



Modoc County Transportation Commission

Overall Work Program

FY 2018/19



Hosted North State Super Region Meeting May 27, 2017

108 S Main Street

Alturas, CA 96101

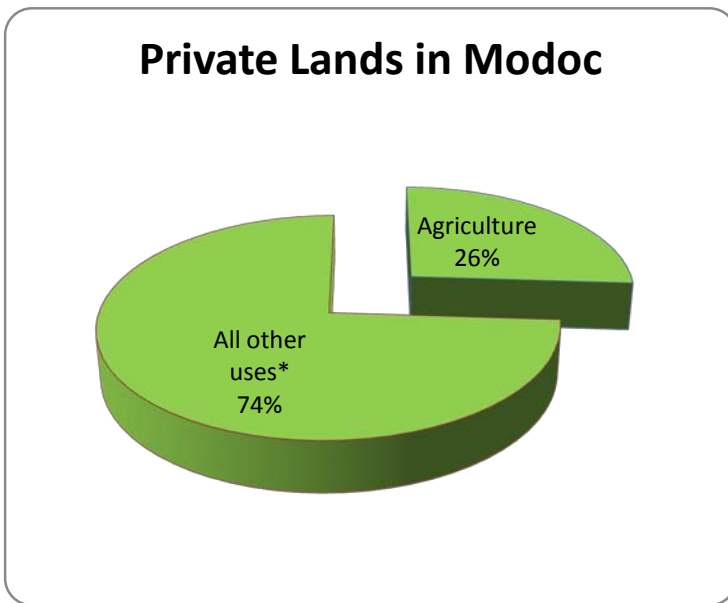
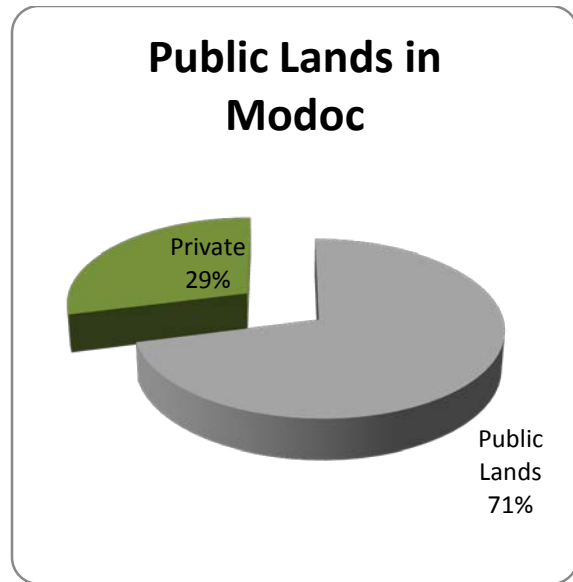
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INTRODUCTION

Modoc County is a land of rugged lava plateaus, fertile valleys, and immense mountains. The land area covers 3,944 square miles or about 2.5 million acres. The terrain is mountainous with high-desert vegetation and timber; numerous valleys or basins are suited for agricultural use. Predominant geographic features include the Modoc Plateau, Warner Mountains, and Surprise Valley with three often dry alkaline lakes. Public lands comprise the majority of land ownership.



There are five general land-use categories within the Modoc region: residential, commercial, industrial, agricultural and public/quasi-public holdings. Agricultural lands comprise a large use within the county.

The population of the county is among the smallest in the state ranking 56th of the 58 counties. In 2017 about 9,580 people lived in the county equating to about 2.2 persons per square mile; the statewide average is 217.2 people per square mile. This is a slight increase from 2016 and an overall decline from the 2010 census population of 9,686.

The regional personal income statistics are comparatively lower than state average trends and local unemployment levels are about 5% higher than statewide unemployment rates.

The City of Alturas is the County Seat and the only incorporated city in Modoc County. The unincorporated communities include Fort Bidwell, Lake City, Cedarville, and Eagleville along the east; Newell in the northwest, Canby, Adin, and Lookout to the southwest, Likely in the southeast and Davis Creek in the northeastern part of the county. Many of these communities are located along the State Routes 139, 299, and US 395 in Modoc. Elevation and temperate ranges and annual precipitation are shown below. Please see Figure 1 for an area map.

