

# GLENN COUNTY TRANSPORTATION COMMISSION

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## AGENDA ITEM

MEETING OF OCTOBER 18, 2012

### SUBJECT

Overall Work Program for 2012/2013 Fiscal Year Amendment

### ATTACHMENTS

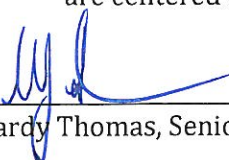
- Amended 2012/2013 Overall Work Program
- Resolution #2012-11

### BACKGROUND & DISCUSSION

The Overall Work Program (OWP) is a planning tool used by Regional Transportation Planning Agencies. Its purpose is to direct transportation planning efforts which "prepare and provide for the region's mobility in a fiscally and environmentally responsible manner, consistent with the needs, preferences and sensibilities of the community." Planning efforts are funded by Federal transportation dollars received through the State Highway Account known as Rural Planning Assistance. The OWP is divided into Work Elements which outline different planning activities and their respective budgets for the Glenn County region.

Occasionally, the OWP requires changes during the fiscal year. This generally occurs when there are adjustments made to the funds received for planning activities or when planning grants have been awarded. During the first quarter of Fiscal Year 2012/2013 notices were given indicating that the Glenn County Transportation Commission (GCTC) would receive an additional allocation of Rural Planning Assist funding in that amount of \$1,325 and was awarded \$53,650 in funding from the 5304 Rural or Small Urban Transit Planning Studies grant program. These items are required to be integrated into the OWP for the current fiscal year. Staff has also integrated other necessary changes to the OWP Work Elements as follows:

2.05 This Work Element was created as a result of the successful application for and receipt of Blueprint Planning grant funds. The tasks contained here are consistent with goals outlined in grant applications to Caltrans when these funds were first sought. Tasks are centered on the development of a regional Geographic Information System (GIS) to help

  
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facilitate better planning in the region. The budget for this Work Element was revised based on balanced year-end budget totals from Fiscal Year 2011/2012.

3.01 The OWP is interconnected with the Regional Transportation Plan (RTP) as tasks should support the RTP and the RTP is developed through the OWP. Recall that this Work Element focuses on the implementation of RTP policies and the development and programming of projects into the State Transportation Improvement Program. The budget was increased by \$325 for staff time.

4.01 As a Regional Transportation Planning Agency, the GCTC is encouraged to engage local jurisdictions in regional planning. Primarily, the cities of Orland and Willows along with Glenn County are the core participants. GCTC staff also participates in the Rural Counties Task Force (RCTF) which is a subcommittee of the California Transportation Commission. Here, staff is able to interact with other rural agencies to discuss, collaborate, and act on common issues. Staff is currently participating in a group guiding the development of the California Interregional Blueprint. Further, the RCTF is a forum for information sharing on topics such as funding and new legislation. More recently, GCTC staff has been involved with the North State Super Region which is a group of the 16 northern California counties whose purpose is to identify common issues (transportation, economic, and land use) and formulate unified strategies that can be advocated to implementing agencies. Based on Fiscal Year 2011/2012 expenditures the budget for this Work Element was decreased by \$8,000.

5.01 Transit is a very labor intensive portion of transportation in the region. This Work Element contains those tasks that are related to planning and monitoring of the transit system. Also, it encompasses the development of plans to address the needs for future transit projects. The budget for this Work Element was decreased by \$4951 by eliminating the “Transit Consultant” category that had been set up in anticipation of a successful grant application. The remaining budget in the “Transit Consultant” category was reallocated within the Work Element for staff time and training in which staff is currently participating.

6.01 This Work Element was created to address airport planning needs in the county. Over time, there has been a loss of institutional knowledge regarding the airports with staff cuts, retirements, or individuals leaving for other opportunities. Future plans for the two general aviation airports in Glenn County are somewhat incomplete. Also, current airport operations are not well documented. As such, this work element was conceived and funded with the intent to create an operations and maintenance plan which will document current activities at the airports and provide a starting point for future planning efforts. The budget is set at \$31,000.

7.01 In compliance with the condition of award for the 5304 Rural or Small Urban Transit Planning Studies grant, this new Work Element in the OWP was created to show where and how grant funds are expended to develop the Short-range Transit Plan. The budget is comprised of \$53,650 of grant funding and \$6,951 of Rural Planning Assistance funding as a required local match.

The total budget for the OWP in Fiscal Year 2012/2013 is now \$331,161 with the additional funding.

RECOMMENDATION

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Adopt Resolution #2012-11 approving the amendment to the Overall Work Program for the 2012/2013 Fiscal Year and authorize the Executive Director to amend the annual Overall Work Program Agreement with Caltrans and distribute all necessary documents..



# Overall Work Program 2012-2013

Draft: February 16, 2012  
Final: June 21, 2012  
Amended October 18, 2012

Glenn County  
Transportation  
Commission



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## **Introduction**

The Overall Work Program (OWP) is the primary management tool for the Glenn County Transportation Commission (GCTC) which identifies activities and a schedule of work for regional transportation planning in Glenn County. The purpose of the continuing planning process is to ensure that the region's transportation plan is responsive to the changing needs and desires of the system users. Through the OWP, decision makers have the opportunity to monitor progress toward previously defined goals and objectives.

The OWP summarizes the transportation planning activities to be administered by GCTC during the 2012/2013 fiscal year. The work program gives direction and emphasis to specific elements of the planning process. It ensures that the process is responsive to the transportation needs and priorities of the region and the state. It is also a basis for budgeting revenues and expenditures for the various elements of the OWP.

Transportation planning considers multiple, complex and evolving goals, objectives, plans and programs. Regional transportation planning creates data and formulates policies that aid development of Regional Transportation Plans and project programming. Regional planning studies, activities, consensus efforts and documents provide the basis for project decisions including mode choice and general alignment. These decisions, in turn, lead to environmental and design approvals, and project delivery and construction.

