

**LASSEN COUNTY
TRANSPORTATION COMMISSION**

**OVERALL WORK PROGRAM
2014/2015 FISCAL YEAR**

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Amended September 8, 2014

FOR THE
CONTINUOUS REGIONAL TRANSPORTATION
PLANNING PROCESS

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Executive Secretary

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**OVERALL WORK PROGRAM
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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.

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 2014/15 Overall Work Program for the Regional Transportation Planning Agency (RTPA), the Lassen County Transportation Commission (LCTC), is 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.

The Lassen County Transportation Commission (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.

The LCTC coordinates its activities with the County Planning and Building Services Department, City of Susanville's various departments as well as with other State and Federal government entities. Citizens are encouraged to provide input to identify and solve transportation problems of community concern. Regular public meetings and/or hearings are conducted on a bi-monthly basis.

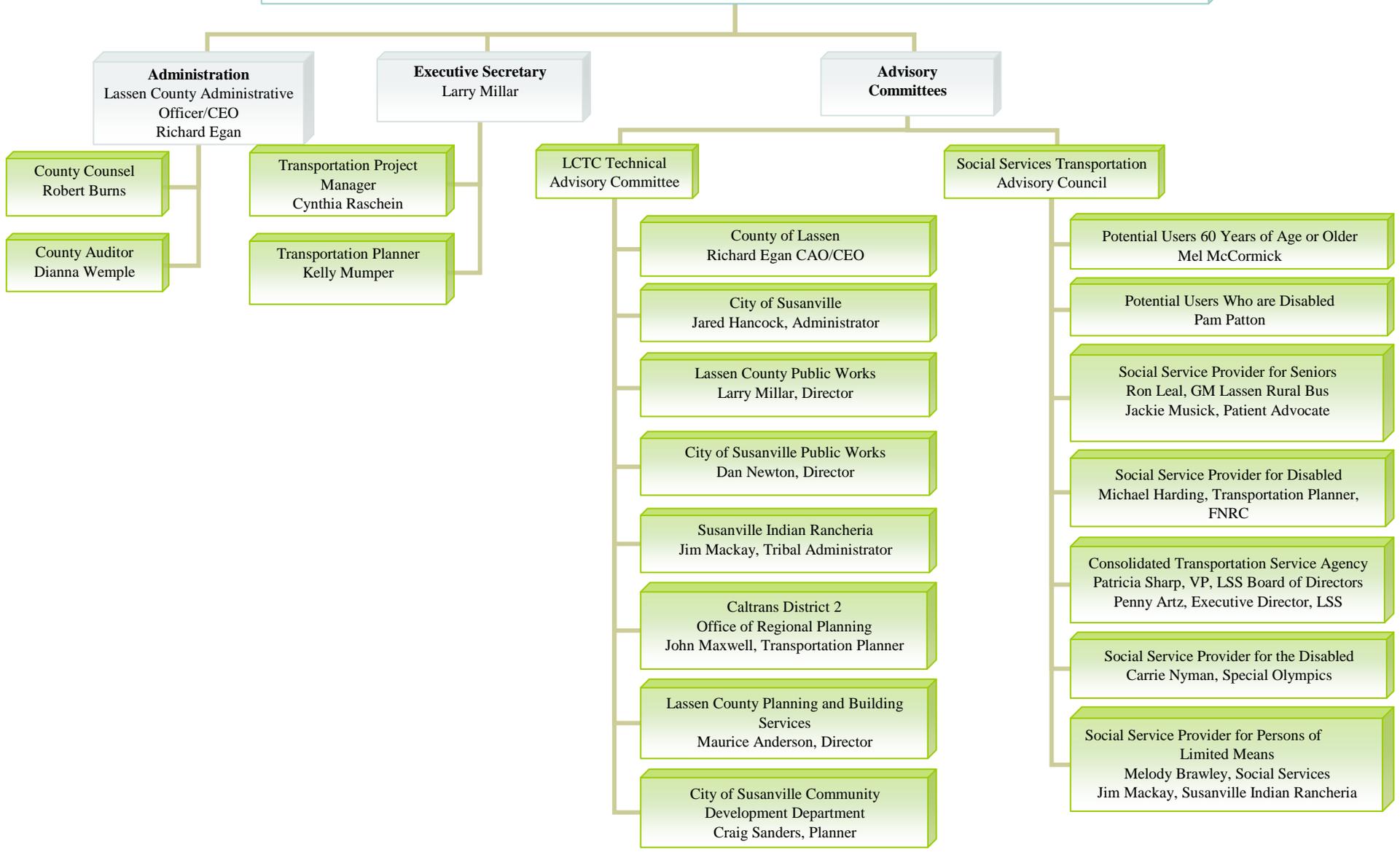
The LCTC has two advisory committees, the LCTC Technical Advisory Committee (LCTC-TAC) and the Social Service Transportation Advisory Council (SSTAC). The LCTC-TAC has been useful in making technical recommendations to the LCTC in prioritizing and programming projects in the Regional Transportation Plan (RTP) and the Regional Transportation Improvement Program (RTIP). The LCTC-TAC enhances the technical capacity of the planning process to support decision making. For 2014/15 the LCTC-TAC will provide valuable input in the monitoring of the current Regional Transportation Plan.

The Social Service Transportation Advisory Council (SSTAC) advises the LCTC on the annual unmet needs process. At the March 2012 meeting the Commission increased the membership of the SSTAC by including the Susanville Indian Rancheria as a provider of service for persons of limited means. The appointments to the SSTAC occur as required by the Transportation Development Act.

