

DEL NORTE LOCAL TRANSPORTATION COMMISSION  
MEETING AGENDA: TUESDAY, APRIL 6, 2021 AT 3 PM

Public Zoom Webinar Registration Link:

[https://us02web.zoom.us/webinar/register/WN\\_F\\_zG7Dx-Sv21uip-aMsXnA](https://us02web.zoom.us/webinar/register/WN_F_zG7Dx-Sv21uip-aMsXnA)

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 March 2, 2021

Proposed action: By consensus, accept minutes of March 2, 2021.

- b) Adopt resolution 2021 4 authorizing and directing the Executive Director to execute annual federal apportionment exchange program and state match program agreements with the state of California, Department of Transportation as they are made available to DNLTC, and to execute any related documents for the RSTP Exchange process for Federal Aid Projects – Master Fund Transfer Agreement 00450s.

Staff recommendation: By polled vote, adopt Resolution 2021 4 approving the 2021-22 Overall Work Program.

- c) Adopt Resolution 2021 5 approving the 2021-22 Overall Work Program

TAC and staff recommendation: By polled vote, adopt Resolution 2021 05 approving the 2021-22 Overall Work Program.

- d) Adopt Resolution 2021 6 programming Low Carbon Transit Operations Program funds.

Redwood Coast Transit Authority and Staff recommendation: By polled vote, adopt Resolution 2021 05 approving the LCTOP project for the Electric Bus Infrastructure Program.

- e) Del Norte Local Transportation Commission Resolution authorizing the Redwood Coast Transit Authority to administer the 5311 Federal Transit Act Funds with the California Department of Transportation  
Redwood Coast Transit Authority and Staff recommendation: By polled vote, adopt Resolution 2021 06 approving the administration of the 5311 Federal Transit Act funding.

POLICY and ADMINISTRATIVE

- f) Executive Director contract for services.  
Counsel recommendation: By polled vote, approve the attached contract for Executive Director services and authorize the chair and counsel to sign the contract.
- g) Discussion items
- US 199 presentation with David Morgan and Caren Coonrod.
  - SAFE system annual report.
  - Software for website posting and sharing (Dropbox)
  - Sunset Circle progress update
  - Elk Valley Cross Road
  - Last Chance Grade
  - Funding update: Regional Planning Assistance, Regional Surface Transportation Program; Planning, Programming and Monitoring; Coronavirus Response and Relief Supplemental Appropriations Act of 2021 Highway Infrastructure Programs Funding Distribution (CRSSA), Active Transportation Program.

5. Commissioner 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, June 1, 2021 at 3 p.m.

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

## CONSENT AGENDA ITEM A-D

**DATE:** APRIL 6, 2021  
**TO:** DEL NORTE LOCAL TRANSPORTATION COMMISSION  
**FROM:** TAMERA LEIGHTON, EXECUTIVE DIRECTOR  
**SUBJECT:** CONSENT AGENDA ITEMS

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- a) Minutes of March 2, 2021  
Proposed action: By consensus, accept minutes of March 2, 2021.
- b) Adopt resolution 2021 4 authorizing and directing the Executive Director to execute annual federal apportionment exchange program and state match program agreements with the state of California, Department of Transportation as they are made available to DNLTC, and to execute any related documents for the RSTP Exchange process for Federal Aid Projects – Master Fund Transfer Agreement 00450s.

Staff recommendation: By polled vote, adopt Resolution 2021 4 approving the 2021-22 Overall Work Program.

This resolution is adopted annually and is routine in nature.

- c) Adopt Resolution 2021 5 approving the 2021-22 Overall Work Program

TAC and staff recommendation: By polled vote, adopt Resolution 2021 05 approving the 2021-22 Overall Work Program.

The Overall Work Program was reviewed in detail in the February meeting. It has been reviewed by Caltrans and their comments have been considered. The comments and response to comments is included.

- d) Adopt Resolution 2021 6 programming Low Carbon Transit Operations Program funds.

Redwood Coast Transit Authority and Staff recommendation: By polled vote, adopt Resolution 2021 05 approving the LCTOP project for the Electric Bus Infrastructure Program.

Programming transit funding is the obligation of DNLTC; it is routine in nature. The project selection is the jurisdiction of Redwood Coast Transit Authority.

**DEL NORTE TRANSPORTATION COMMISSION  
REGULAR MEETING MINUTES: TUESDAY, MARCH 2, 2021, AT 3 PM**

Present: Commissioner Jason Greenough, City  
Commissioner Gerry Hemmingsen, County  
Commissioner Chris Howard, County, Chair  
Commissioner Blake Inscore, Alternate City  
Commissioner Darrin Short, County  
Kevin Tucker, Caltrans, Policy Advisory Member

Absent: Commissioner Beau Smith, City

Also Present: Susan Brown, Rural Approaches  
Sebastian Cohen, Caltrans  
Colin Fiske, Public  
Tamara Leighton, Local Transportation Commission  
Clayton Malmberg, Caltrans  
David Morgan, Caltrans  
Suresh Ratnam, Caltrans  
Joe Rye, RCTA  
Jeff Schwein, Green DOT  
Nacole Sutterfield, City

**1. CALL MEETING TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

Commissioner Inscore 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. CALTRANS REPORT ON LAST CHANCE GRADE EMERGENCY WORK**

Caltrans Hydraulics Engineer Sebastian Cohen gave a presentation to the Commission on the status of the Last Chance Grade slide and repair work. Sebastian gave an overview of when the first slide occurred, mid-February, with approximately 10,000 cubic yards of slide material, which has since increased to tens of thousands of cubic yards of slide material. The road was fully closed 2-3 times in the first few days, but now has controlled access; however, additional rain and slides may cause more closures. Sebastian presented LIDAR images which show prior instability in the slide area. Caltrans is removing rockfall, but continued rockfall is making removal difficult. There is damage to guard rails, wall lagging, cable railing, and the lighting system. The

fallen material is being used to build up the road for use. Fallen material is also being used to build up a berm, which allows the road to be moved out. Crews continue to work to remove slide material until stable bedrock is found, or an appropriate road grade is found. The upper slope debris is being removed for safety and to lessen future slides. Last Chance Grade is currently open to controlled one-way traffic with up to two-hour delays. Sebastian noted that delays are weather and slide-activity-dependent. Caltrans continues to monitor the headscarp for any movement and they do not expect any slide movement to extend to the south of the grade, however, headscarp movement could cause additional slides to the north of the grade. Sebastian discussed the next steps Caltrans will be taking. They will continue to remove the unstable rock, monitor and survey the site to determine what final condition is required, and develop appropriate mitigation strategies, such as netting, or permanent or temporary walls. Chair Howard commented on how pro-active communication and response by Caltrans has been during this event. Their efforts are greatly appreciated.

## **5. PUBLIC HEARING**

Chair Howard opened the Public Hearing at 3:33 PM.

Tamera Leighton explained the number of communication methods that were used to inform the public about the Transportation Plan and the Public Hearing.

Chair Howard opened the Hearing to public Comment.

Public Comment: Colin Fiske expressed concerns about greenhouse gas emissions concerning the VMT (Vehicle Miles Traveled) which doesn't take into account visitor travel. Colin also expressed concern about CEQA's (California Environmental Quality Act) involvement and stated that a full Environmental Impact Report should be done. Concern was relayed about road redesigns to accommodate STAA traffic.

Chair Howard closed the Public Hearing at 3:38 PM.

## **6. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON**

Requested Action: By consensus, elect a Chairperson and Vice-Chairperson for 2021. Commissioner Inscore nominated Commissioner Greenough as Chair. No other nominations were presented.

On a motion by Commissioner Inscore, seconded by Commissioner Hemmingsen, and unanimously carried on a polled vote the Del Norte Local Transportation Commission elected Commissioner Greenough as Chair for 2021.

Commissioner Hemmingsen nominated Commissioner Short as Vice-Chair. No other nominations were presented.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Greenough, and unanimously carried on a polled vote the Del Norte Local Transportation Commission elected Commissioner Short as Vice-Chair for 2021.

## **7. ADJOURN TO THE POLICY ADVISORY COMMITTEE**

Chair Greenough adjourned as the Del Norte Local Transportation Commission and immediately reconvened as the Policy Advisory Committee at 3:42 p.m.

## **CONSENT AGENDA**

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 JANUARY 12, 2021**

Proposed action: By consensus, accept minutes of January 12, 2021.

### **b) ADOPT RESOLUTION 2021 3 ALLOCATING PLANNING, PROGRAMMING AND MONITORING FUNDING**

TAC and staff recommendation: By polled vote, adopt resolution 2021 3 allocating \$23,500 for the Regional Transportation Plan update.

Public Comment: None

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

## **POLICY and ADMINISTRATIVE**

### **c) ADOPT RESOLUTION APPROVING THE MITIGATED NEGATIVE DECLARATION FOR THE 2020 REGIONAL TRANSPORTATION PLAN**

TAC and staff recommendation: By polled vote, adopt resolution 2021 1 approving the Mitigated Negative Declaration for the 2020 Regional Transportation Plan.

Public Comment: None

On a motion by Commissioner Hemmingsen, seconded by Commissioner Howard, and unanimously carried on a polled vote the Del Norte Local Transportation Commission adopted resolution 2021 1 approving the Mitigated Negative Declaration for the 2020 Regional Transportation Plan.

### **d) ADOPT THE 2020 REGIONAL TRANSPORTATION PLAN**

TAC and staff recommendation: By polled vote, adopt resolution 2021 2 adopting the 2020 Regional Transportation Plan.

Public Comment: None

On a motion by Commissioner Howard, seconded by Commissioner Short, and unanimously carried on a polled vote the Del Norte Local Transportation Commission adopted resolution 2021 2 adopting the 2020 Regional Transportation Plan.

