

Work Plan

0.0 PROJECT KICK_OFF & COORDINATION

0.1. PROJECT KICK-OFF

The Green DOT team will facilitate a kickoff meeting with the Tehama County Transportation Commission (TCTC) within two (2) weeks of the Notice to Proceed. The Kick-Off meeting will be used to introduce staff, refine the project scope, schedule and budget. During this meeting, we will discuss regional issues, existing policies and any background information pertinent to the project development for the VMT Analysis and Climate Sustainability Model. Additionally, we will use this time to establish expectations for meeting frequency, communication protocols and staff expectations. The Kick-Off meeting will be used to establish a Stakeholders group that may include but not be limited to TCTC staff, Public Works, Air Pollution Control District, Board of Supervisors members, Caltrans District 2, local agencies from the cities of Red Bluff, Tehama and Corning. The Stakeholder list will be used to inform the appropriate agencies, tribal governments, organizations and community members about the Project, planning process and future engagement activities. Green DOT will prepare and distribute meeting agendas prior to the Kick-Off meeting and will complete meeting minutes.

0.2. ONGOING PROJECT MANAGEMENT

As determined during the Kick-off meeting, we will adhere to a schedule of project meetings throughout the development of the VMT Analysis and Climate Model and during the planning process, such as before engagement activities. Project team meetings with TCTC staff will be used to monitor project progress, prepare for upcoming task deadlines, debrief on completed tasks, conduct problem-solving and ensure the project remains on schedule and within budget. The project team will put unwavering effort into maintaining consistent communication with TCTC, as well as keep an open line of communication with local partners and key stakeholders. In addition to traditional in-person meetings, e-mail and teleconference calls via Zoom or Microsoft Teams may also be used to facilitate

TASK DELIVERABLES:

- Kick-Off Meeting Agenda and Minutes
- Schedule of project meetings and project milestones
- Information Needs List

1.0 ESTABLISH BASELINE VEHICLE MILES TRAVELED (VMT) DATA

1.1. COLLECT REVIEW AND INCORPORATE RELEVANT DATA

The consultant will conduct an initial review and analysis of relevant planning documents (such as County and City Circulation Elements of their General Plans, recent Environmental Impact Reports (EIRs), Regional Transportation Plan (RTP) EIR, etc.).

1.2. LITERATURE REVIEW

The consultant will survey VMT analysis methods in use by other jurisdictions. The Literature Review will include a critical look at what has been done by others (locally and other regions comparable to Tehama County) and make recommendations on how Tehama County should proceed.

1.3. REVIEW/UPDATE EXISTING TRAVEL DEMAND MODELS

The consultant will coordinate with Caltrans District 2 to review the Tehama County Travel Demand Model (TCTDM), to determine applicability for developing baseline VMT for establishing thresholds. The model review will be based on the Fehr & Peers SB 743 model checklist and the Caltrans Transportation Analysis Framework model checklist. Other models such as microsimulation would not be reviewed as they apply to traffic operations analysis and not travel demand forecasting related to VMT generation. The information gathered from model review will be used in the analysis to determine how

to best establish VMT baselines, including potential methodologies for establishing VMT baselines for each jurisdiction, and to identify model modifications necessary to comply with SB 743 and the CEQA Guidelines. The consultant has budgeted up to 40 hours to update the TCTDM for developing baseline VMT for use in establishing thresholds.

1.4. DEVELOP BASELINE VMT DATA

The consultant will estimate and summarize the baseline VMT by major trip types by jurisdiction from the refined TDTDM. Streetlight Data will be considered in establishing baseline VMT by major trip types by jurisdiction. Fehr & Peers has already developed SB 743 compliant VMT metrics with StreetLight data at the Census block group level in our VMT+ tool, which includes Tehama County. The VMT+ data is from 2019. For this task, the consultant will provide 2022 StreetLight data for comparison purposes to assess the applicability of VMT+ as a potential source for baseline VMT estimates. As an optional task, a complete 2022 VMT+ data set can be delivered

1.5. DOCUMENT JURISDICTIONAL VMT DATA

After reviewing the draft baseline VMT with an advisory group selected by the County and incorporating any recommended revisions, the consultant will document the Baseline VMT Methodology and Data in a Technical Memorandum.