## **Background**

Glenn County is located in the northern central valley of California, approximately 75 miles north of Sacramento. It is comprised of approximately 1,315 square miles and is bounded on the east by Butte County; the north by Tehama county; the west by Mendocino County and Lake County; on the south by Colusa County. The Sacramento River extends along the eastern boundary in a north-south direction. The eastern portion of the County is relatively flat and contains the majority of Glenn County's 28, 122 residents. In the western quarter of the county, the landscape rises into the Pacific Coast Range where mountain peaks are in excess of 6,000 feet in elevation.

The cities of Willows and Orland are the two incorporated cities within Glenn. These cities contain approximately half of the county population. There are several smaller unincorporated communities throughout the County (Hamilton City, Ord Bend, Artois, Elk Creek, Butte City, Bayliss, Afton, Codora, and Glenn) and other communities in the unincorporated areas surrounding the two cities. The Grindstone Indian Rancheria is located north of the community of Elk Creek and is the official recognized Tribal government in the County. (See Appendix B)

There are four State highways which run through Glenn County: Interstate 5 and State Highways 162, 45, and 32. These highways form the framework of the surface transportation network in Glenn County. Glenn County has two general aviation airports. One is located on the west side of the City of Willows and the other is located east of the City of Orland. Neither airport supports passenger travel at this time.

The primary economic activities for Glenn County are typical of most rural counties. Resource industries such as mineral extraction, agriculture, and logging are the primary employers. Government and service industries are also among the top employers in the region. Much of the traffic on the local roadways and state highways is related to goods movement, particularly farm to market.

Personal automobiles are the primary mode of travel in the region. Trucks are also prevalent on local roads and highways as they move goods to market. Commute traffic tends to be more concentrated on State Highway 32 and Interstate 5 as they serve as major routes to nearby employment opportunities. These routes also handle the majority of traffic generated by shopping opportunities, medical and other services available in surrounding areas. Glenn Transit Service provides bus service (Glenn Ride) from Willows into the Chico area in Butte County.

## **Organization**

The GCTC was designated as a Regional Transportation Planning Agency (RTPA) by the Secretary of the California Business, Transportation and Housing Agency. This body is made of six members: three members appointed from the Glenn County Board of Supervisors and three members appointed from the City Selection Committee representing the cities of Orland and Willows. The GCTC meets monthly at alternating locations between the cities of Orland and Willows. GCTC receives and administers funds from the Transportation Development Act (TDA), the Regional Surface Transportation Program, and Rural Planning Assistance (RPA). In addition, GCTC develops and nominates projects to the State Transportation Improvement Program (STIP). The GCTC is also responsible for the development of the Regional Transportation Improvement Program (RTP) for Glenn County.

There are four standing committees that advise the GCTC throughout the year: the Regional Transit Committee, the Social Services Transportation Advisory Council, the Technical Advisory Regional Transportation Improvement Committee, and the Glenn County Airport Advisory Committee. (See Appendix C)

### **Regional Transit Committee**

The Regional Transit Committee (RTC) consists of six representatives. Glenn County, the City of Orland and the City of Willows each appoint two representatives. This committee is responsible for the operations of transit services offered in Glenn County. The RTC considers the recommendations of the Social Services Transportation Advisory Council and presents the recommendations to the GCTC. The RTC is the governing board for Glenn Transit Service, a Joint Powers Authority, for transit services in Orland, Willows and the unincorporated area of Glenn County. The Joint Powers Agreement references Transportation Development Act, Government Code Section 29530 et seq. with the County and the Cities as recipients of the funds. An expansion of the membership, such as representative from the Grindstone Indian Rancheria Tribal Government would require action by the Cities of Orland and Willows and Glenn County.

### **Social Services Transportation Advisory Council**

In accordance with TDA statute 99238, GCTC has established the Social Services Transportation Advisory Council (SSTAC) which is a diverse group of persons representing senior, disabled, and limited means

populations. Other members include social services providers of various programs, including Native American programs, and a transit operator. In 2000, the GCTC increased the membership to a total of 14. The additional members represent California Work Opportunities and Responsibility to Kids (CalWORKS) and the Butte-Glenn Community College District. The SSTAC has invited the Grindstone Rancheria Tribal Government to participate and regularly sends meeting packets to the tribe.

The SSTAC annually reviews and recommends action for unmet transit needs in Glenn County and advises on major transit issues. Also, the SSTAC has been analyzing and recommending actions for the existing transit systems with the information from the Short Range Transit Plan to the RTC. The SSTAC advises the RTC on operational issues with the Glenn Transit Service and recommends changes to current service models as necessary.

### **Technical Advisory Regional Transportation Improvement Committee**

Members of the Technical Advisory Regional Transportation Improvement Committee (TAC) include planning and engineering staff of the County of Glenn, Cities of Orland and Willows, and a representative from the Grindstone Indian Rancheria Tribal Government. The TAC has advisory members for the committee which include staff from the California Highway Patrol, U.S. Forest Service, and Caltrans, District 3. This committee has the responsibility to use their expertise to review, evaluate, prioritize and recommend regional projects for programming Glenn County's share of the STIP for the GCTC's consideration in the Regional Transportation Improvement Plan (RTIP). It also provides data for and input on the updates of the RTP.

### **Glenn County Airport Advisory Committee**

The Airport Advisory Committee (AAC) consists of nine members with four representing the Willows Airport, four representing the Orland Airport and one representative of the public. The committee is appointed by the County Board of Supervisors. This committee has the responsibility of developing and analyzing the aeronautical transportation planning activities for GCTC's consideration for the aviation element of the RTP. This information is incorporated into the California Aviation System Plan (CASP) and updates to the Aviation Capital Improvement Plan.

## **Environmental Review**

The OWP is exempt from the California Environmental Quality Act pursuant to Sections 15262 and/or 15276 of the California Code of Regulations. Projects that may have environmental impacts are reviewed on an individual basis.

