

DEL NORTE LOCAL TRANSPORTATION COMMISSION
MEETING AGENDA: TUESDAY, JANUARY 3, 2023, AT 3 PM
DEL NORTE COUNTY BOARD OF SUPERVISORS CHAMBERS
FLYNN ADMINISTRATIVE CENTER, 981 H STREET, CRESCENT CITY, CA

This is an in-person meeting. If you cannot attend in person, there is online access:
<https://media.co.del-norte.ca.us/>

1. Call Meeting to Order
2. Pledge of Allegiance
3. Public comment period
Anyone wishing to make public comments regarding matters either on or off the agenda and within the Commission's jurisdiction may do so at this time; however, the Commission is not permitted to act on non-agenda items.
4. Adjourn to the Policy Advisory Committee

CONSENT AGENDA for POLICY and ADMINISTRATIVE

Items are considered routine in nature and voted on in one motion: Consider public comments or requests to pull matters from the consent agenda for separate action.

- a) Minutes of November 1, 2022
Staff recommendation: By consensus, accept the minutes of November 1, 2022.
- b) Contract amendment for website and email hosting platform changes.
Staff recommendation: By polled vote, authorize the executive director to execute contract amendment 1 with Green DOT Transportation Solutions.
- c) Overall Work Program Amendment 2
Staff recommendation: By polled vote, adopt Resolution 2022 14 approving Amendment 2 of the 2022-23 Overall Work Program.
- d) 2021-22 Audit
Staff recommendation: By consensus, accept the 2021-22 financial audit.

POLICY and ADMINISTRATIVE

- e) Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA).
TAC and staff recommendation: Consider the City and County proposals and project updates, and direct staff to draft a resolution to award CRRSAA funding.

- f) Discussion items
 - 2023-24 Overall Work Program
 - Last Chance Grade
 - US 199 at Elk Valley Crossroad
- 5. Policy Advisory Committee comments and reports
- 6. Action on the recommendations of the Policy Advisory Committee
Adjourn as the Policy Advisory Committee, reconvene as the Del Norte Local Transportation Commission, and by polled vote, approve and adopt the actions taken by the Policy Advisory Committee in the items listed above.
- 7. Adjourn until the regular meeting on Tuesday, February 7, 2023, at 3 p.m.

Anyone requiring reasonable accommodations to participate in the meeting should contact Executive Director Tamera Leighton at (707) 465-3878 at least five (5) days prior to the meeting.

CONSENT AGENDA ITEM A-E

DATE: JANUARY 3, 2023
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: CONSENT AGENDA ITEMS

a) Minutes of November 1, 2022

Staff recommendation: By consensus, accept the minutes of November 1, 2022.

b) Overall Work Program Amendment 2

Staff recommendation: By polled vote, adopt Resolution 2023 01 approving Amendment 2 of the 2022-23 Overall Work Program.

This is a minor amendment to accommodate necessary contracting changes. Such minor changes in the Overall Work Program are usual and customary.

c) Contract amendment for website and email hosting platform changes.

Staff recommendation: By polled vote, authorize the executive director to execute contract amendment 1 with Green DOT Transportation Solutions.

This contract amendment is a minor funding amendment to accommodate website hosting and email changes that are more complicated than expected.

d) Contract for legal counsel services

Staff recommendation: By polled vote, authorize the executive director to execute the contract for legal counsel services.

This is not controversial. This item was discussed in detail in the November 1 meeting. The contract amount is minimal; the firm is known and was recommended by County Counsel.

e) 2021-22 Audit

Staff recommendation: By consensus, accept the 2021-22 financial audit.

This is usual and customary. The audit is routine.

DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, NOVEMBER 1, 2022 AT 3 PM

Present: Commissioner Ray Altman, City, Vice-Chair
Commissioner Chris Howard, County
Commissioner Blake Inscore, City
Commissioner Darrin Short, County, Chair
Commissioner Jason Greenough, City
Commissioner Gerry Hemmingsen, County
Tatiana Ahlstrand, Caltrans, Policy Advisory Member

Absent: None

Also Present: Rosanna Bower, County
Susan Brown, Rural Approaches
Tamara Leighton, Local Transportation Commission
Eric Wier, City

1. CALL MEETING TO ORDER

Chair Short called the meeting to order at 3:00 p.m.

2. PLEDGE OF ALLEGIANCE

Chair Short led the Pledge of Allegiance.

3. PUBLIC COMMENT PERIOD

Anyone wishing to make public comments regarding matters either on or off the agenda and within the Commission's jurisdiction may do so at this time; however, the Commission is not permitted to act on non-agenda items.

The following person(s) addressed the Commission: None.

4. ADJOURN TO THE POLICY ADVISORY COMMITTEE

CONSENT AGENDA for POLICY and ADMINISTRATIVE

a) Minutes of September 6, 2022

Staff recommendation: By consensus, accept the minutes of September 6, 2022.

b) Regional Mapping contract

TAC and staff recommendation: By polled vote, award the regional mapping contract to the top scoring firm GHD Digital and authorize the executive director to sign the contract and amendments necessary to complete the work authorized in the Overall Work Program.

c) Overall Work Program Amendment 1

TAC and staff recommendation: By polled vote, adopt Resolution 2022 14 approving Amendment 1 of the 2022-23 Overall Work Program. Public Comment: None

Public Comment: None

On a motion by Commissioner Hemmingsen, seconded by Commissioner Inscore, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved items 4 a-c.

POLICY and ADMINISTRATIVE

d) Award Planning, Programming and Monitoring (PPM) carryover funding to Redwood Coast Transit Authority

TAC and Staff recommendation: Adopt resolution 2022 15 awarding the carryover PPM total of \$20,000 to Redwood Coast Transit Authority for Zero Emission Bus infrastructure planning and preliminary engineering.

Tamera Leighton explained the Planning Programming and Monitoring funds are carry-over funds and new funds are received every year, and the Transit project does meet the requirements to use this funding.

Public Comment: None

On a motion by Commissioner Hemmingsen, seconded by Commissioner Inscore, and unanimously carried on a polled vote the Del Norte Local Transportation Commission awarded Planning, Programming and Monitoring (PPM) carryover funding to Redwood Coast Transit Authority.

e) Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA).

TAC and staff recommendation: Consider the City and County proposals and direct staff to draft a resolution to award CRRSAA funding.

Tamera Leighton explained the TAC would traditionally recommend a direction, however, both the City and the County have projects that are eligible to use the funding and felt it would be best for the Commission to take up the matter. Chair Short opened the subject up to public discussion. Rosanna Bower, County Assistant Engineer, talked about the Washington Boulevard Culvert Replacement Project. The culvert has failed and it is estimated that design and engineering, and right-of-way acquisition will cost around \$600,000; there is no current estimate for construction. The County is requesting the CRRSAA funds to be used for the design and engineering phase and right-of-way acquisition which would offset the RSTP funds and get the project closer to construction. Rosanna explained the risks if the culvert completely fails. Critical access to the hospital would be cut off as well as critical access from the hospital to the airport for life flights. Eric Wier, City Manager, spoke about the Front Street Project. This project has been in the works for many years and is halfway completed. The project is listed in all the transportation and regional planning documents as a priority project. Five blocks out of ten blocks have been completed. The City has budgeted to complete two more blocks of the project from G Street to I Street. Adding the CRRSSA, along with Community Project Funding that is expected to be allocated through the legislature, would allow the City to complete three blocks. Eric explained that Front Street will be a major community connector when completed. Commissioner Greenough added that

the Front Street Project has been discussed for more than 20 years, has been a constant issue, and is an important connector street. Commissioner Inscore talked about the risk to pedestrian traffic, especially for children, people who are elderly, and people with special needs. Commissioner Altman asked about grant money that has been lost because risk on Front Street could not be proven. Tamera stated that Front Street is not eligible for Safety Project funds, however, there is a risk with the time it takes certain individuals to cross safely. Tamera also went on to state that the Washington Boulevard project is not a visible project, but has a high-risk potential as well. Both projects are important and regionally significant. Commissioner Howard asked about the risk of failure for the Washington Boulevard culvert, and Chair Short inquired about a road closure during construction. Rosanna Bower addressed these issues, stating that when failure may happen cannot be predicted; however, the culvert has deteriorated to the point where they cannot perform a camera inspection. In the past, debris clogged up the culvert, causing a dam effect and flooding. Rosanna also stated that the goal is to keep the road open during construction. Commissioner Hemmingsen talked about risk factors for both projects and feels there is a more imminent risk with Washington Boulevard. Commissioner Altman discussed the shovel readiness of both projects. Tamera explained that both project timelines are anticipated to be finished within the CRRSAA funding timelines. Eric Wier asked about the current funding the County has available for their project. Rosanna responded that while the County does have some RSTP funds available, they could use the CRRSAA funds for the design and engineering and reserve the RSTP for future grant match for the construction. If the RSTP funds are not used they would be returned to the Commission for other projects. The Commissioners discussed the current allocation of RSTP funds and options for better funding solutions.

Commissioner Hemmingson moved to approve the allocation of CRRSAA funds to the Washington Boulevard Culvert project, seconded by Commissioner Howard.

Chair Short called for discussion. Commissioner Greenough asked about the timeframe for the Washington Boulevard project. Rosanna stated design and engineering is completed by June of 2025; however, enough of the document will be completed to go out to bid for construction in 2024. The Commission discussed different allocation options. Eric Wier mentioned the City is having all of their drains viewed by camera and assessed, maybe their consultant can get an assessment on the Washington Boulevard culvert as well. Commissioner Hemmingsen withdrew his motion and suggested the Commission revisit the issue once the culvert has been assessed.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Howard, and unanimously carried on a polled vote the Del Norte Local Transportation Commission moved to table this item.

f) Zero Emission Vehicle Project Initiation Plan contract.

TAC and staff recommendation: By polled vote, award the ZEV Project Initiation Plan contract to the top-scoring firm and authorize the executive director to sign the contract and amendments necessary to complete the work authorized in the Overall Work Program.

Tamera Leighton explained the scoring process and the TAC recommendation. Members of the TAC asked the Scope of Work include the community at large, identifying electrical grid issues, high-level site identification, and remaining within the RFP budget. On a motion by Commissioner Inscore, seconded by Commissioner Howard, and unanimously carried on a polled vote the Del Norte Local Transportation Commission awarded the ZEV Project Initiation Plan contract to t to GHD with a revised scope of work that includes the community at large, identifying electrical grid issues, high-level site identification, and remaining within the RFP budget, and authorize the executive director to sign the contract and amendments necessary to complete the work authorized in the Overall Work Program.

g) Discussion items – Updates are included in the packet.

- Project Status Update
- Last Chance Grade
- US 199 at Elk Valley Crossroad
- Legal Counsel Services

5. POLICY ADVISORY COMMITTEE COMMENTS AND REPORTS

None

6. ACTION ON THE RECOMMENDATIONS OF THE POLICY ADVISORY COMMITTEE

Adjourn as the Policy Advisory Committee, reconvene as the Del Norte Local Transportation Commission, and by polled vote, approve and adopt the actions taken by the Policy Advisory Committee in the items listed above.

Public Comment: None

On a motion by Commissioner Inscore, seconded by Commissioner Greenough, and unanimously carried on a polled vote, the Del Norte Local Transportation Commission approved items 4 a-f.

7. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, DECEMBER 6, 2022 AT 3:00 P.M.

With no further business before the Commission, Chair Short adjourned the regular meeting at 4:15 p.m. until the next regularly scheduled meeting on Tuesday, December 6, 2022, at 3:00 p.m.

