

DEPARTMENT OF TRANSPORTATION
OFFICE OF COMMUNITY & REGIONAL PLANNING
1657 RIVERSIDE DRIVE
REDDING, CA 96001
PHONE (530) 229-0517



*Making Conservation
a California Way of Life.*

November 3, 2021

Ms. Debbie Pedersen
Executive Director
Modoc County Transportation Commission
108 Main Street
Alturas, CA 96101

Subject: FY 2021-22 MCTC OWP Administrative Amendment No. 1

Dear Ms. Pedersen:

Thank you for providing Caltrans with Administrative Amendment No. 1 for MCTC's FY 2021 - 22 Overall Work Program (OWP). Caltrans approves the requested transfer of RPA funds within MCTC's 2021-22 Overall Work Program as follows:

- WE 7001 – Increased \$10,000 RPA (from \$25,000 to \$35,000)
- WE 7002 – Increased \$7,000 RPA (from \$25,000 to \$32,000)
- WE 7003 – Increased \$8,500 RPA (from \$13,000 to \$21,500)
- WE 7003.2 – Decreased \$29,000 RPA (from 46,000 to \$17,000)
- WE 7004 – Increased \$3,500 RPA (from \$31,000 to \$34,500)
- The OWP Funding Table was adjusted to reflect these changes.

There was no change to the FY 2021-22 OWP total \$158,000 RPA funding amount or to any other fund sources listed in MCTC's FY 2021-22 OWP.

If you have any questions, please do not hesitate to contact me or Tamara Rich at (530) 782-2965.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Grah".

KATHY GRAH, Chief
Office of Community and Regional Planning
Caltrans District 2

Enclosures

c: Brenda Caruso, Caltrans ORP
Tamara Rich, Caltrans District 02

MCTC

MODOC COUNTY
TRANSPORTATION COMMISSION

108 S. Main Street
Alturas, CA 96101
(530) 233-6410 Phone

Meets First Tuesday of
Even Numbered Months
at 1:30 p.m.

Commissioners

John Dederick
Chairman
City Representative

Kathie Rhoads
Vice Chair
County Supervisor III

Bobby Ray
Commissioner
City Representative

Elizabeth Cavasso
Commissioner
County Supervisor IV

Cheryl Nelson
Commissioner
City Councilmember

Mark Moriarity
Commissioner
County at Large Member

Ned Coe
Alternate Commissioner
County Supervisor I

Loni Lewis
Alternate Commissioner
City Councilmember

Staff

Debbie Pedersen
Executive Director

Niki Lemke
Chief Fiscal Officer

Michelle Cox
Executive Assistant Secretary

November 3, 2021

Tamara Rich
Associate Transportation Planner
Caltrans, District 2
1657 Riverside Drive
Redding CA 96001

Subject: FY 2021/22 OWP Amendment #1

Dear Ms. Rich;

Please find attached Amendment #1 for the FY 2021/22 Overall Work Program, including the signature page. We request the following changes:

| WE | Title | Original \$ | Change \$ | Total |
|-------------------------|--------------|---------------------|---------------|---------------------|
| 7001 | Admin | \$25,000.00 | \$10,000.00 | \$35,000.00 |
| 7002 | Public Part. | \$25,000.00 | \$7,000.00 | \$32,000.00 |
| 7003 | RTSM | \$13,000.00 | \$8,500.00 | \$21,500.00 |
| 7003.2 | RTIP | \$46,000.00 | -\$29,000.00 | \$17,000.00 |
| 7004 | Transit | \$31,000.00 | \$3,500.00 | \$34,500.00 |
| Net Total Change | | \$140,000.00 | \$0.00 | \$140,000.00 |

The Amendment will move funds from the Regional Transportation Improvement Program (RTIP) work element. The MCTC will not be submitting a 2020 RTIP as there is not adequate money in the Fund Estimate to begin new projects. This reduced the RTIP workload. Please contact me if you have comments or questions.