## **Planning Emphasis Areas**

Each year the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) identify Planning Emphasis Areas (PEAs) to be addressed in metropolitan and statewide transportation processes. RTPA's are not required to incorporate the PEAs into their OWP; however, Caltrans recommends that they be included in the document. FTA and FHWA have not published any PEA's for the fiscal year 2012/2013 cycle.



## **Federal Planning Factors**

The Federal Planning Factors in Title 23 of the United States Code, Section 134(f) are incorporated into the OWP. The eight planning factors are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

## Work Elements

### Caltrans Activities within Glenn County and with GCTC for FY 2012

The following table describes joint planning activities undertaken by Caltrans within the area served by the Glenn County RTPA.

Activity	Description	Product
System Planning	Completion of System Planning Products used by Caltrans and its transportation.	<ul style="list-style-type: none"> <li>• District System Management Plan Update</li> <li>• Transportation Corridor Concept Reports for various State Routes</li> <li>• Transportation System Development Program</li> <li>• CSMP <i>State of the Corridor Report</i> Updates</li> <li>• District 3 Goods Movement Plan</li> <li>• District 3 Bicycle Plan</li> <li>• California Freight Mobility Plan</li> </ul>
Advance Planning	Completion of pre-programming studies (e.g. Project Initiation Documents) so as to be ready to program resources for capital projects.	Project Initiation Documents (PID), as indicated in the "District 3 Three-Year PID Strategic Plan"
Regional Planning	Participate in and assist with various regional planning projects and studies.	Participation in the following projects and studies: <ul style="list-style-type: none"> <li>• 2030 RTP Amendments</li> <li>• California Interregional Blueprint/California Transportation Plan</li> <li>• Assist with Regional Blueprint Planning Program</li> <li>• Participate in various policy and technical committees related to all facets of the regional planning process</li> <li>• Oversight of Planning Studies/Projects pertaining to the State Highway System</li> </ul>
Local Development Review Program	Review all local development proposals potentially impacting the State Highway System.	Assistance to lead agencies to ensure the identification and mitigation of local development impacts to the State Highway System.

## Work Element 1.01 Overall Work Program Development

### Objective

Develop an OWP that conforms to pertinent State and federal requirements, and directs effective regional transportation planning and programming activities within Glenn County.

### Discussion

As the statutorily designated RTPA for Glenn County, the GCTC is responsible for developing the annual OWP that includes all anticipated transportation planning and programming activities proposed with State and federal funds. The OWP builds upon work accomplished in the previous year and must describe the source and amount of funds (including any planning grant funds) and associated tasks and products. OWP development is to be done in coordination with (and with input from) the local agencies and Tribal Governments.

### Previous Work

- FY 2011/2012 OWP development, administration and financial reporting
- FY 2012/2013 OWP and OWP Agreement: develop and obtain approval from Caltrans

### Tasks and Products

- Close out FY 2011/2012 OWP by September 2012
- Final FY 2012/2013 OWP and OWP agreement in place by July 1, 2012
- Quarterly Progress Reports and Invoicing to Caltrans at the end of each quarter
- FY 2012/2013 OWP Amendments (if needed) to Caltrans for approval prior to April 1, 2013
- Draft FY 2013/2014 OWP by February 2013
- Final FY 2013/2014 OWP by June 2013

### Budget

<b>Revenue</b>	
Source	Amount
RPA	\$23,000
<b>Total</b>	<b>\$23,000</b>

<b>Expenditures</b>	
Expense	Amount
GCTC Staff	\$22,750
Agendas, advertising, mailing and copies for OWP	\$250
<b>Total</b>	<b>\$23,000</b>

## **Work Element 2.01      Transportation System Management**

### **Objective**

Achieve a coordinated street and road system within Glenn County emphasizing the Transportation System Management strategies outlined in Glenn County's RTP.

### **Discussion**

Among the many challenges to delivering projects or preparing information for available grant funding is the compilation of data to identify funding priorities or needs in particular areas of the transportation system. Existing data on roads and other assets is stored in different formats and in various locations. In some cases, data has not been collected for the transportation system unless there is a project that warrants the commitment of time and resources. Consequently, project data cannot be collected in time to meet funding timelines or the data is incomplete as is the case for many aspects of the transportation system.

Significant effort is underway using Blueprint Planning Grant funding to upgrade the existing Geographic Information System (GIS) data for Glenn County. Leveraging this effort, GCTC staff has identified opportunities to collect, manage, and analyze data such as traffic counts, road ratings, land use, utilities within rights-of-way, bridges, and other transportation system assets. Databases and other data management tools such as GIS can be implemented to visualize the condition of the transportation system and prioritize investments.

Efforts have begun to work out the data needs for maintenance of the transportation system, identify necessary tools to collect and maintain data, recognize efficiencies that can be gained over current practices, create a plan for implementation, and begin implementation. The process will involve the conversion of existing data and changes to data input procedures (ex. hardcopy to digital). GCTC sees this as an essential component to access funding opportunities to maintain and improve the transportation system. Metrics quantifying the effect of investments on transportation system performance appears to be a primary element in making a case for funding allocations to projects.

A rudimentary plan was developed to identify priorities in data collection for various public works assets in the region. It identified the different types of assets that would be collected, a schema of attributes for each and an estimated timeline. The geographic scope of the project covers the entire Glenn County region. The county and the two cities will be able to leverage this effort to better plan operations.

In April of 2005, the Butte County Association of Governments (BCAG) finalized a report entitled North Valley Regional ITS Architecture with the aid of the consulting firm ITERIS. Glenn and Colusa County RTPAs were also included in this effort. The plan covers traffic operations to intelligent transportation systems for transit services. During the past few years BCAG has attempted to update this plan and the GCTC has been supportive of all of their efforts. GCTC keeps this in the OWP as an annual task in the event opportunities arise to maintain all or portions of the plan. This plan is being leveraged by the RTC to improve transit service in the region.