Respectfully submitted

Tamera Leighton, Executive Director

RESOLUTION NO. 2023 01

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION APPROVING
AMENDMENT #2 OF THE 2022-23 OVERALL WORK PROGRAM

WHEREAS, the Del Norte Local Transportation Commission, in its official capacity as the designated Regional Transportation Planning Agency, hereafter referred to as the RTPA, is responsible for the planning, allocating and programming of funds; and

WHEREAS, the 2022-23 Overall Work Program (OWP) is the primary management tool for the Del Norte Local Transportation Commission, identifies the activities and a schedule of work for regional transportation planning in Del Norte County, and is a requirement of the Memorandum of Understanding between Del Norte Local Transportation Commission and the California Department of Transportation; and

WHEREAS, the Del Norte Local Transportation Commission adopted the 2022-23 OWP on May 3, 2022 meeting, and approved Amendment 1 on November 1, 2022; and

WHEREAS, the work element, expenditure detail and revenue summary are attached to this resolution; and

WHEREAS, Amendment #2 of the 2022-23 OWP makes the following changes:

Work Element:	Purpose of change:	Action taken:
C 2	Adds funding	Adds funding of \$4,000 in Planning, Programming, and Monitoring (PPM) funding to accommodate additional work.
E 1	Adds funding	Adds funding of \$5,000 in Transportation Development Act funding to accommodate new legal services contract.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission, a Regional Transportation Planning Agency of the State of California on the 3rd day of January 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Darrin Short, Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

WORK ELEMENT C Public Participation and Information Dissemination

2022-23 Overall Work Program Final

Expenditures		Revenue by Fund Source			
Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 34,750.00	\$ 34,750.00	-	\$ -	\$ -
Consultant/City of Crescent City	\$ 35,000.00	\$ 31,000.00	\$ 4,000.00	\$ -	\$ -
Dues			\$ 2,500.00		
Travel Reimbursement (staff/commission)	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -
TOTAL	82,250.00	\$ 65,750.00	6,500.00	\$ 10,000.00	\$ -

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract. Note: DNLTC does not fund any lobbying activities.

Objective

To create and strengthen partnerships to facilitate and conduct regional planning activities, and to provide information to partner agencies and the general public on transportation issues and planning activities within the Del Norte region.

Discussion

Del Norte Local Transportation Commission provides an overall coordination role in planning and programming funds for transportation projects and operations. As the regional transportation planning agency (RTPA), it is responsible for actively seeking participation of all relevant agencies and stakeholders in the planning process. This element coordinates regional priorities among diverse stakeholders. Public participation and public meetings are mandatory work for all regional transportation planning agencies in California. DNLTC has initiated and maintained its own web-based feedback and data collection platform for comprehensive community feedback on regional planning efforts.

Previous Accomplishments

- Participated in statewide and regional meetings including Rural Counties Task Force, North State Super Region, California Regional Transportation Planning Agency and California Transportation Commission
- Participated in the Elk Valley Rancheria, Resighini Rancheria, Tolowa Dee-ni Nation and the Yurok Tribe transportation planning partnerships to advance joint regional priorities.
- Provided agendas and minutes to DNLTC and its Technical Advisory Committee monthly or as needed and posted agendas in compliance with the Brown Act.
- Developed and maintained DNLTC’s website as a tool for providing access to transportation planning documents and information.
- Development of a web-based feedback and data collection platform using Commonplace.

Product 1: Informed Local Transportation Commission

Task/Activity	Products	Schedule
1 Sponsor or attend various meetings to advance agency policies and programs such as Caltrans District 1 meetings, California Transportation Commission meetings (as necessary) and Redwood Coast Transit Authority (as necessary). Responsible party: DNLTC.	Agendas, minutes, notes	As needed
2 Monitor and respond to key state and federal legislative and policy changes. Prepare informational updates and action items for presentation to the public and Del Norte Local Transportation Commission and its committees. Note: DNLTC does not fund any lobbying activities. Responsible party: DNLTC	Agendas, minutes, notes	Monthly or as needed
3 Hold Technical Advisory Committee and Del Norte Local Transportation Commission meetings for decision making, priority setting and sharing and receiving public information. Responsible party: DNLTC.	Agendas, minutes, notes	Monthly or as needed

3	Facilitate public meetings and prepare draft minutes and notes. Responsible party: Consultant.	Minutes, notes	Monthly or as needed																								
4	Receive board direction on transportation policies, strategies, programs and actions to enhance the regional transportation planning process. Responsible party: DNLTC.	Minutes	Monthly or as needed																								
5	Post transportation articles and documents to the website that inform the public regarding regional planning meetings and activities.	Up-to-date website	As needed																								
<table border="1"> <thead> <tr> <th>Product C1 Estimate</th> <th>Amount</th> <th>RPA</th> <th>STIP/PPM</th> <th>TDA</th> <th>RSTP</th> </tr> </thead> <tbody> <tr> <td>DNLTC Staff Services</td> <td>\$ 22,000</td> <td>\$ 22,000</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>Consultant</td> <td>\$ 6,000</td> <td>\$ 6,000</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>Total</td> <td>\$ 28,000</td> <td>\$ 28,000</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> </tbody> </table>				Product C1 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP	DNLTC Staff Services	\$ 22,000	\$ 22,000	\$ -	\$ -	\$ -	Consultant	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -	Total	\$ 28,000	\$ 28,000	\$ -	\$ -	\$ -
Product C1 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP																						
DNLTC Staff Services	\$ 22,000	\$ 22,000	\$ -	\$ -	\$ -																						
Consultant	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -																						
Total	\$ 28,000	\$ 28,000	\$ -	\$ -	\$ -																						

Product 2: Partnerships and Planning Agreements

Task/Activity	Products	Schedule
1 The North State Super Region, an alliance of 16 RTPAs, supports and promotes transportation policies and programs in north state counties. DNLTC contributes information and participates in the evaluation of state and federal policies that impact the NSSR area, such as the implementation of FAST Act and interregional transportation projects that impact the NSSR economy. Responsible party: DNLTC.	Agendas, minutes, notes and letters	Fall and Spring, and as needed
2 In order to provide a direct opportunity for the small counties to remain informed, have a voice, and become involved with changing statewide transportation policies and programs, a task force was formed in 1988 as a joint effort between the California Transportation Commission (CTC) and the rural counties. DNLTC is one of 26 rural county Local Transportation Commissions represented on the Rural Counties Task Force (RCTF). DNLTC representative attends these meetings to discuss and influence changing statewide transportation issues of concern to the rural counties and comments on RCTF projects. Responsible party: DNLTC.	Agendas, minutes, notes and letters	January, March, May, July, September, November
3 Consultant assistance to support the City of Crescent City's Measure S transportation planning is needed to develop an asset management product for the City's roadway system. By planning, the City will more effectively develop a strategy and local support for local roadway maintenance. Responsible party: City of Crescent City.	Reimbursement payment to City of Crescent City	June
4 Participate in the development of transportation programming guidelines, including STIP, ATP, Regional Transportation Plan, LCTOP, PTMISEA, CalOES, Cap and Trade Programs, etc. Responsible party: DNLTC.	Record of meetings.	As needed
5 Attend California Regional Transportation Planning Agency (RTPA), California Transportation Commission meetings and workshops. Responsible party: DNLTC.	Record of meetings.	As needed
6 Provide travel reimbursement to meetings and necessary software to hold and access meetings. Responsible party: DNLTC.	Record of meetings.	As needed

Product C2 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 7,750	\$ 7,750	\$ -	\$ -	\$ -
City of Crescent City	\$ 17,000	\$ 17,000			
Dues	\$ 2,500		\$ 2,500	\$ -	\$ -
Meeting Access & Travel	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -
Total	\$ 37,250	\$ 24,750	\$ 2,500	\$ 10,000	\$ -

Product 3: Website & Crowdsourcing Information

Task/Activity	Products	Schedule
1 With Consultant assistance, review website and update throughout the year to provide public information about the progress toward meeting the goals of the 2020 Regional Transportation Plan. Responsible party: <u>DNLTC.</u>	Website that is current and relevant	July - June
2 Post transportation articles and documents to the website that inform the public regarding regional planning meetings and activities. Responsible party: Consultant.	Up-to-date website	As needed
3 Maintain a web based feedback and data collection platform to enable public input by computer or smart phone. Responsible party: Consultant.	Data collection tool and year-end data	July - June

Product 3 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 5,000	\$ 5,000	\$ -	\$-	\$-
Consultant / Software	\$ 12,000	\$ 8,000	\$ 4,000	\$-	\$-
Total	\$ 17,000	\$ 13,000	\$ 4,000	\$ -	\$-

WORK ELEMENT E Transportation Development Act Administration and Fiscal Management

2022-23 Overall Work Program Final

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 28,500.00	\$ -	-	\$ 28,500.00	
Consultant/Auditor	\$ 34,100.00	\$ -	\$ -	\$ 34,100.00	
TOTAL	\$ 62,600.00	-	-	62,600.00	

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

Previous Accomplishments:

State Controller Report, TDA annual fiscal audits and triennial performance audits, Unmet needs process, Social Service Transportation Advisory Counsel support, Transit grant review and support, 2020 Coordinated Transportation Plan

Discussion

Public participation is a key component of the TDA. Public meetings are held to discuss transportation needs and hear concerns. DNLTC is required to establish a Social Service Transportation Advisory Council (SSTAC), comprised of people who are transit-dependent. SSTAC members work with local agencies in developing transit unmet needs criteria, which are used in making project approval decisions. To ensure program compliance, fiscal and performance audits are conducted. Fiscal audits are conducted annually, and include transit operator's expense-to-revenue ratio, known as farebox recovery. Performance audits are conducted every three years and include performance measures that verify the efficiency and effectiveness of planning agencies and transit operators. Fiscal and performance audits are mandatory work for all regional transportation planning agencies in California

Product 1: Office Operations

Recurring office activities such as maintenance of records, data transcription and legal counsel. Provide staff support in compliance with Transportation Development Act (TDA) statutes and regulations, most often on a daily basis. Office operations are necessary to meet the requirements of the TDA. Products include a well-maintained filing system and contracts reviewed and signed by counsel. Contracting expenses include costs associated with legal notices and mandatory media posting such as requests for proposal in local newspaper.

Task/Activity	Products	Schedule
1 Prepare state and federal documents as required by the Transportation Development Act. This activity is on-going throughout the fiscal year.	Document production and submission	As needed
2 Maintain records and archival of correspondence and documents as required by the Del Norte Local Transportation Commission document retention policy.	Document retention and filing system	Daily
3 Professional services contracts for attorney services, to advise and assist DNLTC as necessary and for contract review.	Approved contracts	As needed

E1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 12,000	\$ -	\$ -	\$ 12,000
Contracting Expense	\$ 500	\$ -	\$ -	\$ 500
Consultant	\$ 12,000	\$ -	\$ -	\$ 12,000
Total	\$ 24,500	\$ -	\$ -	\$ 24,500

Product 2: Fiscal Management

Transportation Development Act (TDA) annual fiscal and triennial performance audits and annual state controller report, TDA findings and allocations. This work is mandatory per the Transportation Development Act. Products include State Controllers Report and audited financial statements for DNLTC.

Task/Activity	Products	Schedule
1 Apportion TDA funds, approve claims, allocate funds, prepare and submit State Controllers Report, including services of the Auditors Office.	TDA resolutions; State Controllers	July-June
2 Conduct TDA fiscal audits, including services of independent auditor, and certified public accountant.	Fiscal Audit	August-December

E2 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 14,000	\$ -	\$ -	\$ 14,000
Auditors Office	\$ 4,600		\$ -	\$ 4,600
Consultant	\$ 17,000	\$ -	\$ -	\$ 17,000
Total	\$ 35,600	\$ -	\$ -	\$ 35,600

Product 3: Social Services Transportation Advisory Council support

Coordinate the annual unmet transit needs process by providing staff support to the Social Services Transportation Advisory Council (SSTAC). DNLTC is responsible for administering the annual unmet transit needs process concurrent with transit planning activities. This task is accomplished with the assistance of the SSTAC and is a mandatory activity per the Transportation Development Act. Products include Unmet Needs report and certification, agendas, minutes, and website postings.