Elevations

Day Bench 3500 ft
Eagle Peak 9934 ft

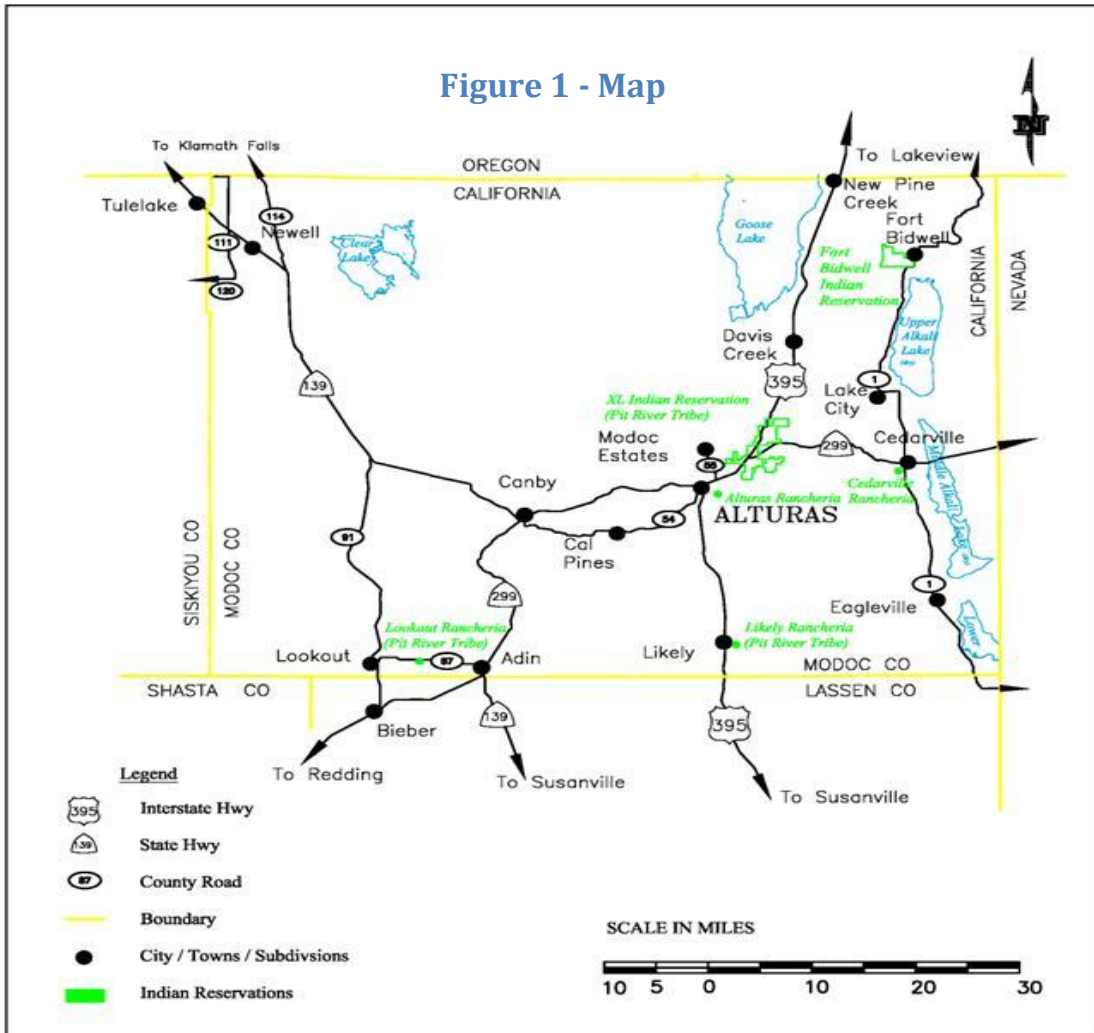
Temperatures

Lows 16 ° F
Highs 88 ° F

Annual Precipitation

9-16" valleys
up to 35" mountains

Figure 1 - Map



BACKGROUND

Regional transportation planning is integrated involving all regional stakeholders (agency representatives from Federal, tribal governments, State, City and County agencies and the private sector) working together to improve mobility. Many simultaneous and consecutive plans, programs, goals and objectives occur over different periods of time within the region. The Overall Work Program (OWP) identifies planning activities and funding to implement goals and objectives during a 12-month fiscal year period (beginning July 1- and ending June 30 of the following calendar year).