1.6. PREPARE VMT FORECASTS FOR GREENHOUSE GAS ANALYSIS

The project team will evaluate VMT by speed bin base year estimates and future year (e.g., 2030 or 2040) forecasts will be prepared as inputs for the Carbon Reduction Implementation Program.

TASK DELIVERABLES:

- Electronic copy of the Literature Review.
- Develop VMT traffic demand model. Updated TCTDM model including Technical Memorandum describing modifications.
- Use the VMT model updated TCTDM to develop VMT by speed bin inputs for a greenhouse gas baseline (2023 or appropriate base year) and up to one future year (e.g., 2030 or 2040) depending on model capability.
- Electronic copy of the Technical Memorandum documenting the Baseline VMT Methodology and Data.
- Attendance at up to four (4) conference calls with County staff and/or advisory group to review and discuss the Literature Review, and Baseline VMT Methodology and Data.

2.0 DEVELOP VMT MITIGATION MEASURES

2.1. IDENTIFY HIGH-PRIORITY VMT MITIGATION MEASURES

With advisory group input, the consultant will recommend potential VMT reduction strategies based on effectiveness and applicability to local conditions and common projects within Tehama County. This task will rely on VMT reduction strategies developed by Fehr & Peers for the Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and

Advancing Health and Equity (California Air Pollution Control Officers Association, 2021). In addition, the consultant will include additional strategies developed by Fehr & Peers since the Handbook's publication such as housing subsidy programs and micro-mobility rideshare programs.

2.2. DEVELOP LOCALIZED QUANTIFICATION METHODOLOGY FOR HIGH-PRIORITY MITIGATION MEASURES

The consultant will identify methodologies and approaches to quantify VMT reductions associated with high priority mitigation measures. Each mitigation measure will receive a quantifiable estimated level of VMT reduction.

TASK DELIVERABLES:

- Electronic copy of the Technical Memorandum documenting the methodologies and approaches to quantify VMT reductions associated with high priority mitigation measures. The Technical Memorandum will also include quantification of the estimated level of VMT reduction for each measure.

3.0 DEVELOP POTENTIAL VMT THRESHOLDS, METHODOLOGIES & FORECASTING TOOLS

3.1. REVIEW AND ANALYZE POTENTIAL VMT THRESHOLDS

The consultant will review and analyze different VMT metrics (e.g., per capita, per employee, etc.) to determine the most applicable metric to establishing VMT

thresholds within unincorporated Tehama County and its incorporated cities. The metrics will consider both land use and transportation projects. The consultant will identify realistically achievable VMT mitigation considering applicable thresholds. The consultant will also review and analyze potential VMT thresholds and analysis methods in local land use and transportation planning documents including the most current Regional Transportation Plan, and the General Plan Circulation Elements and General Plan Environmental Impact Reports for the unincorporated County and the three incorporated cities (Red Bluff, Corning, and Tehama). The consultant will also analyze the need and applicability of establishing sub-regional VMT thresholds.

3.2. DEVELOP, EVALUATE & RECOMMEND THRESHOLD ALTERNATIVES

With stakeholder input at two public workshops, the consultant will identify up to three (3) potential VMT thresholds by jurisdiction which could be used to evaluate impacts of new residential, commercial, and industrial development of varying sizes and use types. One threshold will be screening criteria which will eliminate the need for further detailed analysis on smaller-scale projects. The consultant will test one or two alternative thresholds to verify they result in outcomes consistent with General Plan land use policies of each jurisdiction. For transportation projects, the Consultant will review the Caltrans recommended metric and threshold for induced VMT impacts and provide input for applicability in Tehama County. The consultant will make a final recommendation on the potential VMT

thresholds for each jurisdiction within the region.

3.3. PREPARE VMT

The consultant will prepare guidance documents that describe how to apply these thresholds in a clear, easy-to-follow manner including, at a minimum, a flow chart, and checklists.