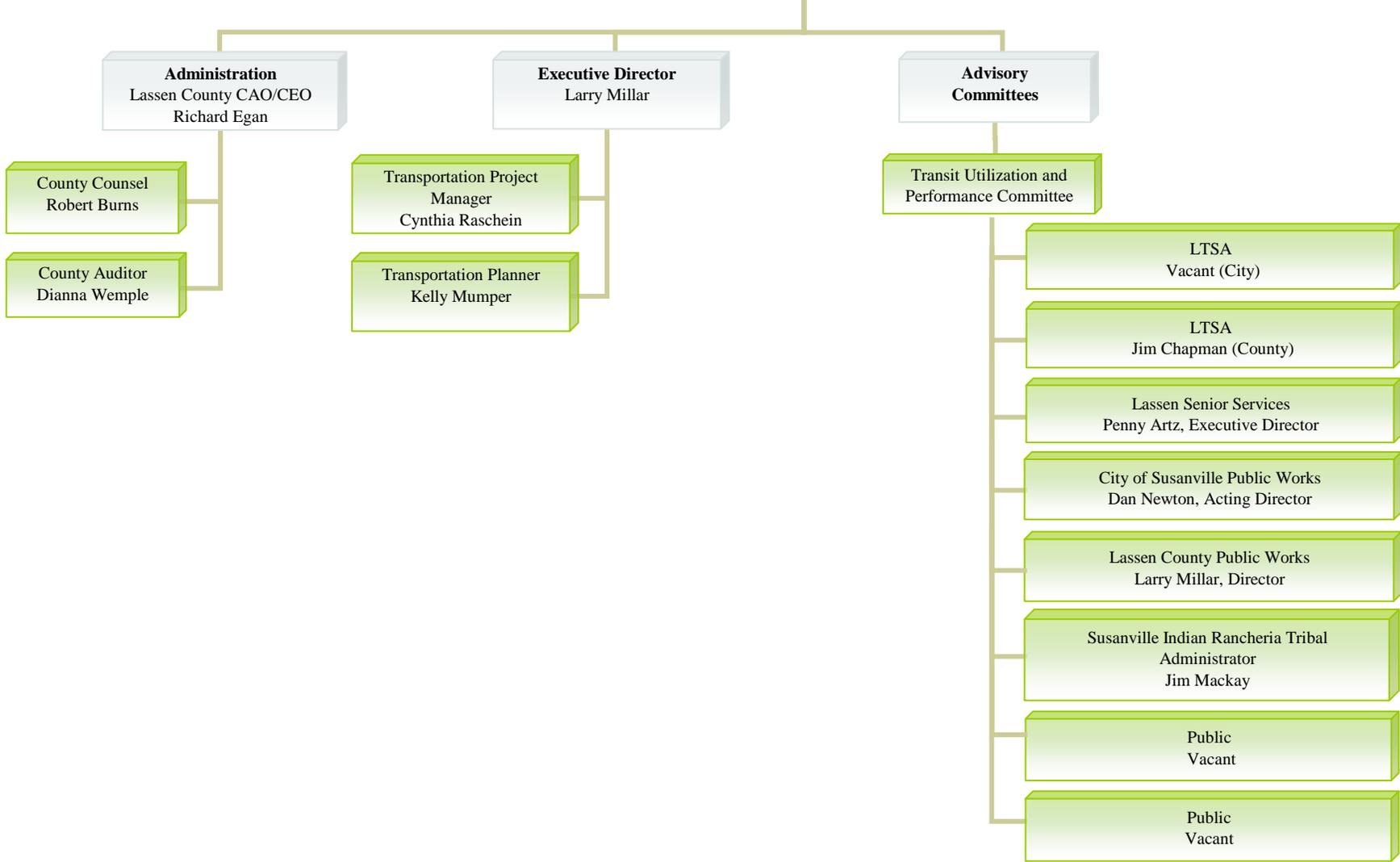
The same members of the LCTC also comprise the Lassen Transit Service Agency (LTSA). The LTSA is responsible for overseeing the operation of the Lassen Rural Bus (LRB) public transit system. The LTSA has one advisory committee, the Transit Utilization and Performance Committee (TUPC). The TUPC historically has only met occasionally, but recent expansion and usage of the LRB will necessitate more frequent meetings.

Members of these advisory committees are indicated in the following organization charts.

Lassen County Transportation Commission (LCTC)
 Larry Wosick, Chairman, (County Supervisor), Rod DeBoer, Vice Chairman, (City Council),
 Jim Chapman (County Supervisor), Kathie Garnier (City Council)
 Aaron Albaugh (County Supervisor), Brian Wilson (City Council)



Lassen Transit Service Agency (LTSA)
 Larry Wosick, Chairman, (County Supervisor), Rod DeBoer, Vice Chairman, (City Council),
 Jim Chapman (County Supervisor), Kathie Garnier (City Council)
 Aaron Albaugh (County Supervisor), Brian Wilson (City Council)



OVERALL WORK PROGRAM (OWP) The dominant transportation mode in Lassen County is the automobile, but efforts in the OWP consider other modes as well. The purpose of the continuing planning process is to ensure that the region's transportation system is responsive to the needs and desires of the system's users. The OWP provides decision-makers with the means to monitor progress being made toward previously defined goals and objectives.

The Lassen County Transportation Commission amends the 2014/15 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.

Lassen 14/15 OWP Funding Sheet

Work Element	Tasks	RPA Funds	PPM	LTF Funds	5304 Planning Grant	13/14 RPA Carryover
601 Regional Transportation Plan	Update the RTP; develop Performance Measures, Identify projects to monitor and amend RTP, Attend CTC meetings; Outreach to Tribes	14,512	20,000			9,719.64
602 Administration	OWP administration; budgeting; website improvement; agendas, minutes	56,500		60,000		863.97
603 Transportation System Management/Regional Transportation Improvement Plan	Update Pavement Management System; Regional Transportation Improvement preparation and submittal; traffic data; Caltrans District System Mgmt Plans, TCRs, staff training, equipment purchase, development of a transportation operations center; partnership with Amador County (\$15,000)	78,000	30,000			7,559.72
604 Public and Special Transportation	unmet needs, tribal transit coordination, TriCounty Transit coordination, develop public participation plan;	54,372				16,199.40
605 Aviation Facilities	Airport Planning Studies, Grants preparation, County Airport Layout Plans, Goods Movement, Amedee Airfield conversion to civilian use (Sierra Army Depot), update 10 year Capital Improvement Program	2,000				215.99
606 Trail/Pedestrian Facilities	Needs assessment, County Trails master plan work, Bicycle Transportation grant applications, update Bikeway Master Plan; wayfinding planning document preparation	20,000				19,439.28
607 CTIS/GIS	Countywide GIS database development; software updates, maintenance and purchase	1,000				-
608 Transportation Development Plan	Short Range Transit Development Plan monitoring	1,500				-
611 12/13 5304 Planning Grant	Park and Ride Study to determine appropriate locations for Park and Ride facilities throughout the County	2,116			16,335.85	-
	Totals:	230,000	50,000	60,000	16,336	53,998

Work Element 601 *Regional Transportation Plan (RTP) Monitoring*

The major transportation issue within Lassen County continues to be traffic volumes and safety on Main Street (SR 36) in Susanville and adjacent arterial roads. Previous efforts of the LCTC included the adoption of Project Study Reports (PSR's) for Skyline Road East, Skyline Extension, Skyline Road South, and SR 36 widening from the east end of Main Street to SR 395.