The program outlines transportation activities for decision making, partnering, coordination, public participation and financing of plans and programs through work elements and scope of work. The OWP defines the annual scope of work and estimated costs tied to specific funding using five core Work Elements (WE) 7001 through 7004; work on Modoc County Transportation Commission (MCTC) policies (an on-going effort to develop and update policies and procedures), has been incorporated into WEs 7001 and 7003. One of the core products of the OWP is the Regional Transportation Plan (RTP). The OWP and RTP are consistent with federal and state planning goals, programs, plans and objectives; it represents a unified approach of the regional transportation (multimodal) network.

Some of the transportation plans (OWP and RTP), programs, and projects are interlinked including these key programs:

- Regional Transportation Improvement Program (RTIP)
- State Transportation Improvement Plan (STIP)
- Federal State Transportation Improvement Program (FSTIP)
- State Interregional Transportation Improvement Program (ITIP)
- State Highway Operation and Protection Program (SHOPP)

ORGANIZATION

The Modoc County Transportation Commission (MCTC) was created by the Transportation Development Act (TDA), and established by resolution of the Modoc County Board of Supervisors in 1972. The MCTC governing board consists of six regular and two alternate members; three regular and one alternate member are appointed each by the County of Modoc (County) and City of Alturas (City).

The MTA/Sage Stage governing board was established during 1997, specifically to operate public transit through a third-party contract operator. Although the MCTC and the MTA are separate and distinct entities, the composition of their governing boards and management staff include the same persons or appointees. The MTA has been designated as the Consolidated Transportation Service Agency (CTSA) as defined by the TDA.

Three employees staff the offices and handle the day-to-day operations for the two separate local transportation entities. These positions include the Executive Director, Chief Fiscal Officer, Senior Transportation Planner. All operations are supported by dedicated transportation funding and grants from federal, State, and local transportation programs. State Rural Planning Assistance funds provide for transportation planning activities within the region and fund the majority of work outlined in the OWP.

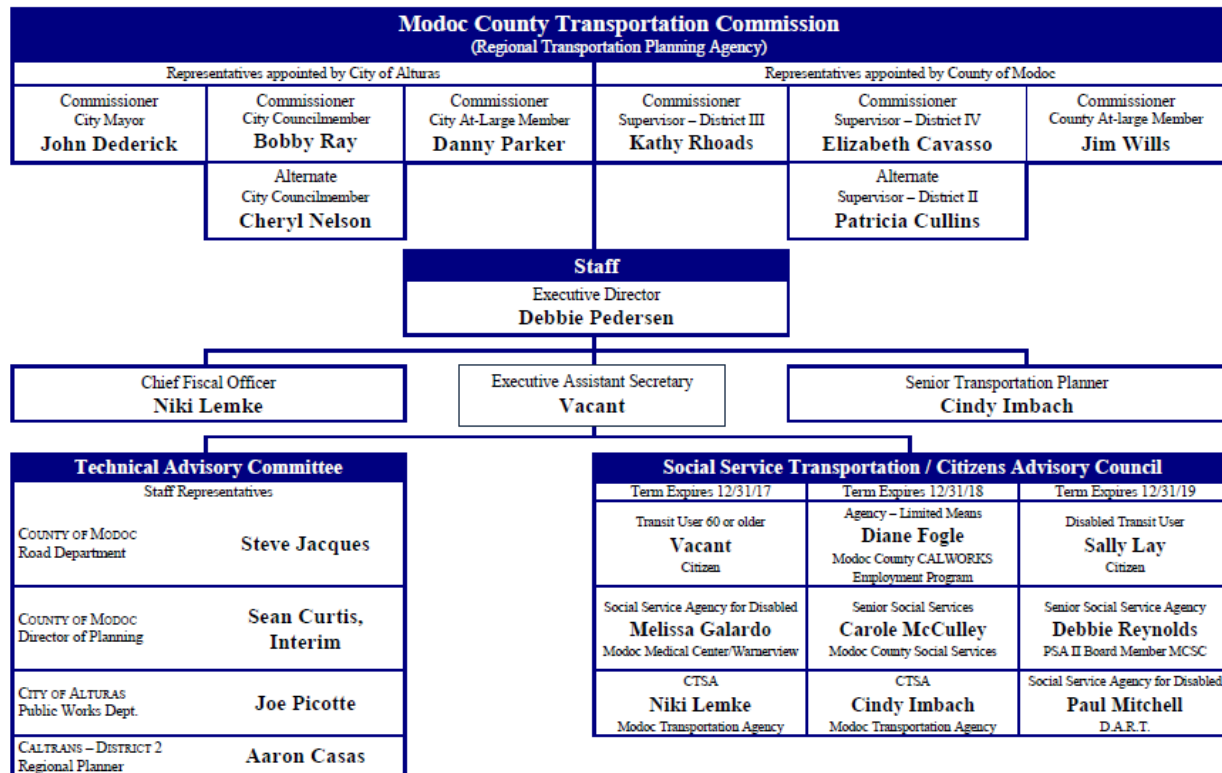
The Modoc Technical Advisory Committee (TAC) consists of representatives from related City and County road and public works departments, county planning Commission, and Caltrans District 2