### **e) APPOINT FINANCE COMMITTEE MEMBERS AND AUTHORIZE COMMITTEE MEMBERS TO SIGN NECESSARY AND ROUTINE BANKING DOCUMENTS.**

Staff recommendation:

- i. Chair appoints two Finance Committee members
- ii. By polled vote, authorize the Chair and Finance Committee members to sign necessary and routine banking documents.

Public Comment: None

On a motion by Commissioner Howard, seconded by Commissioner Short, and unanimously carried on a polled vote the Del Norte Local Transportation Commission appoints Commissioner Hemmingsen and Commissioner Short to the Finance Committee and authorizes the Chair and Finance Committee members to sign necessary and routine banking documents.

**f) DISCUSSION ITEMS**

- COVID relief funding in transportation: HR 133 – Tamera Leighton presented a letter regarding potential transportation funding related to COVID relief. Up to \$700,000 could be available to the Del Norte Transportation Commission for transportation-related projects. The funding is part of the COVID stimulus relief package and no guidelines are in place at this time. Tamera will keep the Commission informed as more information is released.
- 2021-22 Overall Work Program – Tamera Leighton reported on the status of the Overall Work Program (OWP) and gave an overview of the OWP projects and programs. Tamera reviewed the Work Elements in the OWP and explained that the TAC (Transportation Advisory Committee) advises the Commission on projects and programs for the document.
- 2021 Economic and Demographic Profile – Tamera Leighton reported that the 2021 Economic and Demographic Profile is back on track. There were some communication challenges due to COVID, but the profile is scheduled to be completed on time.
- Sunset Circle progress update – Nacole Sutterfield reported the project is almost complete. The city is waiting on some light poles and some clean-up is needed. The project is on time and budget.
- Elk Valley Cross Road and US 199 Safety – Tamera reported Caltrans would give the Commission a presentation at the next Commission meeting. David Morgan, Caltrans Project Engineer, discussed the progress of the Safety Audit for US 199. They are currently in the “K” phase reviewing areas of concern. The safety audit is scheduled to begin in 2021 and continue into 2022. David also went on to say they will be looking at eleven years of data to get a good picture of areas of concern. He noted that where high friction treatment has been applied is showing signs of cracking after three years. Typically, high friction treatment should last about ten years and believes the extreme weather conditions are causing the breakdown of the surface treatment. Caltrans is considering using an epoxy-based treatment at Hardscrabble Creek as a test case to see if it withstands weather conditions better. Commissioner Howard thanked Caltrans for moving ahead with the safety audit; it has been long overdue. Tamera Leighton would like to see all projects on US 199 that have implemented included be in the safety audit document.
- Last Chance Grade - Nothing additional.

**8. COMMISSIONER COMMENTS AND REPORTS**

None

**9. 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 Howard, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved items 4 a-e.

**10. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, APRIL 6, 2021  
AT 3:00 P.M.**

With no further business before the Commission, Chair Greenough adjourned the regular meeting at 4:45 p.m., until the next regularly scheduled meeting on Tuesday, April 6, 2021, at 3:00 p.m.

Respectfully submitted

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Tamera Leighton, Executive Director



RESOLUTION NO. 2021 4

DEL NORTE LOCAL TRANSPORTATION COMMISSION (DNLTC) RESOLUTION  
AUTHORIZING AND DIRECTING THE EXECUTIVE DIRECTOR TO EXECUTE ANNUAL  
FEDERAL APPORTIONMENT EXCHANGE PROGRAM AND STATE MATCH PROGRAM  
AGREEMENTS WITH THE STATE OF CALIFORNIA, DEPARTMENT OF  
TRANSPORTATION AS THEY ARE MADE AVAILABLE TO DNLTC, AND TO EXECUTE  
ANY RELATED DOCUMENTS FOR THE RSTP EXCHANGE PROCESS FOR FEDERAL AID  
PROJECTS – MASTER FUND TRANSFER AGREEMENT 00450S

**WHEREAS**, Del Norte Local Transportation Commission (DNLTC), in its official capacity as the Regional Transportation Planning Agency, entered into a Master Local Agency-State Agreement for Federal Aid Programs on March 20, 2015, and,

**WHEREAS**, Federal transportation legislation has established annual allocations to DNLTC of Federal funds for transportation related projects; and

**WHEREAS**, State legislation allows DNLTC to exchange the Federal allocation for nonfederal State Highway Account funds and DNLTC has historically exchanged the Federal allocation for nonfederal State transportation funds; and

**WHEREAS**, DNLTC and the State are willing to enter into an agreement that specifies these State funds be used for transportation purposes in conformance with Article XIX of the California State Constitution.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Del Norte Local Transportation Commission does hereby authorize the Executive Director of DNLTC to execute the annual Federal Apportionment Exchange and State Match Agreements with the California Department of Transportation and to execute any related documents for the Exchange process.

**PASSED AND ADOPTED** by the Del Norte Local Transportation Commission of Del Norte County, State of California on the 6th day of April 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Jason Greenough, Chair  
Del Norte Local Transportation Commission

ATTEST:

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Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission



2021/2022 OVERALL WORK PROGRAM  
DEL NORTE LOCAL TRANSPORTATION COMMISSION

*Adopted by Resolution on April 6, 2021*

RESOLUTION 2021 5

DEL NORTE LOCAL TRANSPORTATION COMMISSION  
RESOLUTION ADOPTING THE 2021-22 OVERALL WORK PROGRAM

WHEREAS, the Del Norte Local Transportation Commission, as the Del Norte Regional Transportation Planning Agency, has the responsibility of developing, approving and managing an Overall Work Program annually; and

WHEREAS, the Del Norte Local Transportation Commission, through its planning process including its regional transportation plan, has identified the region's significant transportation needs; and

WHEREAS, as part of the management of its annual Overall Work Program the Del Norte Local Transportation Commission has identified projects for the 2021-22 year;

NOW, THEREFORE, BE IT RESOLVED that the Del Norte Local Transportation Commission does hereby adopt its 2021-22 Overall Work Program according to the attached summary and funding charts.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission of Del Norte County, State of California on the 6th day of April 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Jason Greenough, Chair  
Del Norte Local Transportation Commission

ATTEST:

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Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission

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## **A. OVERALL WORK PROGRAM FUNDING**

The Del Norte Local Transportation Commission (Commission) has funded the Del Norte County Regional Transportation Planning Agency Fiscal Year 2020/2021 Overall Work Program with funds and services from a variety of sources including: 1) Rural Planning Assistance; 2) Rural Planning Assistance Discretionary Grant; 3) Transportation Development Act; 4) State Transportation Improvement Program; and 5) Service Authority for Freeway Emergencies. Funding charts in this document's appendices detail the sources and amounts of expected revenue and proposed expenditures.

## **B. ORGANIZATION AND MANAGEMENT**

The Commission is composed of six members as follows: three members appointed by the Crescent City Council and three members appointed by the Del Norte County Board of Supervisors. When joined by the Caltrans Deputy District Director for Planning, the Commission becomes the Policy Advisory Committee.

The Technical Advisory Committee (TAC) membership consists of one member from the California Department of Transportation, one member from the California Highway Patrol, two members from the City of Crescent City, one member from the Crescent City Harbor District, two members from the County of Del Norte, one member from the Redwood Coast Transit Authority, and one member from the Yurok Tribe.

The Commission has established a Social Service Transportation Advisory Council for Del Norte County, in compliance with SB 498. The Council solicits the input of transit-dependent and transportation-disadvantaged people, including people who are seniors, disabled, or have limited means. The Council also has the responsibility to advise the Regional Transportation Planning Agency (RTPA) on any other major transit issues. The Social Services Transportation Advisory Council is comprised of nine members appointed in conformance with Transportation Development Act Statute 99238.

Staff for the Commission expedites and facilitates the operations of the organization, especially regional transportation planning efforts, the administration of Transportation Development Act funds, and the administration of the Service Authority for Freeway Emergencies (SAFE). Staff is responsible for coordinating the development and execution of the Overall Work Program.

### **Consultation with Native American Tribes and Rancherias**

The Commission maintains working relationships with Elk Valley Rancheria, Resighini Rancheria, Tolowa Dee-ni' Nation, and the Yurok Tribe by proactively consulting with Tribal leaders on issues of importance, and by providing formal opportunities for input regarding transportation planning activities and projects. The Elk Valley Rancheria, Tolowa Dee-ni' Nation, and Yurok Tribe are active participants with the TAC. The Yurok Tribe has a designated voting member on the TAC.

Successful coordination between the local Tribes, Rancherias, and Redwood Coast Transit Authority regarding transit service to the Smith River and Klamath areas has led to stable services into these regions. The Commission's partnership with the Yurok Tribe regarding multi-modal improvements is ongoing.

## C. AREA PROFILE

Del Norte County is California's northern-most county on the Pacific coast. The County hosts the Redwood State and National Parks, Wild and Scenic Rivers, and has some of the highest indicators of poverty, low literacy and poor health. With nearly 80% of its land area under public ownership, local residents recognize Del Norte County as the Nature Park for the State of California where approximately 100 Threatened and Endangered Species and 1,000 State Species of Special Concern live in sensitive habitat. The 1,000 square mile county is bordered by Oregon to the north, Siskiyou County to the east, Humboldt County to the south, and the Pacific Ocean to the west. Crescent City, the county seat, lies 370 miles north of San Francisco and 330 miles south of Portland, Oregon.

Land ownership is an important consideration to the area profile, describing the percentage of land owned by the public and private sectors. Total land area is calculated by a summation of county parcels. Only 22.4 percent of parcel land in Del Norte County is privately held and subject to property tax, leaving nearly 78 percent of the county in public ownership. A vast majority of this land (69.3 percent) is federal, including lands in Six Rivers National Forest.