3.4. IDENTIFY, REVIEW & RECOMMEND POTENTIAL VMT CALCULATION METHODOLOGIES

Identify a minimum of three (3) and up to five (5) potential VMT calculation methodologies for use by the jurisdictions in Tehama County. These methodologies will consider projects of varying size and scale. Evaluate a minimum of three (3) and up to five (5) projects using the VMT calculation methodologies to verify they are appropriate to use in the Tehama County region. Recommend the implementation of one or more VMT calculation methodologies for use by the jurisdictions within Tehama County.

3.5. PREPARE UPDATED GUIDANCE DOCUMENTS FOR VMT CALCULATIONS

Document VMT calculation approaches that can be used by the jurisdictions within Tehama County. Develop model traffic study VMT impact analysis guidelines the jurisdictions can incorporate into their existing guidelines.

As an optional task, the consultant can prepare a complete model transportation impact analysis guidelines covering all aspects of CEQA compliance (i.e., VMT plus transit,

bicycle, pedestrian, safety, and evacuation impacts) and entitlement review (general plan traffic operations and design standard compliance) should the County find it necessary.

3.6. DEVELOP VMT FORECASTING TOOL & USER MANUAL

Review of all available tools which could be modified for use in the Tehama County region will be conducted and the consultant will provide a final recommendation. The consultant will develop a draft tailored VMT forecasting impact screening tool for small and medium-sized projects for use by Tehama County jurisdictions, using localized travel behavior data where applicable. The consultant will provide the County and/or advisory group with a review period of the draft VMT forecasting tool prior to circulation of the final version. Upon completion of review of the draft tailored VMT forecasting impact screening tool for small and medium-sized projects, consultant will revise the draft and produce a final version. Consultant will also produce a “VMT forecasting impact screening tool user manual” for use by jurisdiction staff.

TASK DELIVERABLES:

- Electronic copy of the Technical Memorandum documenting the different VMT metrics to determine the most appropriate metric to apply when establishing the VMT thresholds within unincorporated Tehama County and its incorporated cities. The Technical Memorandum will also identify the realistically achievable VMT mitigation considering appropriate thresholds. The Technical Memorandum will include a one-page summary designed to be understood

by non-technical employees.

- Two public workshops to receive input on the different VMT metrics. One workshop will be in-person, the other will be a digital or hybrid meeting.
- Electronic copy of the Technical Memorandum identifying up to three (3) potential VMT thresholds by jurisdiction that could be used to evaluate impacts of new residential, commercial, and industrial development of varying sizes and use types.
- Electronic copy of the Technical Memorandum identifying a minimum of three (3) and up to five (5) potential VMT calculation methodologies for use by the jurisdictions in Tehama County with recommendations for the implementation of one or more VMT calculation methodologies for use by the jurisdictions within Tehama County and model traffic study guidelines the jurisdictions can incorporate into their existing guidelines.
- Electronic copy of the Technical Memorandum reviewing available tools which could be modified for use in the Tehama County region.
- Electronic copy of the Draft Technical Memorandum providing a tailored VMT forecasting impact screening tool for small and medium-sized projects for use by the jurisdictions in Tehama County, using localized data on travel behavior where appropriate.
- Attendance at up to three (3) conference calls with County staff and/or advisory group to review and discuss the Draft Technical Memorandum.
- Electronic copy of the Final Technical Memorandum providing a tailored VMT forecasting impact screening tool for small

and medium-sized projects for use by the jurisdictions in Tehama County, using localized data on travel behavior where appropriate.

- “VMT forecasting impact screening tool user manual” for use by jurisdiction staff.

4.0 REGIONAL ASSET ASSESSMENT

4.1. ASSET ASSESSMENT

Green DOT will closely review any existing County or incorporated cities documents including the Draft Tehama County Climate Action Plan, Tehama County Annual Road Report, Transportation Asset Management Plans and any other pertinent State, local and Federal guidelines or policies. Once document review is complete, Green DOT will utilize the developed greenhouse gas (GHG) emission baselines to conduct the Regional Asset Assessment.

