

COMMISSIONERS

COUNTY OF COLUSA:

GARY EVANS
KENT BOES
DAURICE K. SMITH,
VICE CHAIR

City Colusa:

JOSH HILL

City of Williams:

FRANK KENNEDY, CHAIR
ROBERT MENDOZA



COUNTY OF COLUSA
TRANSPORTATION COMMISSION &
TRANSIT AGENCY
1215 MARKET STREET,
COLUSA, CA 95932
TELEPHONE 530-458-0508
FAX (530) 458-2035
Michael Azevedo,
Public Works Director
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www.countyofcolusa.org

COLUSA COUNTY TRANSPORTATION COMMISSION
&
TRANSIT AGENCY

Agenda

December 20, 2022

Colusa County Board of Supervisors Chambers
546 Jay Street, Suite 108
Colusa, CA 95932

3:00 p.m. CALL TO ORDER/ROLL CALL

I. PERIOD OF PUBLIC COMMENT (TRANSIT AND/OR TRANSPORTATION)

II. MINUTES APPROVAL

1. Minutes Approval
Transportation Commission & Transit Agency – Regular Meeting – September 27, 2022.

III. REPORTS (TRANSIT AND/OR TRANSPORTATION)

1. Executive Director
2. Transit Manager
3. Caltrans
4. City of Colusa
5. City of Williams
6. California Highway Patrol

IV. SITTING AS THE COLUSA COUNTY TRANSPORTATION COMMISSION

1. Approve First Amendment to the 22/23 Overall Work Plan (OWP).

ADJOURN

PERIOD OF PUBLIC COMMENT: Any person may speak about any subject of concern, provided it is within the purview of the Transportation Commission and Transit Agency and is not already on today's agenda. The total amount of time allotted for receiving such public communication shall be limited to a total of **15 minutes per issue** and each individual or group will be limited to no more than **5 minutes each**. **Note:** No Board action shall be taken on comments received.

ADA COMPLIANCE: Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. In addition, any person with a disability who requires a modification or accommodation to participate or attend this meeting may request necessary accommodation. Please make your request to the

County Board Clerk, specifying your disability, the format in which you would like to receive this Agenda, and any other accommodation required no later than 24 hours prior to the start of the meeting.

All supporting documentation is available for public inspection and review in the Office of the Board Clerk, 547 Market Street, Suite 102, Colusa, CA 95932 during regular business hours 8:30 a.m. to 5:00 p.m., Monday through Friday.

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**Transportation Commission & Transit Agency
 Board Chambers
 546 Jay Street, Suite 108
 Colusa, CA 95932**

Minutes

September 27, 2022

The Colusa County Transportation Committee (CCTC) and the Colusa County Transit Agency (CCTA) meet in Regular Session this 27th day of September 2022 at the hour of 3:05 p.m. Present: Commissioners Daurice K. Smith, Kent S. Boes, Gary J. Evans, Josh Hill, Roberto Mendoza and Frank Kennedy.

I. PERIOD OF PUBLIC COMMENT (TRANSIT AND/OR TRANSPORTATION)
 None.

II. MINUTES APPROVAL

1. Minutes Approval
 Transportation Commission & Transit Agency – Regular Meeting – August 30, 2022.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Smith
SECONDER:	Hill
AYES:	Kennedy, Smith, Boes, Evans, Hill, Mendoza

III. REPORTS (TRANSIT AND/OR TRANSPORTATION)

1. Executive Manager

Mr. Azevedo states the North State Super Region sent a letter in opposition to California Air Resource Board (CARB) due to their recent actions regarding the Innovative Clean Transit Rule Revision and the costs it will impose on small Rural Transit Agencies converting to electric busses. He also states he has received many calls regarding the road work on Market and 10th Streets.

2. Transit Manager

Mr. Azevedo updates the Commissioner on staffing for Transit. He states he received applications for Transit Manager but none were successful. He further states he was able to hire one Transit Driver.

Minutes Acceptance: Minutes of Sep 27, 2022 3:00 PM (Minutes Approval)

3. Caltrans
None.
4. City of Colusa
Commissioner Hill states he has received many complaints from businesses regarding the road work on Market Street.
5. City of Williams
Commissioner Kennedy states striping is in progress and should be done by the end of this week.
6. California Highway Patrol
None.

IV. SITTING AS THE COLUSA COUNTY TRANSPORTATION COMMISSION

1. Authorize a 90 day extension pursuant to Public Utility Code Section 99245 for the completion of the Colusa County Transportation Commission's annual Transportation Development Act (TDA) fiscal and compliance audit.

Comments received by Mr. Azevedo.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Evans
SECONDER:	Smith
AYES:	Kennedy, Smith, Boes, Evans, Hill, Mendoza

Chair Kennedy adjourned the meeting at 3:12 p.m. to reconvene in Regular Session on October 25, 2022 at the hour of 3:00 p.m.

Frank Kennedy, Chair

Attest: Michael Azevedo,
Secretary to the Transportation
Commission & Transit Agency

BY _____
Patricia Rodriguez, Deputy Clerk

Minutes Acceptance: Minutes of Sep 27, 2022 3:00 PM (Minutes Approval)



Request For Transportation Commission and Transit Agency

MEETING DATE: December 20, 2022

DEPARTMENT: Transportation Commission

FROM: Michael Azevedo

SUBJECT: Approve First Amendment to the 22/23 Overall Work Plan (OWP).

Approve First Amendment to the 22/23 Overall Work Plan (OWP).

Detailed Description/Background of request

On August 31, 2022, the Department received the 2021-22 Rural Planning Assistance (RPA) reconciliation letter requesting concurrence the RPA carry over for the FY 21-22 OWP. Accounting review indicates the amount to be consistent with the Departments records.

As provided in Section 2.18 of the 2017 Regional Planning Handbook, Staff submits Amendment 01 to the FY 22/23 OWP for consideration and action.

