan

**Funding Source**

<b><u>Responsible Agency</u></b>	<b><u>SB 1 Formula &amp; Competitive</u></b>	<b><u>LTF Funds</u></b>	<b><u>Total</u></b>
PCTC	\$526,000	\$68,149	\$594,149

## **Work Element 610 Short Range Transit Plan Update**

The 2015 Short Range Transit Plan (SRTP) provided insight into the various elements of transit services offered in Plumas County and provided guidance and recommendations regarding effectiveness and efficiency improvements that will ensure that transit services will meet the needs of the residents of Plumas County. The 2015 SRTP, however, did not review and analyze Seniors Transportation regarding the portion of their operation that qualifies as public transit. The goal of the 2020 SRTP will be to include both Plumas Transit Systems and Senior Transportation in the analysis. The preparation of the 2020 Short Range Transit Plan has been delayed due to COVID-19. This activity will resume towards the end of calendar year 2021 or when transit ridership starts to rebound from the sharp decline due to the pandemic.

### **Progress on Tasks and Proposed Products under 20-21 OWP**

The preparation of the 2020 Short Range Transit Plan has been delayed due to COVID-19. This activity will resume towards the end of calendar year 2021 or when transit ridership starts to rebound from the sharp decline due to the pandemic.

### **Purpose and Objectives**

The Plumas County Transportation Commission will utilize the assistance of a qualified consultant to develop and update the Short-Range Transit Plan for the County's transit system. The following scope of work highlights the anticipated approach the consultant and staff shall undertake in updating the County's transit plan. The final deliverable will be a report guiding all planning efforts across the next five to seven years. We anticipate a six-month project timeline to complete all the proposed tasks. The consultant is responsible for updating the PCTC on all project progress through monthly reports. Tasks and timeline are subject to change upon review of new priorities presented throughout the project.

The objective of this study is to evaluate existing fixed-route and deviated fixed-route services operating within Plumas County. The following is a list of projected objectives anticipated to be achieved through development of Plumas County's Short Range Transit Plan.

- Identify potential transit challenges and service gaps with existing transit services.
- Identify and address growing transit demand through solicitation of community input.
- Conduct community workshops and meetings with project stakeholders and PCTC staff.
- Identify funding sources for future service enhancement as well as capital improvements.
- Provide practical recommendations to enhance the existing service.

## Tasks Proposed

### Task 1.0: Meetings, Coordination, and Information Review

The Commission will hold an initial “kickoff” meeting with the selected project consultant to finalize project goals and objectives, project deliverables, and timeline; and identify any critical and/or regional issues as background to the project. In conjunction with this meeting, the consultant will review prior studies and other related documents to familiarize themselves with the county and future development goals.

Task	Deliverable	Documentation
1.0	Initial “kick-off” meeting	Summary memo including project timeline and deliverables

### Task 2.0: Demographic Overview and Evaluation of Existing Services

The consultant will develop a demographic overview of the community including economic, housing, and demographic profiles as well as identify target population concentrations within Plumas County (i.e., seniors, youth, Persons with disabilities, low-income residents, and households without access to a vehicle). The analysis should include projections of growth and demand across the next decade.

In addition to the demographic analysis, the consultant will inventory the transit systems operating within the project area, identifying type and level of services offered. This transit service review should include discussion of Plumas Transit Systems (PTS) and Seniors Transportation staffing, operations contracts, fare structure, as well as a spatial analysis of the existing route network and service area.

Task	Deliverable	Documentation
2.0	Demographic Analysis Chapter	GIS maps, Demographic Analysis Chapter

### Task 3.0: Service and System Evaluation

#### Task 3.1: Review Historic Performance Measures

The County shall provide the consultant with performance measure data across the last five years. Upon review of the historic performance data, the consultant shall identify and analyze performance trends and demand across the evaluation period. All data must be accompanied by charts visually displaying trends across the last five years.

#### Task 3.2: Conduct Ride Checks

The consultant will conduct ride checks onboard PTS vehicles. Survey data shall reflect a ride check sample representative of one weekday and one Saturday service day. Ride Check data includes on-time performance and analysis of activity (boardings and alightings) by stop and route. Analyze system efficiency and effectiveness.