Sincerely,



Debbie Pedersen
Executive Director



AMENDMENT #1

FY 2021/22 Overall Work Program Modoc County Transportation Commission

108 S Main Street
Alturas, CA 96101
530-233-6410

FY 2021/22 Overall Work Program Funding

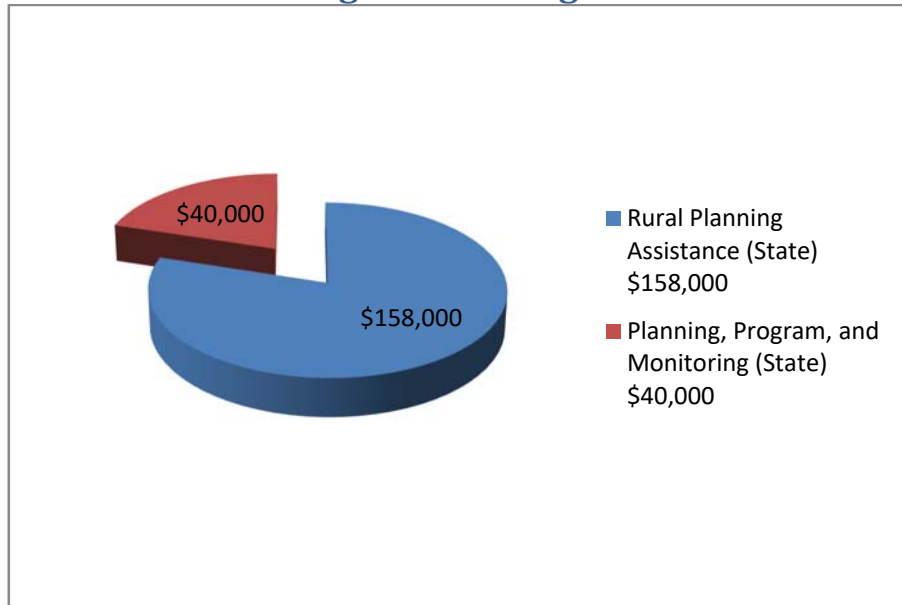


Table 2: Overview of Funding by Work Element - Amendment #1

| WE | Subset | Description | PF* | RPA | % RPA | PPM | Total by WE |
|-----------------------------|--------|---|--------|------------------|-------------|-----------------|------------------|
| 7001 | | OWP Development | 1, 5-8 | \$35,000 | 22% | \$8,000 | \$43,000 |
| 7002 | | Public Participation and Interagency Coordination | 1-10 | \$32,000 | 20% | \$5,000 | \$37,000 |
| | 7002.1 | Public Participation Plan | | \$5,000 | 3% | \$5,000 | \$10,000 |
| | 7002.2 | Title VI Plan | | \$5,000 | 3% | \$5,000 | \$10,000 |
| 7003 | | Regional Transportation System Management | 1-10 | \$21,500 | 14% | \$1,500 | \$23,000 |
| | 7003.1 | Regional Transportation Plan | | \$8,000 | 5% | \$5,500 | \$13,500 |
| | 7003.2 | Regional Transportation Improvement Program | | \$17,000 | 11% | \$3,000 | \$20,000 |
| 7004 | | Multimodal and Public Transportation | 1-10 | \$34,500 | 22% | \$7,000 | \$41,500 |
| Total by fund source | | | | \$158,000 | 100% | \$40,000 | \$198,000 |
| | | | | \$158,000 | | | \$198,000 |

*Planning Factors as defined in current the Federal Highway Act (FAST Act) and are included in Appendix C. Please Note: MCTC receives RPA State Funds and no Federal Planning Funds because we are a rural RTPA.

Work Element 7001 - OWP Development

Purpose

1. Provide for efficient and effective administration and implementation of the Overall Work Program.
2. Support the Modoc County Transportation Commission (MCTC), committees, and advisory groups; keep the public informed on transportation matters.
3. Manage the following: MCTC personnel, financial, and organizational policies, and procedures; daily operations and ensure compliance with applicable laws, rules, and regulations.
4. Manage, support, and maintain direct charges to all work elements and regional transportation planning processes.

Previous Tasks

Prepared the FY 2020/21 OWP/PPM Annual Budget; monitored revenues and expenditures, prepared materials for MCTC and TAC meetings, reviewed and approved OWP agreements, reimbursement requests, maintained organizational charts for MCTC and Committees and attended transportation planning workshops, meetings, and staff training.

Ongoing Tasks

- a. Prepare the OWP/PPM Annual Budget.
- b. Monitor expenditures and revenues in relation to the budget; prepare and manage MCTC RPA and PPM financials, reimbursement requests, and assess the need for amendments. OWP and PPM charges and revenues are tracked separately.
- c. Prepare agendas, minutes, legal notices (including publication costs), and staff reports for MCTC, TAC, and MCTC Committee meetings and workshops.
- d. Prepare correspondence, resolutions, and reports to communicate MCTC policies and procedures.
- e. Maintain the organizational charts for MCTC and MCTC Committees.
- f. Attend transportation planning workshops, meetings, conferences, including related staff training.