Task/Activity	Products	Schedule
1 Prepare SSTAC meeting agendas, public notices, attend meetings, prepare meeting notes, post information to website.	Agendas, notices minutes, notes, website	As needed
2 Administrative tasks necessary to accomplish the Unmet Needs Process.	Unmet needs certification to State	Annually

E3 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Service	\$ 2,500	\$ -	\$ -	\$ 2,500
Consultant	\$ -	\$ -	\$ -	
Total	\$ 2,500	\$ -	\$ -	\$ 2,500

**AMENDMENT NO. 1 TO THE AGREEMENT FOR CONSULTING SERVICES
BY AND BETWEEN THE DEL NORTE LOCAL TRANSPORTATION COMMISSION
AND GREEN DOT TRANSPORTATION SOLUTIONS**

Pursuant to the Agreement for Consulting Services by and between Del Norte Local Transportation Commission (DNLTC) and Green DOT Transportation Solutions (“Contractor”) dated July 1, 2022, for the contract for Website, Crowdsourcing & Social Media Development and Maintenance, the parties hereto amend the Agreement to amend the cost and scope to incorporate to include:

Scope: Secure website hosting and email hosting changes and make social media changes to match the new hosting platform.

Cost: Not to exceed an additional \$4,000 in the 2022-23 year for a current year amount not to exceed \$12,000.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
A California Regional Transportation Planning Agency

Tamera Leighton, Executive Director

Dated: _____

Green DOT Transportation Solutions

Jeff Schwein

Dated: _____



AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT is effective November 30, 2022, between the DEL NORTE LOCAL TRANSPORTATION COMMISSION (“Client”) and the law firm of LOZANO SMITH, LLP (“Attorney”) (each a “Party” and collectively the “Parties”). Attorney shall provide legal services as requested by Client on the following terms and conditions:

1. **ENGAGEMENT.** Client hires Attorney on an as-requested basis as its legal counsel with respect to matters the Client refers to Attorney. When Client refers a matter to Attorney, Attorney shall confirm availability and ability to perform legal services regarding the matter. After Attorney has completed services for the specific matter referred by Client, then no continuing attorney-client relationship exists until Client requests further services and Attorney accepts a new engagement. If Attorney undertakes to provide legal services to represent Client in such matters, Attorney shall keep Client informed of significant developments and respond to Client’s inquiries regarding those matters. Client understands that Attorney cannot guarantee any particular results, including the costs and expenses of representation. Client agrees to be forthcoming with Attorney, to cooperate with Attorney in protecting Client’s interests, to keep Attorney fully informed of developments material to Attorney’s representation of client, and to abide by this Agreement. Client is hereby advised of the right to seek independent legal advice regarding this Agreement.
2. **RATES TO BE CHARGED.** Client agrees to pay Attorney for services rendered based on the attached rate schedule. Agreements for legal fees on other-than-an-hourly basis may be made by mutual agreement for special projects (including as set forth in future addenda to this Agreement).
3. **REIMBURSEMENT.** Client agrees to reimburse Attorney for actual and necessary expenses and costs incurred in the course of providing legal services to Client, including but not limited to expert, consultant, mediation and arbitration fees. Attorney shall not be required to advance costs on behalf of Client over the amount of \$1,000 unless otherwise agreed to in writing by Attorney. Typical expenses advanced for Client, without prior authorization, include messenger fees, witness fees, expedited delivery charges, travel expenses, court reporter fees and transcript fees. Client authorizes Attorney to retain experts or consultants to perform services.
4. **MONTHLY INVOICES.** Attorney shall send Client a statement for fees and costs incurred every calendar month (the “Statement”). Statements shall set forth the amount, rate and description of services provided. Client shall pay Attorney’s Statements within thirty (30) calendar days after receipt. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) calendar days past due, not to exceed 10% per annum.
5. **COMMUNICATIONS BETWEEN ATTORNEY AND CLIENT.** The Parties recognize that all legal advice provided by Attorney is protected by the Attorney-Client and Work Product Privileges. In addition to regular telephone, mail and other common business communication

methods, Client hereby authorizes Attorney to use facsimile transmissions, cellular telephone calls and text, unencrypted email, and other electronic transmissions in communicating with Client. Unless otherwise instructed by Client, any such communications may include confidential information.

6. **POTENTIAL AND ACTUAL CONFLICTS OF INTEREST.** If Attorney becomes aware of any potential or actual conflict of interest between Client and one or more other clients represented by Attorney, Attorney will comply with applicable laws and rules of professional conduct.

7. **INDEPENDENT CONTRACTOR.** Attorney is an independent contractor and not an employee of Client.

8. **TERMINATION.**

a. Termination by Client. Client may discharge Attorney at any time, with or without cause, by written notice to Attorney.

b. Termination by Mutual Consent or by Attorney. Attorney may terminate its services at any time with Client's consent or for good cause. Good cause exists if (a) Client fails to pay Attorney's Statement within sixty (60) calendar days of its date, (b) Client fails to comply with other terms of this Agreement, including Client's duty to cooperate with Attorney in protecting Client's interests, (c) Client has failed to disclose material facts to Attorney or (d) any other circumstance exists that requires termination of this engagement under the ethical rules applicable to Attorney. Additionally, to the extent allowed by law, Attorney may decline to provide services on new matters or may terminate the Agreement without cause upon written notice to Client if Attorney is not then providing any legal services to Client. Even if this Agreement is not terminated, under paragraph 1 an attorney-client relationship exists only when Attorney is providing legal services to Client.

c. Following Termination. Upon termination by either Party: (i) Client shall promptly pay all unpaid fees and costs for services provided or costs incurred pursuant to this Agreement up to the date of termination; (ii) unless otherwise required by law or agreed to by the Parties, Attorney will provide no legal services following notice of termination; (iii) Client will cooperate with Attorney in facilitating the orderly transfer of any outstanding matters to new counsel, including promptly signing a substitution of counsel form at Attorney's request; and (iv) Client shall, upon request, be provided the Client's file maintained for the Client by Attorney and shall sign acknowledgment of receipt upon delivery of that file. For all Statements received by Client from Attorney prior to the date of termination, Client's failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services as shown in the Statement within thirty (30) calendar days of the date of termination shall be deemed Client's acceptance of and agreement with the Statement. For any billing appearing for the first time on a Statement received by Client from Attorney after the date of termination, failure to notify Attorney in writing of any disagreement with either the

services performed or the charges for those services within thirty (30) calendar days from receipt of the Statement shall be deemed to signify Client's acceptance of and agreement with the Statement.

9. **MAINTENANCE OF INSURANCE.** Attorney agrees that, during the term of this Agreement, Attorney shall maintain liability and errors and omissions insurance.

10. **CONSULTANT SERVICES.** Attorney works with professional consultants that provide services, including but not limited to, investigations, public relations, educational consulting, leadership mentoring and development, financial, budgeting, management auditing, board/superintendent/chancellor relations, administrator evaluation and best practices, and intergovernmental relations. Attorney does not share its legal fees with such consultants. Attorney may offer these services to Client upon request.

11. **DISPUTE RESOLUTION.**

a. **Mediation.** Except as otherwise set forth in this section, Client and Attorney agree to make a good faith effort to settle any dispute or claim that arises under this Agreement through discussions and negotiations and in compliance with applicable law. In the event of a claim or dispute, either Party may request, in writing to the other Party, to refer the dispute to mediation. This request shall be made within thirty (30) calendar days of the action giving rise to the dispute. Upon receipt of a request for mediation, both Parties shall make a good faith effort to select a mediator and complete the mediation process within sixty (60) calendar days. The mediator's fee shall be shared equally between Client and Attorney. Each Party shall bear its own attorney fees and costs. Whenever possible, any mediator selected shall have expertise in the area of the dispute and any selected mediator must be knowledgeable regarding the mediation process. No person shall serve as mediator in any dispute in which that person has any financial or personal interest in the outcome of the mediation. The mediator's recommendation for settlement, if any, is non-binding on the Parties. Mediation pursuant to this provision shall be private and confidential. Only the Parties and their representatives may attend any mediation session. Other persons may attend only with the written permission of both Parties. All persons who attend any mediation session shall be bound by the confidentiality requirements of California Evidence Code section 1115, et seq., and shall sign an agreement to that effect. Completion of mediation shall be a condition precedent to arbitration, unless the other Party refuses to cooperate in the setting of mediation.

b. **Dispute Regarding Fees.** Any dispute as to attorney fees and/or costs charged under this Agreement shall to the extent required by law be resolved under the California Mandatory Fee Arbitration Act (Bus. & Prof. Code §§ 6200, et seq.).

c. **Binding Arbitration.** Except as otherwise set forth in section (b) above, Client and Attorney agree to submit all disputes to final and binding arbitration, either following mediation which fails to resolve all disputes or in lieu of mediation as may be agreed by the Parties in writing. Either Party may make a written request to the other for

arbitration. If made in lieu of mediation, the request must be made within sixty (60) calendar days of the action giving rise to the dispute. If the request for arbitration is made following an unsuccessful attempt to mediate the Parties' disputes, the request must be made within ten (10) calendar days of termination of the mediation. The Parties shall make a good faith attempt to select an arbitrator and complete the arbitration within ninety (90) calendar days. If there is no agreement on an arbitrator, the Parties shall use the Judicial Arbitration and Mediation Service (JAMS). The arbitrator's qualifications must meet the criteria set forth above for a mediator, except, in addition, the arbitrator shall be an attorney unless otherwise agreed by the Parties. The arbitrator's fee shall be shared equally by both Parties. Each Party shall bear its own attorney fees and other costs. The arbitrator shall render a written decision and provide it to both Parties. The arbitrator may award any remedy or relief otherwise available in court and the decision shall set forth the reasons for the award. The arbitrator shall not have any authority to amend or modify this agreement. Any arbitration conducted pursuant to this paragraph shall be governed by California Code of Civil Procedure sections 1281, et seq. By signing this Agreement, Client acknowledges that this agreement to arbitrate results in a waiver of Client's right to a court or jury trial for any fee dispute or malpractice claim. This also means that Client is giving up Client's right to discovery and appeal. If Client later refuses to submit to arbitration after agreeing to do so, Client may be ordered to arbitrate pursuant to the provisions of California law. Client acknowledges that before signing this Agreement and agreeing to binding arbitration, Client is entitled, and has been given a reasonable opportunity, to seek the advice of independent counsel.

d. Effect of Termination. The terms of this section shall survive the termination of the Agreement.

12. **ENTIRE AGREEMENT.** This Agreement with its exhibit supersedes any and all other prior or contemporaneous oral or written agreements between the Parties. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. Furthermore, any modification of this Agreement shall only be effective if in writing signed by all Parties hereto.


13. **SEVERABILITY.** Should any provision of this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, but the remainder of the Agreement can be enforced without failure of material consideration to any Party, then this Agreement shall not be affected and it shall remain in full force and effect, unless amended or modified by mutual consent of the Parties; provided, however, that if the invalidity or unenforceability of any provision of this Agreement results in a material failure of consideration, then, to the extent allowed by law, the Party adversely affected thereby shall have the right in its sole discretion to terminate this Agreement upon providing written notice of such termination to the other Party.

14. **NON-WAIVER.** None of the provisions of this Agreement shall be considered waived by either Party unless such waiver is specified in writing.

15. NO THIRD PARTY RIGHTS. This Agreement shall not create any rights in, or inure to the benefit of, any third party.

16. ASSIGNMENT. The terms of this Agreement may not be assigned to any third party. Neither Party may assign any right of recovery under or related to the Agreement to any third party.

SO AGREED:

CLIENT SIGNATURE	ATTORNEY SIGNATURE
Del Norte Local Transportation Commission	Lozano Smith, LLP
BY <i>(Authorized Signature)</i>	BY <i>(Authorized Signature)</i> 
PRINTED NAME AND TITLE OF PERSON SIGNING Tamera Leighton, Executive Director	PRINTED NAME AND TITLE OF PERSON SIGNING Karen M. Rezendes, Managing Partner
DATE EXECUTED	DATE EXECUTED 11/30/2022



PROFESSIONAL RATE SCHEDULE
FOR DEL NORTE LOCAL TRANSPORTATION COMMISSION

1. HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate:

Partner / Senior Counsel / Of Counsel	\$ 295 per hour
Associate	\$ 265 per hour
Paralegal / Law Clerk	\$ 150 per hour

Not to exceed \$25,000 (can be increased with client approval)

2. BILLING PRACTICE

Lozano Smith will provide a monthly, itemized Statement for services rendered. Time billed is broken into 1/10 (.10) hour increments, allowing for maximum efficiency in the use of attorney time. Invoices will clearly indicate the department or individuals for whom services were rendered.