Prior Board Action

Final OWP approved June 2022

Fiscal Impact/Funding Source

\$39,500 in Rural Planning Assistance is made available to CCTC.

Action for the Clerk

ATTACHMENTS:

- 2122 OWP CARRYOVER RECONCILIATION LETTER_ (PDF)
- 21-22 OWP amnd 01 Memo (DOC)
- 22-23 OWP Amnd 01 (DOCX)

California Department of Transportation

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRANSPORTATION PLANNING

P.O. BOX 942873, MS-32 | SACRAMENTO, CA 94273-0001

(916) 654-2596 | FAX (916) 653-0001 TTY 711

www.dot.ca.gov



August 31, 2022

Mr. Mike Azevedo
Public Works Director
Colusa County Transportation Commission
1215 Market Street
Colusa, CA 95932

Dear Mr. Mike Azevedo:

The purpose of this reconciliation letter for fiscal year (FY) 2021-22 is to confirm the unexpended totals in California Rural Planning Assistance (RPA), federally funded, and state funded grants as of June 30, 2022.

Rural Planning Assistance (RPA):

\$39,500.00

Total Planning Funds Available:

\$39,500.00

Pursuant to the MFTA (section 3.C) and the Regional Planning Handbook (section 4.08); an RTPA cannot carryover more than 25% of its annual RPA allocation. If your agency's certification of expenditures exceeds the 25% allowable carryover, the above amount has been adjusted to reflect this.

Mr. Mike Azevedo
 August 31, 2022
 Page 2

Please review the reconciled totals. If in agreement with the balance(s), please sign electronically and email the **electronically signed** letter to Rosie Flores, Federal and Regional Fiscal Oversight Branch Chief at Rosie.Flores@dot.ca.gov.

Please note that in order to remain compliant with FTA Circular 8100.1D and CFR 630.106, all Federally funded carryover must be programmed and received within 90 days of signature.

If you have any questions or need additional information, please contact Mona Elbadawy, District Regional Planning Liaison at mona.elbadawy@dot.ca.gov or Alison Terry, Caltrans Headquarters Fund Specialist at alison.terry@dot.ca.gov.

Sincerely,

 Erin Thompson
 Chief, Office of Regional and Community Planning
 Division of Transportation Planning

 Sukhvinder Takhar
 Planning Deputy District Director
 District 3

I concur with the above balances:

 Mike Azevedo
 Public Works Director
 Colusa County Transportation Commission

 Date

Certification of Expenditure (COE) by Fund Source for
Colusa County Transportation Commission
 1215 Market Street
 Colusa, CA 95932

FY: **2021/22**MFTA #: **74A0785**

I certify that I am a duly authorized representative of the Regional Transportation Planning Agencies (RTPAs) and the following statement of fund expenditures is consistent with the terms of the Master Fund Transfer Agreement entered into between the RTPA and the State.

I have attached a copy of the Statement of Expenditures by fund source and work element. Matching funds are identified. The expenditures shown are for work completed in accordance with the Fiscal Year approved Overall Work Program. I certify that all state and federal matching requirements have been met.

Identify if the Grant is Active or Closed. Closed grants will NOT be reflected on the reconciliation letter and remaining balances will be forfeited.

Funding Source			FY20/21 Reconciled C/o Bal	FY21/22 Allocations and Awards	Expenditures	Year-end Balance
Rural Planning Assistance (RPA) Funds			\$39,500.00	\$158,000.00	\$156,000.00	\$41,500.00 \$39,500.00
Pursuant to the MFTA(sec 3.C) & Regional Planning Handbook(sec 4.08); an RTPA cannot carryover more than 25% of its annual RPA allocation						
FTA 5304 Strategic Partnership Transit Grants						
FY	WE #	Title	\$0.00	\$0.00	\$0.00	\$0.00
FY	WE #	Title	\$0.00	\$0.00	\$0.00	\$0.00
FY	WE #	Title	\$0.00	\$0.00	\$0.00	\$0.00
Total			\$0.00	\$0.00	\$0.00	\$0.00
FHWA SPR Strategic Partnership Grants						
FY	WE #	Title	\$0.00	\$0.00	\$0.00	\$0.00
FY	WE #	Title	\$0.00	\$0.00	\$0.00	\$0.00
Total			\$0.00	\$0.00	\$0.00	\$0.00
RMRA (SB1) Sustainable Communities Grants						
FY	WE #	Title	\$0.00	\$0.00	\$0.00	\$0.00
FY	WE #	Title	\$0.00	\$0.00	\$0.00	\$0.00
FY	WE #	Title	\$0.00	\$0.00	\$0.00	\$0.00
Total			\$0.00	\$0.00	\$0.00	\$0.00
PTA Adaptation Planning Grants						
FY	WE #	Title	\$0.00	\$0.00	\$0.00	\$0.00
FY	WE #	Title	\$0.00	\$0.00	\$0.00	\$0.00
Total			\$0.00	\$0.00	\$0.00	\$0.00
RPA Discretionary Grants						
FY	WE #	Title	\$0.00	\$0.00	\$0.00	\$0.00
FY	WE #	Title	\$0.00	\$0.00	\$0.00	\$0.00
Total			\$0.00	\$0.00	\$0.00	\$0.00
SHA Sustainable Communities Grants						
FY	WE #	Title	\$0.00	\$0.00	\$0.00	\$0.00
FY	WE #	Title	\$0.00	\$0.00	\$0.00	\$0.00
Total			\$0.00	\$0.00	\$0.00	\$0.00
Total FY 2021-22 eligible State & Federal Funds:			\$39,500.00	\$158,000.00	\$156,000.00	\$41,500.00 \$39,500.00 *25% max allowable C

I understand that this represents a final statement of expenditure for **FY 2021-22** and no future requests for reimbursement will be processed by the State for payment.