The climate of Del Norte County resembles a temperate rainforest, with mild temperatures along the coast. The average annual rainfall is 75 inches; nearly double the rainfall of Portland, Oregon (37.5 inches) and more than triple the annual rainfall of San Francisco (22.8 inches). Precipitation varies significantly from year to year. During the 2014-15 rain year and statewide drought, Crescent City received 46.3 inches of rainfall. During the 2016-17 rain year, Crescent City received 95.58 inches, which was not even close to the wettest on record. In Crescent City, temperatures range from 40-55 degrees in January and from 53-66 degrees in July.

The major transportation facilities in the region are Jack McNamara Field Airport in Crescent City, U.S. Highways 101 and 199, State Routes 197 and 169, and the Crescent City Harbor. Contour Airlines provides daily commuter air service from Jack McNamara Field Airport to Oakland and the Border Coast Regional Airport Authority completed the new airport terminal in February 2019. The services of Contour Airlines has made it possible for DNLTC to host the California Transportation Commission Town Hall meeting in Crescent City in November 2019.

While for many Californians commuting to work has become a way of life, Del Norte County has experienced opposite trends. In Del Norte, 63.5% commute for 14 minutes or less compared to 21.8% in California. These differences in commute times demonstrate a significant lifestyle difference between rural and urban areas.

Utilization of public transportation increased proportionally by a huge margin between 2012 and 2018 (100% increase), as did those who worked at home (771% increase), but both remain low in absolute numbers. The largest traffic increases between 2008 and 2017 were seen at the US 101 interchange with Route 169 and the US 199 interchange with Route 197 North, while the largest decrease was seen at the U.S. 101/Route 199 interchange.

Del Norte County's population density in 2019 had an average of 27.2 residents per square mile, which was significantly lower than the overall state average of 256 residents per square mile. Between 2008 and 2017, the total harvested acreage

decreased from 4.3 percent of total land area to 3.6 percent. Del Norte County's air quality remained quite good between 2007 and 2016, with no days above the PM 2.5 national average and only two days (one each in 2009 and 2011) above the California PM 10 standard. Annual temperatures appear to have remained relatively stable in Del Norte County since 1990, while annual precipitation levels have exhibited notable year-to-year fluctuations.

The beauty of the land and the abundant wildlife provide the basis for a strong tourism sector of the local economy. Hunting, fishing, hiking, kayaking, biking, surfing and swimming are important recreational activities along the rugged coastline, within the redwood forests and along the Smith and Klamath Rivers of Del Norte County.

Del Norte is an emergency-prone county. We have tsunamis, earthquakes, floods, landslides, wildfires, and in the past ten years, we've had all of these events. We are separated from our neighboring California counties by geography. We cannot drive to Siskiyou County to the east without traveling through Josephine County, Oregon and vast forestlands separate us from Humboldt County to the south. However, we have much in common with our northern neighbor, Curry County, Oregon, just 15 miles up US Highway 101. We share forests and forest fires, fault lines and earthquakes, and coastlines and tsunamis, and storms and storm damage. We share a single north-south route, U.S. Highway 101, and a single eastern route, U.S. Highway 199. In addition to McNamara Field, Ward Field and Andy McBeth Airport cater to general aviation and are potential facilities for service as emergency staging areas.

Del Norte Regional Transportation Planning Agency's Overall Work Program is prepared annually to identify and guide transportation planning tasks. These tasks are to be fulfilled in accordance with the policies and goals of the 2016 Del Norte Regional Transportation Plan. The primary goal of the OWP is to promote a coordinated and balanced regional transportation system considering all modes of transportation and sources of funding.

### ***Significant Transportation Issues***

Among the significant regional transportation issues in Del Norte County are the following:

- Operational and safety improvements to the region's U.S. and State highway systems 199 and 197. Of particular concern is the need to bring Highways 197 and 199 into current design compliance;
- Reliability issues on US Highway 101, with a focus on Last Chance Grade, which has a long history of lane failure due to common heavy rainfall, landslide activity, and beach erosion from the Pacific Ocean. Caltrans District 1 has completed Project Study Report, Engineered Feasibility Study, and an Economic Analysis of a full closure at the urging of the DNLTTC and many businesses, agencies and citizens. The environmental phase for a project that may reroute Last Chance Grade is funded;
- Operational and safety issues on US Highway 101 at the gateways to the urban area of Crescent City are significant and must be corrected per the Complete Streets directive signed in 2008;
- The passage of SB 1 alleviates some of the revenue challenges for ongoing local streets and roads maintenance, though over a decade of severe underfunding has left a significant backlog of needed work. DNLTTC is committed to proactively addressing the rehabilitation and development of local streets and roads system;
- Health and safety of school children in school zones;

- Development on Tribal lands and encouragement for active Tribal participation in the transportation planning process;
- Continued operation of cost-effective public transportation systems;
- Continued efforts to develop alternative transportation modes to facilitate decreases in vehicle trips and vehicle miles traveled;
- Proactive transportation planning across modes, including measuring system performance to support the FAST Act requirements.

These significant issues are addressed in Del Norte Local Transportation Commission’s 2021/2022 OWP by placing emphasis on specific work elements including:

- Enhancing a crowdsourcing platform that integrates collision information with community input;
- Coordination and consultation with Native American Tribes and Rancherias;
- Coordinating with Caltrans regarding State Highway planning and programming, including Last Chance Grade and the Gateway areas on US Highway 101;
- Monitoring projects on the State highway system that are funded through the State Transportation Improvement Program and High Priority Program with a focus on the Highway 197/199 corridor;
- Planning and programming for the local streets and roads system with a focus on establishing a GIS data system for partner agencies to meet the needs of mandatory reporting;
- Monitoring the current work program, and preparing the 2022/2023 Overall Work Program;
- Administering the legal requirements of the Transportation Development Act;
- Administering the Service Authority for Freeway Emergencies System (SAFE);
- Addressing the Safety and Security planning needs for the region in partnership with the Office of Emergency Services;
- Addressing the need for a planning for a Transit Hub.

## FEDERAL PLANNING FACTORS

The federal planning factors in the FAST Act should also be incorporated in the MPOs/RTPAs OWP. Federal Planning Factors are issued by Congress and emphasize planning factors from a national perspective. The planning factors are included in the chart below.

Federal Planning Factors	Work Elements							
	A	B	C	D	E	F	G	H
1. Support the economic vitality of the nonmetropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X	X	X		X	
2. Increase the safety of the transportation system for motorized and non-motorized users.	X	X	X	X	X	X	X	X
3. Increase the security of the transportation system for motorized and non-motorized users.	X	X	X		X	X	X	X
4. Increase the accessibility and mobility of people and for freight.	X	X	X	X	X		X	X
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between regional transportation improvements and State and local planned growth and economic	X	X	X	X	X			X



development patterns.								
6. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.	X	X	X	X	X			X
7. Promote efficient system management and operation.	X	X	X	X	X	X		X
8. Emphasize the preservation of the existing transportation system.	X	X	X	X	X	X	X	
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.	X	X	X	X	X		X	
10. Enhance travel and tourism.	X	X	X	X	X	X	X	X

**PUBLIC PARTICIPATION, OUTREACH & INTERAGENCY COORDINATION**

A Memorandum of Understanding formalizes the cooperative arrangement between the State of California and Del Norte Local Transportation Commission (DNLTC). (Appendix B). In order to assure citizen participation in the planning and decision making process and specifically to encourage participation by minority, low-income and community based groups, Del Norte Local Transportation Commission makes efforts to ensure widespread public noticing of its activities. It holds noticed public hearings whenever significant decisions are considered. It encourages the regional newspaper and the local radio stations to monitor Del Norte Local Transportation Commission meetings on a continuous basis, it maintains a website ([www.dnltc.org](http://www.dnltc.org)) and provides crowdsourcing opportunities on the website. DNLTC partners with other local agencies and community based organizations whenever possible, and people and organizations known to be interested in specific issues are informed of meetings dealing with those issues.

The development of the OWP begins in the public Technical Advisory Committee meetings. All partner agencies have an opportunity to put forward planning projects for the TAC's consideration and prioritization. The DNLTC executive director drafts a budget for the TAC and DNLTC approval, and then completes the draft Overall Work Program based on the approved projects selected. All discussions are in open, public meetings.

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

The Del Norte Local Transportation Commission (DNLTC) fully complies with Title VI of the Civil Rights Act of 1964. DNLTC's website, [www.DNLTC.org](http://www.DNLTC.org), may be translated into multiple languages. Publications and other public documents may be made available in alternative languages and formats, if requested. DNLTC public meetings are always held in ADA-accessible facilities and in transit accessible locations when possible. Auxiliary services can be provided to individuals who submit a request at least seven days prior to a meeting. Requests made within seven days will be accommodated to the greatest extent possible. Any person who believes they have been aggrieved by an unlawful discriminatory practice by DNLTC under Title VI has a right to file a formal complaint. Any such complaint may be in writing and filed with DNLTC's Title VI Compliance Manager and/or the appropriate state or federal agency within 180 days of the alleged discriminatory occurrence. For more information on DNLTC's Title VI program, or to obtain a Title VI Complaint Form, please call (707) 465-3878 or email [Tamera@DNLTC.org](mailto:Tamera@DNLTC.org).

**WORK ELEMENT A Long Range Planning Coordination**

**2021-22 Overall Work Program**

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
DNLTC	Amount	RPA	STIP/PPM	RSTP	Other
DNLTC Staff Services	\$ 38,000.00	38,000.00		\$ -	\$ -
Consultant	\$ 65,900.00	\$ 65,900.00	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 103,900.00</b>	<b>\$ 103,900.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

**Objective**

To collaborate with various agencies such as local, regional, state agencies and Tribal governments to discuss and coordinate issues related to transportation planning. Carry forward the DNLTC regional planning process that is cooperative, comprehensive, and promotes a shared regional vision. Provide information to the region to help inform decision-making that

**Discussion**

This work element provides the resources for staff and Commission members to participate in the efforts and activities to develop plans and programs that represent the transportation needs of the region as established in the 2020 Regional Transportation Plan. This work represents ongoing efforts for Del Norte's representation and participation in developing planning documents that impact the region. Responsible party: DNLTC staff services.