staff. The TAC generally meets prior to each MCTC meeting to review and comment on the MCTC meeting agenda and to provide input relative to each respective agency. The TAC provides technical assistance to the Commission and staff in various matters and activities relating to specific programs and projects.

The Social Service Transportation Advisory Committee (SSTAC) helps ensure broad citizen participation, and assists with the annual Unmet Transit Needs Finding and subsequent TDA allocations. The SSTAC is a “mechanism to solicit input of transit dependent and transit disadvantaged persons, including the elderly, handicapped and persons of limited means.” Per legislative intent, the SSTAC also serves as the Citizens Advisory Committee (CAC) to facilitate community and public input during regional transportation planning activities. Data and input gathered or updated annually are used to inventory existing public and social service agency transportation services, facilitate coordination of services, and to identify area gaps and needs.

The MCTC organization chart is displayed in Figure 2.

Figure 2 – Organization Chart



OVERALL WORK PROGRAM

MCTC is responsible for on-going administration and regional transportation planning based on the “3Cs” expressed in federal transportation law: continuing, cooperative and comprehensive. Transportation goals and objectives are considered during the planning and programming processes. Each federal reauthorization specifies planning factors to guide continuing, cooperative and comprehensive transportation planning, as on-going activities rather than a single completed action. Typically federal agencies encourage planning organizations to focus work activities on broad planning objectives as relevant to their respective regions and local communities. State and local interests align with those objectives by providing common ground for shared approaches. It is noted that MCTC receives State Rural Planning Assistance funds (no federal funds) and uses the federal planning factors to develop planning goals consistent with our rural needs.

MCTC participates in area task force meetings, is a member of the North State Super Region, and ongoing government to government relations with our tribal governments in the region. The primary regional transportation concerns are to preserve, rehabilitate and improve safety on existing transportation facilities, and to coordinate project sequences and transportation services in order to maximize efficiency and effectiveness of all available funding.

REVENUE SOURCES

The FY 2018/19 Overall Work Program for the Modoc region uses total funding of \$303,500. The anticipated revenue sources are described by fund source below and amounts are included in Tables 1 and 2. This OWP is financed using a combination of funding sources identified below, which are approved / revised by separate MCTC resolution:

Local – *Local Transportation Funds (LTF)* revenues - As the Regional Transportation Planning Agency (RTPA), the Commission has statutory responsibility to administer transportation funds and related programs. The MCTC operates under Article 8 of the TDA. During the past several years, the LTF for Modoc County has been allocated in two portions: (1) for administration in specified amount and (2) for transit services in an amount up to area apportionment for public transportation. Any remaining funds are allocated to the City and County in accordance with TDA.

State – *Rural Planning Assistance funds* - Provided by subvention through Caltrans, Rural RPA funds are estimated to be \$6.5 million, pending adoption of the State budget. RPA funds are available for specific eligible uses on a reimbursement basis with maximum twenty-five percent (25%) carryover allowed between fiscal years.

State Transportation Improvement Program (STIP) Planning, Programming, and Monitoring (PPM) funds – The Commission may use up to five percent (5%) of its Regional Improvement Program (RIP) share for eligible PPM activities associated with the STIP requirements. MCTC provides support to the City and County for preparing Project Study Reports for STIP projects. In addition, these funds are utilized to support region wide transportation planning efforts (RTP, pavement management systems, etc.).