### Previous Work

- Maintenance of county-wide road centerline data
- Maintenance of the county-wide Pavement Management System (PMS)
- Maintenance of regional land-use data

### Tasks

- Continue maintenance of PMS – *Ongoing*
- Maintenance/Purchase of replacement traffic counting components – *Ongoing*
- Conduct traffic counts in coordination with PMS maintenance – *Ongoing*
- Convert existing PMS system database to standard database for use by cost accounting and GIS software – *July 2012-June 2013\**
- Review Bridge Reports, evaluate ratings, prioritize repairs, and create repair plan and schedule – *July 2012-June 2013*
- Begin implementation of plan to collect data on transportation system assets (signs, culverts, encroachments, franchise agreements, etc.)– *July 2012-June 2013\**
- Modify road centerline data using GIS to incorporate appropriate roadway attributes (e.g. structural make up, striping, condition, speed, improvements, etc.) – *January 2012-June 2013*
- Update traffic collision database – *Ongoing\**
- Coordinate and maintain Intelligent Transportation System (ITS) Implementation Plan – *Ongoing*
- Identify flood prone regional roads and provide web map to public to notify of closures and alternate routes and engage consultant to prepare data for display in a map service – *October 2012-December 2012*
- Identify and attend training opportunities in Transportation Modeling and GIS technical training. Training includes GIS user conferences, on-line courses offered via software vendors or education institutions, and/or instructor led courses. Attendees may include GCTC Staff (1), Glenn County Public Works Staff (1), Willows Public Works Staff (1), and Orland Planning or Public Works Staff (2) –*As Needed*
- Coordinate, consult, and collaborate with Grindstone Rancheria Tribal Government –*As Needed*

### Products

- Updated PMS with corresponding traffic counts – *June 2013*
- Updated traffic collision database for regional roads for calendar year 2012 – *December 2012\**
- Updated traffic collision database for regional roads for first half of calendar year 2013 – *June 2013\**
- Database containing information on transportation system assets – *June 2013\**
- ITS plan implementation and potential update in coordination with Butte County Association of Governments – *June 2013*
- GIS data on tribal transportation assets – *June 2013*
- Training certificates or other proof of seminar attendance – *July 2012-June 2013*
- Bridge Repair Plan – *January 2013*

*\*To be assisted or completed by consultant.*

**Budget**

<b>Revenue</b>	
Source	Amount
RPA	\$90,000
<b>Total</b>	<b>\$90,000</b>

<b>Expenditures</b>	
Expense	Amount
Data Collection/Maintenance - Staff	\$63,000
Software Licensing	\$8,000
Consultant for IT services	\$9,000
Training	\$6,000
Travel	\$4,000
<b>Total</b>	<b>\$90,000</b>

**Work Element 2.05      Regional Blueprint Planning**

**Objective**

Better inform regional and local decision-making, through proactive engagement of all segments of the population as well as critical stakeholders in the community, business interests, academia, builders, environmental advocates, and to foster consensus on a vision and preferred land use pattern.

**Discussion**

During the past year, GCTC has worked to lay the foundation for regional collaboration and integrated planning to plan for and accommodate all growth and reduce sprawl. The vision has been that this program will lead to an on-going framework for collaboration among regional agencies, local governments, Tribal Governments and State agencies to promote mobility, more housing and transportation choices, access to jobs, healthy communities, and a thriving economy.

GCTC has continued to work with Caltrans staff to modify the project goals and objectives to improve and complete a regional GIS. GCTC staff has contracted with a consultant, Matson & Isom Technology Consultants (MITC) to assist in collecting new GIS data, improve existing data, and develop applications or other means by which all local officials, stakeholders, and the general public can access the developed information. Work is being completed on data and application development. As applications are released for use by local municipalities, stakeholders, and the public, data will continue to be refined based on feedback received from users.

Efforts are in progress to begin modeling regional land use and transportation data using UPlan in consultation with staff from the University of California at Davis. While the majority of the work will be technical in nature, a key component will be agreement on model inputs by elected officials and stakeholders. Outreach meetings will be held to facilitate a consensus on model inputs and to show modeling results.

### Previous Work

- Community Survey on General Government, land use, and transportation issues
- Needs Assessment and Implementation Plan for the Regional GIS
- Renewed GIS software licensing for additional year
- Refined and standardized GIS base map layers (Assessor's Parcels, land use, roads, hydrology, etc.)
- Developed GIS map layers for transportation assets (bridges, underground utilities, transit)
- Online applications to access developed GIS data layers

### Tasks

- Prepare Fiscal Year 2008/2009 closeout documents for submittal— *July 2012-August 2012*
- Establish consensus on model inputs – *February 2013-June 2013*
- Solicit participation in development of regional development principles – *July 2012-June 2013*
- Create additional map services as needed to serve a single function such as informing the public on road conditions – *July 2012-October 2012\**
- Convert data into useable format for GIS modeling software such as UPlan or other scenario planning tool - *March 2013-June 2013\**
- Develop model input parameters; consult with UC Davis staff in using Uplan – *July 2012-June 2013*
- Run developed model and examine various scenario results. Prepare results for display – *March 2013-June 2013*
- Project oversight and reporting –*July 2012-June 2013*
- Purchase data license for GIS software to maintain and test other modeling scenarios – *June 2013*
- Continue data layer development focusing on public-use airports – *September 2012-January 2013\**

### Products

- Completed submittals for Fiscal Year 2008/2009 grant close-out – *August 2012*
- Complete GIS database with existing layers spatially corrected to established standards – *June 2013\**
- Functional user friendly website with enhanced functions available to local jurisdiction staff, stakeholders, and general public –*September 2012\**
- Converted data ready for modeling scenarios – *June 2013\**
- Model inputs data sheet – *May 2013*
- Scenario Maps and model output data – *June 2013\**
- Notes from project meetings, quarterly reports, and other documents – *July 2012-June 2013\**
- GIS software license purchase – *June 2013*

*\*To be assisted or completed by the consultant.*

**Budget**

<b>Revenue</b>	
Source	Amount
Blueprint Grant	\$60,186
RPA	\$16,000
<b>Total</b>	<b>\$76,186</b>

<b>Expenditures</b>	
Expense	Amount
GCTC Staff	\$20,000
Consultant (MITC)	\$48,186
GIS software license	\$8,000
<b>Total</b>	<b>\$76,186</b>

**Work Element 3.01      Regional Transportation Improvement Plan**

**Objective**

Provide planning, programming, and monitoring for 2012 RTIP program of projects as it relates to the STIP. Select and prioritize projects and program funds available through the federal Transportation Equity Act (SAFETEA-LU) including Regional Surface Transportation Program (RSTP).