Michael J Azevedo

Name (Please Print)

Director

Title (Please Print)

Signature

Date

COLUSA COUNTY



DEPARTMENT OF PUBLIC WORKS

1215 MARKET STREET
COLUSA, CALIFORNIA 95932
Scott Lanphier, Director
Phone (530) 458-0466 Fax (530) 458-2035

Memorandum To: Colusa County Transportation Commission

CC: _____

From: Mike Azevedo, Executive Director

Date: December 20, 2020

Subject: Amendment 01 to the 21/22 Overall Work Plan (OWP)

As provided in Section 2.18 of the 2017 Regional Planning Handbook, Staff submits Amendment 01 to the FY 21/22 OWP for consideration and action.

On August 31, 2022, the Department received the 2021-22 Rural Planning Assistance (RPA) reconciliation letter requesting concurrence the RPA carry over for the FY 21-22 OWP. Accounting review indicates the amount to be consistent with the Departments records.

The proposed amendment would include the 21/22 carryover amount of \$39,500.00 Introduction of those funds into the 22/23 OWP results in the following revision:

Amendment:

W.E. 4.01 Increase \$39,500.00

Existing W.E. 4.01 \$95,000.00

Amended W.E. 4.01 \$134,500

Attachment: 21-22 OWP amnd 01 Memo (8808 : Approve first Amendment to the 22/23 Overall Work Plan (OWP))

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Introduction

The Colusa County Transportation Commission (CCTC) is a single county, Regional Transportation Planning Agency (RTPA). The public agencies that coordinate transportation planning activities through the CCTC include the Cities of Colusa and Williams, Colusa County, California Department of Transportation, Colusa Indian Community, U.S. Department of Interior, Bureau of Reclamation, and the U.S. Forest Service.



The RTPA's jurisdiction is predominately rural in nature, consisting of approximately 1,151 square miles with many scattered small communities. The current estimated population is 21,600, with a density of 18.7 persons per square mile. Transportation and the regional economy are oriented to farming, ranching, and recreation. There are approximately 712 miles of maintained roads within the County, 27 miles in the

City of Colusa, 26 miles in the City of Williams, and 160 miles in the U.S. Forest.

In 2019, CCTC updated the Regional Transportation Plan (RTP). The RTP defines planning transportation goals and objectives relevant to this rural region as specified in Section 134 of Title 23 of the United States Government Code Section 650809(b). The RTP lists specific short term and long-term transportation projects to be implemented as part of an overall multi-modal plan. Per SB375, the CCTC now updates the RTP every four years.

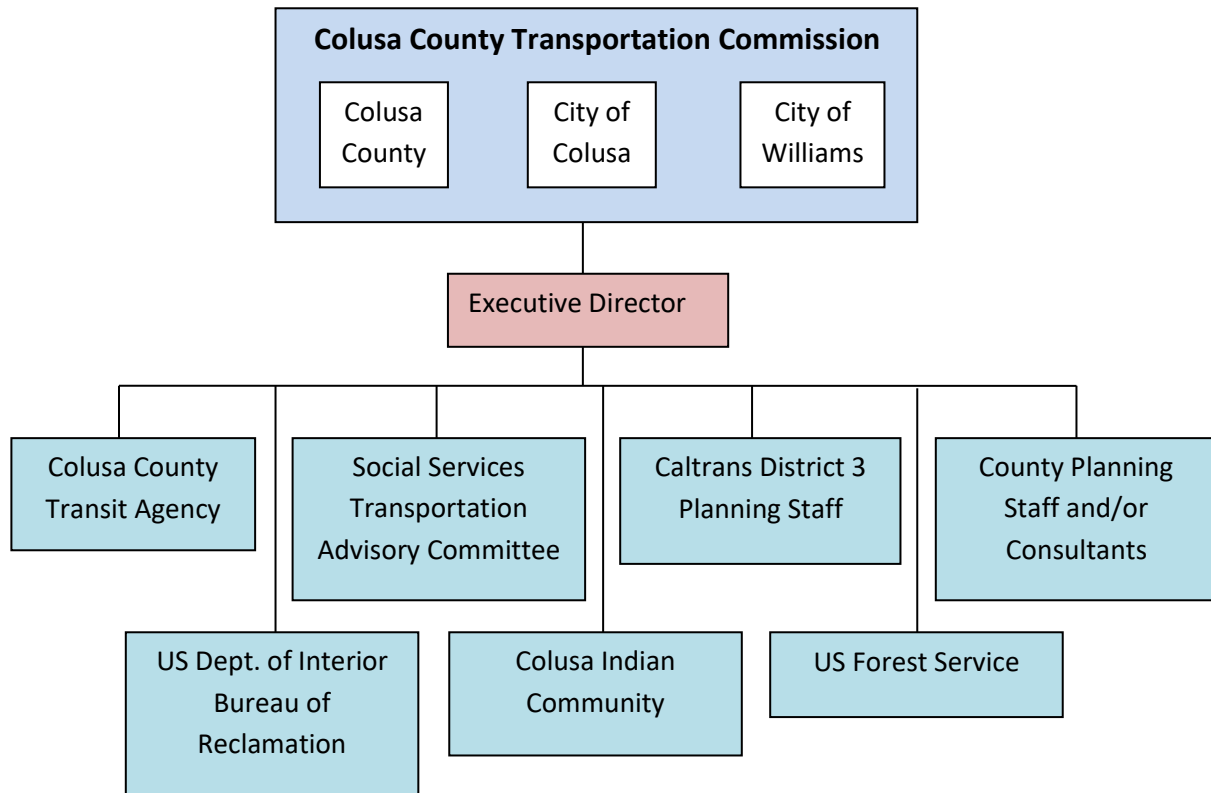
The Overall Work Program (OWP) for transportation planning compliments the RTP. It is designed to respond to growth strategies adopted in local public agency general plans. It reflects the desires and needs of the general public, groups that have specific mobility issues, including the elderly and handicapped and the Native American Tribal Community. The OWP details the projected planning activities and resources to be expended during Fiscal Year 2022/23 for continuation of regional transportation planning. The CCTC assigns major planning tasks to staff.