The current Regional Transportation Plan (RTP) for Lassen County prioritizes State Transportation Improvement Program (STIP) projects. The highest priority project indicated in the RTP is the Skyline Corridor project. This project is designed to remove some of the local traffic from Main St. (SR 36) in Susanville, which will have a significant impact on the congestion on SR 139 and SR 36. A portion of this project, Skyline East, was completed in 2008. Right of way work continues on Skyline Extension.

The challenges facing the LCTC will be the monitoring and managing of funding through the State Transportation Improvement Program (STIP) for the various projects. The uncertainty of the funding from the State will require flexibility in project schedules; however, the LCTC will make every effort to encourage the Susanville Indian Rancheria (SIR), City and County to have projects ready for construction when the funding becomes available.

Inadequate funding for maintenance of the existing street and road system is a concern for local agencies. Rehabilitation of City and County Roadways is indicated as the second highest priority in the current RTP, and rehab projects have been programmed accordingly in the 2014 Regional Transportation Improvement Plan (RTP) submittal. The LCTC continues to work with SIR to assist in the development of their projects for inclusion in the next round of STIP funding.

Previous Work: The LCTC has updated the 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. LCTC staff has worked with staff of the City of Susanville to prioritize local projects in the 2014 RTIP submittal. Local rehab projects have been restructured to better meet the targets set in the STIP.

Work Element 601 *Regional Transportation Plan (RTP) Monitoring*

A. Purpose

To define solutions and implementation issues in terms of the multimodal transportation system, land use and economic impacts, financial constraints, air quality and environmental concerns through the monitoring and implementation of the Regional Transportation Plan and the programming and monitoring of the State Transportation Improvement Program. Also, to continuously collect data and refine project concepts as identified in the 2012 RTP.

This Work Element is designed to monitor the existing RTP to ensure projects are properly identified for inclusion in the RTIP and STIP.

B. Tasks

1. Review Goals and Policies set forth in the Regional Transportation Plan (RTP), including long-range (20 year) transportation projects
2. Monitor and amend the RTP as needed.
3. Attend CTC meetings as necessary
4. Government-to-Government Outreach to include the Susanville Indian Rancheria

C. Products (Target due dates are in parentheses)

1. Properly monitored, current, and effective Regional Transportation Program (as needed)
2. RTP amendments, (as needed)

RPA	PPM	LTF	5304	Carryover	Total
14,512.00	20,000	0	0	9,719.64	44,231.64

Work Element 602 *Administration and Coordination*

The Lassen County Transportation Commission holds meetings bi-monthly where all business is handled as the Local Transportation Commission and the Regional Transportation Planning Agency. County employees serve as staff to the LCTC and prepare meeting agendas and handle all correspondence. LCTC staff is responsible for the administration of the Overall Work Program for the LCTC. Other County support services for the LCTC include services of the County Auditor's Office, County Counsel, and the Office of the County Administrator.

The LCTC recognizes the benefit of public participation in the planning process and that early and continuous public participation is consistent with current legislation. Through various media avenues the LCTC notifies the public of public hearings and meeting events that impact the region's transportation decisions.

The LCTC maintains a website which contains information on the Regional Transportation Plan, the Transit Development Plan, and links to other relevant agencies and departments. The website is updated with meeting agendas and minutes, as well as current Resolutions as they are adopted by the Commission and/or LTSA.

In addition, the preparation of the OWP and the fiscal operating budget is conducted under this work element. The LCTC will emphasize financial planning and fiscal constraint in conducting its activities as the Regional Transportation Planning Agency (RTPA) and Local Transportation Commission.

Previous Work: The tasks performed under the Administration and Coordination work element are ongoing and continuous in the operation and administration of the LCTC.

While the SSTAC is primarily used for the unmet needs process and is under the direction of the LCTC, the Transit Utilization and Performance Committee (TUPC) was created to provide transit related recommendations to the Lassen Transit Service Agency (LTSA). Although these advisory committees report to two different agencies, staff recognizes that only one transit advisory committee is allowed under the TDA. Staff will work with members of these agencies to consolidate these two committees into one comprehensive and effective committee.

The LCTC endeavors to involve the Susanville Indian Rancheria (SIR) in the regional planning process. The Administrative Officer for the SIR has been appointed to the LCTC-TAC and is an active participant. The SIR Administrative Officer has also been appointed to the TUPC in an effort to better coordinate transit efforts between the SIR and the various other transit providers. The SIR will be considered when reorganizing the TUPC. The SIR has prepared its own long range transportation plan, which will be used in the RTP update effort.

A RTPA Handbook was developed to assist staff with workload, deadlines, and to ensure continuity of work during transition due to new staff or staff turnover. The Handbook is intended to be a reference guide for RTPA Staff regarding submittal deadlines, the annual overall work program, Regional Transportation Plan, Regional Transportation Improvement Program, grant programs, meeting dates, meeting agendas, resolutions, policies, procedures, public transportation programs, and

many other RTPA responsibilities. The Handbook requires a small amount of regular maintenance for each format. Updates of the time management calendar and other annual activities will be required once a year, while commission agendas, minutes and current events will require monthly updating.

Work Element 602 Administration and Coordination

A. Purpose

To provide administrative support and coordination for the Lassen County Transportation Commission.