**Discussion**

As the statutorily designated RTPA for Glenn County, the GCTC is responsible for selecting and prioritizing projects to use available state and federal transportation grant funds including those from the STIP and SAFETEA-LU. These funds, along with local funds and funds available to Caltrans, are used to implement the projects identified in the RTP. The most critical responsibility for GCTC is to program the RTIP funds allocated to Glenn County.

**Previous Work**

- Monitored progress on STIP and Transportation Enhancement (TE) projects
- Prepared 2012 RTIP with all associated meetings and coordination

**Tasks**

- Coordinate, consult, and collaborate with Grindstone Rancheria Tribal Government –*As Needed*
- Reconcile planning projects with goals of the current RTP – *July 2012-June 2013*
- Provide information and outreach to local officials, stakeholders, and public – *As Needed*

**Products**

- TAC meeting agendas and minutes – *July 2012-December 2013*



**Budget**

<b>Revenue</b>	
Source	Amount
RPA	\$5,325
<b>Total</b>	<b>\$5,325</b>

<b>Expenditures</b>	
Expense	Amount
GCTC Staff	\$5,225
Agenda copies, submittal documentation, mailing	\$100
<b>Total</b>	<b>\$5,325</b>

**Work Element 4.01 Regional Coordination**

**Objective**

Coordinate regional planning activities and meetings between cities, county, state, tribal government, and other stakeholders.

**Discussion**

GCTC staff receives information from state and federal agencies and disseminates it to local jurisdictions and the Grindstone Rancheria. There are several coordinating meetings including local city council and board of supervisors meetings that require the presence of GCTC staff. Occasionally, GCTC staff consults with and provides information to local public works staff regarding funding opportunities, documentation for programmed projects, and other related matters.

GCTC participates in the Rural Counties Task Force (RCTF) which is an advisory committee to the California Transportation Commission. The RCTF provides a forum for the 26 rural RTPA’s in California to coordinate information, discuss issues, and present their unique perspective and input into the state-wide decision making process. Also, the RCTF provides a venue to pool financial and knowledge based resources. GCTC staff is actively involved with efforts on the development of the California Interregional Blueprint.

During the past year, a group called the North State Super Region (NSSR) was formed by 16 counties in Northern California to identify common growth, transportation, and land use issues and formulate strategies for advocacy to implementing agencies and the public. The Executive Director of GCTC actively participates in this group to promote coordination of efforts in Northern California.

**Previous Work**

- Attended RCTF meetings and disseminate information to local jurisdictions
- Support and represent RCTF on California Interregional Blueprint Working Group
- Attend NSSR meetings and support outreach efforts

**Tasks**

- Participate and Support RCTF meetings and activities – *Ongoing*
- Participate and Support NSSR meetings and activities – *Ongoing*
- Disseminate and coordinate meetings with local agencies – *Ongoing*
- Coordinate, consult, and collaborate with Grindstone Rancheria Tribal Government –*As Needed*
- Attend training on transportation planning related topics to increase the local knowledge base – *As Needed*
- Update GCTC Policy and Procedures Manual to assure compliance with applicable regulation and process clarity for local jurisdictions – *July 2012-June 2013*

**Products**

- RCTF Meeting agendas and minutes – *July 2012-June 2013*
- NSSR Meeting agendas and minutes – *July 2012-June 2013*
- City council and county supervisor meeting agendas – *July 2012-June 2013*
- Materials received from training opportunities – *July 2012-June 2013*
- Updated GCTC Policy and Procedures Manual – *June 2013*

**Budget**

<b>Revenue</b>	
Source	Amount
RPA	\$25,000
<b>Total</b>	<b>\$25,000</b>

<b>Expenditures</b>	
Expense	Amount
GCTC Staff	\$20,000
Travel	\$2,000
Training	\$1,500
Rural Counties Task Force dues	\$1,500
<b>Total</b>	<b>\$25,000</b>

**Work Element 5.01 Transit Planning, Monitoring, and Coordination**

**Objective**

Monitor Glenn County Transit service operations and conduct planning activities for future service enhancements. Provide better outreach to the public and visibility of the transit system.

**Discussion**

As discussed previously, the RTC is the governing body responsible for Glenn Transit Service. This service currently offers the following services:

1. Glenn Ride –a deviated fixed route bus service providing transportation from the City of Willows to the Chico area located in Butte County. This service consists of one large inter-county route which passes through the two incorporated cities of Glenn County and the community of Hamilton City.
2. ADA/Paratransit – an on-demand service providing origin-to-destination transportation for qualifying individuals living within a mile and a half of the city halls of Orland and Willows.
3. Volunteer Medical Transportation – a service that provides transportation to qualifying individuals for non-emergency medical appointments. This service is staffed by volunteer drivers.
4. New Freedom - a service that provides transportation to qualifying individuals for non-emergency medical appointments. This service is differentiated from the Volunteer Medical Transportation in that it uses a bus capable of transporting multiple individuals and persons who rely on mobility devices.

This system requires constant monitoring and planning to adequately meet the needs of system users with limited funding. It is a constant challenge to arrange timing, stops, and coordinate schedules with other transit services such as the B-Line, Amtrak, and Greyhound in Butte County. Frequently, studies are required to make informed decisions for future operations.