Organization and Management

The CCTC was designated as a RTPA by the Secretary of the California Business, Transportation, and Housing Agency in July of 1973. The CCTC consists of six members: three members appointed by the County Board of Supervisors and three members appointed from the

incorporated cities within the County; one from the City of Colusa and two from the City of Williams. The membership ratio of two to one rotates between the two incorporated cities on an annual basis. The executive director provides general oversight at the request of the Commission, as well as administrative oversight for general Commission activities.



The Colusa County Transit agency operates a dial-a-ride transit system with fixed, timed routes to:

- Arbuckle
- Colusa
- Grimes
- Maxwell
- Princeton
- Sites
- Stonyford
- Williams

The Colusa County Transit consists of nine vehicles and ten full-time employees. A total of five buses run each day on various routes and also provide out-of-county medical transportation on an on-call basis.

The CCTC does not have a formalized Technical and Citizens Advisory Committee structure. Due to the rural nature of the area and cooperative efforts of City and County Public Works

Departments, Caltrans, and the California Highway Patrol, the technical review role is informal and ongoing.

The Social Services Transportation Advisory Committee (SSTAC) is established to provide Unmet Needs information to CCTC. The determination of the members of SSTAC is made using Social Service Transportation Inventory Implementation Guide and Survey Tool, a product of the California Association for Coordinated Transportation. The Transportation Development Act unmet transit needs hearings, regional transportation plan preparation and adoption, and other CCTC activities are published in the newspaper of local circulation.

The CCTC appreciates working with Caltrans District 3 Planning staff to help align inter-regional and regional transportation infrastructure policies and goals. Collaboration is ongoing through regular meetings and continuous communication on a wide variety of items such as the development of the Colusa County RTP and the Regional Transportation Improvement Plan (RTIP).

County staff in both Planning and Public Works also provide continuous assistance and support to CCTC goals and objectives. In addition, consultant help is procured for specialized items as may be needed from time, for example: preparation of the RTP Updates are typically conducted by a consultant.

The Cachil Dehe Band of Wintun Indians, otherwise known as the Colusa Indian Community Council provides a liaison for transportation planning efforts from the CCTC and the Colusa Indian Community. Regional issues include access and regional travel to the Colusa Casino, and developing a mutually beneficial strategy to long term transportation solutions for tribal members as well as Colusa residents.

A good portion of the land in Colusa County is regulated by federal agencies, such as the US Forest Service and the US Department of Interior, Bureau of Reclamation, interaction between the CCTC and these agencies is crucial to developing long term transportation planning goals and policies to continue to provide measurable economic and social benefits to the Colusa region. Frequent communication and meetings with these agencies allows for continuous and mutually beneficial progress for regional access to federal lands within Colusa County.

The rural counties of California have formed a Rural Counties Task Force (RCTF). A rural county is defined as having a population of 50,000 or less. Staffing for the Rural Counties Task Force is provided from its members and is comprised of a chairman, vice-chairman, and secretary. This group conducts bimonthly (every two months) meetings. It provides rural counties the opportunity to communicate and educate one another on rural counties issues dealing with

changes in state transportation planning and creates a united voice for dealing with state agencies and legislative proposals and analysis.

CCTC is a member of the RCTF and staff attends the RCTF meetings and has obtained valuable training and contacts at the county and state level. With the increasing complexity of transportation laws, the RCTF has supplied a wealth of information. CCTC provides financial support to the RCTF for the continuation of the valuable service of coordination and integration of government agencies.

Overall Work Program

The OWP is intended to summarize the transportation planning activities to be administered by CCTC during the 2022/23 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.

Regional transportation planning in California is a dynamic process. It involves the collaboration of Federal, State, and Tribal Governments, regional and local agencies, the private sector, and the public. All parties involved in transportation planning have the opportunity to provide leadership in any one or more phases of the regional transportation-planning program.

Transportation planning considers multiple, complex, and evolving goals, objectives, plans and programs. Regional transportation planning results in the development of RTPs and ultimately programs the projects. 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.

Public Participation Process

The CCTC holds regular monthly meetings and publicizes each meeting by posting formal notices at various locations as well as the main County webpage. The public is encouraged to participate in each meeting. Also, the County Sheriff's office typically holds annual community meetings in which public input is solicited which includes County roads, transit, and other transportation related items.

FAST ACT PLANNING FACTORS

MAP-21/FAST Act Planning Factors/W.E. Matrix					
	W.E 1.01	W.E 2.01	W.E 3.01	W.E 4.01	W.E 5.01
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.				X	
3. Increase the security of the transportation system for motorized and non-motorized users.		X			
4. Increase the accessibility and mobility of people and for freight			X		
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.	X	X		X	X
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.			X		
7. Promote efficient system management and operation.				X	X
8. Emphasize the preservation of the existing transportation system.			X		
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water and reduce or mitigate storm water impacts of surface transportation.				X	X
10. Enhance travel and tourism.		X			

Regional Transportation Plan

RTPAs are created pursuant to California law (Government Code Section 29532 et seq.) and although State law does not define a RTPA, Government Code Section 65080 identifies some RTPA responsibilities: to adopt a regional transportation plan and to prepare and adopt a

Attachment: 22-23 OWP Amnd 01 (8808 : Approve first Amendment to the 22/23 Overall Work Plan (OWP))

Regional Transportation Improvement Program (RTIP).

The RTP is a long range (20+) year plan that is developed by the RTPA in concert with the public and transportation partners in the region. The RTP identifies regional issues and problems, includes population and traffic growth projections for the region, and suggests mobility solutions to accommodate future transportation needs. In addition, the RTIP is developed in conjunction with the RTP. The RTIP is designed to implement the vision and goals of the RTP and projects in both documents must be financially constrained. The RTP must provide evidence that the proposed projects in the RTIP are fully funded through the cycle of the Plan, the revenues are reasonably available to finance projects and the costs of each project have been estimated consistent with any regional programming or project environmental documentation currently available.

