

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



**FISCAL YEAR 2016/2017**  
**OVERALL WORK PROGRAM**

for the  
Continuous Regional Transportation  
Planning Process

Adopted June 13, 2016

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Executive Secretary



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## OVERALL WORK PROGRAM 2016/2017 FISCAL YEAR

### **INTRODUCTION**

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

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 2016/2017 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.

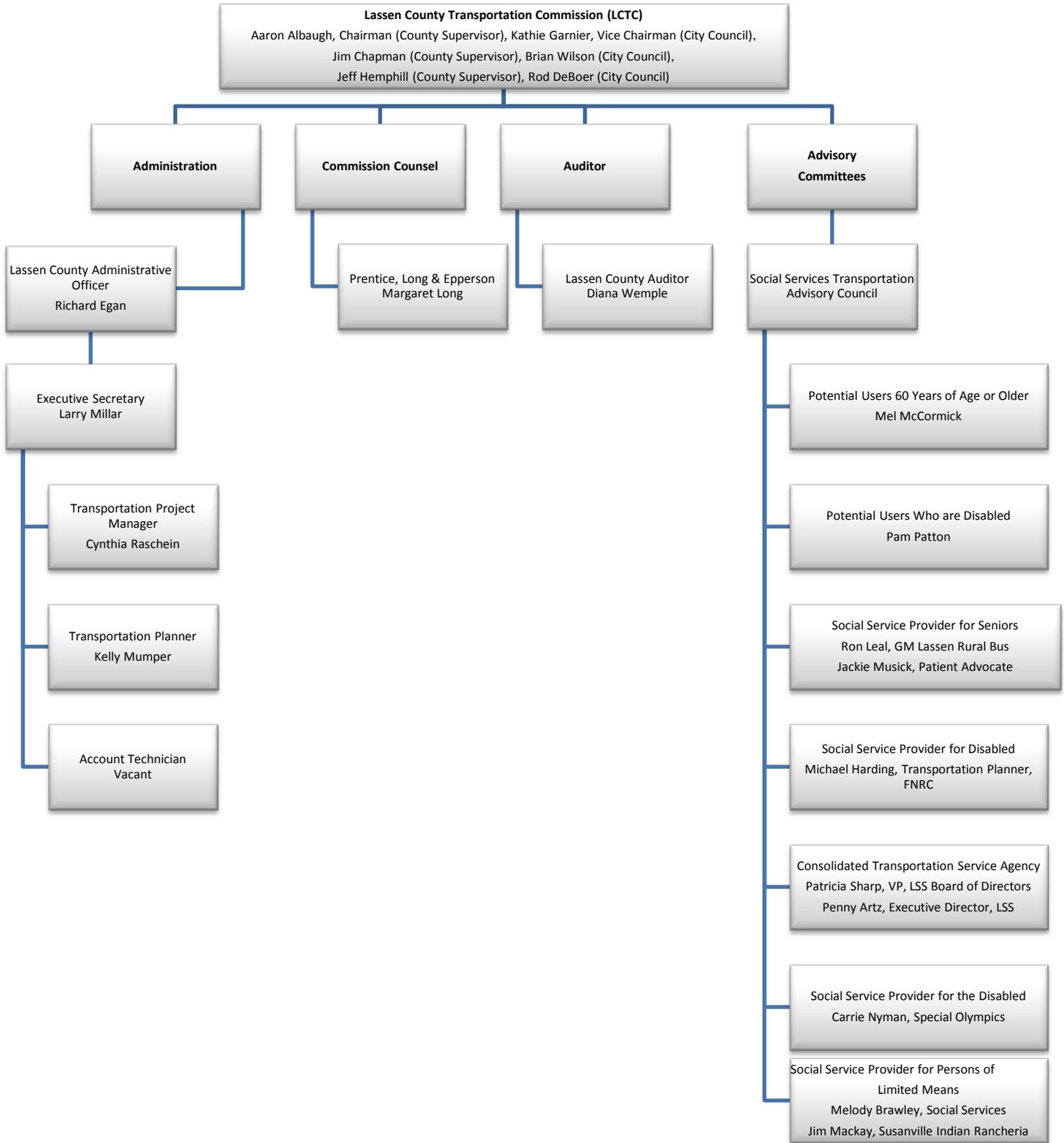
The Lassen County Transportation Commission (LCTC) was formed in 1971 to allocate funds created by Senate Bill 325 (1972). It is made up of three members of the Susanville City Council and three members of the Lassen County Board of Supervisors. Assembly Bill 69 gave the LCTC responsibility for adopting 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 monthly basis.