B. Tasks

1. Prepare OWP, amendments, invoices, and reports for 2014/15
2. Provide support to Technical Advisory Committee members, Lassen County Transportation Commissioners, stakeholders, and the public
3. Participate in meetings/workshops such as: Lassen County Transportation Commission; Technical Advisory Committee; TUPC, Caltrans, Rural Counties Task Force, Regional Transportation Planning Agency task force, CTC, CalACT, Rural Transit Assistance Program
4. Submit Annual Audits and State Controller Reports
5. Coordinate meetings, programs, and activities between County, City, Tribal Governments, and State and Federal agencies to achieve comprehensive planning

C. Products (Target due date are in parentheses)

1. 14/15 OWP Quarterly invoices, reports and related documents (as required)
2. Draft Overall Work Program, FY 14/16 (3/1/15)
3. Final Overall Work Program, FY 15/16 (6/15/15)
4. Annual audits (December 2015)
5. Agendas, minutes, and notices to Transportation Commission (bi-monthly)

RPA	PPM	LTF	5304	Carryover	Total
56,500	0	60,000	0	863.97	117,363.97

Work Element 603 *Transportation System Planning and Management*

The LCTC recognizes the need for a comprehensive transportation planning process. Therefore it is necessary to coordinate transportation planning with land use planning within the County. LCTC staff is given an opportunity to review all draft community and area plans and provide input to the City Community Development and County Planning Departments. In turn, City Community Development and County Planning Departments are asked to review and provide comment on many transportation planning documents.

Various agencies are involved in efforts to preserve the rail corridors for future transportation use. The LCTC recognizes the benefits of preserving these corridors and will work with the BLM, Lassen Land & Trails Trust (LLTT), City and County to help facilitate a coordinated effort because these corridors are vital to the future of Lassen County. The LLTT has applied for a Caltrans Planning Grant to assist in the creation of a Rail Corridor Preservation Plan.

The County uses Street Saver Online to manage its road pavement management plan (PMP). Street Saver provides a technical means of prioritizing road projects based on their condition of deterioration. Data contained in the PMP serves as a means of enhancing the technical capacity of the planning process to support decision making. In 2014/15 the PMP will continue to be updated by the County by performing pavement inspections and updating the database. The PMP is an essential tool used to identify future project funding needs in the development of the Regional Transportation Improvement Plan (RTIP).

The LCTC will continue the work on linking the PMP with the GIS system. The GIS system has been growing and is utilized in the preparation of reports to the LCTC. A new feature of the PMP program includes a GIS mapping integration tool which will assist with this effort. The LCTC sees a benefit in supporting communication and cooperation between the City and County in developing compatible Pavement Management and GIS systems.

The current OWP continues to emphasize transportation systems management and programs information-sharing meetings between the City, County and Caltrans and other interested parties to address planning on State Routes (SRs) 36, 395, 44, 139, and 299.

The LCTC has committed \$15,000 toward the Amador County grant effort to convert U-Plan modeling software for use by the Lassen County Transportation Commission to prepare scenario models for future planning efforts. Should Amador County be granted funds for this effort, LCTC staff will coordinate with Amador County staff to develop a Memorandum of Understanding for the transfer of these funds, with the concurrence of Caltrans staff.

In addition, there is a continuation from the previous years' OWP to complete and remain up to date with traffic counts and studies County wide. We also will need to continue to provide training for staff on the Street Saver program. The LCTC will support updating traffic counts and studies in area of the City of Susanville and the County to assist in the identification of future projects and the development of the Regional Transportation Plan.

In an effort to stay abreast of current and future coordinated transportation trends, staff will attend

conferences, trainings and workshops, etc. offered by CalAct, American Public Transportation Association, California Transit Authority and Community Transportation Association of America. Also, equipment needed to stay up to date with current technologies will be purchased as part of this effort.

In an effort to incorporate safety and security within the planning process all future new construction projects within Lassen County should explore and incorporate the use of ITS as early as the PSR phase of the project's development.

Previous Work:

The tasks performed under this work element include, maintenance of the County's Pavement Management Program, participation in Rural County Task Force meetings, update of County road inventory, coordination of City, County, Tribal and State development plans, and ongoing participation in the development of Google Transit.

The Lassen County Transportation Commission will continue to partner with neighboring counties to help improve transportation within and outside of Lassen County for those residents that need to use public transportation to reach larger communities for travel connections or medical care. Caltrans has instituted the Google Transit trip planning project. The LCTC has partnered with other Counties in District 2 to coordinate efforts to link regional transit services and allow for on-line trip generation and planning. Lassen County went "live" with this in October 2012. This trip planning tool makes it possible for riders to connect seamlessly between regional transit providers.

Work Element 603 *Transportation System Planning and Management*

A. Purpose

To assure the coordination of all modes of transportation within the planning process of Lassen County is accomplished. To perform regional planning activities necessary to ensure safety and security in the transportation planning process.

B. Tasks

1. Establish priorities for projects identified in road inventory (RPA/PPM).
2. Maintenance of pavement management systems (RPA/PPM)
3. Traffic Counts and capacity evaluations to assist in preparing the RTIP (RPA/PPM).
4. Update traffic and motor vehicle trends. Maintain Traffic Data to determine levels of service on City/County road ways to assist in preparing the RTIP (PPM).
5. Monitor the functional classifications of City and County roadways update as necessary (RPA).
6. Coordinate City, County, Tribal and State development plans (RPA).
7. Coordinate with Caltrans on information meetings that discuss impacts of State Route Development/System Management Plans (ie: Susanville Relief Route, US 395) (RPA).
8. Participate, review and comment on Transportation Concept Reports (TCRs), submitted by Caltrans (RPA).
9. Review planning documents including the RTP for the potential use of Intelligent Transportation Systems (ITS) (RPA/PPM).
10. Develop and or modify tools that allow for better assessment of transportation impacts on community livability to be incorporated with the development of the RTP (RPA/PPM).
11. Coordinate with Caltrans in the development of an Intelligent Transportation System architecture and maintenance plan for ITS projects in the region (RPA).
12. Participate in conferences and trainings to stay current on coordinated transportation planning efforts
13. Participate in Rural County Task Force meetings (RPA).