**Previous Accomplishments**

- Regular Participation in the US Highway 197/199 Project Delivery Team
- Commented on STIP and SHOPP projects for Caltrans and California Transportation Commission
- Participated in Last Chance Grade Project Initiation Delivery and Economic Impact of Closure studies
- Support the Demographic and Economic Profile for Del Norte County
- 2020 Regional Transportation Plan and Environmental Documents
- Advocated for the US Highway 101 urban area pedestrian improvement projects.
- Participated in California Active Transportation Plan
- Partnering with Elk Valley Rancheria to fund the Humboldt Road/Sandmine Roundabout
- Participating in Dr. Fine Bridge replacement project delivery team meetings.
- Participating in Regional Transportation Planning Agency meetings that establish programs impacting the Del Norte region.

**Product 1: Regional Transportation Plan Development**

Task/Acti		Product	Schedule
1	Assess regional priorities and participate in the system planning process on an ongoing basis as initiated by Caltrans. Comment on Caltrans policies, procedures and mandates under development.	Meeting notes, agendas, reports, comment letters	As needed
2	Prepare for and attend Regional Transportation Planning Agency executive director meetings as requested by Caltrans District 1 to comment on issues of significance to the District 1 region and to coordinate with colleagues in District 1.	Meeting notes, agendas, and comment letters	Quarterly or as scheduled by Caltrans D1
3	Participate in implementing federal legislation and funding that supports rural transportation and meets the needs of the DNLTC 2020 Regional Transportation Plan by whatever method of participation becomes available such as state meetings, webinars and conference calls.	Meeting notes, agendas, and comment letters	As needed and relevant to the Del Norte region
4	Coordinate and consult with Tribal governments as requested, including but not limited to Tribal long range planning. This work supports common goals including the Smith River Rancheria for the US Highway 101 corridor, the Elk Valley Rancheria on US Highway 101 trail crossing, and Yurok Tribe projects.	Meeting notes, agendas, and comment letters	As needed, approximately six times per year.

- |   |   |   |                                     |
|---|---|---|-------------------------------------|
| 5 | Engage and coordinate the goods movement industry (Lily bulb growers, dairy/cheese, solid waste management, wood products, etc.) in regional transportation planning. Track efforts to improve goods movement on the interregional US Highway 101 and 199 corridors. Support policies, programs and actions that provide goods movement throughout the Northcoast region. | Meeting notes, agendas, and comment letters | As needed, approximately quarterly. |
| 6 | Participate in transportation safety and security planning activities to support the RTP, including attending local and regional meetings as requested by the Del Norte Office of Emergency Services.   | Meeting notes                               | As needed                           |
| 7 | Support Border Coast Regional Airport Authority activities that increase transportation options with a focus on access to the airport including multi-modal access. Attend Boarder Coast Regional Airport Authority meetings as topics of relevance arise.  | Meeting notes, agendas, and comment letters | As needed                           |
| 8 | Post transportation articles and documents to the website that inform the public regarding planning activities that support the Regional Transportation Plan.   | Up-to-date website                          | Monthly or as needed                |

Product 1 Estimate	Amount	RPA	STIP/PPM	RSTP
DNLTC Staff Services	\$ 26,000	\$ 26,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 26,000	\$ 26,000	\$ -	\$ -

#### Product 2: Last Chance Grade Update

Advocate for long term solutions to the instability of Last Chance Grade on US Highway 101, including reviewing and commenting on Caltrans documents and disseminating community information.

Task/Activity	Products	Schedule
1 Public information available on website.	Updated website	July - June
2 Advocate for long term solutions to the instability of Last Chance Grade on US Highway 101 by participating in regional and State meetings to support the project. This work supports Caltrans' efforts and informs the Regional Transportation Plan.	Meeting comments as appropriate.	July - June

Product 2 Estimate	Amount	RPA	STIP/PPM	RSTP
DNLTC Staff Services	\$ 5,000	\$ 5,000	\$-	\$-
Consultant and Printing	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 5,000	\$ 5,000	\$ -	\$ -

#### Product 3: 2022 Economic and Demographic Profile

With the assistance of the Center of Economic Development, CSU Chico, provide the 2022 Economic and Demographic Profile to inform the Regional Transportation Plan and other planning documents.

Task/Activity	Products	Schedule
1 Contract management for 2022 Economic and Demographic Profile	Executed contract	July - November
2 Develop the 2022 Databook, including chapter development, document review, final approval and post to website. Delivered by DNLTC staff and Consultant.	2022 Databook	February - May

Product 2 Estimate	Amount	RPA	STIP/PPM	RSTP
DNLTC Staff Services	\$ 3,000	\$ 3,000	\$ -	\$ -
Consultant	\$ -	\$ 5,900	\$ -	\$ -
<b>Total</b>	\$ 3,000	\$ 8,900	\$ -	\$ -

#### Product 4 Regional Mapping

The scope of work begins with County and City maintained mileage mapping, which is a requirement, and it can be expanded into many areas to more accurately and efficiently inform planning processes. The shapefile mapping will inform many regional planning documents, including the Regional Transportation Plan. This work was initiated in the 2021-21 year and extends into the 2021-22 year based on the consultant proposal and funding availability. Priority areas and estimated work per year include:

County maintained mileage: Anticipated completion in 2020-21  
 City maintained mileage: Anticipation completion in 2020-21  
 Bus Routes, stops and shelters: Anticipated completion in 2020-21

1. Elk Valley Rancheria Indian Reservation Roads.
2. Resighini Rancheria Indian Reservation Roads.
3. Tolowa Dee-ni Nation Indian Reservation Roads.
4. Yurok Tribe Indian Reservation Roads.
5. Right-of-way references for Minor Arterials roads.
6. Right-of-way references for Major Collectors roads.
7. Right-of-way reference for Minor Collectors roads.
8. Right-of-way reference for Local roads.
9. Bike routes and lanes.
10. Local trails (no state or federal).
11. Call box system mapping.

Task/Activity	Products	Schedule
1 Continue GIS data sets based on the priorities established by partner agencies: Local bridges, Tribal reservation roads, bike routes and lanes, Rights-of-Way along frontage parcels, local trails, call box system. Delivered by DNLTC staff and Consultant	Downloadable files to partner agencies	July - October
2 Contract administration and closeout.	Invoice processing, closeout.	July - December

Product 1 Estimate	Amount	RPA	STIP/PPM	RSTP
Staff	\$ 4,000	\$ 4,000	\$ -	
Consultant/County	\$ 60,000	\$ 60,000	\$ -	\$ -
Total	\$ 64,000	\$ 64,000	\$ -	\$ -

**WORK ELEMENT B**

**Overall Work Program Development**

**2021-22 Overall Work Program**

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
DNLTC	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 16,000.00	\$ 16,000.00	-		
Consultant	\$ 20,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	
<b>TOTAL</b>	<b>\$ 36,000.00</b>	<b>\$ 26,000.00</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>	

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

**Objective**

To provide administration of the Overall Work Program, to conduct day-to-day operations of DNLTC, provide support to the Commission and its committees, develop and adopt a budget, goals, policies and objectives for the regional transportation planning

**Discussion**

The Overall Work Program describes proposed transportation planning activities for a fiscal year and is a contracting mechanism. The OWP is a public document that identifies the DNLTC's planning activities and products, who is performing the work, when the activity and products will be completed, and the funding source for the work.

**Previous Accomplishments**

- Develop an Overall Work Program and budget on an annual basis
- Prepare and submit required reports, including summaries of work performed and corresponding budget expenditures on a monthly, quarterly or annual basis as required
- Consult and coordinate with state partners and regional agencies regarding the content of the Overall Work Program
- Develop and maintain a cost accounting system for fiscal management.

**Product 1: Overall Work Program**

Task/Activity	Products	Schedule
1 Compile daily and monthly reports as necessary to provide quarterly progress reports and year-end packages for the current year Overall Work Program.	Meeting notes, quarterly progress reports, year-end packages, requests for reimbursement, correspondence and documentation.	Daily
2 With the assistance of an accounting firm, maintain an accounting system that directly reflects all consultant services in a timely manner and meets reporting requirements, including time tracking systems and contract oversight. Delivered by DNLTC staff and Consultant.	Quarterly requests for reimbursement.	Monthly
3 Amend current year Overall Work Program as necessary.	Overall Work Program amendments.	As needed
4 Develop and submit draft Overall Work Program for 2021-22 and present to DNLTC for adoption prior to June 30, 2021.	2021-22 Overall Work Program development and adoption	Annually

Product B1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 16,000	\$ 16,000	\$ -	\$ -
Consultant	\$ 20,000	\$ 10,000	\$ -	\$ 10,000
<b>Total</b>	<b>\$ 36,000</b>	<b>\$ 26,000</b>		<b>\$ 10,000</b>

**WORK ELEMENT C Public Participation and Information Dissemination**

**2021-22 Overall Work Program**

Expenditures		Revenue by Fund Source			
Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 33,000.00	\$ 33,000.00	-	\$ -	\$ -
Consultant	\$ 20,500.00	\$ 18,000.00	\$ 2,500.00	\$ -	\$ -
Travel Reimbursement (staff/commissi	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -
<b>TOTAL</b>	<b>63,500.00</b>	<b>\$ 51,000.00</b>	<b>2,500.00</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>

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 Local Transportation Commission.

**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, Smith River Rancheria 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.
- Development of a crowdsourcing tool posted on the DNLTC website.