The LCTC has a Social Service Transportation Advisory Council (SSTAC), which 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 following organization chart outlines the members of the LCTC, LTSA, support staff and advisory committee.



## OVERALL WORK PROGRAM (OWP)

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

The LCTC amends the 2016/2017 work elements as necessary. The primary work efforts are targeted toward transportation systems management and transit system improvements. Major concerns of the LCTC are reflected in the elements and levels of funding in the OWP. The elements identify the overall degree of effort that will be expended to accomplish specific activities with the funds available.

LCTC participates in area task force meetings, and is a member of the North State Super Region, the Rural Counties Task Force, and the Regional Transportation Planning Agency Task Force. The chief 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.

The LCTC 2016/2017 OWP takes into consideration the Goals and Recommendations of the California Transportation Plan 2040, which are

1. Improve Multimodal Mobility and Accessibility for All People
2. Preserve the Multimodal Transportation System
3. Support a Vibrant Economy
4. Improve Public Safety and Security
5. Foster Livable and Healthy Communities and Promote Social Equity
6. Practice Environmental Stewardship

Federal Planning Emphasis Areas (PEAs) are identified by Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as follows:

1. MAP-21 Implementation  
*Transition to Performance Based Planning and Programming.* The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.
2. Models of Regional Planning Cooperation  
*Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.* This is particularly important where more than one MPO or State serves an urbanized area or adjacent urbanized areas. This cooperation could occur through the metropolitan planning agreements that identify how the planning process and planning products will be coordinated,

through the development of joint planning products, and/or by other locally determined means. Coordination across MPO and across State boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and State boundaries. It also includes collaboration among State DOT(s), MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, and performance based planning.

3. Ladders of Opportunity

*Access to essential services - as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.* Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.

The Fixing America's Surface Transportation (FAST) Act also adds new Federal Planning Factors that the LCTC will consider in FY 2016/17. They are:

1. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation
2. Enhance travel and tourism

**Lassen 16/17 OWP Funding Sheet**

Description	CTP Goals	Federal Planning Factors	Planning Emphasis Area (PEA)	RPA Funds	PPM	LTF Funds	SHA Grant	Local Match	Total by WE
Regional Transportation Planning	1-6	1-2	1-3	20,000	30,000				50,000.00
Administration	1-6	2	1	30,000		59,900			89,900.00
Transportation System Management	1-6	1-2	1-3	85,000					85,000.00
Public & Special Transportation	1-6	1-2	1-3	50,000					50,000.00
Aviation	1-6	1-2	1-3	500					500.00
Trail/Pedestrian Facilities	1-6	1-2	1-3	22,000					22,000.00
Information Technology	1-6	2	1-3	500					500.00
Transportation Development Plan	1-6	1-2	1-3	20,000	40,000				60,000.00
Vehicular Wayfinding	1-6	2	1-3	2,000					2,000.00
Susanville Indian Rancheria Sustainable Communities Grant	1-6	1-2	1-3			100	77,142	9,995	87,237.00
<b>Total by Fund</b>									
									230,000
									70,000
									60,000
									77,142
									9,995
									447,137

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

### Purposes

1. To update elements of the 2012 Regional Transportation Plan (RTP) for planning and reference by staff and Federal, State and local agencies and the public, to ensure compliance with changing requirements.
2. To determine policies, safety needs, deficiencies and improvement programs for streets, roads and highways in the region, coordinating with local partners and Caltrans.
3. To plan, program and monitor the Regional Transportation Improvement Program (RTIP) consistent with RTP, including amendments to ensure that projects are delivered in a timely manner.

### 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 2016 RTIP submittal. Local rehab projects have been restructured to better meet the targets set in the STIP.

RTP amendments were made to include safety improvements to State Route 36 (Main Street), Bizz Johnson Trail acquisition and Modoc Line trailhead planning, Lassen Community College emergency access road, Paiute Lane Access to Susanville Ranch Park and a County Wide Vehicular Wayfinding program. Also added was the Wendel Line Rail Trail project being spearheaded by the Lassen Land and Trails Trust.

### 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. Request for Proposals for the RTP update will be circulated in the fall of 2016
3. Attend CTC meetings as necessary
4. Government-to-Government Outreach to include the Susanville Indian Rancheria, City of Susanville, etc.