All RTP's must also be accompanied by an environmental review document pursuant to State Law (Public Resources Code 21000 et seq, the California Environmental Quality Act).

Transportation projects included in the RTP/RTIP may be funded with the State Transportation Improvement Program (STIP) or with other State, Federal, Local, or Private funds. The objective of project selection for the RTP/RTIP is to obtain and maintain the maximum amount of transportation funding available for Colusa County's local and regional transportation priorities, including transit improvements, through the efficient programming of Federal and State transportation dollars.

Continued and On-Going Work Activities

The following activities are listed to illustrate ongoing activities for regional transportation planning development within Colusa County:

- Amend the Regional Transportation Plan as needed;
- Provide a public hearing/review process for RTP Amendments including participation by the public, Native American Tribal Governments, Caltrans, Transit providers and other community groups;
- Correct and significant differences between the RTP and the Caltrans District System Management Plan; and

Technical Capacity

The CCTC utilizes County staff to maintain the Pavement Management System (PMS) software. County employees also perform the tasks of road ratings, traffic counts, accident counts, and traffic sign inventory.

The use of Geographic Information System (GIS) is increasing and will continue development. CCTC will have current, reliable information to base decisions for road maintenance and rehabilitation. This information could also be used to identify future transportation expansion projects. One use has been the plotting of automobile accident locations on a County base map. The accident data for the past 15 years has been compiled and entered into the system. The County will be monitoring the correlation between the frequencies of accidents with specific road segments. This monitoring will assist in evaluating the effectiveness of various safety improvements within the Region.

Pavement Management System

The CCTC has been able to improve the technical capacity of the planning process by continually funding the update and maintenance of the PMS. The PMS contains current information regarding road conditions as well as various maintenance recommendations based on varying budget scenarios. The CCTC utilizes Street Saver PMS software as developed by the Metropolitan Transportation Commission (MTC).

Traffic counts are conducted on a continuing basis and information added to the program to provide better analysis to ensure a safe and well-maintained road system. The availability of current information will provide the basis to evaluate how the road system is performing.

Geographic Information System (GIS)

The technical capacity has been additionally advanced by the development of a GIS database and associated hardware/software. A GIS base map has been established for the County, which includes multiple layers of information for various modes of travel, including vehicular, truck, recreational, pedestrian, bicycle, and waterway. Staff is in the process of developing various layers containing PMS information, accident data, traffic counts, and traffic control devices. This is an on-going activity to ultimately provide information to the public as well as continuing safety analysis.

Work Elements

The following five Work Elements (WEs) provide a task-by-task breakdown of RPA fund expenditures for the 2022/23 fiscal year. Each WE provides a description of typical items conducted, ongoing tasks, and specific items expected to be completed during the upcoming fiscal year. During the 2022/23 fiscal year, and as may be required, the actual expenditures may be amended through an update to the OWP.

Colusa County appreciates the support of Caltrans District 3 planning staff with respect to regional planning efforts. The following table provides a summary of Caltrans activities within the Colusa County Transportation Commission's jurisdiction.

CALTRANS REGIONAL PLANNING ACTIVITIES FOR FISCAL YEAR 2022/2023

ACTIVITY	DESCRIPTION	PRODUCTS
System Planning	Completion of System Planning documents used by Caltrans and its transportation partners	Caltrans District 3 System Planning documents consistent with the Caltrans District 3 System Planning Five-Year Work Plan
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 current Two-Year PID Work Plan
Regional Planning	Participate in and assist with various regional planning projects and studies	Participation in the following projects and studies: • Regional ITS Master Plan • Continue oversight and assistance with Sustainable Communities and Strategic Partnership grants • Oversight of Planning Studies/Conceptual Projects pertaining to State Highway System
Local Development Review Program	Review of 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 that is consistent with the State's smart mobility goals.

County work elements 1.01 through 5.01 are described on the following pages showing details of specific tasks and estimated budgets and timelines for completion for each.

Work Element 1.01: Overall Work Program

Work Element (WE) 1.01 consists of planning and drafting the Overall Work Program, which is essential to the CCTC's ability to function as a RTPA. As such, the OWP serves as a management tool identifying the tasks and products that the agency will undertake to deliver during the fiscal year. The OWP is the guiding tool that enables the CCTC to meet the mandated planning responsibilities required of all RTPA's. WE 1.01 includes drafting invoices, reports, and amendments. It should be noted that Colusa County has a unique blend of land uses consisting of agricultural lands, rolling hills/forest, and reservoirs and riverside areas all with their own types of regional significance and demands for multimodal travel. As such, a variety of agencies is included in our annual assessment of regional transportation issues and needs, which support the Counties diverse economy. Coordination and consultation with groups such as Tribal

Governments who bring a significant number of regional trips to the County, as well as the US Bureau of Reclamation and US Forest service is critical for identifying the needs of the region that ultimately are reflected in the Overall Work Program.

Ongoing and Continued Activities:

- 1) Initiate OWP Process through meetings and discussions
- 2) Monitor 2022/23 OWP to ensure WE's remain on schedule. Amend OWP throughout the fiscal year as necessary;
- 3) Prepare quarterly reports, and invoices
- 4) Participate /coordinate meetings, agenda items and planning documents for the CCTC;
- 5) Develop and finalize 2023/2024 OWP.
- 6) Close out of 2022/23 OWP

2022/23 Products

- | | |
|--|--------------|
| 1) Final Quarterly Progress Report for FY 2021-22 | July 2022 |
| 2) Closeout FY 2021-22 OWP | August 2022 |
| 3) OWP FY 2022-23 Amendment #1 – Carryover from FY 2021-22 | October 2022 |
| 4) Quarterly Progress Report #1 | October 2022 |
| 5) Quarterly Progress Report #2 | January 2023 |
| 6) Draft FY 2023-24 OWP | March 2023 |
| 7) Quarterly Progress Report #3 | April 2023 |
| 8) Finalize and adopt FY 2023-24 OWP | May 2023 |

Summary of Source and Expenditures for WE 1.01

The total available funding for WE 1.01 is \$21,500 and consists exclusively of RPA funds. The following table provides a summary of estimated expenditures for each task listed in WE 1.01.