#### System Efficiency Analysis:

- Cost per revenue-mile, and

- Cost per revenue-hour

System Effectiveness Analysis:

- Passenger trips per vehicle-mile,
- Passenger trips per vehicle-hour,
- Farebox recovery,
- Cost per passenger trip, and
- Net operating subsidy per passenger trip

In concurrence with review of fixed-route performance, the consultant shall review on-time performance of the demand-response service. All demand-response performance data will be provided by the County for consultant use.

Task 3.3: Conduct Customer Surveys

To solicit customer feedback, the consultant shall conduct customer survey onboard Plumas Transit Systems deviated fixed-route and Seniors Transportations’ vehicles. Customer surveys must reflect a statistically valid sample size with a 95-percent confidence level and  $\pm 5$  percent margin of error. The customer survey instrument shall be reviewed by PCTC staff to finalize the survey instrument.

Task 3.4: Marketing Assessment and Support

The consultant will assess current marketing techniques and efforts employed by the Plumas County in advertising the county’s public transit services. Through this marketing assessment, the consultant will develop and provide potential marketing strategies and support for improving the community awareness of Plumas Transit System’s and Senior Transportation’s services.

Task	Deliverable	Documentation
3.1	Service Evaluation Chapter	Service Evaluation Chapter
3.2	Ride Check Data and Chapter	Ride check instrument, GIS maps.
3.3	Customer Survey Data and Chapter	Customer survey questions, sample frequencies, and cross-tabulations spreadsheet and exhibits.
3.4	Marketing Assessment and Strategies Chapter	Marketing Assessment and Strategies Chapter, Marketing Collateral

**Task 4.0: Develop Goals, Objectives, and Standards**

The consultant shall review prior goals, objectives, and standards set forth by PCTC and the county during the last SRTP cycle. After review of these goals, the consultant shall develop a goals and objectives matrix highlighting actual system performance against industry performance standards, determining if the existing level of service meets the standards established by the County.

Task	Deliverable	Documentation
4.0	Goals and Objectives matrix	Goals and Objectives Chapter

## **Task 5.0: Conduct Public Participation Activities**

### **Task 5.1: Conduct Community Meetings**

Public involvement is a significant contributor to the success and sustainability of a transit system. Given the importance of community participation in the planning process, the consultant must conduct community meetings for residents and stakeholders living in and around the project area. Meetings will be conducted in two rounds, with the first round introducing the project and second round soliciting input regarding recommendations. The goal of these meetings is to invite community dialogue and gauge the level of community awareness of Plumas Transit System's and Seniors Transportation's services.

### **Task 5.2: Conduct Community Survey**

The consultant shall conduct a community survey to be administered as either web-based, intercept, and/or direct mail. The consultant must provide a sampling plan and state which type of community survey will be utilized to acquire the most accurate and statistically valid response. Methodology must be approved by PCTC staff prior to conducting the survey.

### **Task 5.3: Conduct Focus Group Workshops**

The consultant will conduct multiple focus group workshops for traditionally transit-dependent populations (i.e., seniors, low-income, youth, persons with disabilities, and persons without access to a personal vehicle, as well as minorities). Focus groups will be conducted in various communities to distinguish trends in transit dependency and transit experience among these diverse populations.

Task	Deliverable	Documentation
5.1	Meetings (three per round)	Public meeting(s) summary report, meeting agenda, Presentation materials, and marketing collateral
5.2	Community Survey Chapter	Community survey questions, survey instrument, survey frequencies, cross-tabulations data and exhibits, Community Survey Chapter
5.3	Workshops	Workshop agenda, presentation materials, marketing collateral

## **Task 6.0: Develop Preferred Service Alternatives**

The consultant shall develop preferred service alternatives based on key findings generated from each one of the abovementioned service evaluation and market research tasks. A status quo alternative must be developed as a basis for all other preferred scenarios development by the consultant. Additionally, the consultant will provide innovative recommendations for improving air quality, potential for multi-modal facilities, and strategies for combatting and addressing the unstable economic climate.

Task	Deliverable	Documentation
6.0	Preferred Service Alternatives Chapter	Preferred service alternative scenarios, GIS maps

## **Task 7.0: Develop Capital and Financial Plan**

### **Task 7.1: Develop Capital Improvement Program**

The consultant shall develop a Capital Improvement Plan projecting capital expenditures and a proposed replacement schedule for Plumas Transit and Seniors Transportation vehicle fleet with a ten-year horizon.