Written responses to audit letter inquiries will be charged to Client on an hourly basis, with the minimum charge for such responses equaling .5 hours. Travel time shall be prorated if the assigned attorney travels for two or more clients on the same trip.

3. COSTS AND EXPENSES

In-office copying/electronic communication printing	\$ 0.25 per page
Facsimile	\$ 0.25 per page
Postage	Actual Usage
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

DEL NORTE LOCAL TRANSPORTATION COMMISSION

AUDITED FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT

JUNE 30, 2022



DEL NORTE LOCAL TRANSPORTATION COMMISSION
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JUNE 30, 2022

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INDEPENDENT AUDITOR'S REPORT

To the Commissioners of
Del Norte Local Transportation Commission
Crescent City, California

Opinion

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Del Norte Local Transportation Commission (the "Commission"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Commission, as of June 30, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conduct our audit in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements and Reporting Guidelines for California Special District. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Commission and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern within one year after the date that the financial statements are available to be issued, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and the State Controller's Minimum Audit Requirements and Reporting Guidelines for California Special District will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and the State Controller's Minimum Audit Requirements and Reporting Guidelines for California Special District, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 5 through 8 and page 28 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Report on Other Legal and Regulatory Requirements

We have also issued our report dated December 14, 2022, on our consideration of the Commission's compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance.

Harshmal & Company LLP

Oakland, California
December 14, 2022

MANAGEMENT'S DISCUSSION AND ANALYSIS

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2022**

This section of Del Norte Local Transportation Commission's (the "Commission") financial statements presents management's overview and analysis of the financial activities of the Commission for the fiscal year ended June 30, 2022. We encourage the reader to consider the information presented herein in conjunction with the financial statements as a whole.

Introduction to the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to the Commission's audited financial statements. This annual report is prepared in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*.

The required financial statements include the Government-wide Financial Statements and Fund Financial Statements; Statement of Net Position and Statement of Activities; Balance Sheet - Governmental Funds and Statement of Revenues, Expenditures, and Changes in Fund Balances Governmental Funds; Statement of Net Position - Fiduciary Funds and Statement of Changes in Net Position - Fiduciary Funds.

These statements are supported by notes to the financial statements. All sections must be considered together to obtain a complete understanding of the financial picture of the Commission.

Basic Financial Statements

The Basic Financial Statements comprise the Government-wide Financial Statements and the Fund Financial Statements; these two sets of financial statements provide two different views of the Commission's financial activities and financial position.

Government-wide Financial Statements

The Government-wide financial statements provide a longer-term view of the Commission's activities as a whole and comprise the Statement of Net Position and the Statement of Activities. The Statement of Net Position provides information about the financial position of the Commission as a whole, including all of its capital assets and long-term liabilities on the full accrual basis, similar to that used by corporations. The Statement of Activities provides information about all of the Commission's revenues and all of its expenses, on the full accrual basis, with the emphasis on measuring net revenues or expenses of the Commission's programs. The Statement of Activities explains in detail the change in Net Position for the year.

Government-wide financial statements are prepared on the accrual basis, which means they measure the flow of all economic resources of the Commission as a whole.

All of the Commission's activities are grouped into Government Activities, as explained below.

Fund Financial Statements

The Fund Financial Statements report the Commission's operations in more detail than the Government-wide statements and focus primarily on the short-term activities of the Commission's Major Funds. The Fund Financial Statements measure only current revenues and expenditures and fund balances; they exclude capital assets, long-term debt, and other long-term amounts. The Fund Financial Statements provide detailed information about each of the Commission's most significant funds, called Major Funds. The concept of Major Funds, and the determination of which are Major Funds, was established by GASB Statement No. 34 and replaced the concept of combining like funds and presenting them in total. Instead, each Major Fund is presented individually, with all Nonmajor Funds summarized and presented only in a single column. Major Funds present the major activities of the Commission for the year and may change from year to year as a result of changes in the pattern of the Commission's activities. In the Commission's case, there are two Major Governmental Funds.

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2022**

Governmental Fund Financial Statements are prepared on the modified accrual basis, which means they measure only current financial resources and uses. Capital assets and other long-lived assets, along with long-term liabilities, are not presented in the Governmental Fund Financial Statements. Major Funds account for the major financial activities of the Commission and are presented individually. All of the Commission's Governmental Funds are considered major.

The Statement of Net Position and the Statement of Activities present information about the following:

Governmental Activities - The Commission's basic services are considered to be governmental activities. These services are supported by specific program revenues from state grants and local transportation claims. Comparisons of Budget and Actual financial information are presented for the SAFE and Administration Special Revenue Fund.

Fiduciary Activities - The Commission's fiduciary activities are reported in the separate Statement of Fiduciary Net Position. Their balances are excluded from the Commission's other financial statements because the Commission cannot use these assets to finance its own operations.

The Fiduciary Statements provide financial information about the activities of the Transportation Development Act Fund, State Transit Assistance, RSTP, PTMISEA, and Transit Security Funds for which the Commission acts solely as an agent. The Fiduciary Statements provide information about the cash balances and activities of these funds. These statements are separate from, and their balances are excluded from, the Commission's financial activities.

Analysis of Major Funds:

Governmental Funds - Special Revenue Fund, revenue increased by \$75,148 from \$310,344 in the prior fiscal year to \$385,492 this fiscal year. The difference is primarily due to the completion of an RPA Carryover grant funded project, Work Element L: Elk Valley Cross Road Corridor Plan.

Special Revenue Fund expenditures increased by \$34,844 from \$325,490 in the prior fiscal year to \$360,334 this fiscal year. The difference is primarily due to the completion of an RPA Carryover grant funded project, Work Element L: Elk Valley Cross Road Corridor Plan, as noted in the preceding paragraph.

Governmental Activities

**Table 1
Governmental Net Position**

	<u>2022</u>	<u>2021</u>
Cash and Investments	\$ 135,628	\$ 104,087
Accounts Receivables	62,358	56,500
Capital Assets, Net of Accumulated Depreciation	-	-
Total Assets	<u>197,986</u>	<u>160,587</u>
Accounts Payable	<u>31,766</u>	<u>19,525</u>
Total Liabilities	<u>31,766</u>	<u>19,525</u>
Net Position:		
Net Investment in Capital Assets	-	-
Restricted	<u>166,220</u>	<u>141,062</u>
Total Net Position	<u>\$ 166,220</u>	<u>\$ 141,062</u>

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2022**

The Commission's governmental net position amounted to \$166,220 as of June 30, 2022, an increase of \$25,158 over 2021. This increase is the Change in Net Position reflected in the Governmental Activities column of the Statement of Activities shown in Table 2. The Commission's net position as of June 30, 2022, comprised the following:

Restricted - includes \$166,220 of net position that can only be used for specific purposes.

The Statement of Activities presents revenues in detail. These elements are summarized below in the Changes in Governmental Net Position.

**Table 2
Changes in Governmental Net Position**

	2022	2021
Expenses:		
SAFE Services	\$ 17,182	\$ 22,967
Planning and Administration	343,152	302,523
Total Expenses	360,334	325,490
Revenues:		
Program Revenues:		
Grants	251,844	208,814
Local Transportation Funds	79,494	46,232
PPM Funds	28,000	28,000
SAFE Services	25,134	26,035
General Revenues:		
Interest	1,020	1,263
Total Revenues	385,492	310,344
Change in Net Position	\$ 25,158	\$ (15,146)

The Major Special Revenue Funds that the Commission uses to account for its governmental activities are described below.

SAFE Fund - This fund accounts for service authority for freeway emergencies. The major revenue source for this fund is state fees collected in connection with vehicle license fees. Expenditures are made for service authority for freeway emergencies projects. Expenditures in the amount of \$17,182 were made for administration services in the current year. The fund balance increased by \$8,565 from \$77,000 at the end of the prior fiscal year to \$85,565 at the end of the current fiscal year.

Administration Fund - The major revenue source for this fund is Regional Planning Assistance funds. Expenditures in the amount of \$343,152 were made for planning and administration in the current year. The fund balance increased by \$16,593 from \$64,062 at the end of the prior fiscal year to \$80,655 at the end of the current fiscal year.

Capital Assets

GASB Statement No. 34 requires the Commission to record all its capital assets that were not recorded in prior years. The detail on capital assets can be found in Note 3.

Debt Administration

The Commission does not utilize long-term debt to fund operations or growth.

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2022**

Economic Outlook and Major Initiatives

Financial planning is based on specific assumptions from recent trends, State of California economic forecasts and historical growth patterns in the various communities served by the Commission.

The economic condition of the Commission, as it appears on the balance sheet, reflects the financial stability of the State and Federal funding. The Commission continues to be encouraged by development throughout its boundaries. The Commission will continue to maintain a watchful eye over expenditures and remain committed to sound fiscal management practices to deliver the highest quality service to the citizens of the area.

Contacting the Commission's Financial Management

These financial statements are intended to provide citizens, taxpayers, and creditors with a general overview of the Commission's finances. Questions about this Report should be directed to Executive Director, Del Norte Local Transportation Commission, 900 Northcrest Drive #16, Crescent City, California, 95531.

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF NET POSITION
JUNE 30, 2022

	Governmental Activities
ASSETS	
Current Assets	
Cash and Investments	\$ 135,628
Accounts Receivables	62,358
Total Current Assets	197,986
Noncurrent Assets	
Capital Assets, Net of Accumulated Depreciation	-
Total Noncurrent Assets	-
Total Assets	197,986
LIABILITIES AND NET POSITION	
LIABILITIES	
Current Liabilities:	
Accounts Payable	31,766
Total Current Liabilities	31,766
Total Liabilities	31,766
NET POSITION	
Net Investment in Capital Assets	-
Restricted	166,220
Total Net Position	166,220
Total Liabilities and Net Position	\$ 197,986

The accompanying notes are an integral part of these financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022

Functions/Programs	Expenses	Program Revenues		Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Governmental Activities
Governmental Activities				
SAFE Services	\$ 17,182	\$ 25,134	\$ -	\$ 7,952
Planning and Administration	<u>343,152</u>	<u>-</u>	<u>359,338</u>	<u>16,186</u>
Total Governmental Activities	<u><u>\$ 360,334</u></u>	<u><u>\$ 25,134</u></u>	<u><u>\$ 359,338</u></u>	<u>24,138</u>
General Revenues				
Interest				<u>1,020</u>
Total General Revenues				<u>1,020</u>
Change in Net Position				25,158
Net Position - Beginning of Year				<u>141,062</u>
Net Position - End of Year				<u><u>\$ 166,220</u></u>

The accompanying notes are an integral part of these financial statements.