SOURCE AND EXPENDITURES FOR WE 1.01				
Task	Description	Source	Amount	Carryover
1	Monitor OWP	RPA	\$7,800	TBD
2	Reports, invoices	RPA	\$8,000	TBD
3	Meetings, program planning, coordination	RPA	\$1,900	TBD
4	Develop and finalize 2023/24 OWP	RPA	\$2,550	TBD
5	Closeout 2021/22 OWP	RPA	\$1,250	TBD
Total			\$21,500	TBD

Work Element 2.01: Regional Coordination

CCTC Staff serve as a repository and conduit to receive and transmit information received from State and Federal agencies as well as providing technical guidance to the various jurisdictions within the region.

CCTC Staff regularly participate in the Rural Counties Task Force (RCTF). This advisory committee is comprised of the California's 26 Rural Transportation Planning Agencies. As such, this group provides a unique forum to share information and vet potential solutions to the challenges faced by rural agencies.

The North State Super Region (NSSR), an alliance of the 16 northern California Counties, was created in 2010. This group strives to identify common transportation, growth, and land use challenges in order to formulate unified strategies that may be advocated to implementing agencies and the public.

CCTC actively participates in training courses offered by Caltrans and other partners (e.g., workshops and academies). Additionally, CCTC staff monitor legislation that may affect transportation planning, monitor planning efforts of the various jurisdictions within the region, and coordinate with said jurisdictions and solicit public input to identify eligible Active Transportation Program (ATP) projects.

Coordination with local Tribal Governments as well as Federal partners (US Forest Service and Bureau of Reclamation) is conducted, at a minimum, annually; more frequently as conditions warrant. These discussions facilitate a consistent approach to addressing regional transportation needs; encompassing varied jurisdictional responsibilities.

Ongoing and Continued Activities:

- 1) Attend RCTF meeting, information dissemination for planning activities only ;
- 2) Attend NSSR meeting , support outreach efforts for planning activities only;
- 3) Participating Supervisorial and City Council meeting as appropriate (monthly);
- 4) Attend regional Transportation Planning opportunities; (quarterly)
- 5) Coordinate with local Tribal Governments and communities; (quarterly)
- 6) Coordinate with USFS and the US BOR to provide a consistent Travel Management Policy (TMP)for public access to Federal lands. This coordination will ensure consistency with regional infrastructure goals(quarterly)

2022/23 Products

- | | |
|--|---|
| 1) RCTF meeting agendas & meeting minutes* | 3 rd Fri, Odd numbered month |
| 2) NSSR meeting agendas & meeting minutes* | July 2022 thru June 2023 |

- | | |
|---|--------------------------|
| 3) Supervisorial/City Council meeting agendas/minutes* | July 2022 thru June 2023 |
| 4) Regional Transportation Training | As Needed |
| 5) Coordination W/ Tribal Gov't meeting agendas/minutes | July 2022 thru June 2023 |
| 6) Update TMP as necessary with USFS and USBOR | July 2022 thru June 2023 |

*Copies of Agenda/Minutes may be provided to OTP-North on request

Summary of Source and Expenditures for WE 2.01

The total available funding for WE 2.01 is \$19,500 and consists of RPA funds. The following table provides a summary of estimated expenditures for each task listed in WE 2.01.

SOURCE AND EXPENDITURES FOR WE 2.01				
Task	Description ¹	Source	Amount	Carryover
1	Participate RCTF Meetings (planning activities only)	RPA	\$ 3,300	TBD
2	Participate NSSR Meetings (planning activities only)	RPA	\$ 4,200	TBD
3	Attend Supervisorial and City Council meetings	RPA	\$ 3,500	TBD
4	Regional Transportation Training	RPA	\$ 3,000	TBD
5	Coordinate with Tribal Gov't and communities	RPA	\$ 4,300	TBD
6	Develop policies and goals with USFS and USBOR	RPA	\$ 1,200	TBD
Total			\$19,500	TBD
Notes:				
1) ALL tasks are for planning purposes only				

Work Element 3.01: Coordination with Caltrans District 3

Working with the State of California, Department of Transportation, District 3 is crucial to aligning County regional transportation needs with inter-regional expectations of the District. Meetings typically occur on a semiannual basis. In addition to standard vehicular traffic, heavy truck traffic, recreational vehicles and bicycle travel all require close coordination between City, County, and State departments to help improve multi-modal infrastructure for near-term and future needs. For example, the CCTC continues to participate in the development of the California Freight Mobility Plan (CFMP) and provide feedback to the State on freight-related priorities, issues, projects, and funding needs. The development of such constructive policies and goals to foster regional transportation collaborations are a part of this WE.

Ongoing and Continued Activities:

- 1) Coordinate with Caltrans on System Planning projects consistent with the Caltrans District 3 System Planning 5-year Work Plan
- 2) Coordinate with Caltrans on completing pre-programming studies used by Caltrans and its transportation partners as stated in the 2-year Project Initiation Document (PID) Work Plan
- 3) Participate and assist with various regional planning projects and technical studies pertaining to the State Highway System such as the Interregional Transportation Strategic Plan (ITSP), California Freight Mobility Plan (CFMP), California Transportation Plan (CTP), etc.
- 4) Coordinate with Caltrans on the review of local development proposals potentially impacting the State Highway System consistent with the State's smart mobility goals.

2022/23 Products:

- | | |
|---|-----------|
| 1) Tech memo updating Dist. 3 System Planning 5-year Work Plan | Annually |
| 2) Pre-Programming consistency recommendations | Quarterly |
| 3) ITSP, CFMP,CTP consistency recommendations | Annually |
| 4) Local development smart mobility consistency recommendations | Quarterly |

Summary of Source and Expenditures for WE 3.01

The total available funding for WE 3.01 is \$2,000 and consists exclusively of RPA funds. The following table provides a summary of estimated expenditures for each task listed in WE 3.01.