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

1. Properly monitored, current, and effective Regional Transportation Program (6/30/17)
2. RTP amendments, (as needed)

RPA	PPM	LTF	SHA	Carryover	Total
20,000	30,000	0	0	0	50,000

**Work Element 602 Administration and Coordination**

Purposes

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

Tasks

1. Prepare OWP, amendments, invoices, and reports for 2016/2017
2. Provide support Lassen County Transportation Commissioners, stakeholders, and the public
3. Participate in meetings/workshops such as: Lassen County Transportation Commission; Social Services Technical Advisory Council; Caltrans, Regional Transportation Planning Agency task force, CTC, CalACT (planning related activities), Rural Transit Assistance Program (RPA/LTF)
4. Coordinate meetings, programs, and activities between County, City, Tribal Governments, and State and Federal agencies to achieve comprehensive planning (RPA/LTF)
5. Prepare annual budget and monitor approved budget; prepare financial and management reports for the LCTC

Products (Target due date are in parentheses)

1. 16/17 OWP Quarterly invoices, reports and related documents (as required)
2. Draft Overall Work Program, FY 17/18 (3/1/17)
3. Final Overall Work Program, FY 17/18 (5/31/17)
4. Annual Commission (non-transit) audits (December 2016)
5. Agendas, minutes, and notices to Transportation Commission (monthly)

RPA	PPM	LTF	SHA	Carryover	Total
30,000	0	59900	0	0	89,900

**Work Element 603 *Transportation System Planning and Management***

Purposes

1. To assure the coordination of all modes of transportation within the planning process of Lassen County is accomplished.
2. To perform regional planning activities necessary to ensure safety and security in the transportation planning process.
3. Improve mobility and access using available mass transportation resources

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 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. This trip planning tool makes it possible for riders to connect seamlessly between regional transit providers.

Tasks

1. Maintenance of pavement management systems to establish priorities for projects identified in road inventory (RPA/PPM).
2. Traffic counts and capacity evaluations to assist in preparing the RTIP (RPA/PPM).
3. 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).
4. Monitor the functional classifications of City and County roadways to prepare RTIP/STIP submittal; update as necessary (RPA).
5. Coordinate City, County, Tribal and State development plans (RPA).
6. Coordinate with Caltrans on information meetings that discuss impacts of State Route Development/System Management Plans (ie: Susanville Relief Route, US 395) (RPA).
7. Participate, review and comment on Transportation Concept Reports (TCRs), submitted by Caltrans (RPA).
8. 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).
9. Participate in conferences such as Transportation Planner Academy and GIS working group, trainings such as Black Cat and Street Saver, and Rural County Task Force meetings to stay current on coordinated transportation planning efforts

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 (6/30/17)
2. District System Management Plan, Transportation Concept Reports (TCRs), Route and Development Plans comment letters (as needed)
3. Up-to-date pavement management system (as needed)

RPA	PPM	LTF	SHA	Carryover	Total
85,000	0	0	0	0	85,000

## **Work Element 604 *Public and Special Transportation***

### Purposes

1. To improve mobility and access using available mass transportation resources
2. To coordinate among public, private, Tribal and social service transportation providers to improve connectivity, enhance passenger safety, operating efficiency and regional mobility
3. To provide an efficient transit system responsive to the needs of County residents

### Previous Work:

Through monitoring the efficiency and reliance of the public transit system, staff recommended that the Transportation Commission discontinue service to two under-performing routes. Based on staff's recommendation, the Commission did discontinue the Leavitt Lake and night shift Herlong routes. Staff plans to look into increasing service to the most heavily used route, the City Route, by adding an additional bus to the route during the peak hours of 10:00 a.m. to 3:00 p.m. Staff will be continuously monitoring this new additional bus to determine the success and to recommend whether to continue this on a permanent basis.

Using Proposition 1B funds, the LTSA and LCTC continue to make improvements to the LRB bus yard. With Public Transportation Modernization, Improvement, and Safety Enhancement Act (PTMISEA) funds, software was purchased that enables the bus operator to more efficiently schedule and manage the operations. Three new buses were purchased to replace aging fleet vehicles. Cal-OES funds were used to purchase a back-up generator and to install security fencing and gates at the facility.