FY 2018/19 Overall Work Program Funding

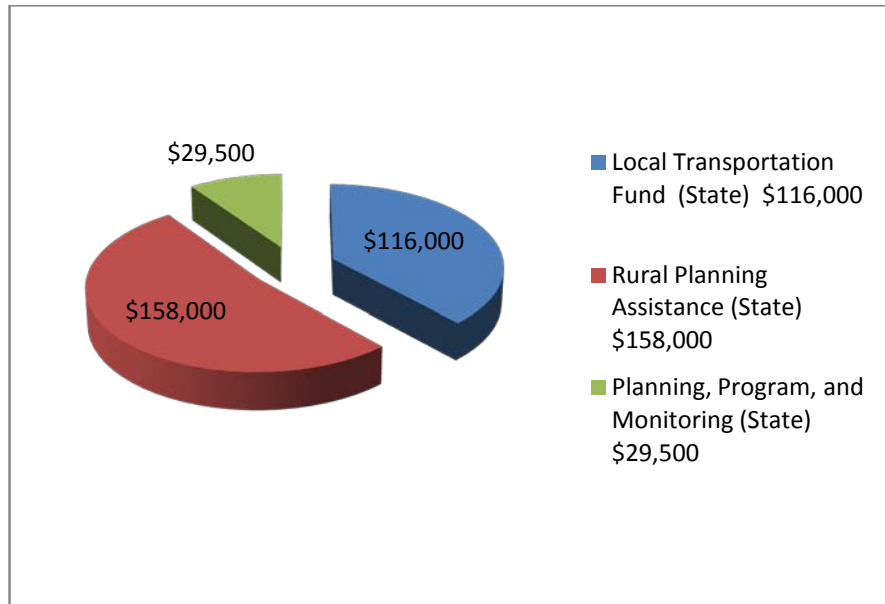


Table 2: Overview of Funding by Work Element

WE	Description	PEAS*	RPA	% RPA	LTF	PPM	Total by WE
7001	Administration, Information Technology and Equipment Maintenance	1, 5-8	\$32,000	20%	\$90,000	\$3,000	\$125,000
7002	Public Participation and Interagency Coordination	1-8	\$38,000	24%		\$5,000	\$43,000
7003	Regional Transportation Planning	1-8	\$56,500	36%		\$20,000	\$76,500
7004	Public Transit and Social Service Transportation	1-8	\$31,500	20%	\$26,000	\$1,500	\$59,000
	Total by fund source		\$158,000	100%	\$116,000	\$29,500	\$303,500

*Planning Emphasis Areas (PEA) as defined in current Federal Highway act (TEA 21, SAFETYLU, MAP 21, FAST Act, etc.)

Work Element 7001 – Administration, Information Technology and Equipment Maintenance

Purposes

- ❖ Provide for efficient and effective administration and implementation of programs, projects and funds;
- ❖ Support the Modoc County Transportation Commission (MCTC) and advisory groups;
- ❖ Manage MCTC personnel, financial, and organizational policies and procedures.
- ❖ Manage daily operations and ensure compliance with applicable laws, rules and regulations.
- ❖ Provide computer, audiovisual and other equipment for communications, data processing and reporting; and
- ❖ Manage, support and maintain regional advanced technology network supporting all work elements and regional transportation planning processes.

Previous Tasks and Projects

- a) Separated from Modoc County 8/1/2016
- b) Established Employee Retirement and Health Benefit Plan 8/2016
- c) Established policies and procedures for human resources, financial, purchasing activities.

Tasks

- a) MCTC and SSTAC meetings: prepare agendas, legal notices (including publication costs) and staff reports.
- b) Draft correspondence, resolutions and reports to communicate MCTC policies and positions.
- c) Prepare MCTC human resources policies, financial policies, and various personnel functions.
- d) Review and approve contracts, authorizations, valuations, and employee training and prevention programs.
- e) Establish and update the organizational chart, pay scales, and duty statements, labor law changes for MCTC employees.
- f) Establish and procure retirement benefits, employee benefit programs, professional and workers' compensation insurance.
- g) Prepare annual budget; monitor approved budget; prepare MCTC financial and management.
- h) Attend transportation planning workshops, meetings, conferences, including staff training.
- i) Provide information technology (IT) support and maintenance for network, websites, domains, equipment, software, hardware, updates, replacement, and technical assistance to resolve issues.
- j) Develop RFQs for specialized equipment: new and replacement computer hard- and software to support transportation planning functions, etc.
- k) Purchase office and computer equipment as needed for transportation planning functions.
- l) Participate in local, regional and state councils, meetings and workshops to develop and support integrated geographic information systems (GIS) with access to broadband coverage.