### Previous Work

- Monitored transit operations to determine system usage by ridership
- Planned route for bus stop trash collection
- Planned system adjustments based on usage

### Tasks

- Coordinate with Butte County Association of Governments to establish more connections to the B-Line bus service– *Ongoing*
- Analyze system ridership, maintain reporting, and determine system needs – *Ongoing*
- Review existing plans and determine success of implemented policies, procedures and programs –*As Needed*
- Examine new service models to increase frequency of service – *January 2012-June 2013\**
- Update schedules, information pamphlets, and transit website to inform the public of transit options and provide aid with trip planning - *Ongoing*
- Advertise services changes, promotions, and solicit public input through local media – *January 2013-June 2013*
- Coordinate, consult, and collaborate with Grindstone Indian Rancheria Tribal Government –*As Needed*
- Provide information and outreach to the public with special focus on senior citizens – *Ongoing*
- Seek training opportunities for staff to improve transit planning and management – *Ongoing*

### Products

- Plans for additional service connections to other area transit services (if necessary) – *May 2013\**
- Ridership reports – *June 2013*

- Updated pamphlets, schedules, and transit website – July 2012-June 2013\*
- Recommendations for new transit studies (if necessary) – May 2013\*
- Service changes based on monitoring reports (if necessary) – January and June 2013

\*To be assisted or completed by the consultant.

**Budget**

<b>Revenue</b>	
Source	Amount
RPA	\$20,049
<b>Total</b>	<b>\$20,049</b>

<b>Expenditures</b>	
Expense	Amount
GCTC Staff	\$13,549
Agendas, copies, mailings	\$200
Printing services for public information outreach	\$1,500
Meeting advertising, input solicitation	\$1,800
Training	\$2,500
Travel	\$500
<b>Total</b>	<b>\$20,049</b>

**Work Element 6.01 Airport Planning Activities**

**Objective**

Monitor Glenn County airports and conduct planning activities for maintenance, operations, and future service enhancements. Provide better outreach to the public and public awareness of airport facilities.

**Discussion**

There are two general aviation airports in Glenn County: the Willows-Glenn County Airport and the Orland-Haigh Field Airport. At this time, neither facility supports passenger service. Each is used primarily for recreational purposes and agricultural services such as aerial seeding or application of sprays.

Over the last few years, projects have been completed at the airports to enhance services available or to comply with state or federal mandates. During this time, the staff assigned to work with the airports has been diminished through retirements. As these individuals leave, they take with them a considerable amount of institutional knowledge on how the airports are operated and maintained. Further, there are no plans, which document the maintenance and operation of the airports so that future projects can be planned effectively.

**Previous Work**

- None.

**Tasks**

- Participate in Airport Advisory Committee meetings and any activities related to the California Aviation System Plan or Aviation Capital Improvement Plan –*As Needed*
- Develop overall operations/maintenance plan for Glenn County airports – *July 2012-June 2013*

**Products**

- Meeting notes from Airport Advisory Committee meetings or other planning activities – *July 2012-June 2013*
- Overall operations/maintenance plan for Glenn County airports – *July 2012-June 2013*

**Budget**

<b>Revenue</b>	
Source	Amount
RPA	\$31,000
<b>Total</b>	<b>\$31,000</b>

<b>Expenditures</b>	
Expense	Amount
GCTC Staff	\$30,700
Agendas, copies, mailings	\$300
<b>Total</b>	<b>\$31,000</b>

**Work Element 7.01 Short Range Transit Plan**

**Objective**

Develop a Short-range Transit Plan in cooperation with the public transit agency, Glenn Transit Service (GTS). The plan will focus on transit system improvements to enhance service delivery, lower operational costs, analyze capital investments, improve passenger safety and provide alternative service models or other changes that can be implemented to improve the overall transit system.

**Discussion**

During the last three years, GTS has experienced significant reduction in service due to declining operational funding for transit services. Glenn Ride, GTS’s interregional deviated fixed-route service, has note made any route or schedule changes during the last ten years, which has resulted in service gaps and connections issues as ridership has increased.

Work Element 5.01 outlines the services currently offered by GTS. Each service has seen consistent ridership growth as the service has been available. The Glenn Ride service in particular continues to see an average increase in ridership of approximately 17% per year. This has impacted the transit system to where route timing has been compromised leading to missed connections with transit services in Butte County.

In attempt to help resolve some of these issues, GCTC applied for and received a Rural or Small Urban Transit Planning Studies grant. This grant will be used to develop a Short-range Transit Plan with the aid

of a qualified consultant. The study will evaluate the current transit system, assess its service delivery, identify where changes or improvements can be made to the transit system within budget constraints and layout potential strategies to achieve the recommended improvements.

**Previous Work**

- Applied for Rural or Small Urban Transit Planning Studies grant.

**Tasks**

- Hold project kick-off meeting– *February 2013*
- RFP for consultant to assist with Short-range Transit Plan – *March 2013-May 2013*
- Begin Existing Conditions Analysis –*June 2013\**
- Prepare quarterly reports – *January 2013-June 2013*

**Products**

- Kick-off meeting notes – *February 2013*
- Consultant RFP – *March 2013*
- Executed Consultant Contract – *May 2013*
- Quarterly Reports – *April 2013*

*\*To be assisted or completed by the consultant.*

**Budget**

<b>Revenue</b>	
Source	Amount
Rural or Small Urban Transit Planning Studies Grant	\$53,650
RPA	\$6,951
<b>Total</b>	<b>\$60,601</b>

<b>Expenditures</b>	
Expense	Amount
GCTC Staff	\$9,345
Agendas, copies, mailings	\$200
Transit Consultant	\$51,056
<b>Total</b>	<b>\$60,601</b>