C. Products (Target due dates are in parentheses)

1. Updated current inventory of City and County Roads, including average daily traffic, miles of pavement/gravel, level of service, and functional classifications (tasks 1, 2, 3, 4). (6/30/15)
2. District System Management Plan, Transportation Concept Reports (TCRs), Route and Development Plans comment letters (task 6, 7, 8) (as needed)
3. Up-to-date pavement management system (as needed)
4. MOU with Amador County for UPlan maintenance (if grant is funded)

RPA	PPM	LTF	5304	Carryover	Total
78,000	30,000	0	0	7,559.72	115,559.72

Work Element 604 *Public and Special Transportation*

The Lassen Transit Service Agency (LTSA) is the entity that oversees the operations of the Lassen Rural Bus (LRB) transit system. The LTSA is in the first of a two year extension with Paratransit Services, Inc. to provide operation and management of the transit system.

The Social Service Transportation Advisory Committee (SSTAC) is comprised of members representing each of the following groups: Potential user 60 years and older, potential user who is disabled, local social service provider for seniors, local social service provider for disabled, local social service provider for persons of limited means, and the local CTSA. Currently the SSTAC meets annually during the annual unmet transit need process.

The Transit Utilization and Performance Committee (TUPC) was formed to determine how the existing transit services are being utilized and how they are performing to meet the needs of the community. The Committee meets as needed and advises and makes recommendations to the LCTC on transit issues.

Since its formation, the TUPC has made significant recommendations to the LCTC, such as improving the Lassen Rural Bus pass structure, revising the Susanville City Route, and the Transit Development Plan.

LCTC staff is continuing efforts to coordinate with the Susanville Indian Rancheria (SIR) by providing support and consultation while they continue to develop their intercity public transit route services. The LTSA is also facilitating an agreement between the LTSA, SIR and Paratransit services to provide mechanic services for the SIR fleet using LRB facilities and Paratransit staff.

Previous Work:

The Subsidized Vehicle for Hire (SVFH) program was discontinued with the sale of the business to another private individual. Significant delays in the procurement process allowed staff to review usage and need. In the meantime, Dial-A-Ride service was tasked with providing coverage for this service. It was determined that the low usage and lack of public outcry for the service that the service was not needed and the LTSA voted to discontinue the program.

LRB expanded service to Southern Lassen County in the Herlong area by creating a second shift (night shift) pilot route to provide transit services to Sierra Army Depot (SIAD) workers who work the night shift. The SIAD employees presented a petition with 35 signatures of workers who were interested in the service. Service began in October 2012, with 4 riders. Ridership peaked in January 2014 with 15 riders and has subsequently dropped and maintained a steady ridership of 6 people. The LTSA has directed staff and Paratransit to continue to monitor usage to determine if this service will become permanent.

The LTSA continues to apply for additional funding to maintain and operate the transit system, including Prop 1B PTMISEA funding and Prop 1B CalEMA funding. Improvements to the LRB maintenance facility are proposed using these funds.

In an effort to recognize the importance of transit in new developments, staff has developed a transit design manual which addresses placement, design and amenities for bus stops on the transit routes.

The Manual suggests when the need for transit amenities will be needed for new development projects. The Manual was presented to the LTSA at its May 2011 regularly scheduled meeting and was adopted unanimously.

The LTSA also has completed upgrades and expansion to the Lassen Rural Bus communication system addressing the FCC mandates of narrow-banding by 2013. The LTSA utilized Prop 1B CalEMA funds allocated to the LCTC and County of Lassen to satisfy the FCC mandates early and their communication system is now fully digital. Completing this task has resulted in a significant improvement to the west county region of the County which previously had sporadic communication capabilities with the West County public transit route service.

Work Element 604 Public and Special Transportation

A. Purpose

To provide, at a reasonable cost, an efficient transit system responsive to the needs of County residents.

Significant tasks to be carried over to the FY 14/15 OWP include:

B. Tasks

1. Continue monitoring of the East County routes
2. Monitoring of existing routes to determine if modification is necessary to meet needs or if a new route is needed
3. Continue efforts to provide for second bus to the City Fixed route service to reduce excessive headway times
4. Monthly monitoring of the operations of the Lassen Rural Bus (LRB) public transit system
5. Continue project work including administration of Prop 1B funded projects
6. Work on development of Lassen Rural Bus Operations Policy Manual
7. Update/improvements to the public transit system bus route signage installations/updates
8. Continue monitoring and development of new routes.
9. Identify and document transportation facilities, projects and services required to meet regional and interregional mobility access needs.
10. Assess the operational and physical continuity of the regional transportation system components within and between metropolitan and rural areas, and interconnections to and through regions.
11. Investigate methods to reduce vehicle travel and to expand and enhance travel services
12. Conduct collaborative public participation efforts to further extend transportation planning to communities previously not engaged in discussion
13. Identify and address regional transportation issues relating to access to airports, intermodal transportation facilities, major freight distribution routes, national parks, recreation areas, monuments and historic sites, military installations and military base closures

C. Products (Target due dates are in parentheses)

1. Route adjustments and modifications (as needed)
2. Plan and cost estimates related to additional route (6/30/15)
3. Reports to LTSA LRB operations (bi-monthly)
4. Project reports (as required)
5. Draft LRB Policy Manual (6/30/15)
6. Unmet needs resolution. (6/30/15)
7. Short range transit plans specific to individual routes within the transportation system. (as needed)
8. Drug and Alcohol, DBE and Annual Certifications and Assurances (as required)
9. Adopted public participation plan (6/30/16)
10. Maintain and update transit statistical data (monthly)

RPA	PPM	LTF	5304	Carryover	Total
54,372	0	0	0	16,199.40	70,571.4

Work Element 605 Aviation Facilities

An important State priority is the update of the California Aviation System Plan. The LCTC has submitted its final report to the Caltrans Division of Aeronautics for their state-wide report.

A short- and long-range aviation capital improvement assessment and improvement plan is contained within Lassen County's Regional Transportation Plan (RTP). Lassen County and the City of Susanville will look toward implementing some of these improvements in the upcoming fiscal year.