Products	Due Dates
Agendas, staff reports and minutes for governing board and advisory groups	Regularly/As required
Update and maintain human resources, purchasing, financial and accounting policies and procedures.	Ongoing
State Controller's Annual Report	October 1, 2018
Fiscal Audits for RTPA and Transit Operator to State Controller	December 30, 2018
Schedule of Performance Audits with Letter to State Controller	September 1, 2018
Roster of Public Agencies filing with Secretary of State Form 700	March annually
Next Annual TDA Allocations (resolutions) - Due by June 30	April 3, 2018
OWP quarterly reports with invoice for reimbursement	10-18; 01-19; 04-19; 07-19
FY 2018/19 Overall Work Program (OWP)	June 30, 2018
Amendments to FY 2018/19 OWP	Mid-year review, as needed
Accounting reports, payroll/timekeeping authorizations, tax documents and reports	On-going
Execution of relevant agreements and documents (e.g. MFTA and OWPA)	On-going
Interagency communication: electronic mail, memos and correspondence	On-going
Reports to MCTC on relevant legislation, regulations and compliance issues	As needed, ongoing
Maintain orderly files, archives and reference library	On-going
Sustain agreements, contracts and leases for websites, domains, equipment and IT	On-going

Work Element 7001 Budget		
Type	Description	Amount
Revenues	LTF (FY 18/19)	\$ 90,000
	RPA	\$ 32,000
	PPM	\$ 3,000
TOTAL		\$ 125,000
Expenditures	Staff	\$ 116,500
	Audits *	\$ 8,500
	Equipment	
TOTAL		\$ 125,000

* Annual audit costs are funded with LTF , next audit due FY 18/19, includes fiscal and performance

Work Element 7002 – Public Participation and Interagency Coordination

Purposes

- ❖ To encourage involvement and feedback during the continuous regional planning process, and to ensure compliance with State and federal requirements; and
- ❖ To coordinate regional transportation planning through consultation and collaboration in these ways:
 - a) Integrate local land use and regional transportation planning.
 - b) Promote cooperation among regional, State and Federal agencies to enhance transportation planning; consult and coordinate with Caltrans, neighboring jurisdictions, and agencies to undertake transportation planning studies (e.g. corridor studies, project study reports, special studies, coordinated research, etc.).
 - c) Coordinate and consult with regional goods movement and freight providers.
 - d) Coordinate and consult with regional bicycle groups and promote walk-able communities.
 - e) Review local agency goods movement and freight planning policies.
 - f) Work with partners to enhance movements of people, goods, services and information.
 - g) Coordinate local transportation services with regional and interregional providers to improve connections, interregional mobility and access to basic life activities.
 - h) Consult with and consider interests of community, Native Americans (individuals), Tribes (sovereign nations), Latino groups, and all under-represented groups.

Previous Tasks and Products

Prepared and published timely workshop notices, and maintained on-going communication elements.

Met with regional Tribes to discuss interests and needs.

Maintained and documented communication files, documenting each project and related inquiry. Continued goods movement industry to coordination.

Tasks

- a) Administer public notification in accordance with the Brown Act.
- b) Proactively solicit input from the public, local government, Tribes, advisory groups and organizations.
- c) Monitor local government and agency meeting agenda, such as City Council, County Board of Supervisors, social service agencies, Tribal Councils; attend meetings for topics related to regional transportation and multimodal issues.
- d) Regularly consult and coordinate and communicate with Tribal councils, disadvantaged and ethnic communities, and organizations to maintain good working relationships.
- e) Conduct outreach to community bicycle groups to promote and foster partnerships. Work with public health departments to support walk-able communities.
- f) Participate in local economic development meetings to help integrate transportation and community goals for land use, economic vitality, social welfare and environmental preservation.
- g) Provide information and documents about regional transportation issues to interested parties and organizations.
- h) Draft newspaper articles, fact sheets, press releases, display ads and other informational materials related to project planning, workshops, program development, preparation of RTIPs, etc.