# APPENDICES

## Appendix A: Budget Tables

### Budget Detail

Work Element	Funding Source	Total	% of Budget
1.01	RPA	\$23,000	7%
2.01	RPA	\$90,000	27%
2.05	RPA	\$16,000	5%
	Blueprint Grant	\$60,186	18%
3.01	RPA	\$5,325	2%
4.01	RPA	\$25,000	8%
5.01	RPA	\$20,049	6%
6.01	RPA	\$31,000	9%
7.01	RPA	\$6,951	2%
	5304 Planning Grant	\$53,650	16%
<b>Total</b>		<b>\$331,161</b>	<b>100%</b>

### Summary of Funding and Agency Expenditures

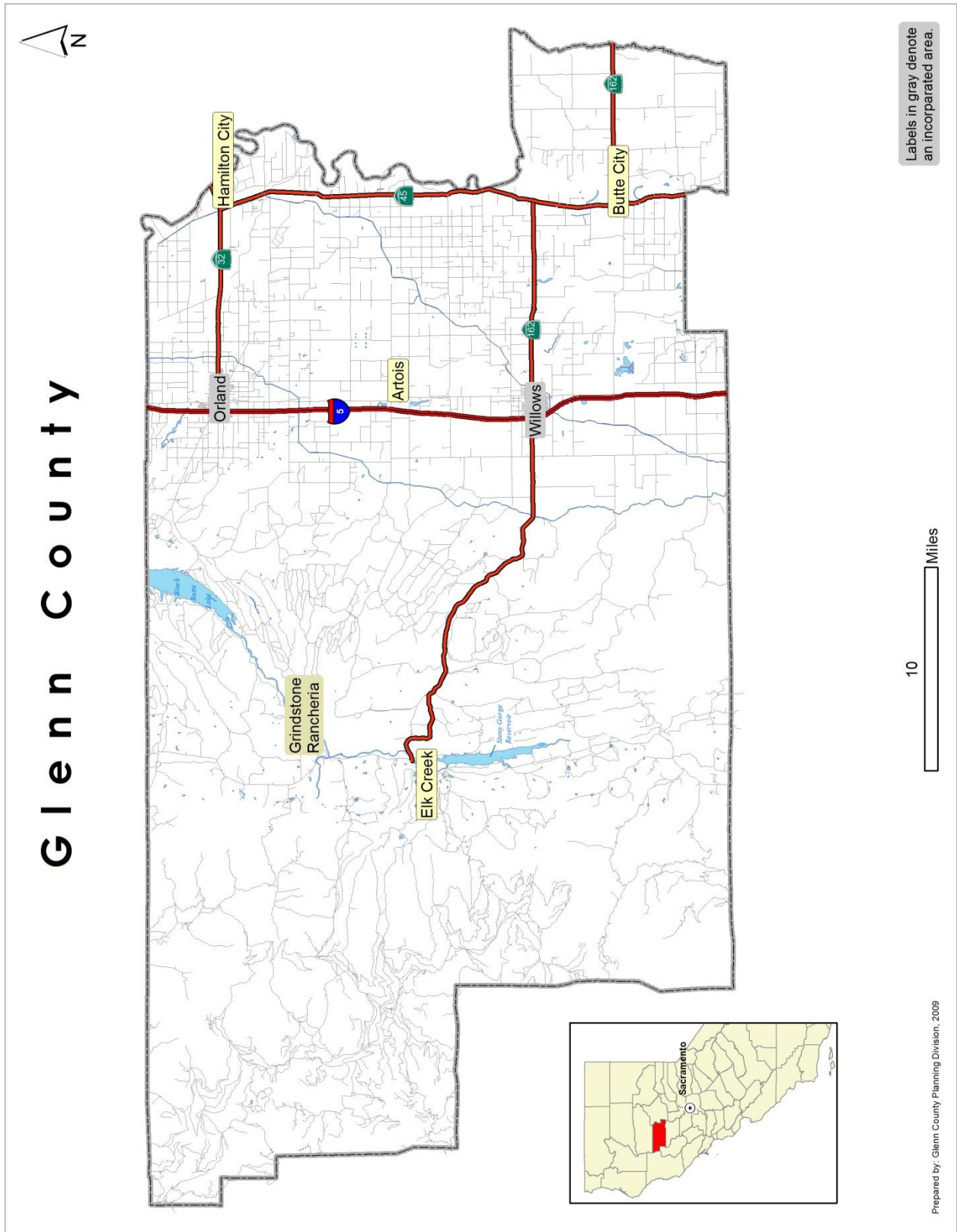
Work Element	Rural Planning Assistance	Local Transportation Funds	Blueprint Planning Grant	5304 Planning Grant	Total
1.01	\$23,000	\$0	\$0	\$0	\$23,000
2.01	\$90,000	\$0	\$0	\$0	\$90,000
2.05	\$16,000	\$0	\$60,186	\$0	\$76,186
3.01	\$5,325	\$0	\$0	\$0	\$5,325
4.01	\$25,000	\$0	\$0	\$0	\$25,000
5.01	\$20,049	\$0	\$0	\$0	\$20,049
6.01	\$31,000	\$0	\$0	\$0	\$31,000
7.01	\$6,951	\$0	\$0	\$53,650	\$60,601
<b>Total</b>	<b>\$217,325</b>	<b>\$ 0</b>	<b>\$60,186</b>	<b>\$53,650</b>	<b>\$331,161</b>