**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	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.	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. This work includes consultant assistance for posting agendas and drafting minutes. Delivered by DNLTC staff and	Agendas, minutes, notes	Monthly or as needed

- 4 Receive board direction on transportation policies, strategies, programs and actions to enhance the regional transportation planning process. 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

Product C1 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 22,000	\$ 22,000	\$ -	\$ -	\$ -
Consultant	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 28,000</b>	<b>\$ 28,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### 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	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	Agendas, minutes, notes and letters	January, March, May, July, September, November
3 Participate in the development of transportation programming guidelines, including STIP, ATP, Regional Transportation Plan, LCTOP, PTMISEA, CalOES, Cap and Trade Programs, etc.	Record of meetings.	As needed
3 Attend California Regional Transportation Planning Agency (RTPA), California Transportation Commission meetings and workshops.	Record of meetings.	As needed
4 Provide travel reimbursement to meetings and necessary software to hold and access meetings.	Record of meetings.	As needed

Product C2 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -
Consultant   Dues	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ -
Meeting Access & Travel	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -
<b>Total</b>	<b>\$ 18,500</b>	<b>\$ 6,000</b>	<b>\$ 2,500</b>	<b>\$ 10,000</b>	<b>\$ -</b>

### 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. Delivered by DNLTC staff and Consultant.	Website that is current and relevant	July - June
2 Project initiation meeting with Technical Advisory Committee to identify key outputs and reports for electronic platform development for use on smartphones, tablets, and computers. Delivered by DNLTC staff and Consultant.	Meeting minutes	July - August

3

Provide a web based feedback and data collection platform to enable public input by computer or smart phone. Delivered by DNLTC staff and Consultant.

Data collection July - June tool and year-end data

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



**WORK ELEMENT D Regional Transportation Improvement Program (RTIP) Development**

**2021-22 Overall Work Program**

Expenditures		Revenue by Fund Source			
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 8,000.00	\$ -	8,000.00	\$ -	
Consultant	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	
<b>TOTAL</b>	<b>\$ 58,000.00</b>	<b>\$ -</b>	<b>\$ 58,000.00</b>	<b>\$ -</b>	

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

**Objective**

To identify and develop candidate projects for the region's transportation programming needs for federal, state and local transportation improvement programs consistent with the 2020 Regional Transportation Plan for future allocations and future capacity made available with the help of Senate Bill 1. To support the construction of the 197/199 corridor STIP funded projects in a manner that explains to the community what is happening to the bridge replacement and curve realignment of a bridge built in 1926, and to protect the investment of regional dollars.

**Discussion**

Financial planning and programming state highway and local projects is a complex process involving multiple inter-related federal, state, regional, and local agencies as well as innumerable documents and funding programs. The process is further complicated by the necessity to maintain priorities while reporting requirements shift. Without a map and a strategy for developing fundable projects, regions risk missing funding opportunities. The current focus for STIP monitoring is on encouraging the delivery of the US Highway 197/199 corridor STIP funded projects. Del Norte Local Transportation Commission is committed to the delivery of the bridge replacement and curve realignment that has a regional funding investment of \$19.4 million. Developing and maintaining the Regional Transportation Improvement Program is mandatory work for all regional transportation planning agencies in California.

**Previous Accomplishments**

- Coordinate with TAC and prepare Regional Transportation Improvement Program (RTIP) every odd numbered
- Monitor the Regional Transportation Improvement Program (RTIP).
- Develop and provide public information to local, regional, state and federal stakeholders for existing projects in the STIP, including Middle Fork Smith River Bridge replacement and curve realignment on US Highway 199.
- Establish a legal counsel contract and general work scope and goals.

**Product 1: Develop and Maintain TIP**

The STIP is a multi-year capital improvement program of transportation projects on and off the State Highway System, funded with revenues from the Transportation Investment Fund and other funding sources. STIP and Interregional Transportation Improvement Program (ITIP is established by Caltrans) programming generally occurs every two years and is controlled by a complex set of guidelines and requirements. This work is necessary for programming new and maintaining existing STIP funding. Products include reports to DNLTC that track progress on projects funded in the STIP.

Task/Activity	Product	Schedule
1 Monitor the Project Charter with Caltrans District 1 for the Middle Fork Smith River Bridge replacement and curve realignment.	Up-to-date project information	Quarterly and as needed.
2 Schedule and hold meeting to resolve litigation topics of concern. Delivered by DNLTC staff and Consultant	Agendas, notes	July - June

3	Monitor project compliance with laws and regulations	Agendas, notes	July - June
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Product D1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 8,000	\$ -	\$ 8,000	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ 8,000</b>	<b>\$ -</b>

**Product 2: Project Representation**

Products include: Documents drafted and delivered to federal court in partnership with regional stakeholders. This project was initiated in June 2014. DNLTC was awarded intervenor status by the Court in 2020. The case is ongoing.

Task/Activity	Schedule
1 Complete research and develop strategy for DNLTC to have adequate representation for its Safe STAA project: Bridge replacement and curve realignment on US Highway 199. Delivered by Consultant.	July-June
2 Draft and finalize documents that represent the interest of DNLTC and its stakeholder partners for US Highway 199/197 projects. Delivered by Consultant.	July-June
3 Represent DNLTC and stakeholder partners in federal court.	July-June
4 Post articles and documents to the website that inform the public regarding the process and activities as appropriate. Delivered by Consultant.	July-June

Product D2 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 50,000	\$ -	\$ 50,000	\$ -
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>

**WORK ELEMENT Transportation Development Act Administration and Fiscal Management**

**2021-22 Overall Work Program**

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	\$ 27,500.00	\$ -	\$ -	\$ 27,500.00	
<b>TOTAL</b>	<b>\$ 56,000.00</b>	<b>-</b>	<b>-</b>	<b>56,000.00</b>	

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

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. Delivered by Consultant.	Approved contracts	As needed

E1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 12,000	\$ -	\$ -	\$ 12,000
Contracting Expense	\$ 500	\$ -	\$ -	\$ 500
Consultant	\$ 8,000	\$ -	\$ -	\$ 8,000
<b>Total</b>	<b>\$ 20,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,500</b>

**Product 2: Fiscal Management**

Transportation Development Act (TDA) fiscal audit 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.

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

E2 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 14,000	\$ -	\$ -	\$ 14,000
Auditors Office	\$ 5,000			\$ 5,000
Consultant	\$ 14,000	\$ -	\$ -	\$ 14,000
<b>Total</b>	<b>\$ 33,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,000</b>

**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.

<b>Task/Activity</b>	<b>Products</b>	<b>Schedule</b>
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 Services	\$ 2,500	\$ -	\$ -	\$ 2,500
Consultant	\$ -	\$ -	\$ -	
<b>Total</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500</b>

**WORK ELEMENT SAFE: Service Authority for Freeway Emergencies**

2021-22 Overall Work Program

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	SAFE
DNLTC Staff Services	\$ 6,000.00	\$ -	-	\$ -	\$ 6,000.00
Consultant	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00
<b>TOTAL</b>	<b>\$ 26,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,000.00</b>

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

**Previous Accomplishments**

The City of Crescent City and County of Del Norte adopted resolutions establishing a Service Authority for Freeway Emergencies (SAFE) and designating Del Norte Local Transportation Commission as the SAFE in Del Norte County, California. The SAFE has established and maintained a system of 26 Call Boxes, provided accessibility upgrades to the system, converted files to electronic records, and implemented a

**Objective**

To operate and maintain a motorist aid call box system as a safety enhancement for the traveling public and to enable the Del Norte region to generate revenue for the purpose of purchasing, installing, operating and maintaining its emergency motorist aid call box system.

**Discussion**

In the rural and remote region of Del Norte County cellular and electrical services are inconsistent. Utilizing special towers and solar technology, the call box system provides a safety net for the traveling public. Per capita, the system has among the highest rate of use and is sustained with SAFE funding.

**Product 1: Call Box System Maintenance and Reporting**

Provide an operational and efficient Call Box System by analyzing current conditions, reporting on necessary improvements and developing a plan for future maintenance and system improvements. Update SAFE system information at [www.DNLTC.org](http://www.DNLTC.org). This work is necessary for the basic functioning of the regional call box system. Products include a functional call box system and system annual report.

Task/Activity	Products	Schedule
1 System Operation: Contract with California Highway Patrol for call center services and cellular phone company for call line service.	Contract	As needed
2 System Administration: Maintain records and archival of correspondence and documents monthly. Provide a system wide annual report.	Annual report	Annually
3 System Maintenance: Contract with call box supplier and repair company providing systems in California to ensure system is monitored and maintained. Perform site inspections as needed throughout the system to ensure compliance with laws. Delivered by	Operating and maintaining call boxes	As needed

F1 Estimate	Amount	RPA	STIP/PPM	TDA	SAFE
DNLTC Staff Services	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000
Operation & Maintenance	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
<b>Total</b>	<b>\$ 26,000</b>				

**WORK ELEMENT G Safety & Security Planning**

**2021-22 Overall Work Program**

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 5,000.00	\$ 5,000	\$ -	\$ -	
Consultant	\$ 44,100	\$ 44,100	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 49,100.00</b>	<b>\$ 49,100.00</b>	<b>\$ -</b>	<b>\$ -</b>	

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

**Objective**

To meet the needs of the Office of Emergency Services and the goals of the Regional Transportation plan for safety and security.

**Discussion**

In partnership with the County Office of Emergency Services and Del Norte Local Transportation Commission, the consultant will prepare an Evacuation and Transportation Annex (Annex) for the County of Del Norte Operational Area all-hazard Emergency Operations Plan (EOP). The EOP recently underwent a complete rewrite and the County is looking to update or create all relevant annexes. The new EOP will be available to the consultant at the outset of the project. The goal of the Annex is to address evacuation areas and evacuation routes within Del Norte County based off the hazards identified within the Hazard Mitigation Plan, as well as to identify resources and procedures for transportation of individuals and animals in need during evacuation.