- i) Use partnerships, collaborations and consultation to identify and implement policies, strategies, programs and projects to enhance regional movements of people, goods, services and information.
- j) Monitor and track legislation related to transportation issues; draft support letters as directed
- k) Participate in Rural County Task Force (RCTF), North State Super Region (NSSR), Regional Transportation Planning Agency (RTPA) group, District 2 RTPA Task Force meetings and other workshops, as reasonable and feasible.
- l) Plan for interregional coordination among Inyo, Klamath, Lake, Lassen, Modoc, Mono, Plumas, Shasta, Siskiyou, Tehama, Trinity and Washoe county agencies and organizations; collaborate in multi-jurisdictional grants and projects as appropriate.
- m) Consult via regional, state and federal policy and technical advisory committees.
- n) Participate in relevant coordination training, workshops and conferences.
- o) Update the RTPA Public Participation Plan and Title VI program (non transit plan).
- p) Serve as local clearinghouse for transportation funding opportunities – grants and programs.
- q) Assist transportation planning, programming and monitoring activities for specific RTIP projects.

Products	Due Dates
Materials for public hearings, workshops and meetings, including surveys and fact sheets	As needed
Press releases, public service announcements and public notices for project planning work- shops, preparation of RTIPs and varied supporting studies	As required
Current (interested parties) mailing list	On-going
Updated plans and programs	On-going
News Releases	As needed
Document Tribal Government-to-Government relations	On-going

Work Element 7002 Budget		
Type	Description	Amount
Revenues	RPA	\$ 38,000
	PPM	\$ 5,000
TOTAL		\$ 43,000
Expenditures	Staff	\$ 43,000
TOTAL		\$ 43,000

Work Element 7003 - Regional Transportation System Management

Purposes

- ❖ Update elements of the Regional Transportation Plan (RTP) – in collaboration with federal, State and local agencies, Caltrans and the public to maintain consistency with evolving requirements and changing environments.
- ❖ Determine and establish policies, safety needs, deficiencies and multimodal improvement programs for streets, roads and highways in the region, coordinating with local partners and Caltrans, particularly District 2 staff and functional units.
- ❖ Plan, program and monitor the Regional Transportation Improvement Program (RTIP) consistent with RTP, including amendments, to ensure that projects are delivered in timely manners.
- ❖ Monitor activities related to non-motorized transportation (bicycle, pedestrian and transit), general aviation airports within the region, and rail transportation plus ancillary activities, including railroad museum and support *Rails to Trails* initiatives.

Previous Tasks and Products

FY 14/15 – Adopted the 2014 Regional Transportation Plan

Adopted the 2018 RTIP and submitted to the CTC for inclusion in the 2018 STIP.

Tasks

- a) Update capital improvement needs, and monitor roadway rehabilitation needs to preserve existing infrastructure and facilities.
- b) Support regional agencies efforts to enhance bicycle and pedestrian options; provide RTPA support for local agency grant applications/projects.
- c) Facilitate interagency collaboration to identify and develop new projects, explicitly integrating environmental considerations to allow more efficient and timely project delivery.
- d) Consult extensively with shareholders and the public, including outreach to targeted minority groups.
- e) Provide information to local partners about Alternative Transportation Program (ATP) funding cycles, STIP estimates and programming policies; prepare and solicit input on RTIPs.
- f) Participate during CTC, Caltrans HQ and D2, RCTF, NSSR and RTPA group meetings / workshops regarding RTIP / STIP preparation, adoption, guidelines development, project criteria, etc.
- g) Work with CTC staff to process STIP amendments and assess funding options.
- h) Facilitate interagency coordination necessary to identify and develop bicycle and pedestrian projects for potential ATP projects. Work with local groups to update the Bicycle Transportation Plan.
- i) Perform outreach to promote and support bicycle and pedestrian mobility improvements.
- j) Consult with local agencies regarding their efforts to maintain and improve airports, including annual visits; monitor maintenance of and improvements to general aviation facilities within region.
- k) Consult with Tribal Governments and advisory group meetings for various projects.
- l) Strengthen partnerships with County of Modoc Road and Planning Departments, City of Alturas Public Works, Caltrans, Tribal Governments, transportation providers and stakeholders
- m) Facilitate community-based development and transportation improvements to improve livability, economic vitality and sustainable development.
- n) Integrate local streets & roads data and State highways data into regional roadway inventory.
- o) Coordinate work products and planning activities with Division of Aeronautics or Division of Rail, local agencies, airport managers, railroad operators and interest groups.