FUND FINANCIAL STATEMENTS

DEL NORTE LOCAL TRANSPORTATION COMMISSION
BALANCE SHEET- GOVERNMENTAL FUNDS
JUNE 30, 2022

	Fund 618 SAFE	Fund 602 Administration	Total
ASSETS			
Cash and Investments	\$ 82,085	\$ 53,543	\$ 135,628
Accounts Receivables	4,353	58,005	62,358
Total Assets	86,438	111,548	197,986
LIABILITIES AND FUND BALANCES			
LIABILITIES			
Accounts Payable	873	30,893	31,766
Total Liabilities	873	30,893	31,766
FUND BALANCES			
Restricted	85,565	80,655	166,220
Total Fund Balances	85,565	80,655	166,220
Total Liabilities and Fund Balances	\$ 86,438	\$ 111,548	\$ 197,986

The accompanying notes are an integral part of these financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	Fund 618 SAFE	Fund 602 Administration	Total
REVENUES			
Grants	\$ -	\$ 251,844	\$ 251,844
Local Transportation Funds	-	79,494	79,494
PPM Funds	-	28,000	28,000
Service Authority for Freeway Emergencies	25,134	-	25,134
Interest	613	407	1,020
	<u>25,747</u>	<u>359,745</u>	<u>385,492</u>
EXPENDITURES			
Current:			
Planning and Administration	<u>17,182</u>	<u>343,152</u>	<u>360,334</u>
Total Expenditures	<u>17,182</u>	<u>343,152</u>	<u>360,334</u>
<i>Excess/(Deficiency) of Revenues over Expenditures</i>	<u>8,565</u>	<u>16,593</u>	<u>25,158</u>
Net Change in Fund Balance	8,565	16,593	25,158
Fund Balance - Beginning of Year	<u>77,000</u>	<u>64,062</u>	<u>141,062</u>
Fund Balance - End of Year	<u>\$ 85,565</u>	<u>\$ 80,655</u>	<u>\$ 166,220</u>

The accompanying notes are an integral part of these financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF NET POSITION - FIDUCIARY FUNDS
JUNE 30, 2022

	Expendable Trust Funds						Total
	Fund 637 Local Transportation	Fund 626 State Transit Assistance	Fund 619 RSTP Fund	Fund 696 PTMISEA Fund	Fund 647 Transit Security Fund	Fund 697 State of Good Repair	
ASSETS							
Cash and Investments	\$ 216,051	\$ 37,055	\$ 1,619,726	\$ 521,826	\$ 220	\$ 125,546	\$ 2,520,424
Sales Tax Receivable	<u>143,309</u>	<u>72,711</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>216,020</u>
Total Assets	<u>359,360</u>	<u>109,766</u>	<u>1,619,726</u>	<u>521,826</u>	<u>220</u>	<u>125,546</u>	<u>2,736,444</u>
LIABILITIES							
Accounts Payable	<u>211,829</u>	<u>49,567</u>	<u>2,609</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>264,005</u>
Total Liabilities	<u>211,829</u>	<u>49,567</u>	<u>2,609</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>264,005</u>
NET POSITION							
Held in Trust for Pedestrian Bike	89,815	-	-	-	-	-	89,815
Held in Trust	<u>57,716</u>	<u>60,199</u>	<u>1,617,117</u>	<u>521,826</u>	<u>220</u>	<u>125,546</u>	<u>2,382,624</u>
Total Net Position	<u>\$ 147,531</u>	<u>\$ 60,199</u>	<u>\$ 1,617,117</u>	<u>\$ 521,826</u>	<u>\$ 220</u>	<u>\$ 125,546</u>	<u>\$ 2,472,439</u>

The accompanying notes are an integral part of these financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF CHANGES IN NET POSITION - FIDUCIARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	Expendable Trust Funds						Total
	Fund 637 Local Transportation	Fund 626 State Transit Assistance	Fund 619 RSTP Fund	Fund 696 PTMISEA Fund	Fund 647 Transit Security Fund	Fund 697 State of Good Repair	
REVENUES							
Sales Tax	\$ 900,727	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900,727
RSTP Funds	-	-	273,819	-	-	-	273,819
State of Good Repair	-	-	-	-	-	41,751	41,751
State Transit Assistance Funds	-	255,967	-	-	-	-	255,967
Interest	2,258	921	9,367	4,247	2	791	17,586
Total Revenues	<u>902,985</u>	<u>256,888</u>	<u>283,186</u>	<u>4,247</u>	<u>2</u>	<u>42,542</u>	<u>1,489,850</u>
EXPENDITURES							
Administration and Planning	79,494	-	-	-	-	-	79,494
Redwood Coast Transit Authority	852,449	352,842	-	37,073	-	-	1,242,364
Consolidated Transit Services Agency	44,866	-	-	-	-	-	44,866
Partnerships	-	-	6,650	-	-	-	6,650
Streets Overlays	-	-	2,609	-	-	-	2,609
Total Expenditures	<u>976,809</u>	<u>352,842</u>	<u>9,259</u>	<u>37,073</u>	<u>-</u>	<u>-</u>	<u>1,375,983</u>
Change in Net Position	(73,824)	(95,954)	273,927	(32,826)	2	42,542	113,867
Net Position - Beginning of Year	<u>221,355</u>	<u>156,153</u>	<u>1,343,190</u>	<u>554,652</u>	<u>218</u>	<u>83,004</u>	<u>2,358,572</u>
Net Position - End of Year	<u>\$ 147,531</u>	<u>\$ 60,199</u>	<u>\$ 1,617,117</u>	<u>\$ 521,826</u>	<u>\$ 220</u>	<u>\$ 125,546</u>	<u>\$ 2,472,439</u>

The accompanying notes are an integral part of these financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Del Norte Local Transportation Commission (the "Commission") have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

This summary of significant accounting policies of the Commission is presented to assist in understanding the financial statements. The financial statements and notes are representations of management, who is responsible for their integrity and objectivity. These accounting policies have been consistently applied in the preparation of financial statements.

A. Reporting Entity and Nature of Activities

The Commission is the Regional Transportation Planning Agency (RTPA) for Del Norte County, California, pursuant to Section 29532 of the California Government Code and was created pursuant to Title 3, Division 3, Chapter 2 of the State of California Government Code Section 29535. The Commission is responsible for transportation planning activities as well as administration of the Local Transportation Trust Fund and the State Transit Assistance Fund. The Commission does not exercise control over any other governmental agency authority. Criteria used in determining the reporting entity was based on control or dependence determined on the basis of budget adoption, funding, and appointment of the respective governing board.

B. Basis of Presentation

Government-wide financial statements

The statement of net position and statement of activities display information about the reporting government as a whole and include all funds of the reporting entity, except for fiduciary activities. Governmental activities generally are financed through taxes and other non-exchange revenues.

The statement of activities demonstrates the degree to which the direct expenses of given functions or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include grants and contributions that are restricted to meeting the operational needs of a particular program, and fees, grants, and contributions that are restricted to financing the acquisition or construction of capital assets.

Revenues not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements

Financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, liabilities, net position/ fund balance, revenues, and expenditures/expenses.

Separate financial statements are provided for governmental funds and fiduciary funds. Major individual governmental funds and major individual fiduciary funds are reported as separate columns in the fund financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (CONT'D)

B. Basis of Presentation - Cont'd

Fund Financial Statements - Cont'd

The Commission's resources are accounted for based on the purposes for which they are to be spent and the means by which spending activities are controlled. An emphasis is placed on major funds within the governmental categories. A fund is considered major if it is the primary operating fund of the Commission or meets the following criteria:

Total assets, liabilities, revenues, or expenditures (or expenses) of the individual governmental funds are at least 10 percent of the corresponding total for all funds of that category or type.

C. Measurement Focus/Basis of Accounting

Measurement focus refers to what is being measured; the basis of accounting refers to the timing of the recognition of revenues and expenditures in the accounts and their reporting in the financial statements.

Government-wide Financial Statements

The government-wide statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned, and expenses are recorded when the liability is incurred or economic asset used. Fiduciary funds are not included in the government-wide financial statements.

Fund Financial Statements

The governmental fund types use a current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Their revenues are recognized when susceptible to accrual, i.e., when they become measurable and available. Measurable means the amount can be determined. Available means collectible within the current period or soon enough thereafter to pay current liabilities. For this purpose, the Commission considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, if measurable. General capital asset acquisitions are reported as expenditures in governmental funds.

The revenues susceptible to accrual are Transportation Development Act (TDA) funds, grants, and interest revenue.

Non-exchange transactions, in which the Commission gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. On the accrual basis, revenue from taxes is recognized in the fiscal year for which the taxes are levied or assessed. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

The Commission may fund programs with a combination of cost-reimbursement grants, categorical block grants, and general revenues. Thus, both restricted and unrestricted net positions may be available to finance program expenditures. The Commission's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (CONT'D)

C. Measurement Focus/Basis of Accounting - Cont'd

Fund Financial Statements - Cont'd

The governmental funds consist of:

Service Authority for Freeway Emergencies (SAFE) Fund - The major revenue source for this fund is state vehicle license fees. Expenditures are made for planning and administration.

Administration Fund - The major revenue source for this fund is state Regional Planning Assistance funds. Expenditures are made for planning and administration.

The fiduciary funds account for assets held by the Commission as a trustee or agent for other units of government. Expendable trust funds are used by the Commission for the following purposes:

Local Transportation Fund (LTF) - This fund is utilized by the Commission, as trustee, to receive the 1/4 of 1% retail sales tax that is returned to each County by the State Board of Equalization. These funds are apportioned and allocated by the Commission to eligible claimants for transit, transportation planning, and for the administration of the TDA.

State Transit Assistance (STA) Fund - This fund is utilized by the Commission, as trustee, to receive sales tax derived from statewide sales of gasoline and diesel fuel. Each County receives its share of these funds based upon a population and operator revenue formula. These funds are allocated by the Commission to transit operators.

Regional Surface Transportation Program (RSTP) Fund - This fund is utilized by the Commission, as trustee, to receive non-federal RSTP account funds from the California Department of Transportation. These funds are then allocated to local agencies for eligible purposes.

Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) Fund - This fund is utilized by the Commission, as trustee, to receive PTMISEA funds which are required to be accounted for separately.

Transit Security Fund - This fund is utilized by the Commission, as trustee, to receive Proposition 1B California Transit Security Grant funds which are required to be accounted for separately.

State of Good Repair Fund - This fund is utilized by the Commission, as trustee, to receive funding for capital assistance in rehabilitating and modernizing California's existing local transit systems. This is an increase in transit STA funding. They pass through DNLTC directly to RCTA.

D. Budgets

Operating Funds - The Commission annually adopts a budget through the preparation of an overall work program. This work program describes the projects, or work elements, that are to be funded and the type of funds that will pay for the expenditures, such as Regional Planning Assistance, State Subvention, Local Transportation, or Federal Transportation Administration (FTA).

The work program in draft form is prepared by Commission staff, submitted and approved by the Commission, and submitted to the State of California, Department of Transportation (Caltrans) before June 30. Caltrans, as the grantor of Regional Planning Assistance, State Subvention, and FTA funds, approves the work program, which then becomes the budget for the operating fund of the Commission.

Expendable Trust Funds - There are three expendable trust funds, the LTF, STA, and RSTP Funds. The LTF funds are available for transit, streets and roads, pedestrian and bicycle, administration of the TDA, and transportation planning.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (CONT'D)

D. Budgets - Cont'd

The STA funds are available for transit purposes. The eligible recipients are the Commission, the County of Del Norte, the City of Crescent City, Redwood Coast Transit Authority, and any governmental agency that is operating a transit service within Del Norte County, California. The process for delivering the LTF and STA funds to the various recipients is as follows:

The County Auditor-Controller estimates the number of funds to be available in the LTF, and notifies the Commission before February 1 of each year.

The LTF fund's net position balance has \$89,815 held in trust for pedestrian bicycle projects.

The Commission determines how much funding it will need for the planning and administration of the TDA. Redwood Coast Transit Authority (RCTA) is the only eligible claimant in the Del Norte region for the LTF funds provided by the State of California Department of Finance. RCTA is notified of the amount of LTF funds. RCTA then submits a claim for LTF funds, with transit needs required to be met before any streets and roads funds can be claimed. While it is legal to allocate LTF funds for street and road purposes under certain conditions, the Commission is committed to funding transit to the greatest extent possible and, by practice, does not divert funds for streets and roads allocations.

The Commission acts upon the claims, adopting resolutions, and preparing allocation instructions that notify the recipient of the funds approved and notifies the County Auditor-Controller of what expenditures are approved and when they are to be paid.

The STA process is similar, except that the estimate is made by the State of California Controller's Office, and the funds cannot be used for administration, streets and roads, or pedestrian and bicycle facilities.

E. Cash and Cash Equivalents

The Commission's cash is maintained with the County of Del Norte Office of the Auditor-Controller and a local financial institution. Cash deposits in external investment pools are considered cash equivalents when deposits and withdrawals may be made at any time without prior notice or penalty. The County of Del Norte Office of the Auditor-Controller allocates interest to the various funds based upon the average monthly cash balances. The Commission's cash on deposit with the County of Del Norte Treasury at June 30, 2022, was \$227,492 reported in governmental activity funds and \$2,332,109 reported in fiduciary funds. The Commission's cash on deposit with Tri Counties Bank at June 30, 2022, was \$96,451.