Land use around airports within the region will need to be considered when planning and developing projects. This is a key area for planning to be integrated with the environmental process. Lengthening or widening runways, clearing obtrusive vegetation, or adding lights can impact existing land use around airports. The LCTC will endeavor to support land use decisions that discourage and when possible prevent development in the vicinity of airfields and airports that may present significant public safety issues and/or which could constrain the continued operation and needed expansion of those facilities. Use of GIS in aviation planning is discussed in WE 607.

The LCTC will encourage the City and County to consider applying for a Federal Aviation Administration Airport Improvement Plan (AIP) Grant to update Airport Master Plans for the airports within the region. In developing the current Regional Transportation Plan, it was evident that greater detail regarding the future growth and use of airports would be beneficial to the planning process.

A future project includes runway lighting at Herlong and Ravendale Airports.

The LCTC will monitor the status of the four County airports and the City of Susanville's airport priority projects status in the Division of Aeronautics 2010 General Aviation System Needs Assessment (GASNA). The LCTC supports decisions by the County Airport Land Use Commission (ALUC) and encourages County and City planning that is consistent with the State Airport Land Use Compatibility Handbook.

Previous Work: Significant tasks performed under this work element include the monitoring of the Capital Improvement Program for improvements to aviation facilities County wide.

Runway widening and overlay at Ravendale airport are scheduled for completion in 2014/15. Runway overlay at Herlong Airport is scheduled for completion in 2014/15.

Runway widening and taxi way enlargement at Spalding were completed in 2012. Crack sealing and striping were completed at Ravendale in 2012. Crack sealing and runway, taxiing and tie down area slurry seal were completed at the Southard Field Airport in 2013.

Several Airport Layout Plans were completed in September 2006, including Spalding, Herlong, Ravendale, and Southard Field (Bieber).

Work Element 605 Aviation Facilities

A. Purpose

To assist in airport planning studies leading toward upgrading and/or maintaining existing aviation service.

B. Tasks

1. Coordinate with local officials and Susanville Tribal Government to determine needs for specific projects.
2. Monitor the updated 6-year program of projects in 2006 RTP.
3. Continue to support and seek funds for Lassen County and City of Susanville airports.
4. Prepare and review grant applications.
5. Update the aviation needs and the development of a ten-year aviation Capital Improvement Plan, for freight and goods movement.
6. Provide information for California Department of Transportation (Division of Aeronautics), California Aviation System Plan.
7. Provide information to Lassen County Local Reuse Authority for the Sierra Army Depot coordinating plans to convert Amedee Airfield to civilian use.
8. Monitor the completed County and City Airport Layout Plans.
9. Participate in Goods Movement planning activities.

C. Products (Target due dates are in parentheses)

1. Completed County Airport Layout Plans. (6/30/15)
2. Updated Aviation Capital Improvement Program. (6/30/15)

RPA	PPM	LTF	5304	Carryover	Total
2,000	0	0	0	215.99	2,215.99

Work Element 606 *Trail/Pedestrian Facilities*

Currently trail facilities in Lassen County are being developed and maintained in a number of ways. The County of Lassen and City of Susanville are developing multi-use trails within the City, the most significant being the Skyline Bikeway, which is being constructed concurrently with the Skyline Corridor Project. This project will ultimately result in a Class I bike lane that will begin at the Susanville Ranch and travel around the City to the Bizz Johnson Trail. Completion of the East and Extension bikeway will result in a bicycle trail from SR 36 east of Susanville to SR 139 in northern Susanville. The connection with the Bizz Johnson Trail will require the completion of the Skyline South bikeway, which will take place in future years.

The Interagency Trails Coordinator also works closely with the Bureau of Land Management, Eagle Lake Field Office, to implement proposed trail projects in their recently drafted Resource Management Plan. Conceptual trail alignments were proposed by the Trails Coordinator in 2008 that would complement the existing Bizz Johnson Trail with over 34 miles of natural surface, non-motorized, multi-use single track trails. An Environmental Assessment for "South Side Trail" in the Susan River Canyon on BLM property is completed and construction began in May of 2012. The South Side Trail was recently completed with on-going work like signage and minor improvements.

The Lassen National Forest Eagle Lake Ranger District has recently embraced a 25 mile multi-use, non-motorized single track project proposed by the County Trails Coordinator. So far, 18 miles of design work is complete and environmental review will begin this year. This project will add significantly to the region's inventory of recreation trails.

Caltrans has formed a Bicycle Partnership, whose vision is a safe and complete network of bicycle lanes and paths that encourages bicycling as a convenient, healthy and economical mode of travel. The partnership includes the counties of Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama and Trinity. The Interagency Trails Coordinator is an active participant in this partnership and will continue to work with neighboring counties and agencies to develop the goals.

Previous Work:

Significant tasks performed under this work element include the planning efforts of the Interagency Trail Corridor. These include working with the BLM on an abandoned Union Pacific Rail Line between Alturas and Wendel, conducting the universal trail assessment process on several trails in Susanville Ranch Park, and coordination with local officials to determine needs for specific projects. Work toward the establishment of a trail inventory catalog for trails in the County, specifically in the Susanville Ranch Park, was also completed. The Interagency Trails Coordinator updated the trails map for Susanville Ranch Park to include terrain features that clearly display park resources. A web site for Susanville Ranch Park, brochures, 19 miles of new trails, directional signage, new split rail fencing, new kiosk, and parking area improvements have been completed. A new 60' bridge and trail project (Homestead Bridge) has been completed. Rehabilitation of the Stonewall Trail has been completed. Several dozen benches have been placed throughout the park. 6 small bridges have been placed over intermittent drainages. Many illegal dump sites have been cleaned up.

Other trails within the County are being developed by the Interagency Trail Coordinator who is responsible for the network of recreational trails within Susanville Ranch Park. 14 miles of new non-motorized, multi-use single track trails were planned and constructed in 2008, adding to the 8 miles

of existing trails in Susanville Ranch Park. An additional 4 miles were added in 2011 and another mile was completed in June of 2012. The South Side Trail is now completed with on-going single track projects that will parallel old roads, adding to the trail experience. Including the South Side Trail, there are now 34 miles of multi-use, non-motorized single track trails within a 5 minute bicycle ride from Main Street in Susanville. Another new and noteworthy project is a 3 mile single track loop that was completed in April 2014 on Lassen Land and Trails Trust property on Richmond Road.