SOURCE AND EXPENDITURES FOR WE 3.01				
Task	Description	Source	Amount	Carryover
1	System Planning 5-year Work Plan update	RPA	\$ 500	TBD
2	Pre-Programming review	RPA	\$ 500	TBD
3	ITSP, CFMP,CTP consistency review	RPA	\$ 500	TBD
4	Local development smart mobility	RPA	\$500	TBD
Total			\$2,000.00	TBD

Work Element 4.01: Transportation Systems Maintenance

CCTC must prepare and adopt a Regional Transportation Plan (RTP) to achieve a coordinated and balanced regional transportation system. The RTP is developed to document transportation policy, actions, and funding recommendations that will meet the short- and long-term access and mobility needs of Colusa County residents over the next 20 years. The RTP guides the systematic development of a comprehensive multi-modal transportation system for Colusa County. An illustration of the value of this regional coordination is the recent re-programming of the City of Colusa Westcott Road Rehabilitation project in the 2022 STIP. This project, originally programmed in the 2012 STIP cycle was deferred to allow delivery of the Marguerite Street, Highway 20 Break in access project; a project of regional significance and far reaching benefits.

WE 4.01 provides the resources to build maintain and improve the technology needed to support and enhance transportation planning in Colusa County. A core component of this effort is the Geographic Information System (GIS) and the associated hardware, software, and training required to perform and exchange information with partner agencies such as the Cities of Colusa and Williams, Tribal Governments, and the public. Activities under this WE include, but are not limited to the maintenance, repair, and replacement of hardware and software such as ArcGIS software and servers.

To date, an exhaustive GIS library has been compiled. Library data consists of layers depicting County roads and bridges, state and other agency highways and roads, streams and waterways, parcel boundaries, FEMA Flood Zones, hydrology, special districts, political boundaries, and tribal lands. Informational layers are continuously updated and are vital to the development and implementation of the RTP. These layers are used to assess transportation impacts on community livability and to document transportation facilities, projects, and services required to meet regional and interregional mobility and accessibility needs.

Ongoing and Continued Activities:

- 1) Maintain the various layers that are the GIS;
- 2) Develop and acquire data sets such as aerial photography and address data to be included in GIS layers. The CCTC will use staff to obtain data collected from other local government agencies including the County Assessor, County Planning, and Sheriff's Department, as well as the Cities of Colusa and Williams;
- 3) Review and process annual software maintenance support agreements;

- 4) Process communication invoices to facilitate data collection via Survey Grade GPS equipment to assist updating the various GIS layers;
- 5) Acquire necessary hardware and software to support regional planning coordination and communication;
- 6) Updates to Pavement Management System (PMS);
- 7) Continue traffic counts to support PMS updates; and
- 8) Review State Bridge Inspection Reports, prioritize and plan repairs.

2022/23 Products

- | | |
|--|----------------------|
| 1) Update GIS layers | (Ongoing, quarterly) |
| 2) Acquire data sets | (Ongoing, quarterly) |
| 3) Software agreements/subscriptions | (Ongoing, annually) |
| 4) Invoicing communications for GPS data | Monthly |
| 5) Update PMS in GIS | (Ongoing, quarterly) |
| 6) Traffic Counts to support PMS | Monthly |
| 7) Document bridge repairs | Monthly |

Summary of Source and Expenditures for WE 4.01

The total available funding for WE 4.01, as amended, is \$134,500.00 and consists exclusively of RPA funds. The following table provides a summary of estimated expenditures for each task listed in WE 4.01.

SOURCE AND EXPENDITURES FOR WE 4.01				
Task	Description	Source	Amount	Carryover
1	Maintain GIS Layers	RPA	\$ 38,085.00	TBD
2	Develop/acquire data sets	RPA	\$ 14,725.00	TBD
3	Review/process software agreements/subscriptions	RPA	\$ 2,565.00	TBD
4	Invoice communications for GPS data	RPA	\$ 5,225.00	TBD
5	Update PMS	RPA	\$17,800.00	TBD
6	Traffic Counts (Staff/Consultant)	RPA	\$ 55,500.00	TBD
Total			\$134,500.00	TBD

Work Element 5.01: Regional Transportation Plan / Regional Transportation Improvement Program

Work Element (WE) 5.01 consists of planning, programming, and monitoring for 2022 RTIP program of projects as it relates to the STIP. In addition to preparation and coordination of development of the 2022 RTIP with local agencies. Monitoring the RTP and submission (as necessary) of any follow-up documents to Caltrans. Select and prioritize projects and program funds available through the federal transportation act (Fixing America's Surface Transportation (FAST) Act) including Regional Surface Transportation Program (RSTP).

As the statutorily designated RTPA for Colusa County, the CCTC is responsible for selecting and prioritizing projects to use available state and federal transportation grant funds including those from the STIP and the FAST Act. These funds, along with local funds, are used to implement the projects identified in the RTP.

Every four years, RTPA's are required to update their RTP's. CCTC last updated its RTP in April of 2019 and initiated of a RTP update in late 2022. Staff will continue work with consultant to complete the RTP update and remain compliant with the four-year update cycle.

2022/23 Ongoing and Continued Activities:

1. Reconcile planning projects with goals of the current RTP
2. Provide information and outreach to local officials, stakeholders, and public
3. Training through the Local Technical Assistance Program or Tech Transfer to stay informed transportation topics and their application.
4. Continue RTP update

2022/23 Products

- | | |
|-------------------------|----------------------|
| 1. Commence Update RTIP | <i>December 2022</i> |
| 2. Complete Update RTP | <i>May 2023</i> |

Summary of Source and Expenditures for WE 5.01

The total available funding for WE 5.01 is \$20,000 and consists exclusively of RPA funds. The following table provides a summary of estimated expenditures for each task listed in WE 5.01.