Products	Due Dates
TIP/STIP amendments, allocation requests, advance funding requests, etc.	Ongoing and As needed
Convene regular Modoc TAC meetings (~3 weeks before MCTC meetings)	Jan, Mar, May, Jul, Sept, Nov
Monitor and review changes to Caltrans Local Assistance Procedures Manual, Program Guidelines, Office Bulletins, Construction Oversight Information Notices and various memoranda from Caltrans HQ	As received - ongoing
Confirm consistency between the Regional Transportation Plan and projects programmed and funded with various State and Federal funds.	Ongoing
2019/20 Regional Transportation Plan Update	December 2019
Updated maintained mileage inventory in coordination with system operators; support agency efforts to collect pavement condition surveys and road and signs inventory systems	As required
Responses to survey / information requests from Caltrans, agencies and organizations	As possible
Prepare responses to the 2018 Regional Transportation Improvement Program and augmentation(s) in concert with regional stakeholders	As needed
MCTC develop the draft 2020 Modoc County Regional Transportation Improvement Plan.	By Nov 2019
Work with local groups to identify and develop a grant to fund a Bicycle Transportation Plan or Active Transportation Plan.	2019-2020
Appropriate development / review grant applications and support for misc. projects	By deadlines

Work Element 7003 Budget		
Type	Description	Amount
Revenues	RPA	\$ 56,500
	PPM	\$ 20,000
TOTAL		\$ 76,500
Expenditures	Staff	\$ 76,500
TOTAL		\$ 76,500

*Includes support for City and County PSR development for STIP projects

Work Element 7004 – Public Transportation and SSTAC

Purposes

- ❖ To review and comment on various projects for transportation impacts
- ❖ Ensure consistency with the Regional Transportation Plan
- ❖ Conduct multimodal corridor or sub-area transportation planning studies as needed.
- ❖ Coordinate among public, private, Tribal and social service transportation providers to support regional mobility
- ❖ Continuity between the Modoc Public Transit / Social Services Transportation - Coordination Plan document and the Modoc Regional Transportation Plan (RTP) document.

Previous and Continuing Tasks

- a) Coordinated Public Transit – Human Services Transportation Plan and necessary updates.
- b) Plan for and support FTA grant programs: 5310, 5311, and 5311(f).
- c) Revise surveys; assess existing and proposed services regarding public transportation needs.
- d) Attend community meetings to discuss and promote public transportation options.
- e) Mass transportation planning to support specific projects development and implementation.
- f) Identify funding opportunities to support transit operations, community transportation, planning and coordination of regional transportation services.

Products	Due Dates
Identify transit needs; review unmet needs and issues. Review transportation projects to plan (specific project) viable connections, and solutions to integrate transit.	On-going
Convene and support Social Service Transportation Advisory Council (SSTAC)	Annually / As needed
FTA 5310 program support; priority list for MCTC approval	As needed
FTA 5311 & 5311(f) operating & capital grant POPs, applications and reimbursement claims	Annually/Feb-May
Document / update issues and compliance requirements for interstate / intercity travel	On-going
Project planning for integration and coordination of public transit, social service and Tribal transportation.	As needed

Work Element 7004 Budget		
Type	Description	Amount
Revenues	LTF (FY 18/19)	\$ 26,000
	RPA	\$ 31,500
	PPM	\$ 1,500
TOTAL		\$ 59,000
Expenditures	Staff	\$ 59,000
TOTAL		\$ 59,000

Note: Activities related to Federal Transit Assistance programs will be funded with PPM and LTF funds, not RPA funds.

Appendix A

Insert Certs and Assurances (2 pages)

Appendix B- Debarment and Suspension Cert (2 pgs)

Appendix D

Federal Planning Emphasis Areas (PEAs)

The eight Federal Planning Factors (USC 23 Part 134(f) and MAP-21 Section 1201(h)) are updated and issued as part of the federal transportation bill reauthorization process. Federal Planning Factors emphasize the national perspective.

1. Increase the **safety** of the transportation system for both motorized and non-motorized users on all public roads.
2. Increase the **security** of the transportation system for motorized and non-motorized users.
3. Support the **economic vitality** of the planning area, by enabling global competitiveness, productivity, and efficiency.
4. Increase the **accessibility and mobility of people and for freight** in rural communities.
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**.-