Consultant will write the Annex using a regional, integrated framework that is consistent with the EOP while addressing the hazards and existing resources within the Operational Area. It should address the needs of those within the jurisdiction, including persons with disabilities and those with access and functional needs. Specific functions within the plan shall include appropriate tasks, checklists, references and other resources necessary for personnel to fulfill their duties and deliver effective execution of the plan by persons who may not have emergency management as their primary daily role.

Consultant will plan and facilitate meetings with personnel from appropriate departments, agencies, and organizations to gather the necessary information to successfully research, write, and submit a complete plan. As requested, the consultant will prepare progress reports that summarize the anticipated and completed tasks, respond to any inquiries or comments by the County, and will update the project schedule as required.

The Annex shall be aligned with the new EOP and will be compliant with the principles of planning outlined in FEMA’s Developing and Maintaining Emergency Operations Plans (CPG 101 v2), the organizational structure outlined by California Office of Emergency Services Standardized Emergency Management System (SEMS) as well as the National Incident Management System (NIMS), and the standards set forth by the Emergency Management Accreditation Program (EMAP).

**Previous Accomplishments**

2011 Pedestrian Evacuation Time Analysis, multiple years of Transportation Emergency Planning and Preparedness collaboration with transportation providers in the region, pedestrian evacuation modeling.

**Product 1: Evacuation and Transportation Annex Plan**

The Transportation Annex to the region's Emergency Operations Plan will address evacuation areas and evacuation routes within Del Norte County based off the hazards identified within the Hazard Mitigation Plan, as well as to identify resources and procedures for transportation of individuals and animals in need during evacuation.

Task/Activity	Product	Schedule
---------------	---------	----------

- |   |  |                                    |                     |
|---|--|------------------------------------|---------------------|
| 1 | Develop a Request for Proposals in partnership with the County Office of Emergency Service. Administer a consultant selection process. | Consultant selection process       | July - September    |
| 2 | Establish and convene a Transportation Annex workgroup and hold a kick-off meeting. Delivered by DNLTC staff and Consultant.           | Agendas and minutes                | August - September  |
| 3 | Develop the draft Transportation Annex to the Emergency Operations Plan. Delivered by DNLTC staff and Consultant.                      | Agendas, minutes, monthly progress | October - December  |
| 4 | Approved Transportation Annex to the Emergency Operations Plan.  | Final plan                         | December - February |

G1 Estimate	Amount	RPA	STIP/PPM	TDA
Staff	\$ 5,000	\$ 5,000	\$ -	\$ -
Consultant	\$ 44,100	\$ 44,100	\$ -	\$ -
<b>Total</b>	<b>\$ 49,100</b>	<b>\$ 49,100</b>	<b>\$ -</b>	<b>\$ -</b>

**WORK ELEMENT H Transit Planning**

**2021-22 Overall Work Program**

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff	\$ 2,000	\$ -	\$ 2,000	\$ -	
Consultant / Match	\$ 26,000	\$ -	\$ 26,000	\$ -	
<b>TOTAL</b>	<b>\$ 28,000</b>	<b>\$ -</b>	<b>\$ 28,000</b>	<b>\$ -</b>	

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

**Objective**

To develop the Transit Hub Location Plan for the Redwood Coast Transit Authority. This project will involve preliminary engineering and design concepts with a core project development team. A consultant and a local project development team will consider the recent Transit Development Plan, the needs of the community, and strengths and limitations of available locations.

**Discussion**

All four city transit routes currently meet to transfer passengers alongside the curb in front of the Cultural Center, a twenty-minute walk from the transit Operations and Maintenance Facility at 140 Williams Drive. There is no ability for purchasing tickets and passes at the Cultural Center hub, nor is there a driver rest area or amenities that promote biking/transit transfers. The project would use a consultant to harness community input and technical staff suggestions to improve the transit-friendliness of the system. The plan resulting should develop options, evaluate practicality and recommend a preferred site, with conceptual drawings and planning level (0-30%) preliminary engineering.

**Previous Accomplishments**

Short Range Transit Development Plan, Front Street planning and design, Beachfront Park Master Plan

**Product 1: Transit Hub Development**

Task/Activity	Products	Schedule
1 Consultant procurement process. Prepare Request for Proposals, execute contract, pay invoices, provide quarterly information for RPA reporting. (Redwood Coast Transit Authority & Del Norte Local Transportation Commission)	Consultant procurement documents, contract.	July - June
2 Kickoff: Establish work development team, document plan and information needs, set project meeting schedule, ongoing coordination. Delivered by DNLTC staff and Consultant.	Meeting summary	July - September
3 Develop plan options, evaluate practicality, and select a preferred site. Delivered by DNLTC staff and Consultant.	Site selection.	September - November
4 Develop conceptual drawings and preliminary engineering. Delivered by Consultant.	Conceptual drawings.	October - February
5 Prepare Draft Plan and Final Plan. Present in public meeting. Delivered by DNLTC staff and Consultant.	Draft, Final.	July - September

Product 1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 2,000		\$ 2,000	\$ -
Consultant services	\$ 26,000		\$ 26,000	\$ -
<b>Total</b>	<b>\$ 28,000</b>	<b>\$ -</b>	<b>\$ 28,000</b>	<b>\$ -</b>

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



**WORK ELEMENT Z: Caltrans Information Element**

**2021-22 Overall Work Program**

Per the FY 2021-22 Overall Work Program Guidelines, this Work Program includes an Information Element. The purpose of the Information Element is to list transportation planning activities that are being done by other agencies in the region.

AGENCY	PRODUCT	ACTIVITY/FUNDING SOURCE	DUE DATE
Caltrans	District 1 Active Transportation Plan	Caltrans	2021
Caltrans	Non-Motorized Census Plan	Caltrans	Ongoing
Caltrans	California Transportation Plan 2050	Caltrans	2021
Caltrans	District Bicycle Touring Guide	Caltrans	2021
Caltrans	Interregional Transportation Strategic Plan	Caltrans	2021

**Del Norte Local Transportation Commission**

**Overall Work Program Revenue Summary**

2021-22 Overall Work Program

Work Element	Description	RPA	TDA	STIP PPM	SAFE/RSTP / RPA Grant	Work Element Total
<b>A</b>	<b>Long Range Planning Coordination</b>					
Product 1	Regional Transportation Plan Development	\$ 26,000.00	\$ -	\$ -	\$ -	
Product 2	Last Chance Grade Update	\$ 5,000.00		\$ -	\$ -	
Product 3	2022 Economic and Demographic Profile	\$ 8,900.00	\$ -			
Product 4	Regional Mapping	\$ 64,000.00				
	<b>Total Work Element A</b>	<b>\$ 103,900.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 103,900.00</b>
<b>B</b>	<b>Overall Work Program Development</b>					
Product 1	Overall Work Program	\$ 26,000.00	\$ 10,000.00	\$ -	\$ -	
	<b>Total Work Element B</b>	<b>\$ 26,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,000.00</b>
<b>C</b>	<b>Information Dissemination</b>					
Product 1	Commission	\$ 28,000.00	\$ -	\$ -	\$ -	
Product 2	Partnerships and Planning Agreements	\$ 6,000.00	\$ 10,000.00	\$ 2,500.00	\$ -	
Product 3	Website & Crowdsourcing Information	\$ 17,000.00				
	<b>Total Work Element C</b>	<b>\$ 51,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 2,500.00</b>	<b>\$ -</b>	<b>\$ 63,500.00</b>
<b>D</b>	<b>Regional Transportation Improvement Program (RTIP) Development</b>					
Product 1	Develop and Maintain TIP	\$ -	\$ -	\$ 8,000.00	\$ -	
Product 2	Project Representation	\$ -	\$ -	\$ 50,000.00	\$ -	
	<b>Total Work Element D</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 58,000.00</b>	<b>\$ -</b>	<b>\$ 58,000.00</b>
<b>E</b>	<b>Transportation Development Act Administration and Fiscal Management</b>					
Product 1	Office Operations	\$ -	\$ 20,500.00	\$ -	\$ -	
Product 2	Fiscal Management	\$ -	\$ 33,000.00	\$ -	\$ -	
Product 3	SSTAC Support	\$ -	\$ 2,500.00	\$ -	\$ -	
	<b>Total Work Element E</b>	<b>\$ -</b>	<b>\$ 56,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 56,000.00</b>
<b>F</b>	<b>SAFE: Service Authority for Freeway Emergencies</b>					
Product 1	Call Box System Maintenance & Reporting	\$ -	\$ -	\$ -	\$ 26,000.00	
	<b>Total Work Element F</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,000.00</b>	<b>\$ 26,000.00</b>
<b>G</b>	<b>Safety &amp; Security Planning</b>					
Product 1	Evacuation and Transportation Annex Plan	\$ 49,100.00	\$ -	\$ -	\$ -	
	<b>Total Work Element G</b>	<b>\$ 49,100.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49,100.00</b>
<b>H</b>	<b>Transit Planning</b>					
Product 1	Transit Hub Development	\$ -		\$ 28,000.00		\$ 28,000.00
	<b>Total Work Element H</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,000.00</b>	<b>\$ -</b>	<b>\$ 28,000.00</b>
<b>TOTAL LABOR AND EXPENSES</b>		<b>\$ 230,000.00</b>	<b>\$ 76,000.00</b>	<b>\$ 74,500.00</b>	<b>\$ 26,000.00</b>	<b>\$ 420,500.00</b>