SOURCE AND EXPENDITURES FOR WE 5.01			
Task	Description	Source	Amount
1	CCTC Staff (consultant contract admin)	RPA	\$2,500.00
2	Consultant (RTP update, public outreach, agency coordination)	RPA	\$17,500.00
Total			\$20,000.00

Summary of 2022/23 Revenues and Expenditures

The following table provides an overall summary of the 2022/23 expected revenues and expenditures for Work Elements 1.01 through 5.01.

Work Element	Expenditure	Fund Source	RPA Allocation	Total Revenue	RPA Carryover	Total Expenditure
1.01	Staff – Overall Work Program	RPA	\$21,500.00	\$21,500.00	0	\$21,500
2.01	Staff – Regional Coordination	RPA	\$19,500.00	\$19,500.00	0	\$19,500
3.01	Staff – Coordination with Caltrans District 3	RPA	\$2,000.00	\$2,000.00	0	\$2,000
4.01	Staff - Transportation Systems Maintenance	RPA	\$95,000.00	\$95,000.00	0	\$95,000.00
5.01	Staff/Consultant -RTIP	RPA	\$20,000.00	\$20,000.00	0	\$20,000
Total			\$158,000.00	\$158,000.00	0	\$158,000

Glossary of Terms & Acronyms

Allocation	A distribution of funds by formula or agreement.
Apportionment	Distribution of federal funds (grants) by a statutory formula to the states' Governors for allocation by them to the grant recipients.
Appropriation	An official action (e.g. passage of a law) to make funds available, with specific limitations as to amount, purpose and duration.
CPG	Consolidated Planning Grant, consisting of FHWA Metropolitan Planning (FHWA PL) Funds, FTA Metropolitan Planning Section 5303 (FTA § 5303) Funds, FHWA State Planning and Research Part I - Strategic Partnerships (formerly Partnership Planning) Funds, and FTA State Planning and Research Section 5304 Sustainable Communities Grants (formerly Transit Planning Grants) Funds.
Encumber	The formal processes, which commit funds for a specific purpose, e.g., commitment of Rural Planning Assistance (RPA) to an RTPA, or FHWA Metropolitan Planning (PL) funds to an MPO.
FHWA, FTA	The Federal Highway Administration and the Federal Transit Administration are two of the modal agencies in the United States Department of Transportation (US DOT).
MAP-21	Moving Ahead for Progress in the 21 st Century, federal transportation Legislation signed into law in 2012; successor to SAFETEA-LU.
MFTA	Along with the OWP and OWPA, it constitutes the funding contract and requirements between the state and the MPO/RTPA for CPG and/or RPA funds. It is an ongoing, multi-year agreement that prevails until is it amended, updated, or replaced. The provisions of the MFTA also apply to any MPO/RTPA contractors or subcontractors.
MPO	Metropolitan Planning Organizations are the regional planning entities in urbanized areas, usually an area with a population of 50,000 or more. As of December 2006, there are eighteen MPOs in California. Although the Tahoe region does not include an urbanized area 50,000 or larger, TEA-21, permitted the Tahoe region to establish a MPO.
Obligation	The Federal government's legal commitment (promise) to pay or reimburse the States or other entities for the Federal share of a project's eligible costs.

ORP	Office of Regional Planning in the Department's Division of Transportation Planning, Headquarters, Sacramento.
Reimbursement	State or federal transportation planning funds paid to the MPO/RTPA for transportation planning work activities in the OWP completed by the MPO/RTPA, or on behalf of the RTPA/MPO by a contractor or consultant, and already paid for using local funds.
RTPA	Regional Transportation Planning Agency, the regional planning entity referenced in California law; e.g., a local transportation commission, a statutorily created RTPA, or a council of governments.
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, federal transportation legislation signed into law in 2005; successor to TEA-21.
Toll Credits	Toll credits are earned when the state, a toll authority, or a private entity funds a capital transportation investment with toll revenues earned on existing toll facilities. Toll credits may substitute for the required nonfederal share on Federal-aid project, the Federal reimbursement can effectively be increased to 100 percent.
Unexpended Carryover	Unexpended Federal CPG funding -- FHWA Metropolitan Planning (PL), FTA 5303 Metropolitan Planning, FTA § 5304/SHA Sustainable Communities Grants, FHWA State Planning and Research Part I – Strategic Partnerships and Rural Planning Assistance (RPA)—do not need to be fully expended during the fiscal year in which they are appropriated and allocated or awarded. The recipient may carryover unexpended amounts to the next fiscal year. MPOs' carryover FHWA PL and FTA § 5303 and RTPAs' carryover 25% of RPA via a reconciliation letter process. Both MPOs/RTPAs are allowed to carryover FTA § 5304/SHA Sustainable Communities Grants and FHWA Strategic Partnerships through the reconciliation letter process.

FY 2022/23 FHWA and FTA State and Metropolitan Transportation Planning Process Self-Certification

In accordance with 23 CFR part 450, the California Department of Transportation and **Colusa County Transportation Commission**, Regional Transportation Planning Agency, hereby certify that the transportation planning process is being carried out in accordance with all applicable requirements including:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and subpart C of 23 CFR part 450;
- (2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the FAST Act (Pub. L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

RTPA Authorizing Signature

Caltrans District Approval Signature

Title

Title

Date

Date

**DEPARTMENT OF TRANSPORTATION
DEBARMENT AND SUSPENSION
CERTIFICATION FISCAL YEAR 2022/23
SIGNATURE PAGE**

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature _____ Date _____

Jennifer K Sutton

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has the authority under state and local law to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, these certifications and assurances have been legally made and constitute legal and binding obligations of the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances or of the performance of the described project.

AFFIRMATION OF APPLICANT'S ATTORNEY

For **Colusa County Transportation Commission**

Signature _____ Date _____

Jennifer K. Sutton, Senior Deputy County Counsel

Attachment: 22-23 OWP Amnd 01 (8808 : Approve first Amendment to the 22/23 Overall Work Plan (OWP))