F. Accounts Receivables

The Commission evaluates the collectability of accounts receivable in order to determine the allowance for doubtful accounts. As of June 30, 2022, the Commission determined that accounts receivable is fully collectible and recorded \$0 for the allowance for doubtful accounts.

Based on historical experience, the Commission does not expect amounts to become uncollectible; however, if they are, they will be charged to operations as a bad debt expense. Although this method does not conform to generally accepted accounting principles, the impact of any bad debt expense recorded in the future is expected to be immaterial to the financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (CONT'D)

G. Capital Assets

Capital assets are defined by the government as assets with an initial cost of more than \$5,000 and an estimated useful life in excess of one year. All capital assets are valued at historical cost or estimated historical cost if the actual historical cost is not available. Donated capital assets are valued at their acquisition value on the date donated.

Depreciation of capital assets is charged as an expense against operations, with accumulated depreciation reflected in the statement of net position. Depreciation has been provided over the estimated useful lives using the straight-line method. The estimated useful lives are as follows:

<u>Depreciable Asset</u>	<u>Estimated Useful Life</u>
Callboxes and Equipment	5 years

H. Net Position and Fund Balance Classification Policy

The difference between fund assets and liabilities is called “net position” in the government-wide and proprietary fund financial statements, and it is called “fund balance” in the governmental fund financial statements.

Government-wide and proprietary fund financial statements have the following categories of net position:

Net investment in capital assets represents capital assets, net of accumulated depreciation reduced by the outstanding principal balances of debt attributable to the acquisition, construction, or improvement of those assets.

Restricted net position represents amounts that can be spent only for specific purposes as stipulated by law, external resource providers, contracts, or through enabling legislation.

Unrestricted net position represents amounts that are neither restricted nor invested in capital assets, net of related debt.

In accordance with the provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the governmental fund financial statements have the following categories of fund balance:

Nonspendable fund balance includes amounts in fund balance that cannot be spent because they are either not in spendable form or because they are legally or contractually required to be maintained intact.

Restricted fund balance includes amounts that can be spent only for specific purposes as stipulated by law, external resource providers, contracts, or through enabling legislation.

Committed fund balance includes amounts that can be spent only for specific purposes determined by formal action of the Commission. Commitments may be changed or lifted only by the Commission taking the same formal action.

Assigned fund balance includes amounts that are intended to be spent for specific purposes but do not meet the criteria to be classified as restricted or committed. Intent can be expressed by the Commission, a Commission-created committee, or an official designated by the Commission to which it delegates the authority.

Unassigned fund balance represents the residual classification for resources that cannot be classified into any of the other categories.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (CONT'D)

H. Net Position and Fund Balance Classification Policy - Cont'd

The Commission establishes fund balance commitments by the passage of a resolution. This is typically done through the adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the Commission.

As of June 30, 2022, the Commission's restricted funds of \$166,220 include \$80,655 of State Transportation Improvement Program funds to be used for project planning, programming and monitoring activities, \$85,565 of funds to be used for SAFE projects.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to use restricted resources first, followed by committed, assigned, and unassigned resources as they are needed.

I. Due to Other Governments

Balances due to other governments from fiduciary funds are included in liabilities on the Statement of Fiduciary Net Position. As of June 30, 2022, the Commission's balance due to other governments was \$0.

J. Interfund Transactions - Transfers among funds

Resources may be transferred from one Commission fund to another. The purpose of the transfers is to reimburse a fund that has made expenditure on behalf of another fund.

K. Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

L. Contingencies

The Commission receives revenue from Federal, State, and Local agencies that have requirements to be followed when expending these revenues. If the requirements are not followed, the unauthorized expenditures would be a liability to be refunded to the appropriate agency. Although that is a possibility, management currently deems the contingency remote based upon their knowledge of the objectives of the agencies and the provisions of the funding agreements. Accordingly, no amount has been accrued as a contingent liability in the accompanying financial statements

M. Risk Management

The Commission is exposed to various risks of loss related to errors and omissions. The Commissioners are covered for errors and omissions liability through the respective government agencies (Crescent City and County of Del Norte).

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (CONT'D)

N. Fair Value Measurements

The Commission categorizes its fair value measurement within the fair value hierarchy established by generally accepted accounting principles. The hierarchy prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1) and the lowest priority to unobservable inputs (level 3).

The three levels of the fair value hierarchy are described as follows:

- Level 1:** Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Commission has the ability to access.
- Level 2:** Inputs to the valuation methodology include:
- Quoted prices for similar assets or liabilities in active markets;
 - Quoted prices for identical or similar assets or liabilities in inactive markets;
 - Inputs other than quoted prices that are observable for the asset or liability;
 - Inputs that are derived principally from or corroborated by observable market data by correlation or other means.
- Level 3:** Inputs to the valuation methodology are unobservable and significant to the fair value measurement. Unobservable inputs reflect the Commission's own assumptions about the inputs that market participants would use in pricing the asset or liability (including assumptions about risk). Unobservable inputs are developed based on the best information available in the circumstances and may include the Commission's own data.

NOTE 2 - CASH AND INVESTMENTS FUNDS

The Commission maintains specific cash deposits with the County of Del Norte and involuntarily participates in the external investment pool of the County of Del Norte. The County of Del Norte is restricted by state code in the types of investments it can make. Furthermore, the County of Del Norte Treasurer has a written investment policy, approved by the Board of Supervisors, on an annual basis. Also, the County of Del Norte has a Treasury Oversight Committee, which performs regulatory oversight for its pool.

The County of Del Norte's investment policy authorizes the County of Del Norte to invest in obligations of the U.S. Treasury, its agencies and instrumentalities, certificates of deposit, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, bankers' acceptances, repurchase agreements, and the State Treasurer's investment pool. As of June 30, 2022, the Commission's cash with the County of Del Norte's Treasurer is stated at fair value. As of June 30, 2022, both the fair value and carrying value of the pool shares were \$227,492 and \$2,332,109 for the governmental and fiduciary funds, respectively.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 2 - CASH AND INVESTMENTS FUNDS - (CONT'D)

Fair Value Measurements

The Commission's investments have the following recurring fair value measurements as of June 30, 2022:

	Fair Value	Fair Value Measurement Using:		
		Level 1	Level 2	Level 3
Collective Investment Funds:				
Del Norte County Treasurer's Pool	\$ 2,559,601	\$ 2,559,601	\$ -	\$ -
Total	<u>\$ 2,559,601</u>	<u>\$ 2,559,601</u>	<u>\$ -</u>	<u>\$ -</u>

The Commission uses quoted prices in active markets to determine the fair value of its investments, if available. If quoted market prices in active markets are not available, fair value is based upon fair value information provided by third-party investment custodians.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of investment, the greater the sensitivity of its fair value to changes in market interest rates. Due to the highly liquid nature of the Commission's investment with the County of Del Norte's external investment pool, the Commission's exposure to interest rate risk is deemed by management to be insignificant.

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The County of Del Norte's external investment pool does not have a rating provided by a nationally recognized statistical rating organization.

Custodial Credit Risk

With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools.

As of June 30, 2022, there were no Commission deposits with financial institutions in excess of federal depository insurance limits.

Concentration of Credit Risk

The investment policy of the Commission contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government Code. There were no non-pooled investments held by the Commission at June 30, 2022.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 3 - CAPITAL ASSETS

The change in the capital assets in the SAFE fund for the year ended June 30, 2022, was as follows:

	Balance June 30, 2021	Additions	Retirements	Balance June 30, 2022
Equipment	\$ 123,327	\$ -	\$ -	\$ 123,327
Less: Accumulated Depreciation	(123,327)	-	-	(123,327)
Net Capital Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

NOTE 4 - PUBLIC TRANSIT MODERNIZATION

In November 2006, California Voters passed a bond measure enacting the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. Of the \$19.925 billion of state general obligation bonds authorized, \$4 billion was set aside by the State as instructed by statute as the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements for rolling stock procurement, rehabilitation, or replacement.

During the year ended June 30, 2022, the Commission received and expended Proposition 1B PTMISEA funds within the STA Fund as follows:

Unexpended PTMISEA Funds at June 30, 2021	\$ 554,652
Proceeds Received During 2022:	
Interest Earned	<u>4,247</u>
Total Available for Expenditure	558,899
Expenditures Incurred During 2022:	
Funding Provided to RCTA for Purchases	<u>37,073</u>
Unexpended PTMISEA Funds at June 30, 2022	<u>\$ 521,826</u>

NOTE 5 - SUBSEQUENT EVENTS

The Commission's management has evaluated subsequent events through December 14, 2022, which is the date the financial statements were available to be issued, and noted no events that could impact the understanding of the users of the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

DEL NORTE LOCAL TRANSPORTATION COMMISSION
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE BY WORK ELEMENT - BUDGET TO ACTUAL
FOR THE YEAR ENDED JUNE 30, 2022
(UNAUDITED)

	Budget		Actual				Total	Variance
	Original	Final	TDA	SAFE	RPA	STIP		
REVENUES								
Regional Planning Assistance	\$ 230,000	\$ 274,370	\$ -	\$ -	\$ 251,844	\$ -	\$ 251,844	\$ (22,526)
PPM Funds	88,500	100,500	-	-	-	28,000	28,000	(72,500)
TDA Funds	76,000	99,000	79,494	-	-	-	79,494	(19,506)
SAFE	26,000	26,000	-	25,134	-	-	25,134	(866)
Interest*	-	-	-	613	-	407	1,020	1,020
Total Revenues	420,500	499,870	79,494	25,747	251,844	28,407	385,492	(114,378)
EXPENDITURES								
Long Range Planning Coordination (A)	103,900	150,370	20,027	-	150,370	-	170,397	(20,027)
Overall Work Program Development (B)	36,000	38,000	4,202	-	28,000	-	32,202	5,798
Public Participation and Information Dissemination (C)	63,500	82,500	550	-	49,280	1,500	51,330	31,170
Regional Transportation Improvement Program (RTIP) Development (D)	58,000	78,000	-	-	-	10,314	10,314	67,686
TDA Administration and Fiscal Management (E)	56,000	79,000	54,715	-	-	-	54,715	24,285
SAFE: Service Authority for Freeway Emergencies (F)	26,000	26,000	-	17,056	-	-	17,056	8,944
Safety & Security Planning (G)	49,100	14,000	-	-	12,964	-	12,964	1,036
Transit Planning (H)	28,000	32,000	-	-	11,230	-	11,230	20,770
Misc Others	-	-	-	126	-	-	126	(126)
Total Expenditures	420,500	499,870	79,494	17,182	251,844	11,814	360,334	139,536
<i>Excess/(Deficiency) of Revenues over Expenditures</i>	-	-	-	8,565	-	16,593	25,158	25,158
Fund Balance - Beginning of Year	141,062	141,062	-	77,000	64,062	-	141,062	-
Fund Balance - End of Year	<u>\$ 141,062</u>	<u>\$ 141,062</u>	<u>\$ -</u>	<u>\$ 85,565</u>	<u>\$ 64,062</u>	<u>\$ 16,593</u>	<u>\$ 166,220</u>	<u>\$ 25,158</u>

References to A - H above represent work elements of the Overall Work Program.

* Interest income is not included in the work program budget.