| Products | Due Dates |
|--|----------------------------|
| Agendas, staff reports and minutes for board /advisory groups | Monthly |
| OWP quarterly reports with invoice for reimbursement | 10/21; 01/22; 04/22; 07/22 |
| Amendments to FY 2021/22 OWP | Mid-year, as needed |
| Prepare draft FY 2022/23 Overall Work Program (OWP) | Jan-Feb 2022 |
| MCTC adopt Final 2022/23 OWP and execute agreements | June 30, 2022 |
| Execution of OWP agreements, and documents | On-going; Annually |
| Interagency communication: electronic mail, memos, and correspondence. | On-going |
| Maintain orderly files, archives, and reference library | On-going |

| Work Element 7001 Budget | | |
|--------------------------|---------------|------------------|
| Type | Description | Amount |
| Revenues | RPA | \$ 35,000 |
| | PPM | \$ 8,000 |
| TOTAL | | \$ 43,000 |
| Expenditures | Staff | \$ 42,000 |
| | Legal notices | \$ 1,000 |
| TOTAL | | \$ 43,000 |

Work Element 7002 – Public Participation and Interagency Coordination

Purpose

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

Previous Tasks

Prepared and published workshop and meeting notices for the Main Street Committee public outreach, documented communication files to monitor related inquiries, monitored Brown Act changes due to COVID restrictions, monitored and attended City Council and County Board of Supervisor meetings for transportation related items, and provided information to public, organizations, and agencies regarding transportation related topics. Participated in the following meetings: Rural Counties Task Force, North State Super Region, DEAL East., District 2 Planning, and other workshops.

Ongoing Tasks

- a. Prepare and publish workshop notices and maintain on-going communication elements.
- b. Continue coordination with goods movement industry and review and comment on plans and documents.
- c. Regularly consult and coordinate and communicate with Tribal councils, disadvantaged and ethnic communities, and organizations to maintain good working relationships.
- d. Administer public notification in accordance with the Brown Act. Attend training for the Act to maintain compliance.
- e. Monitor local government and agency meeting agendas (City Council, County Board of Supervisors, social service agencies, Tribal Councils); attend meetings for topics related to regional transportation and multimodal issues. Document outcomes.
- 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. Prepare newspaper articles, 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. Participate in Rural County Task Force (RCTF), Regional Transportation Planning Agency (RTPA) group, District 2 RTPA Task Force and DEAL East meetings and other workshops, as reasonable and feasible.
- k. Consult via regional, state, and federal policy and technical advisory committees.
- l. Participate in relevant coordination training, workshops, and conferences.
- m. Serve as local clearinghouse for transportation funding opportunities – grants and programs.
- n. 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 workshops, preparation of RTIPs and varied supporting studies. | As required |
| Maintain current (interested parties) mailing list. | On-going |
| Document Tribal Government-to-Government relations. | On-going |

| Work Element 7002 Budget | | |
|--------------------------|-------------|------------------|
| Type | Description | Amount |
| Revenues | RPA | \$ 32,000 |
| | PPM | \$ 5,000 |
| TOTAL | | \$ 37,000 |
| Expenditures | Staff | \$ 37,000 |
| TOTAL | | \$ 37,000 |

Work Element 7003 - Regional Transportation System Management

Purpose

1. Determine and establish policies, safety needs, deficiencies and multimodal improvement programs for streets, roads, and highways in the region, coordinating with local transportation partners and Caltrans, particularly District 2 staff, and functional units including project coordination meetings and attend project development team meetings.

Previous Tasks

Coordinated with Caltrans District 2 on outreach for Main Street Design Committee; managed and maintained the Pavement Management System. Performed outreach and supported multimodal improvements. Reviewed RTP consistency with agency’s plans and programs. Assisted transportation partners (City, County, and Lake Rail) regarding funding programs and transportation grant applications.

Ongoing Tasks

- a. Review RTP consistency with plans and programs.
- b. Consult extensively with shareholders and the public, including outreach to targeted minority groups, regarding regional transportation projects.
- c. Meet with local agencies regarding their efforts to maintain and improve airports, including annual visits, and monitor maintenance of and improvements to general aviation facilities within the region.
- d. Participate as a stakeholder and provide data for Modoc County Road Department’s Local Road Safety Plan.
- e. Consult with Tribal Governments and advisory groups for various transportation plans and projects. Meet with Cedarville Indian Rancheria to discuss projects in the region.
- f. Meet with County of Modoc Road and Planning Departments, City of Alturas Public Works, Caltrans, Tribal Governments, transportation providers, and stakeholders.
- g. Manage the Pavement Management System.

| Products | Due Dates |
|--|-------------------|
| Meeting agendas for committees related to b, e, and f, above. | Ongoing as needed |
| Document consultation and advisory meeting outcomes. | Ongoing |
| Pavement Condition data. | Ongoing |
| Responses to survey/information requests from Caltrans, agencies, and organizations. | As requested |
| Final/submitted regional transportation grant applications. | By deadlines |

| Work Element 7003 Budget | | |
|--------------------------|-------------|------------------|
| Type | Description | Amount |
| Revenues | RPA | \$ 21,500 |
| | PPM | \$ 1,500 |
| TOTAL | | \$ 23,000 |
| Expenditures | Staff | \$ 23,000 |
| | | |
| TOTAL | | \$ 23,000 |

Work Element 7003.2 - Regional Transportation Improvement Program

Purpose

1. To develop the RTIP following the CTC's Fund Estimate
2. Assist Agencies in project delivery, STIP amendments/allocations, and monitor timely use of funds.