### Tasks

1. Monitor existing routes to determine if modification is necessary to meet needs or if a new route is needed
2. Continue studies and surveys to provide for second bus to the City Fixed route service to reduce excessive headway times
3. Monitoring of the operations of the Lassen Rural Bus (LRB) public transit system
4. Continue planning efforts making use of Prop 1B funds to reduce greenhouse gas emissions, increase transit ridership and allow travelers access to other transportation services and improve transit safety.
5. Work on development of Lassen Rural Bus Operations Policy Manual
6. Update/improve the public transit system bus route signage installations
7. Continue monitoring and development of new routes.
8. Identify and document transportation facilities, projects and services required to meet regional and interregional mobility access needs
9. 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.
10. Investigate methods to reduce vehicle travel and to expand and enhance travel services
11. Conduct collaborative public participation efforts to further extend transportation planning to communities previously not engaged in discussion
12. 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

**Work Element 604 Public and Special Transportation**

Products (Target due dates are in parentheses)

1. Route adjustments and modifications (as needed)
2. Plan and cost estimates related to additional route (6/30/17)
3. Reports to LTSA LRB operations (bi-monthly)
4. Project reports (as required)
5. Draft LRB Policy Manual (6/30/17)
6. Unmet needs resolution (1/30/17)
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 (6/30/17)
10. Maintain and update transit statistical data (monthly)

RPA	PPM	LTF	SHA	Carryover	Total
50,000	0	0	0	0	50,000

**Work Element 605 Aviation Facilities**

Purpose

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

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 2016/2017. Runway overlay at Herlong Airport is scheduled for completion in 2016/2017.

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).

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 2012 RTP.
3. Continue to support and seek funds for projects that are identified in the RTP
4. Provide information for California Department of Transportation (Division of Aeronautics), California Aviation System Plan.
5. Provide information to Lassen County Local Reuse Authority for the Sierra Army Depot coordinating plans to convert Amedee Airfield to civilian use.
6. Monitor the completed County and City Airport Layout Plans.
7. Participate in Goods Movement planning activities.

C. Products (Target due dates are in parentheses)

1. Completed County Airport Layout Plans. (6/30/17)
2. Updated Aviation Capital Improvement Program. (6/30/17)

RPA	PPM	LTF	SHA	Carryover	Total
500	0	0	0	0	500

## **Work Element 606 Trail/Pedestrian Facilities**

### Purpose

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

### 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.

**Work Element 606 Trail/Pedestrian Facilities**

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. Monitoring of a Trail Maintenance Plan

Products (Target due dates are in parentheses)

1. Monitor Bicycle Master Plan (as needed)
2. Updated inventory catalog for trails in County as new trails are added (on-going).
3. Trail Maintenance Plan (ongoing)
4. Complete Volunteer Trail Patrol and a Trail Inventory Catalog (6/30/17)

RPA	PPM	LTF	SHA	Carryover	Total
22,000	0	0	0	0	22,000

## **Work Element 607 *Information Technology***

Formerly known as GIS, this Work Element is being re-named to encompass all efforts the LCTC will engage in to develop and maintain Information Technology.

### Purposes

1. To manage, support and maintain regional advanced technology network
2. To support all work elements and regional transportation planning processes
3. To provide computer, audiovisual and other equipment for communications, data processing and reporting
4. Review planning documents including the RTP for the potential use of Intelligent Transportation Systems (ITS)
5. Coordinate with Caltrans in the development of an ITS architecture and maintenance plan for ITS projects in the region

### 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.

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.

### 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. Provide IT support and maintenance for network, websites, domains, equipment, software, hardware, updates, replacement and technical assistance to resolve issues for U-Plan scenario modeling

10. Purchase office and computer equipment as needed for U-Plan scenario modeling

*Products (Target due dates are in parentheses)*

1. Develop or acquire additional GIS layers that pertain to transportation planning, such as, demographic information, traffic volumes, and others. (6/30/17)
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 for use in U-Plan scenario modeling (as needed)

RPA	PPM	LTF	SHA	Carryover	Total
500	0	0	0	0	500

**Work Element 608 Transit Development Plan (TDP)**

Purpose

1. 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.

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, 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.

Tasks

1. Administrative Tasks
2. Data Review and Policy Review, including existing plans (TDP, Transit Facilities Plan, RTP, Coordinated Plan, General Plans), contracts, demographic data, marketing materials.
3. Conduct Quantitative and Qualitative Research including outreach to diverse communities, existing passengers and key stakeholders.
4. Conduct Transit Policy & Service Analysis; Develop Alternatives
5. Marketing Analysis and Strategies
1. Draft and Final TDP Plan and Marketing Plan

Products (Target due dates are in parentheses)

1. Inner city transit route proposal (6/30/17)
2. Bus facility expansion (6/30/17)
3. Completed, updated TDP (12/31/17)

RPA	PPM	LTF	SHA	Carryover	Total
20,000	40,000	0	0	0	60,000

**Work Element 612 Vehicular Wayfinding Program**

Purpose

1. Wayfinding aims to integrate a range of navigation and communication tools for traversing Lassen County, such as signage, brochures, kiosks and smart-phone applications. Wayfinding explores ways to navigate from one place to another, and focuses on highlighting the experience of the path and eventual arrival of the wayfinding user. The system will underscore Lassen County’s unique identity, as well as improve movement for motorists