Del Norte Local Transportation Commission

Overall Work Program Expenditure Detail

2021-22 Overall Work Program

Work Element	Description	Funding Sources	DNLTC	Consultant/Other
<b>A</b>	Long Range Planning Coordination	RPA	\$ 38,000	\$ 65,900
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other/RSTP	\$ -	\$ -
<b>Total A</b>	<b>\$103,900</b>		<b>\$38,000</b>	<b>\$65,900</b>
<b>B</b>	Overall Work Program Development	RPA	\$ 16,000	\$ 10,000
		PPM	\$ -	\$ -
		TDA	\$ -	\$ 10,000
		Other	\$ -	\$ -
<b>Total B</b>	<b>\$36,000</b>		<b>\$16,000</b>	<b>\$20,000</b>
<b>C</b>	Public Participation and Information Dissemination	RPA	\$ 33,000	\$ 18,000
		PPM	\$ -	\$ 2,500
		TDA	\$ -	\$ 10,000
		Other:	\$ -	\$ -
<b>Total C</b>	<b>\$63,500</b>		<b>\$33,000</b>	<b>\$30,500</b>
<b>D</b>	Regional Transportation Improvement Program (RTIP) Development	RPA	\$ -	\$ -
		PPM	\$ 8,000	\$ 50,000
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
<b>Total D</b>	<b>\$58,000</b>		<b>\$8,000</b>	<b>\$50,000</b>
<b>E</b>	Transportation Development Act Administration and Fiscal Management	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ 28,500	\$ 27,500
		Other	\$ -	\$ -
<b>Total E</b>	<b>\$56,000</b>		<b>\$28,500</b>	<b>\$27,500</b>
<b>F</b>	SAFE: Service Authority for Freeway Emergencies	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		SAFE	\$ 6,000	\$ 20,000
<b>Total F</b>	<b>\$26,000</b>		<b>\$6,000</b>	<b>\$20,000</b>
<b>G</b>	Safety & Security Planning	RPA	\$ 5,000	\$ 44,100
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
<b>Total G</b>	<b>\$49,100</b>		<b>\$5,000</b>	<b>\$44,100</b>
<b>H</b>	Transit Planning	RPA	\$ -	\$ -
		PPM	\$ 2,000	\$ 26,000
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
<b>Total H</b>	<b>\$28,000</b>		<b>\$2,000</b>	<b>\$26,000</b>

## Appendix A Work Schedule

### 2021-22 Overall Work Program

#### Work Element

		J	A	S	O	N	D	J	F	M	A	M	J
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#### A Long Range Planning Coordination

Product 1													
Product 2													
Product 3													
Product 4													

#### B Overall Work Program Development

Product 1													
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#### C Public Participation and Information Dissemination

Product 1													
Product 2													
Product 3													

#### D Regional Transportation Improvement Program (RTIP) Development

Product 1													
Product 2													

#### E Transportation Development Act Administration and Fiscal Management

Product 1													
Product 2													
Product 3													

#### F SAFE: Service Authority for Freeway Emergencies

Product 1													
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#### G Safety & Security Planning

Product 1													
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#### H Transit Planning

Product 1													
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KEY  Anticipated major milestones.  Anticipated project maintenance work.

## **Memorandum of Understanding**

### **Comprehensive Transportation Planning for RTPAs that receive Rural Planning Assistance Funding**

This Memorandum of Understanding (MOU), effective May 30, 2012, is entered into by the State of California acting through its Department of Transportation, herein referred to as Caltrans, and **Del Norte Local Transportation Commission**, herein referred to as DNLTC, established as the Regional Transportation Planning Agency (RTPA) for Del Norte County, pursuant to Section 29532 of the California Government Code, and establishes a general transportation planning and programming process codifying the responsibilities of DNLTC and Caltrans.

## **Chapter 1: Recitals**

### **1.1 Basis for Organization**

DNLTC is a local transportation commission created pursuant to Title 3, Division 3, Chapter 2 of the State of California Government Code, Section 29535.

### **1.2 Ability to Contract and Receive Grants**

DNLTC is empowered to make and enter into contracts in its own name and to accept grants, gifts, donations, and other monies to carry out its statutory purposes and functions.

### **1.3 Planning Area Boundaries**

For purposes of meeting the requirements of Government Code 65080 et seq., the boundaries of the RTPA include the county of Del Norte.

## **Chapter 2: Planning**

### **2.1 Provision for the Planning and Programming Process**

DNLTC is recognized as the agency responsible for comprehensive regional transportation planning, pursuant to State law, for the county and incorporated cities included in the RTPA planning area. This responsibility includes, on a regional basis: providing a forum for regional transportation issues, developing and adopting goals and objectives, performing intermodal corridor and sub-area studies, providing policy guidance, allocating State and Federal transportation funds in accordance with applicable regulations and laws, assuring prioritization of proposed transportation improvements to be funded with State and Federal funds as required by applicable regulations, complying with the California Environmental Quality Act (CEQA), and coordinating the Regional Transportation Plan (RTP) with other plans and programs as appropriate. The parties above hereby express their joint intent to mutually carry out the above described transportation planning process for this RTPA planning area in a manner which will assure full compliance with the laws referenced in this MOU, the RTP Guidelines, the Caltrans Regional Planning Handbook, and the planning constraints of the United States Department of Transportation, where applicable.

## **2.2 State Requirement for a Transportation Plan**

In accordance with the schedule and rules specified in California Government Code Sections 65080 et seq. and the California Transportation Commission (CTC) Regional Transportation Plan (RTP) Guidelines, DNLTC shall prepare, adopt, and submit a RTP.

## **2.3 Overall Work Program**

DNLTC will prepare, adopt, and submit to Caltrans an annual Overall Work Program (OWP) in accordance with the Caltrans Regional Planning Handbook. The purpose of the OWP is to serve as a work plan to guide and manage the work of DNLTC, identify transportation planning activities and products occurring in the region and to act as the basis for the DNLTC budget for Rural Planning Assistance and, if applicable, other State and Federal planning funds. The Overall Work Program Agreement (OWPA) will serve as the general agreement by which State and Federal planning funds will be transferred to DNLTC. The draft OWP and any amendments thereto will be subject to review and approval by the funding agencies. The OWP will also include all regional transportation planning and research activities conducted in the region, regardless of funding source.

## **2.4 Statewide Transportation Planning**

In accordance with CA Government Code 65070 et al and 23 Code of Federal Regulations 450 Subpart B, Caltrans is responsible for the development of the multi-modal California Transportation Plan (CTP), which must explain how Caltrans plans to address statewide mobility needs over at least a twenty year period. Caltrans will provide for a coordinated process to prepare the CTP that includes the mutual sharing of plans, data, and data analysis tools and results. DNLTC will engage in CTP development to help guide the direction of the State's long-range transportation planning process and help identify the best use of funds intended for interregional travel needs.

## **Chapter 3: Programming**

### **3.1 Regional Transportation Improvement Plan (RTIP)**

DNLTC shall prepare, adopt and submit a five-year Regional Transportation Improvement Program to the CTC on or before December 15 of each odd-numbered year, updated every two years, pursuant to Sections 65080 and 65080.5 of the California Government Code and in accordance with the State Transportation Improvement Program (STIP) guidelines prepared by the CTC.

### **3.2 Federal Statewide Transportation Improvement Program (FSTIP) Development**

Caltrans shall develop the FSTIP in accordance with the requirements of 23 CFR 450.200 et al for all areas of the State. The FSTIP shall cover a period of no less than four years and be updated at least every four years, or more frequently if Caltrans elects a more frequent update cycle.

### **3.3 Caltrans Role in Providing a Five-Year Funding Estimate**

In compliance with CA Government Code Section 14524, Caltrans will, by July 15 of odd-numbered years, submit an estimate of all federal and state funds reasonably expected to be available during the following five fiscal years. The estimate shall specify the amount that may be programmed in each county for regional improvement programs and shall identify any statutory restriction on the use of particular funds.

### **3.4 Review of State Highway Operations and Protection Program (SHOPP)**

Under California Government Code 14526.5, Caltrans is required to prepare a SHOPP, for the expenditure of transportation funds for major capitol improvements relative to maintenance, safety, and rehabilitation of state highways and bridges that do not add a new traffic lane to the system. The program covers a four-year horizon, starting with projects beginning July 1 of the year following the year in which the SHOPP is submitted. The SHOPP must be submitted to the CTC no later than January 31 of even numbered years, and is adopted separately from the State Transportation Improvement Program (STIP). Prior to submitting the program, Caltrans shall make a draft of its proposed SHOPP available to DNLTC for review and comment and shall include the comments in its submittal to the commission.

## **Chapter 4: Partnership/Coordination**

### **4.1 State Role and Responsibilities**

Caltrans has a continuing duty of planning transportation systems of statewide significance, identifying potential transportation issues and concerns of overriding State interest, and recognizing conflicts in regional transportation improvement programs. In carrying out its duties, Caltrans will work in partnership with DNLTC relative to activities within its transportation planning area and include DNLTC in its dealings with cities, counties, public transit operators, rail operators, and airports. DNLTC and Caltrans will mutually carry out the transportation planning process for this transportation planning area in a manner that will assure full compliance with the laws referenced herein and assure cooperation between all participants.

### **4.2 Public Participation**

The RTPA planning process will be conducted in an open manner so members of the public, civic groups, interest groups, non-federally recognized Native American tribes, businesses and industries, and other agencies can fully participate. Public participation procedures shall be documented, periodically revised, and their effectiveness regularly evaluated. DNLTC should take appropriate actions to ensure public participation through such formal means as:

(a) Posting of public hearing agendas, (b) appointment of eligible citizen members, where appropriate and allowed, to serve as committee members, (c) innovative outreach efforts targeting particularly the traditionally underserved public (i.e. minorities, senior citizens, and low income citizens), and (d) creation of standing advisory committees. Those committees not composed entirely of citizen members shall post public hearing agendas

in accordance with the Brown Act (California Government Code section 54950), when applicable, and all committees shall operate according to their adopted bylaws.