Signage, maps, brochures, a web site, and parking area improvements were completed in 2010-11. The web site and maps for Susanville Ranch Park were updated in March 2014. The web site now includes substantial content and is viewable on all devices.

In order to remain consistent with the Regional Transportation Plan and to be eligible for funding under the Bicycle Transportation Account Program the LCTC adopted an update to its 1999 Bicycle Master Plan in November of 2012.

“Share the Road” signage was added to 16 County and State roads, including Richmond Road, which LCTC staff had been asked to evaluate for potential signing. Richmond Road is one of 16 roads identified as bicycle routes in the County.

Work Element 606 Trail/Pedestrian Facilities

- A. Purpose
To assist in pedestrian and bicycle planning studies leading toward new and/or maintaining existing routes.

- B. Tasks
 - 1. Develop partnerships with local agencies responsible for land use decisions to facilitate coordination of trail facility planning with land use, open space, job housing balance, environmental constraints and growth management.
 - 2. Identify grants for Bicycle Master Plan projects.
 - 3. Continue the work on the County Trails Master Plan.
 - 4. Coordinate with the Susanville Indian Rancheria to assess needs for specific projects and integrate planning efforts.
 - 5. Continue to work with the regional Bicycle Partnership
 - 6. Coordinate with Caltrans, City and County Agencies for signage to Susanville Ranch Park
 - 7. Monitoring of a Trail Maintenance Plan

- C. Products (Target due dates are in parentheses)
 - 1. Monitor Bicycle Master Plan (as needed)
 - 2. Completed inventory catalog for trails in County (6/30/15)
 - 3. Trail Maintenance Plan (ongoing)
 - 4. Volunteer Trail Patrol and a Trail Inventory Catalog (6/30/15)
 - 5. Complete Wayfinding Plan (6/30/15)

RPA	PPM	LTF	5304	Carryover	Total
20,000	0	0	0	19,439.28	39,439.28

Work Element 607 *Geographic Information System*

The LCTC has contributed financially to the creation of a GIS parcel data base map of the entire County and the creation of a layer of the City, County, and State roadways in Lassen County. LCTC staff has participated in efforts to develop a County Geographic Information System (GIS) for use County-wide.

The intent of digitizing land use and zoning elements will assist in the coordination of land use and transportation planning as the County Planning Department will be maintaining land use data on the GIS as well. The City of Susanville and the Susanville Indian Rancheria would also greatly benefit from the GIS and will promote coordination between the agencies.

LCTC staff have been involved with a GIS user group, whose members are all governmental agencies operating within Lassen County. The group was formed to provide support and improve the overall quality of respective GIS programs. The group hasn't met since 2010 and it is unclear if any efforts to revive the group are being made.

The following layers could be developed utilizing GIS for aviation planning to identify regional aviation facilities: Airport Layout Plan (on airport), Airport Influence Areas boundaries identified by the Lassen County Airport Land Use Commission (ALUC), and noise contours, approach routes and safety surfaces should be products of the GIS layers development.

Trail and pedestrian facilities will also greatly benefit from the use of GPS and GIS. The Interagency Trails Coordinator used GIS and GPS extensively when creating 18 miles of trails in the Susanville Ranch Park. With the knowledge base gained through this project, the Trails Coordinator is currently working closely with BLM, Lassen National Forest, Lassen Land and Trails Trust and the City of Susanville to develop more trails in the County and City.

Previous Work: Significant tasks completed under this work element include the construction of a layer containing traffic count and speed data, maintenance of parcel layers, and training. The GIS system has been used extensively in the preparation of the current Regional Transportation Plan.

The LCTC received Blueprint Planning Grant funds to assist with the update and development of land use and zoning layers in the County General Plan. Planning staff have committed matching in-kind staff time toward this effort and are working with the consultant selected to perform the work.

Blueprint Planning Grant funds are being used to digitize the county's General Plan. This is the first phase in readying the county to do scenario model planning for new development. This is further discussed in Work Element 610.

GPS and GIS were used extensively by the Trails Coordinator planning and designing 18 miles of new trails in Susanville Ranch Park. The planning and design work involved data collection of features, slopes analysis, digital elevation modeling, soils mapping, property boundary verification, and cartography. The technology facilitated an efficient construction process and will be used heavily for on-going trail related projects.

Work Element 607 CTIS / GIS

A. Purpose

To develop a geographical information system to serve as a planning tool for project scoping and development, maintain traffic data, be utilized for transit planning, and to function as a graphical representation of the County’s Pavement Management System and to assist Caltrans with the Statewide Transportation Projects Inventory (STPI).

B. Tasks

1. Coordinate with local officials (BLM, USFS, CDF, City of Susanville, Caltrans District 2, etc.) on available GIS information.
2. Continue with the ongoing maintenance of the GIS base map county-wide.
3. Complete the development of an accurate State, local, and private road system layer on base map.
4. Continue pavement management system data input.
5. Develop inventory of speed zones, traffic signs, and other roadway features.
6. Document environmental and cultural resources, and develop and improve coordination between agencies using GIS’s and other computer based tools.
7. Develop or acquire additional GIS layers that pertain to transportation planning, such as, airport layout plans and airport influence boundaries, archeological and historic locations and wetlands sites.
8. Train staff in the use of GIS and other software technologies that will enhance the use of the program for transportation planning.
9. Inventory software

C. Products (Target due dates are in parentheses)

1. Develop or acquire additional GIS layers that pertain to transportation planning, such as, demographic information, wetlands sites, traffic volumes, and others. (6/30/15)
2. Maintain the existing GIS system to include parcels, roads, addresses, and other transportation features. (as needed)
3. Creation of trails system management maps (as needed)
4. Purchase new or update software (as needed)

RPA	PPM	LTF	5304	Carryover	Total
1,000	0	0	0	0	1,000

Work Element 608 Transit Development Plan (TDP)

Coordination among existing providers is important and is being addressed in the TDP. Many providers are traveling to the same locations with room on their vehicles for another provider's passengers. There are barriers to coordinating amongst providers such as adequate financial tracking, control of services, and making sure that all passengers' needs are met on a given trip. To overcome these barriers it is important that all providers participate in the development of the plan so that they will take ownership and do their part in coordinating. Through effective coordination, costs can be kept to a minimum and more service can be provided in other areas.