Previous Tasks

Assisted agencies with STIP Amendments and Time Extensions. Adopted the 2020 RTIP and submitted to the CTC for inclusion in the 2020 STIP. Attended the CTC Workshops regarding timely use of funds modifications and COVID Relief Funding.

Ongoing Tasks

- a. Assist agencies with STIP Amendments and Time Extensions.
- b. Attend CTC workshops to discuss the Fund Estimate.
- c. Attend Coordination meetings with District 2 for potential partnership projects.
- d. Support the development of Project Study Reports, STIP Amendments, monitor timely use of funds.
- e. Conduct interagency and public outreach during the development of the RTIP.
- f. Facilitate interagency collaboration to identify and develop new projects, explicitly integrating environmental considerations for efficient and timely project delivery.
- g. Participate during CTC, Caltrans HQ and D2, RCTF, NSSR and RTPA group meetings / workshops regarding RTIP / STIP preparation, adoption, guidelines development, project criteria, etc.
- h. Coordinate with CTC staff to process STIP amendments and assess funding options; support agency projects and address project issues.

| Products | Due Dates |
|---|--------------------|
| TIP/STIP amendments, allocation requests, time extensions, etc. | Ongoing; As needed |
| Review the draft and final Fund Estimate | June-Aug 2021 |
| Set targets for agencies; review programming documents for consistency with STIP Guidelines | June-Sept 2021 |
| Adopt the 2022 RTIP and submit to the California Transportation Commission | By Dec 15, 2021 |
| Manage adopted STIP - Timely use of funds, allocations, etc. | Ongoing |

| Work Element 7003.2 Budget | | |
|----------------------------|-------------|------------------|
| Type | Description | Amount |
| Revenues | RPA | \$ 17,000 |
| | PPM | \$ 3,000 |
| TOTAL | | \$ 20,000 |
| Expenditures | Staff | \$ 20,000 |
| | | |
| TOTAL | | \$ 20,000 |

Work Element 7004 - Multimodal and Public Transportation

Purpose

1. To review and comment on various projects for transportation impacts.
2. Ensure consistency with the Regional Transportation Plan.
3. Coordinate among public, private, Tribal, and social service transportation providers to support regional mobility.
4. Continuity between the Modoc Public Transit / Social Services Transportation - Coordination Plan document and the Modoc Regional Transportation Plan (RTP) document.

Previous Tasks

Updated the Coordinated Public Transit – Human Services Transportation Plan December 2019 and posted it to the MCTC website. Provided Lake Rail’s dba Goose Lake Rail application for and award of a Short Line Rail Improvement Program grant. Provided support for the Modoc County’s Alternative Transportation Plan grant application. Investigated the viability of a Bicycle Transportation Plan; Modoc is a small rural area. The climate is not conducive for bicycle commuters about 7-9 months of the year (high terrain, low winter temperatures, snow, ice, etc.). ATP and Bicycle projects are in the 2019 Modoc RTP. Update the Transit Asset Management Plan.

Ongoing Tasks

- a. Continue to support regional agency’s efforts to enhance bicycle and pedestrian options; provide RTPA support for local agency grant applications/projects.
- b. 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 and provide information on grants that may be beneficial to related agencies.
- c. Revise and circulate surveys; assess existing and proposed services regarding public transportation, and multimodal needs. Update the Transit Asset Management Plan.
- d. Attend community meetings to discuss and promote multimodal options.
- e. Identify funding opportunities to support multimodal opportunities, community transportation, planning and coordination of regional transportation services.
- f. Provide information to local partners about Alternative Transportation Program (ATP) funding cycles. Conduct outreach to community bicycle groups to promote and foster partnerships. Work with public health departments to support walkable communities.

| Products | Due Dates |
|---|---------------------|
| Support letters, resolutions, and assistance for agency’s multimodal grant applications | On-going, as needed |
| Complete surveys and utilize the information in transportation plans and services. | On-going, as needed |
| Update the Transit Asset Management Plan | Dec 2022 |

| Work Element 7004 Budget | | |
|--------------------------|-------------|------------------|
| Type | Description | Amount |
| Revenues | RPA | \$ 34,500 |
| | PPM | \$ 7,000 |
| TOTAL | | \$ 41,500 |
| Expenditures | Staff | \$ 41,500 |
| TOTAL | | \$ 41,500 |