Prior to conducting the Asset Assessment, Green DOT will coordinate with all local agencies including the County of Tehama and incorporated cities of Corning, Tehama and Red Bluff. The Green DOT project team will also coordinate with local agencies asset and facility management departments including the County Auditor-Controller to solicit any existing County or incorporated cities asset management lists, purchase orders and other available information. Additionally, Green DOT will communicate with local water, wastewater, solid waste and other public and private facility providers in the County for further inventory of relevant existing assets.

The Asset Assessment will consist of several tasks and deliverables to ensure a quality and thorough assessment is conducted. Tasks and

deliverables will include at a minimum:

- Tasks
- Existing Asset Management
- Documentation Review
- Asset Audit
- Inspect Assets
- Assess Asset Resilience and Energy Usage
- Conduct Employee Commute Survey
- Deliverables
- Asset Inventory Database
- Asset Condition Assessment
- Asset Cost Analysis
- Asset Efficiency
- Resiliency Recommendations

Green DOT will produce a database of all Tehama County and local agency owned, managed, contracted and operated assets. The Asset Assessment will be conducted using geospatial data, Google Earth, ArcGIS Pro and Online, Trimble TerraFlex and through in-person site visits. Green DOT will develop a map and geodatabase with all assets organized by category.

Our project team will identify all fixed assets and their relation to climate resiliency and energy efficiency, including but not limited to the following:

- Government Vehicles
- County Owned or Contracted Vehicles
- Individual Local Agency Fleet
- TRAX Fleet
- Government Facilities
- County and Local Agency Offices
- Public Parks
- Boat Ramps or other Recreational Facilities
- Transportation Network

- VMT GHG Equivalent Emissions
- Assessment
- Landfill
- Water and Wastewater
- Public Lighting
- Public Facilities
- Employee Commute and Travel Behavior

4.2. ASSET ASSESSMENT SUMMARY

Green DOT will compile all information gathered from the Asset Assessment and develop an Asset Assessment Summary. The Summary will include an overview of assessment results and data collection procedure to provide transparent information to County agencies and residents. The Asset Assessment Summary will include but not be limited to the following sections:

- Regional Description
- Goals of the Assessment
- Data Collection Process
- Asset Assessment Findings
- Existing Assets
- Climate Resiliency
- Energy Efficiency
- Cost-Benefit
- Identify Next Steps
- Identify Next Steps
- Recommendations
- Climate Reduction Implementation Plan

TASK DELIVERABLES:

- Existing Document Review Memorandum
- Asset Assessment Tasks, Deliverables and Schedule

- Existing Asset Inventory
- Draft Asset Assessment Summary
- Cost-Benefit Analysis

5.0 CARBON REDUCTION IMPLEMENTATION PROGRAM

5.1. COORDINATION WITH OTHER AGENCIES

Throughout the project planning phase, Green DOT will maintain communication with the Tehama County Air Pollution Control District, the California Air Resources Board (CARB) and other relevant local and State agencies. The County Air Pollution District and local agencies will be included in a Stakeholders Advisory Group to ensure the proper agencies are aware and involved with project happenings prior, during and after the development of the Implementation Program.

The project team will schedule a Climate Implementation workshop with the Tehama County Air Pollution Control District, CARB and other relevant local agencies to discuss previous project findings, assess existing 2023 GHG emission levels and specific targets for GHG reductions.

5.2. IMPLEMENTATION PLAN

Guidelines and methodologies developed by the California State Transportation Agency (CalSTA) and findings from the Climate Action Plan for Transportation Infrastructure (CAPTI) will be reviewed and observed as best practices. The Climate Implementation Plan will be guided under the lens of providing the County and local agencies with the necessary processes and recommendations

to make future decisions based on climate impact and equity. Green DOT will analyze the interconnections of land use decisions and transportation policy and outline how transportation and land use influence climate resiliency and impacts.