SUPPLEMENTARY INFORMATION

DEL NORTE LOCAL TRANSPORTATION COMMISSION
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - ALL SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	<u>Fund 618</u> <u>SAFE</u>	<u>Fund 602</u> <u>Administration</u>	<u>Total</u>
<i>REVENUES</i>			
Regional Planning Assistance	\$ -	\$ 251,844	\$ 251,844
PPM Funds	-	28,000	28,000
TDA Funds	-	79,494	79,494
Service Authority for Freeway Emergencies	25,134	-	25,134
Interest	<u>613</u>	<u>407</u>	<u>1,020</u>
Total Revenues	<u>25,747</u>	<u>359,745</u>	<u>385,492</u>
<i>EXPENDITURES</i>			
Long Range Planning Coordination (A)	-	170,397	170,397
Overall Work Program Development (B)	-	32,202	32,202
Public Participation and Information Dissemination (C)	-	51,330	51,330
Regional Transportation Improvement Program (RTIP)			
Development (D)	-	10,313	10,313
TDA Administration and Fiscal Management (E)	-	54,716	54,716
SAFE: Service Authority for Freeway Emergencies (F)	17,056	-	17,056
Safety & Security Planning (G)	-	12,964	12,964
Transit Planning (H)	-	11,230	11,230
Payments to Affiliates	-	-	-
Misc. Others	<u>126</u>	<u>-</u>	<u>126</u>
Total Expenditures	<u>17,182</u>	<u>343,152</u>	<u>360,334</u>
<i>Excess/(Deficiency) of Revenues over Expenditures</i>	<u>8,565</u>	<u>16,593</u>	<u>25,158</u>
Net Change in Fund Balance	8,565	16,593	25,158
Fund Balance - Beginning of Year	<u>77,000</u>	<u>64,062</u>	<u>141,062</u>
Fund Balance - End of Year	<u>\$ 85,565</u>	<u>\$ 80,655</u>	<u>\$ 166,220</u>

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
SCHEDULE OF ALLOCATIONS AND EXPENDITURES -
LOCAL TRANSPORTATION FUND
FOR THE YEAR ENDED JUNE 30, 2022**

	Public Utilities Code Section				Total
	Administration 99233.1	Pedestrian & Bike Facilities 99234	Community Transit Services 99275	Contracted Transit Service 99260	
<i>ALLOCATIONS</i>					
Sales Tax and Other Income	\$ 902,985	\$ -	\$ -	\$ -	\$ 902,985
Total Allocations	902,985	-	-	-	902,985
<i>EXPENDITURES</i>					
Redwood Coast Transit Authority	-	-	-	852,449	852,449
Consolidated Transit Services Agency	-	-	-	44,866	44,866
Administration and Planning	79,494	-	-	-	79,494
Total Expenditures	\$ 79,494	\$ -	\$ -	\$ 897,315	\$ 976,809

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
 SCHEDULE OF ALLOCATIONS AND EXPENDITURES -
 STATE TRANSIT ASSISTANCE FUND
 FOR THE YEAR ENDED JUNE 30, 2022**

	Public Utilities Code Section
	<u>General Public 6730</u>
<i>ALLOCATIONS</i>	
State of California STA Funds and Other Income	\$ <u>256,888</u>
Total Allocations	<u>256,888</u>
<i>EXPENDITURES</i>	
Redwood Coast Transit Authority	<u>352,842</u>
Total Expenditures	<u><u>\$ 352,842</u></u>

**REPORT ON COMPLIANCE OVER FINANCIAL REPORTING BASED ON AN AUDIT
 OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH THE
 STATUTES, RULES, AND REGULATIONS OF THE
 CALIFORNIA TRANSPORTATION DEVELOPMENT ACT**

To the Commissioners of
 Del Norte Local Transportation Commission
 Crescent City, California

We have audited, in accordance with auditing standards generally accepted in the United States of America the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Del Norte Local Transportation Commission (the "Commission"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated December 14, 2022.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. Additionally, we performed tests to determine that expenditures paid by the Commission Transportation Development Act Funds were made in accordance with the California Transportation Development Act. Specifically, we performed each of the specific tasks identified in the California Code of Regulations Sections 6661, 6662, and 6751 that are applicable to the Commission Transportation Development Act Funds. Also as part of our audit, we performed tests of compliance to determine whether certain state bond funds were received and expended in accordance with the applicable bond act and state accounting requirements.

In connection with our audit, nothing came to our attention that caused us to believe the Commission failed to comply with the Statutes, Rules, and Regulations of the California Transportation Development Act. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion.

As of June 30, 2022, Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) funds received and expended, in the current fiscal year, were verified in the course of our audit as follows:

Unexpended PTMISEA Funds at June 30, 2021	\$ 554,652
Proceeds Received During 2022:	
Interest Earned	4,247
Total Available for Expenditure	558,899
Expenditures Incurred During 2022:	
Funding Provided to RCTA for Purchases	37,073
Unexpended PTMISEA Funds at June 30, 2022	\$ 521,826

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. This report is an integral part of an audit in considering the entity's compliance. Accordingly, this communication is not suitable for any other purpose.

Harshmal & Company LLP

Oakland, California
December 14, 2022

Item F Staff Report

DATE: JANUARY 3, 2023
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
**SUBJECT: CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS
ACT OF 2021 (CRRSAA)**

TAC AND STAFF RECOMMENDATION: Consider the City and County proposals and direct staff to draft a resolution to award CRRSAA funding.

BACKGROUND: The CRRSAA and RSTP fact sheets are attached.

Funds available:

STIP: \$315,063

Non-STIP: \$200,000

This item continues from November 1. The City of Crescent City and County of Del Norte have both provided updates as requested.



COUNTY OF DEL NORTE
COMMUNITY DEVELOPMENT DEPARTMENT

981 "H" Street, Suite 110
Crescent City, California 95531

Fax (707) 465-0340

Planning
(707) 464-7254

Engineering & Surveying
(707) 464-7229

Roads
(707) 464-7238

Building Inspection
(707) 464-7253

Environmental Health
(707) 465-0426

MEMO

DATE: 22 December 2022
TO: Del Norte Local Transportation Commission
FROM: Jon Olson, County Engineer *Jon Olson*
SUBJECT: Condition Assessment of Culvert under Washington Blvd. near Harrold St.
LOCATION: Washington Blvd. near Harrold St
PROJECT: Washington Blvd. Culvert Replacement BHIPL-5901(061)

Summary:

CalTrans Culvert Inspection Team performed a visual inspection of the County's culvert located as referenced above on 14 December 2022. The inspection was performed using closed circuit television (CCTV). County staff observed the operations during the course of the investigation. Based on this visual inspection, it is my opinion that the culvert has failed and should be replaced as soon as feasibly possible.

Background:

The subject culvert is estimated at approximately 70 years old and should be expected to be near the end of its useful life. The County has received partial funding for design & replacement and has already engaged a consultant to perform the design and permitting of the project (Project). The County is seeking other funding sources that may be paired with existing funding to complete the design and construction of this critical project.

One source of possible funding is the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) which is funding available through the Local Transportation Commission and could be used to assist with paying for a portion of this project. At the 1 November 2022 Del Norte Local Transportation Commission (DNLTC) meeting the County requested that the DNLTC allocate all available CRRSAA funding to the Project. At the request of the Transportation Commission for more information, the County made arrangements with CalTrans culvert Inspection Team to inspect the pipe and provide a current assessment of its condition. The purpose of the assessment is to assist the Commission in

determining how to allocate the funding. Of special interest is whether the culvert is in need of immediate repairs or if the project could be delayed.

Findings:

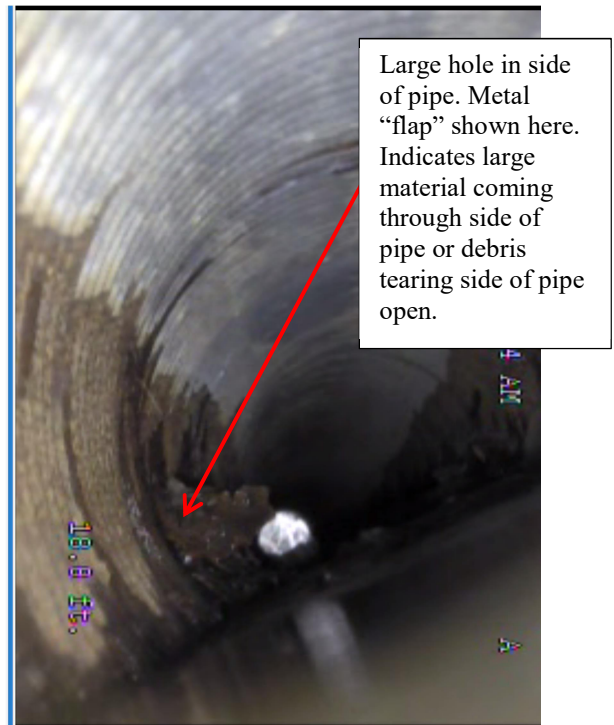
The culvert was actively flowing and had many cobbles and gravel in the bottom of the culvert making it difficult for the camera-crawler to traverse the pipe. I observed as the camera drove partially through the culvert. It is my opinion that the culvert is failed based on the following observed conditions:

1. Exposed downstream end of culvert is failed; top of culvert will no longer support loads
2. Bottom of culvert is completely missing in some locations
3. Holes in the sidewall
4. Loss of galvanization on the sides/shoulders of the culvert
5. Large holes in side of pipe that can easily transport (pipe) fill material from the road base into the culvert and drainage areas

Recommendations:

The new video shows that the culvert may be subject to collapse and has a great potential for piping material out of the road fill. It is my recommendation that the culvert be replaced as soon as possible.

Images:





Fwd: [EXTERNAL] Rep. Huffman Congressional Community Project Funding

Eric Wier <ewier@crescentcity.org>
To: Tamera Leighton <Tamera@dnltc.org>

Fri, Dec 23, 2022 at 3:53 PM

FYI

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From: Trimmer, Shane <Shane.Trimmer@mail.house.gov>
Sent: Friday, December 23, 2022 1:09:21 PM
To: Bridget Lacey <blacey@crescentcity.org>
Cc: Callaway, Jenny <Jenny.Callaway@mail.house.gov>; Driscoll, John <John.Driscoll@mail.house.gov>; Eric Wier <ewier@crescentcity.org>
Subject: [EXTERNAL] Rep. Huffman Congressional Community Project Funding

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Bridget!

Just moments ago the House passed appropriations legislation for Fiscal Year 2023 which included **\$750,000** for the **Front Street Complete Street and Cultural Inclusion!** This legislation will soon be signed into law by President Biden.

Congratulations and thank you for your patience throughout this process.

Within the coming months you will receive direct communication from the relevant federal agency with jurisdiction over the account that will manage your projects funding. Please follow all instructions from the agency. The agency may require you to fill out additional information and details on your project. If you have not heard from a federal agency regarding your community project by the end of February, please follow up with us.

At this time it is hard to determine when you may receive project funding exactly, but it should be within the next four-to-five months. Please do not take out a loan to spend these funds on the promise the funds coming soon. Community project funding will be allocated for your specified project spending only, as highlighted in your previously submitted spending plan, and cannot be used to pay off a loan, even if those funds went toward the project. Doing so threatens the relinquishment of your projects funding.

We will continue to update you as we receive further information and in the meantime please let us know if you have any questions.

Congratulations again.

Kind regards,



Shane Trimmer
Legislative Director

Office of Rep. Jared Huffman
1527 Longworth House Office Building
Washington, DC 20515

202 225-5161

Shane.Trimmer@mail.house.gov



County of Del Norte
Board of Supervisors
981 "H" Street, Ste. 200
Crescent City, California 95531

Work
(707) 464-7204

Fax
(707) 464-1165

September 27, 2022

Del Norte Local Transportation Commission
900 Northcrest Drive, PMB 16
Crescent City, CA 95531

Attn: Tamera Leighton, Executive Director

Project: Washington Boulevard Culvert Replacement (east of Harrold Street)
Project #: HIP-5901(061)

Re: Request for CRRSAA Funding Allocation

Dear Ms. Leighton:

The County previously requested HIP (Highway Infrastructure Program) and RSTP (Regional Surface Transportation Program) funds for the Washington Boulevard Culvert Replacement Project (east of Harrold Street). Presently, a total of \$530,358 is allocated to the project (\$209,140 HIP and \$321,218 RSTP). The County has issued two requests for proposals, however, both times only one proposal was received. The County is presently in the process of executing a professional services agreement for the preliminary engineering and right-of-way phases of the project. At this time, the professional services agreement for the preliminary engineering and right-of-way phases of the project is anticipated to total approximately \$610,000 which does not include County staff time.