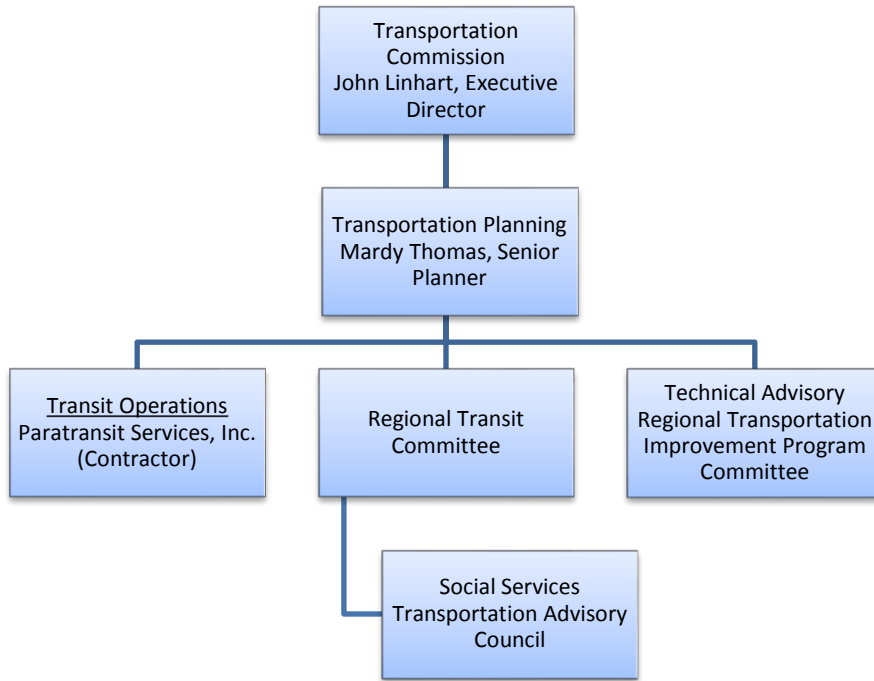
**Expenditure by Responsible Agency**

<b>Work Element</b>	<b>GCTC</b>	<b>Consultant</b>
<b>1.01</b>	\$23,000	\$0
<b>2.01</b>	\$81,000	\$9,000
<b>2.05</b>	\$28,000	\$48,186
<b>3.01</b>	\$5,325	\$0
<b>4.01</b>	\$25,000	\$0
<b>5.01</b>	\$20,049	\$0
<b>6.01</b>	\$31,000	\$0
<b>7.01</b>	\$9,545	\$51,056
<b>Total</b>	<b>\$222,919</b>	<b>\$108,242</b>

# Appendix B: County Map



## Appendix C: Organizational Chart



## **Appendix D: Glossary**

### **OVERALL WORK PROGRAM**

A work plan for transportation planning activities including estimated costs, funding sources and completion schedules.

### **REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP)**

A list of transportation projects developed by the Regional Transportation Planning Agency (RTPA) that is incorporated into the State Transportation Improvement Program (STIP). The projects may be rehabilitation of local streets and roads, state highway projects and/or acquisition of buses for transit systems.

### **REGIONAL TRANSPORTATION PLAN (RTP)**

A 20-year transportation planning document identifying future regional transportation needs (streets and roads and transit) and to plan how these needs can and will be met.

### **REGIONAL TRANSPORTATION PLANNING AGENCY (RTPA)**

Oversees transportation planning and expenditure of transportation funding. The Glenn County Transportation Commission is the RTPA in Glenn County. It is established under Government Code Section 29535. It is comprised of six members: three appointed by the County Board of Supervisors and three appointed by the City Selection Committee.

### **STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)**

A multi-year program of transportation projects on local roads and the state highway system funded from the State Highway Account and other funding sources. The program generally occurs every two years.

**GLENN COUNTY TRANSPORTATION COMMISSION**  
**RESOLUTION NO. 2012-11**  
**AMENDMENT OF 2012/2013 OVERALL WORK PROGRAM**

\* \* \*

WHEREAS, the Glenn County Transportation Commission has been designated by the State of California Business and Transportation Agency as the Planning Agency for Glenn County pursuant to the Transportation Development Act of 1971, as amended; and

WHEREAS, the Glenn County Transportation Commission approved the Final Overall Work Program for Fiscal Year 2012/2013 on June 21, 2012; and

WHEREAS, the Overall Work Program Agreement was executed between the Department of Transportation and the Glenn County Transportation Commission; and

WHEREAS, transportation planning requires information for decision-making to be entered in a timely and cost efficient manner; and

WHEREAS, the Glenn County Transportation Commission has received \$53,650 in funding from the Fiscal Year 2012/2013 5304 Rural or Small Urban Transit Planning Studies grant; and

WHEREAS, this funding will be used to develop a Short-range Transit Plan for Glenn Transit Service; and

WHEREAS, the Glenn County Transportation Commission was allocated additional Rural Planning Assistance funding for the 2012/2013 Fiscal Year in the amount of \$1,325.

THEREFORE, the Glenn County Transportation Commission amends the 2012/2013 Overall Work Program to amend Work Elements 2.05, 3.01, 4.01, 5.01 and create Work Elements 6.01 and 7.01 as follows:

1. Amend Work Element 2.05 by adjusting the annual budget to reflect year-end totals for the Blueprint Planning Grant activities. Blueprint Grant funds remaining at the end of Fiscal Year 2011/2012 totaled \$60, 186 with a required match of \$16,000.

2. Amend Work Element 3.01 by increasing the budget in the amount of \$325.00 for additional staff time to maintain and monitor the Regional Transportation Plan.
3. Amend Work Element 4.01 to reflect a decrease of \$8,000; \$6,000 from Staff time, \$1,000 from Travel, and \$1,000 from Training.
4. Amend Work Element 5.01 to reflect a \$4,951 decrease by eliminating the Transit Consultant budget category. The remaining balance allocated to GCTC Staff time (\$3,549) and Training (\$500).
5. Create Work Element 6.01 to address planning needs for the airports within Glenn County with a budget of \$31,000.
6. Create Work Element 7.01 as required by grant award conditions of the 5304 Rural or Small Urban Transit Planning Studies grant. Budget includes grant award of \$53,650 with required match of \$6,951 to develop a Short-range Transit Plan.

PASSED AND ADOPTED, by the Glenn County Transportation Commission this 18<sup>th</sup> day of October 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

GLENN COUNTY TRANSPORTATION COMMISSION

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**Gary Hansen**, Chairman

ATTEST:

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**John Linhart**, Executive Director