The CIP shall also include an inventory of existing amenities as well as all other capital expenditures acquired by the County.

**Task 7.2: Develop Financial Plan**

In reviewing Plumas operating budget, the consultant shall develop a financial plan reflecting preferred alternative scenarios developed in response to data analysis.

**Task 7.3: Identify Funding Sources**

The consultant shall compile a list of capital and financial funding sources as a basis to project revenue and funding amounts over a short-term (five-year) and long-term (ten-year) horizon.

Task	Deliverable	Documentation
7.1	Capital Improvement Program	Capital Improvement Program chapter, replacement schedule, fleet list
7.2	Financial Plan Chapter	Financial Plan Chapter
7.3	Funding Source List	Matrix of funding sources

**Task 8.0: Develop Implementation Plan**

Following development of the Preferred Alternative chapter and financial and capital plans, the consultant shall develop an implementation plan, highlighting a progression of tasks necessary in carrying forward the preferred alternative.

Task	Deliverable	Documentation
8.0	Implementation Plan	Recommendations and Strategies chapter

**Task 9.0: Prepare Short Range Transit Plan**

**Task 9.1: Prepare Draft Report**

The consultant shall prepare and submit a copy of the draft report of the Short-Range Transit Plan in electronic form to the PCTC. All edits and comments shall be applied to the draft.

**Task 9.2: Prepare Final Report**

Following application of Commission and County staff edits and input the consultant shall prepare a final report of the Short-Range Transit Plan. The consultant will provide the PCTC with ten (10) copies with one (1) electronic copy.

**Task 9.3: Presentation of Final Short Range Transit Plan**

The consultant shall present the final report to PCTC’s governing board for review, comment, and adoption.

Task	Deliverable	Documentation
9.1	Administrative draft report	Draft of all SRTP chapters
9.2	Final SRTP report	10 Copies of final SRTP report, one electronic copy of the final report
9.3	Presentation materials	Presentation materials

## Products Proposed

1. Updated 2022 Short Range Transit Plan

### Funding Source

<b><u>Responsible Agency</u></b>	<b><u>RPA Funds</u></b>	<b><u>LTF Funds</u></b>	<b><u>Total</u></b>
PCTC	\$0	\$70,425	\$70,425

#### *Breakdown by entity:*

<i>(Staff)</i>	<i>\$0</i>	<i>\$25,425</i>	<i>\$25,425</i>
<i>(Consultant)</i>	<i>\$0</i>	<i>\$45,000</i>	<i>\$45,000</i>

**Plumas County Regional Planning Assistance (RPA)  
Overall Work Program Expenditures  
Fiscal Year 2021/22**

<b>Work Element</b>	<b>Description of Work</b>	<b>RPA</b>	<b>RPA Carry-over</b>	<b>LTF</b>	<b>SB 1 Formula &amp; Competitive</b>	<b>Total</b>
<b>601</b>	<b>Regional Transportation Plan</b>	\$6,800		\$900		\$7,700
<b>602</b>	<b>Transportation System Planning</b>	\$59,242		\$5,706		\$64,948
<b>603</b>	<b>Overall Work Program Administration and Transportation Commission Administration (RPA eligible tasks)</b>	\$69,758		\$5,663		\$75,421
<b>604</b>	<b>Transit Support and TDA Administration</b>			\$80,000		\$80,000
<b>605</b>	<b>PCTC Policy and Procedure Manual</b>	\$10,200		\$7,300		\$17,500
<b>608</b>	<b>GIS/PMS Support</b>	\$12,000				\$12,000
<b>609</b>	<b>SR 36 Chester Complete Streets and Context Sensitive Streetscape Plan</b>			\$68,149	\$526,000	\$594,149
<b>610</b>	<b>Short Range Transit Plan Update</b>			\$70,425		\$70,425
	<b>Totals</b>	<b>\$158,000</b>	<b>\$0</b>	<b>\$238,143</b>	<b>\$526,000</b>	<b>\$922,143</b>

**The PCTC will receive its approved reconciliation letter after the State has closed the previous fiscal year. The carryover amount will be amended into the OWP into WE 601, WE 602, WE 603 and WE 605 upon PCTC approval. The maximum allowed carryover is \$39,500.**