The County would like to request the entire CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act of 2021) allocation, which is understood to be \$515,063, be allocated to the Washington Boulevard Culvert Replacement Project. Although the County does not have an engineer's estimate for the construction phase of the project, it is reasonable to assume construction phase costs will exceed the combined costs of the preliminary engineering and right-of-way phases of the project.

Expending CRRSAA funding on the project is ideal for the region since federal HIP funds have already federalized the project meaning the project must comply with federal standards including NEPA (National Environmental Policy Act). Additionally, CRRSAA funding will provide the County more time to attempt to secure grant funding to supplement or supplant the RSTP funding presently allocated to the project.

Sincerely,

Gerry Hemmingsen
Chair



September 28, 2022

Ms. Tamera Leighton, Executive Director
Del Norte Local Transportation Commission
Crescent City, CA 95531

RE: Front Street CRRSAA Funding request

Need:

The City is requesting the Del Norte Local Transportation Commission allocate \$515,063 of unallocated CRRSAA funding to the City for use toward the next phase of the reconstruction of Front street.

Background:

Front Street is vitally important to the City of Crescent City (City). It is listed by the Regional Transportation Plan (RTP) as a major collector and by Elk Valley Rancheria’s Indian Reservation Road System (IRR) as a collector. It borders Beachfront Park, connects the Airport to the Harbor, provides access from Highway 101 to the commercial district of the City, and it includes the storm drain collection infrastructure from northern streets and directs the water to the Pacific Ocean. Front Street between G and L Streets is exhibiting foundational failure due in part to a buried seawall, abandoned underground infrastructure, other unsuitable foundational materials, and failing storm drains. The section of Front Street from G Street to I Street exhibits severe surface damage indicative of foundational failure, fatigue failure, and tree root heaving.

Front Street from B Street to G Street, completed in 2021, was funded by a Community Development Block Grant (CDBG). The project reduced flood potential in residential areas by replacing undersized storm drains on C, D, and F streets, which all merge together and flow into the storm drain system on Front Street. CDBG funding is not available for the next phases of Front Street.

Path to Success:

The current project phase includes two blocks of Front Street from G Street to I Street based upon available funding and the timing of construction within this fiscal year. The project will follow the original design intent of the 2012 Front Street Master Plan. The project includes, subgrade improvements, lane reduction from 4 lanes to two with traffic calming features, ADA compliant crossings, sidewalks and curbs which will encourage lower vehicle speeds and inter/multimodal transportation.

Current Front Street funding secured for the completion of Front Street (G Street to I Street) is as follows:

City – ARPA funds	\$ 515 k
City - Measure S funds	\$ 515 k
City - General Fund	\$ 770 k
<u>DNLTC funding (RSTP / Ped Bike)</u>	<u>\$ 400 k</u>
Total	\$ 2.2 Million

Timing for the project will be compressed to complete the reconstruction as quickly as possible, unfortunately due to the long lead times of the materials the construction will not be able to take place until Spring of 2023:

The updated projected project schedule is as follows:

City purchase of Materials	March 2022 – Complete
City to Receive Materials	November 2022
Design completion (G to L)	December 2022
Project Bid Date	January / February 2023
Contract Award	March / April 2023
Notice to Proceed	Spring 2023
Construction	Spring / Summer 2023

Again, the current funding will allow for the completion of the next two blocks of Front Street, leaving 3 blocks (I Street to Hwy 101) still remaining to be reconstructed.

In an attempt to obtain funding for the remaining portions of the project, the City has also applied for Community Project Funding through Congressman Huffman’s Office. The Congressman selected this project as part of this fiscal year’s appropriation to be sent on to the House Appropriations Committee for review. Due to the timeliness of use of funds the project scope included completing the Front Street reconstruction through K Street. In June we received notice that Committee selected the project for partial funding in the amount of \$750K to be included in Fiscal Year 2023 House Appropriations legislation. There are still some legislation approvals that need to be obtained but it is expected to pass out of Committee very soon, and off of the House floor by the end of September or early October. Final approval by the President for these appropriations will occur after the House and Senate give their respective approvals.

Although this funding would be a huge benefit to the community, it is estimated this additional funding will not be enough to complete the next block. However, with the additional allocation of the CRRSAA funding as requested, The City would have the funding necessary to complete the reconstruction of Front Street through that next block (Play Street). This would allow for the creation of additional pedestrian and parking improvements and reduce the barrier that Front Street has become in separating our downtown from what we will soon be a transformed Beachfront Park.

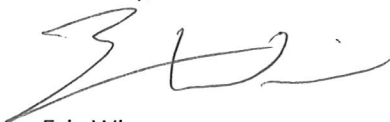
The City has been resourceful and cognizant of the limited DNLTC funding with completing this regional priority project. To date the City has secured over \$6 million of funding for the reconstruction of Front Street from B Street to I Street investing significant City General Fund dollars toward the completion. With the additional congressional appropriation funding, we now have an opportunity to leverage this funding for the completion of the next block.

If funded this additional scope of work could be included in the bid documents this winter and construction would be completed by the Fall of 2023.

Request:

The City is requesting the Del Norte Local Transportation Commission allocate \$515,063 of unallocated CRRSAA funding to the City to use toward the next phase of the reconstruction of Front Street.

Sincerely,



Eric Wier
City Manager
City of Crescent City

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Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA)

The Federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 apportioned \$911.8 million to California (COVID Relief Funds). Under the Act, the COVID Relief Funds may be used for a broad range of surface transportation purposes listed in Section 113(b) of Title 23 of the U.S. Code and are meant to “prevent, prepare for, and respond to coronavirus.” Specifically, the Act allows states to cover revenue losses and allows COVID Relief Funds to be used on new or existing projects, and for preventive and routine maintenance; operations; personnel; salaries; contracts; debt service payments; and availability payments; as well as transfers to public tolling agencies. The COVID Relief funds were apportioned to the State (60%) and Local Agencies (40%). The local funds were further apportioned to the local agencies in the STIP-COVID (Mid-Cycle STIP) and the new CRRSAA Program. The CRRSAA Program will make available approximately \$182 million beginning May 2021. The apportionment distribution for the CRRSAA Program, approved on March 14, 2021 by the CTC, is consistent with the formula distribution of the Surface Transportation Block Grant Program; with a minimum guarantee of \$200,000 for each county per CTC Guidelines. The Division of Local Assistance (DLA) manages California’s local agency share of the CRRSAA funding.

CRRSAA

- [Approved Project List as of August 2022](#)
- [FHWA HIP-CRRSAA Implementation Guidance](#)
- [Process for CRRSAA Projects](#)

Eligible Project Types

- Projects that are eligible under the Surface Transportation Block Grant Program (new and existing)
- Routine maintenance/rehabilitation projects (new and existing)
- Projects funding operations
- Projects funding personnel - including salaries of employees or contractors
- Debt service payments; availability payments and coverage for other revenue losses

For more details and information regarding CRRSAA Program, click the texts below or the links to the right.

- [CRRSAA Program Guidelines](#)
- [Apportionment List](#)

Questions and Contacts

If you have questions, please contact your [District Local Assistance Engineer \(DLAE\)](#).

Continue to check this site periodically for any program updates.

Please feel free to send comments regarding this web site to the [DLA Webmaster](#).

Regional Surface Transportation Program

The Regional Surface Transportation Program (RSTP) was established by California State Statute utilizing Surface Transportation Program Funds that are identified in Section 133 of Title 23 of the United States Code.

Projects eligible for funding from the RSTP include:

- ❖ Construction, reconstruction, rehabilitation, resurfacing, restoration, and operational improvements on
 1. Federal-aid highways (i.e., on any highways, including NHS and Interstate Highways that are not functionally classified as local or rural minor collectors).
 2. Bridges (including bridges on public roads of all functional classifications), including any such construction or reconstruction necessary to accommodate other transportation modes, and including the seismic retrofit and painting of and application of calcium magnesium acetate on bridges and approaches and other elevated structures.
- ❖ Mitigation of damage to wildlife, habitat, and ecosystems caused by a transportation project funded under RSTP.
- ❖ Capital costs for transit projects eligible for assistance under the Federal Transit Act and publicly owned intracity or intercity bus terminals and facilities.
- ❖ Carpool projects, fringe and corridor parking facilities and programs, and bicycle transportation and pedestrian walkways on any public roads in accordance with Section 217 of Title 23, U.S.C.
- ❖ Highway and transit safety improvements and programs, hazard elimination, projects to mitigate hazards caused by wildlife, and railway-highway grade crossings. Safety improvements are eligible on public roads of all functional classifications
- ❖ Highway and transit research and development and technology transfer programs.
- ❖ Capital and operating costs for traffic monitoring, management and control facilities and programs.
- ❖ Surface transportation planning programs
- ❖ Transportation enhancement activities.
- ❖ Transportation control measures listed in Section 108 (f)(1)(A) (other than clauses xii & xvi) of the Clean Air Act.
- ❖ Development and establishment of management systems under Section 303 of Title 23, U.S.C.
- ❖ Wetlands mitigation efforts related to RSTP projects.

In accordance with Section 133 (f) of Title 23 of the United States Code, approximately 76% (\$225 million dollars per year) of the state's RSTP funds must be obligated on projects which are located within the 11 urbanized areas of California with populations greater than 200,000 people. (See attached map for UZAs greater than 200,000 population). The apportionment and distribution for such obligation is calculated based on relative population.

Appendix C

COMMON ACRONYMS

ATP – Active Transportation Program	NEPA – National Environmental Policy Act
BTA – Bicycle Transportation Account	OWP – Overall Work Program
CalACT – California Association for Coordinated Transportation	PPM – Planning, Programming & Monitoring Program
CALCOG – California Association of Councils of Governments	PTA – Public Transportation Account
CalSTA – California State Transportation Agency	PUC – Public Utilities Commission / Public Utilities Code
Caltrans – California Department of Transportation	RCT – Redwood Coast Transit
CEQA – California Environmental Quality Act	RCTA – Redwood Coast Transit Authority
CRRSAA -- Coronavirus Response and Relief Supplemental Appropriations Act	RCTF – Rural Counties Task Force
CSAC – California State Association of Counties	PSR – Project Study Report
CTC – California Transportation Commission	RIP – Regional Improvement Program
CTSA – Consolidated Transportation Service Agency	RPA – Rural Planning Assistance
DNLTC – Del Norte Local Transportation Commission	RSTP – Regional Surface Transportation Program
DOT – California Department of Transportation, a.k.a. Caltrans	RTIP – Regional Transportation Improvement Program
DTR – District Transit Representatives	RTP – Regional Transportation Plan
FAA – Federal Aviation Administration	RTPA – Regional Transportation Planning Agency
FAS – Federal Aid System	SB – Senate Bill
FAST Act: Fixing America's Surface Transportation Act	SHA – State Highway Account
FHWA – Federal Highway Administration	SHS – State Highway System
FTA – Federal Transit Administration	SHOPP – State Highway Operation and Protection Program
FTIP – Federal Transportation Improvement Program	SR – State Route
FY – Fiscal Year	SSTAC – Social Services Transportation Advisory Council
IIJA – Infrastructure Investment and Jobs Act	STA – State Transit Assistance
IIP – Interregional Improvement Program	STIP – State Transportation Improvement Program
IRRS – Inter-Regional Roadway System	STP – Surface Transportation Program
ITIP – Interregional Transportation Improvement Program	TAC – Technical Advisory Committee
JPA – Joint Powers Agreement	TDA – Transportation Development Act of 1971
LTF – Local Transportation Fund	TDP – Transit Development Plan
MAP-21 -- Moving Ahead for Progress in the 21st Century	TE – Transportation Enhancement Program (formerly TEA)
MOU – Memorandum of Understanding	TSM – Transportation System Management
MPO – Metropolitan Planning Organization	USDOT – United States Department of Transportation
	VMT – Vehicle Miles Traveled
	WE – Work Element
	YTD – Year to Date
	ZEB – Zero Emission Bus
	ZEV – Zero Emission Vehicle