Green DOT will prepare the Carbon Reduction Implementation Plan utilizing the resources and discussion from the Tehama County Air Pollution Control District and CARB. The initial draft Plan will include but not be limited to the following sections:

- Inventory of current assets
- Inventory of 2023 GHG emission levels
- Reduction Targets
- Reduction Strategies
- Financial Element
- Sustainable Design Strategies
- Title 24
- Infrastructure Improvement Locations
- Fleet Improvement
- Tree Replanting Strategy
- Policy Element
- Appendices
- Appendix A – Regional Project List
- Appendix B - Zero Emission Vehicle (ZEV) Rollout Plan
- Appendix C – Review Schedule
- Appendix D – Recommendations

5.3. FUNDING MATRIX

Green DOT will create a financial element to define the future funding of the various components identified in the Climate Implementation Program. Green DOT's approach to developing a financial element uses historic or "known" funding resources and projected funding levels for each accessible fund type. We will compile a list of State

and Federal funding programs from various agencies that are available for the identified needs included in the Plan. We will catalog potential funding sources. For competitive grant programs, the project team will track deadlines, project call dates, minimum and maximum funding amounts, and key program requirements. Green DOT will prepare a funding matrix for eventual inclusion in the final Plan.

TASK DELIVERABLES:

- Agenda and minutes from coordination meetings with other agencies
- Funding matrix
- Carbon reduction implementation plan & appendices

6.0 CLIMATE RESPONSE SUMMARY AND TARGETS

6.1. SOFTWARE DEVELOPMENT

Green DOT will coordinate with the TCTC to identify the appropriate County webpage for the VMT Analysis and Climate Model to be hosted and maintained on.

Green DOT will utilize ESRI's ArcGIS Online Story Maps to display interactive maps highlighting key findings of the VMT analysis and climate model plan. The web map solution will show current VMT and associated GHG emissions and highlight areas in the County that have high VMT rates. Additionally, the online software solution will include a simple, user-friendly repository showing the VMT Analysis and Climate projections. Green DOT will create graphics and graphs to ensure a cohesive theme that users can easily visualize and understand all aspects of the VMT analysis and climate model. The VMT database will be

stored as an ESRI geodatabase archive to be used in other software solutions if needed.

6.2. IDENTIFY CLIMATE TARGETS

Performance metrics will be used for evidence-based decision making and forecasting and to monitor long-term goals and objectives. Green DOT, with assistance from Fehr & Peers, will identify and develop climate reduction targets for the County based on findings from the previous VMT and GHG analysis and projection tasks. The targets will be aligned to meet Federal, State and local goals for VMT and GHG reductions.

6.3. DEVELOP CLIMATE RESPONSE SUMMARY

Once coordination with the Tehama County Air Pollution Control District, CARB, and other relevant agencies has been conducted and the project team and County staff have agreed to the identified climate targets, Green DOT will develop a final report with all completed tasks and VMT analysis, including procedures, data, and overall findings. Maps and infographics will be produced for the information to be easily digested by the public and other local agencies.

Green DOT will utilize the developed GHG and VMT emission reduction targets in Task 6.2 to create a streamlined CEQA process for the County. The streamlined process will create a quick and standard review process for project compliance while prioritizing reduction targets.

The project team will compile all relevant VMT analysis and climate sustainability model components into the initial draft Plan,

including but not limited to:

- Introduction
- Existing Conditions
- Economic/Demographic Conditions
- Transportation network Conditions
- VMT Baselines
- Updated Travel Demand Models
- Mitigation Measure
- Quantification Methodology
- CEQA Process
- VMT Thresholds
- Threshold Alternatives
- Threshold Guidance
- VMT Calculation
- VMT Forecasting
- Regional Asset Assessment
- Carbon Reduction Implementation
- Summary
- Climate Reduction Targets
- Policy Element
- Appendices
- Outreach Summary
- Regional Asset Assessment Inventory
- Financial Element

TASK DELIVERABLES:

- ArcGIS Online Web Map and Story Maps Interactive Software Solution
- Climate Reduction Target Metrics
- Climate Response Summary
- Draft and Final Report