The current Transit Development Plan (TDP) was adopted on May 14, 2012 and the life span of this document is projected to be 5 years. Moore & Associates was the consultant selected to perform the update. The consultant conducted county-wide survey of residents on their understanding of how the transit system works, what are the pros and cons as seen from the riders' standpoint, and what reasons do citizens have to ride or not to ride the bus. The consultant also evaluated the current bus routes to determine the route relevance as it pertains to meeting the needs of the passengers and made suggestions for improving the overall system. The completed new Transit TDP will assist in providing the LCTC with useful technical information on how to develop the transit system over the next five years.

As part of this work element, the LCTC places emphasis on planning for transit systems management/operations to increase ridership and coordination for Non-Emergency Human Service Transportation. The completion of the TDP provides a technical basis on which the LCTC can make decisions regarding the growth of the transit system.

Previous Work:

As a result of the previous adopted TDP, the Lassen Transit Service Agency expanded the Lassen Rural Bus (LRB) City Fixed route service an additional hour per day from 10 vehicle revenue service hours (VRSH) to 11 VRSH. In addition, public transit service was extended into Plumas County at the city of Chester. Service during the mid-day run of this route was also extended to Chester. Currently the LRB now provides inter-county service to Chester three times per day five days per week with additional service addition to include Saturdays twice per day.

Current transit providers (Lassen Senior Services, Susanville Express Taxi Service, Lassen County Dept. of Social Services, Susanville Indian Rancheria, Veterans, and others) provided input in the development of the TDP to address the needs of the providers and the clientele of the providers. The TDP has compiled statistical and demographic information to identify gaps in existing services, reviewed the Non-Emergency Medical Transportation Plan and addressed the recommendations through a service implementation plan, identified performance measures for assessing the effectiveness of the transit services, made recommendations on how to coordinate services between transit providers and evaluated technology tools for transit coordination and financial tracking and how these tools can be utilized in Lassen County.

Work Element 608 *Transportation Development Plan (TDP)*

A. Purpose

To perform the work identified in the Transit Development Plan (TDP) for the region of Lassen County that will include comprehensive goals and objectives to provide an effective, balanced and coordinated transportation system, at a reasonable cost, that serves the needs of all the people in the county, and that supports and helps achieve the goals and land use element of the County General Plan.

B. Tasks

1. Determine site location for transfer point on City Fixed route service in order to implement route improvements recommended in the 2012 TDP.
2. Determine route alternative design to incorporate service delivery to the VA Medical Clinic into the City Fixed Route.
3. Determine and make recommendation alternative service plans and coordination for improved public transit opportunities.
4. Develop action, capital and financial elements to support recommended strategies.

C. Products (Target due dates are in parentheses)

1. Inner city transit route proposal (6/30/15)
2. Bus facility expansion (6/30/15)

RPA	PPM	LTF	5304	Carryover	Total
1,500	0	0	0	0	1,500

Work Element 611 12/13 5304 Planning Grant Park & Ride Study

The project is a study to identify locations throughout Lassen County where park and ride facilities are needed and might be appropriately located. The study will include a review of current parking conditions and consulting with appropriate agencies.

Previous Work: Caltrans District 2 Staff has met with LTC staff to discuss the lack of park and ride facilities and to observe existing informal park and ride lots on the 395/36 corridor. Several wide shoulders on this corridor are being used as park and ride facilities. To improve safety at one of these locations, Caltrans has installed temporary dividers around the shoulder.

A draft report was presented to the Commission, at a regularly scheduled meeting. Commissioners accepted the document as a draft and directed staff to further evaluate the top two recommended sites, and to further investigate funding sources.

- A. Purpose
To identify where the most appropriate locations of official park and ride lots should be in order to safely and conveniently serve the users of the transit system, facilitate carpooling and vanpooling, and ensure the safety and security of people, goods, services and information in all modes of transportation throughout Lassen County.
- B. Tasks
 - 1. Future Needs Assessment
 - 2. Identify Possible Funding Sources
- C. Products
 - 1. Draft Report (7/2014)
 - 2. Maintenance Cost Estimates
 - 3. Preliminary Construction Cost Estimates
 - 4. Final Report (6/2015)

RPA	PPM	LTF	5304	Carryover	Total
2,116.48	0	0	16335.85	0	18,452.33

**Caltrans' Overall Work Program Element
Fiscal Year 2014/15**

Activity Description	Product	Funding Source	Due Date
Coordinate with LCTC staff on update of Regional Transportation Plan (RTP)	Lassen County RTP	State & Federal Funds	FY 14/15 and ongoing
Assist RTPA staff with programming documents for their RTIP amendments	Lassen County RTIP	State & Federal Funds	FY 14/15 and ongoing
Monitor OWP work progress, process OWP invoices for payment, including grant progress	Payment of Invoices Various Transit grants	State & Federal Funds	FY 14/15 and ongoing
System Management	<ul style="list-style-type: none"> • TCR update • CTIS database • ITMS database 	State & Federal Funds	FY 14/15
Lassen County Intelligent Transportation System (ITS) Architecture	Lassen ITS Architecture Plan Coordination	State & Federal Funds	FY 14/15 and ongoing
Assist LCTC Staff in outreach and participation by Native American Tribal Governments	Participation by Tribes in the Transportation Planning Process	State & Federal Funds	FY 14/15 and ongoing
Multi-modal Planning Coordination	<ul style="list-style-type: none"> • Aeronautics • Bicycle Plan • Transit Planning • Pedestrian • ADA Accessibility 	State & Federal Funds	FY 14/15
Coordination with LCTC Staff on miscellaneous transportation related issues	<ul style="list-style-type: none"> • Public Participation • Greenhouse Gas/ Air Quality • Intergovernmental Review 	State & Federal Funds	FY 14/15