The project goals of the Wayfinding Plan include:

- Emphasize Destinations
- Highlight Key Attractions
- Enhance the User’s Experience
- Improve Mobility
- Reinforce Links
- Reinforce Community Identity
- Develop a System that can be implemented

Previous Work

As the County continues to build its infrastructure and enhance the quality of life for its growing resident and business population, it has identified the implementation of a Wayfinding Program as an initiative that will enhance the experience for everyone. The development of an overall wayfinding philosophy and graphic standard can provide valuable information and communicate an organized and friendly County, without detracting from its visual beauty. In contrast, ignoring or having an unregulated, haphazard approach to this issue will only create sign clutter, less efficient navigation and an unwelcoming perception of the County. The aim of this Program is to create an overall wayfinding philosophy for Lassen County, identify a variety of possible wayfinding tools, analyze existing conditions in Lassen County and develop a set of graphic standards that can be implemented, enforced and maintained over time.

A completed Wayfinding Plan for the City of Susanville was completed and presented to the City in July of 2015. The LCTC is committed to building upon this plan to enact a Wayfinding program that is standardized and complementary to that which was prepared for the City.

Tasks

1. Identify Partner Agencies and Community Members
2. Public Participation Meetings
3. Draft and Final Plan for adoption
4. Present Plan to Partner Agencies

Products (Target due dates are in parentheses)

1. Wayfinding Plan for Bieber/Big Valley area (6/30/17)
2. Wayfinding Plan for Westwood area (TBD)
3. Wayfinding Plan for Doyle/Southern Lassen County (TBD)

RPA	PPM	LTF	SHA	Carryover	Total
2,000	0	0	0	0	2,000

**Work Element 613 Susanville Indian Rancheria Sustainable Communities Grant**

Purpose

To address future land use, economic development, traffic demand, public safety, and health and social needs, tribal cultural preservation planning and public involvement. Some of these needs include a road inventory and strip maps, pedestrian safety, alternative transportation methods, road maintenance, pre-project planning studies, and project funding sources. The Susanville Indian Rancheria (SIR) will provide staff to help assist the awarding firm, which both parties will work and report to Caltrans on a quarterly basis until the project is complete.

Tasks

1. Provide project oversight
2. Receive invoices and process for payment
3. Receive reimbursements and pass through to SIR

Products

Please see attached Scope of Work and Project Timeline from the grant application.

RPA	PPM	LTF	SHA	Local Match*	Total
0	0	100	77,142	9,995	87,237

\*Match for this grant is the responsibility of the Susanville Indian Rancheria, not the Lassen County Transportation Commission

**Caltrans' Overall Work Program Element  
Fiscal Year 2016/2017**

<b>Activity Description</b>	<b>Product</b>	<b>Funding Source</b>	<b>Due Date</b>
Coordinate with LCTC staff on update of Regional Transportation Plan (RTP)	Lassen County RTP	State & Federal Funds	FY 16/17 and ongoing
Assist RTPA staff with programming documents for their RTIP amendments	Lassen County RTIP	State & Federal Funds	FY 16/17 and ongoing
Monitor OWP work progress, process OWP invoices for payment, including grant progress	Payment of Invoices Various Transit grants	State & Federal Funds	FY 16/17 and ongoing
System Management	<ul style="list-style-type: none"> <li>• TCR update</li> <li>• CTIS database</li> <li>• ITMS database</li> </ul>	State & Federal Funds	FY 16/17
Lassen County Intelligent Transportation System (ITS) Architecture	Lassen ITS Architecture Plan Coordination	State & Federal Funds	FY 16/17 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 16/17 and ongoing
Multi-modal Planning Coordination	<ul style="list-style-type: none"> <li>• Aeronautics</li> <li>• Bicycle Plan</li> <li>• Transit Planning</li> <li>• Pedestrian</li> <li>• ADA Accessibility</li> </ul>	State & Federal Funds	FY 16/17
Coordination with LCTC 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 16/17



## **Attachment A**

- Fiscal Year 2016/2017 California Department of Transportation Debarment and Suspension Certification
- FTA Fiscal Year 2016 Certifications and Assurances
- FY 2016/2017 FHWA and FTA State and Metropolitan Transportation Planning Process Self Certification