#### **4.3 Cooperation and Coordination**

As necessary, the planning process employed by DNLTC will provide for the cooperation of, and coordination with county and city government, public transit and paratransit operators, public airport operators, local public works and planning departments, air pollution control district, passenger and freight rail operators, seaports, neighboring RTPAs, State and Federal agencies, as appropriate, and Caltrans. DNLTC will coordinate with Caltrans' District, DNLTC's Air Pollution Control District, and other affected agencies within the same air basin to develop consistency in travel demand modeling, transportation air emission modeling, and other interregional issues related to the development of plans. DNLTC will provide for this coordination and cooperation by maintaining Policy and Technical Advisory Committees.

The Del Norte Local Transportation Commission is composed of six members, three appointed by the Del Norte County Board of Supervisors and three appointed by the City Council of Crescent City. With the addition of the Caltrans District Director (or his/her alternate), the Del Norte Local Transportation Commission becomes the Policy Advisory Committee. The Policy Advisory Committee advises the Del Norte Local Transportation Commission on all policy matters related to regional transportation planning.

The Del Norte Technical Advisory Committee is governed by Technical Advisory Committee Bylaws, which are approved by the Del Norte Local Transportation Commission. The Technical Advisory Committee advises the Del Norte Local Transportation Commission (and the Policy Advisory Committee) on all technical aspects of regional transportation planning.

The Social Services Transportation Advisory Council is an advisory body to the Del Norte Local Transportation Commission. The Social Services Transportation Advisory Council was established in 1988 pursuant to Senate Bill 498 and Transportation Development Act requirements. Membership is appointed by the Del Norte Local Transportation Commission to represent the elderly, the handicapped and persons of limited means as detailed in Public Utilities Code Sections 99238 and 99238.5. Responsibilities of the Social Services Transportation Advisory Council are to identify transportation needs, recommend action by the Del Norte Local Transportation Commission, and advise the Del Norte Local Transportation Commission on other major transit issues.

#### **4.4 Consultation with Native American Tribal Governments**

In accordance with State and Federal policies, DNLTC will consult with all federally recognized Native American tribal governments within or contiguous to DNLTC boundaries in the development of State and Federal transportation plans, programs, and projects, and related studies and environmental assessments.



#### **4.5 Air Quality**

DNLTC will participate in interagency consultation under the Federal Clean Air Act (42 USC 7506(c)) and U.S. EPA's Transportation Conformity regulations (40 CFR 93) when required by the Caltrans' District for consideration of a regionally significant project in an isolated rural nonattainment or maintenance area (40 CFR 93.109(n)).

#### **4.6 Caltrans and RTPA roles in Coordination of System Planning**

Caltrans utilizes Transportation System and Freight Planning documents as a source for nominating capital and operational projects for inclusion and funding in the RTPA produced RTP and RTIP. In conducting its Transportation System and Freight Planning Program, Caltrans will coordinate its studies with those being conducted by DNLTC, and in the development and priority of System and Freight Planning products, DNLTC will provide substantive response and input, where appropriate.

#### **4.7 Public Transportation Provider's Role in OWP**

DNLTC will provide publicly owned transportation service providers with timely notice of plans, programs and studies and the full opportunity to participate in and comment on OWP development and implementation.

#### **4.8 Public Transportation Provider's Role in RTP and TIP**

DNLTC will give public transportation service providers the opportunity to propose priority order for projects to be listed in a fiscally constrained TIP and to actively participate in the development of the RTP.

### **Chapter 5: Environmental Protection and Streamlining Coordination**

#### **5.1 Environmental Protection and Streamlining**

DNLTC will be an equal partner with Caltrans to promote environmental stewardship in planning and programming projects for California's transportation systems. DNLTC and Caltrans will work to streamline the environmental review process to expedite the development of transportation projects. DNLTC and Caltrans agree to comply with all applicable environmental laws, regulations, and policies and cooperatively address any informational needs associated with such statutes. DNLTC will consult with Federal and State resource agencies to seek their input, coordinate environmental protection issues with its constituents and any other entities for which it has assumed planning and programming responsibilities, and resolve any disputes using the processes defined in the most current federal regulations. Caltrans will assist DNLTC in developing its plans and programs by making available existing resources to DNLTC, participating in appropriate planning activities and, wherever possible, improving the available environmental data.

## **Chapter 6: Certification Process**

### **6.1 Certification Process**

For purposes of certification, DNLTC will establish a process that includes the following:

- (a) Fully executed copies of the State Transportation Planning Process Certification and, if receiving federal planning funding, FHWA and FTA Certifications and Assurances and debarment and suspension as part of the final adopted and approved OWP.
- (b) DNLTC will provide Caltrans with documentation (e.g. quarterly reports, public notices, finished work element products, etc.) to support DNLTCs planning process.

## **Chapter 7: General Provisions**

### **7.1 Review**

This MOU has been reviewed and endorsed by both parties to assure its continued effectiveness. Any proposed amendments shall be submitted in writing for the consideration of both parties.

### **7.2 Amendment**

This MOU constitutes an expression of desire and means of accomplishing the general requirements for a comprehensive transportation planning process for DNLTC. It may be modified, altered, revised, or expanded as deemed appropriate to that end by written agreement of both parties.

### **7.3 Rescission of Prior Agreements**

This MOU supersedes any existing MOU designed to serve as a statement of the transportation planning relationship between Caltrans and DNLTC.

### **7.4 Monitoring**

DNLTC and Caltrans jointly agree to meet periodically to address and review issues of consistency with this MOU. Meetings will be held as often as is agreed. Other issues and activities of mutual interest or concern may also be addressed. During the term of this MOU, DNLTC and Caltrans agree to notify the other of events that have a significant impact upon the MOU.

### **7.5 Termination**

Either party may terminate this understanding upon written notice provided at least ninety days prior to the effective date of termination and specifying that effective date.

IN WITNESS WHEREOF the parties hereto have caused this Memorandum of Understanding to be executed by their respective officers duly authorized.

*Danvers Lighter* 4.12.2012  
Executive Director, DNLTTC      DATE

*J.P. Adams* 5/30/12  
Chief, Caltrans      DATE  
Division of Transportation Planning

## Appendix C

### COMMON ACRONYMS

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

March 31, 2021

California Department of Transportation  
Suresh Ratnam, Transportation Planner  
PO Box 3700  
Eureka, CA 95501-3700

Subject: Response to Overall Work Program comments

Dear Mr. Ratnam,

Please consider this letter a response to the Caltrans Comments letter dated March 29, 2021.

Comment 1: The Introduction/Prospectus section should include the following:

- Identify the steps included in DNLTC's decision making process, so please update the Introduction/Prospectus to include this information.

Response: Changes made.

- Include a discussion of Government-to-Government consultation with Native American Tribal Governments and identify the Tribal Governments and Federal Land Management Agencies in the region. Please consider expanding upon DNLTC's coordination efforts with the Federal Land Management Agencies in the region.

Response: A discussion of Government-to-Government consultation with Native American Tribal Governments is now included. The coordination efforts with the Federal Land Management Agencies such as the Bureau of Land Management is done at the County level, and the County staff brings forward these considerations through participation on the Technical Advisory Committee and the Del Norte Local Transportation Commission.

Comment 2: The Tasks and Products worked on/completed by a consultant need to be identified. Please go back through all RPA and SB1 Sustainable Communities Grant funded Work Elements and identify the work being performed by consultants.

Response: Changes made.

Comment 3: Work Element A-Long Range Planning Coordination:

- For Product 1, the Tasks list jumps from task 6 to task 8. Please revise accordingly.

Response: This and other minor errata has been corrected.

- The Task/Activity details must reflect the work taking place to support the products to be delivered in FY 21/22. Please revise accordingly.

Response: It is impossible to predict and identify tasks, activities, and products in detail. One example: Caltrans District 1 has recently requested that I present information and participate in a series of meetings about project development and partnerships with Caltrans. I could not anticipate this request a year ago or even a month ago. This is the ongoing work of DNLTC and the products in detail for the 2021-22 are not yet known.

- For Product 3, The Task/Activity information has not changed from the previous FY and still includes the year 2021. Please revise accordingly.

Response: Changes made.

- For Product 4, the priority areas include three items that are listed as completed in FY 20/21. These items must be moved to the Previous Accomplishments section. Please revise accordingly.

Response: This work will not become a Previous Accomplishment until the current work is complete on June 30. The Work Element clearly indicates that this work will cross the fiscal year and also clearly indicates the anticipated division of the work. When the work in the contract is complete it will be a Previous Accomplishment.

Comment 4: Work Element C-Information Dissemination:

- The Previous Accomplishments section must be updated to reflect the work that was completed during the previous FY. Please revise accordingly.

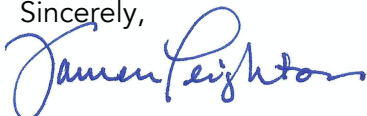
Response: One previous accomplishment has been added. This is the ongoing work of DNLTC, and the list of previous accomplishments is comprehensive. One example: The agendas and minutes of the TAC and the Commission is an ongoing and unchanging task and accomplishment.

- The Products section must include new work products to be completed in the upcoming year. Please revise accordingly.

Response: It is unusual to have new work products in Information Dissemination. This is the ongoing work of DNLTC, and the work products generally remain consistent over time.

Thank you for your review of the Overall Work Program.

Sincerely,



Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission

**DEPARTMENT OF TRANSPORTATION**

District 1, P.O Box 3700  
Eureka, CA 95501  
PHONE (707) 441-4554  
FAX (707) 445-6314  
TTY 711  
www.dot.ca.gov



*Making Conservation  
a California Way of Life.*

March 29<sup>th</sup>, 2021

Ms. Tamera Leighton  
Executive Director  
Del Norte Local Transportation Commission  
900 Northcrest Drive, PMB 16  
Crescent City, CA 95531

Overall Work Program  
Draft 2021/22

Dear Ms. Leighton:

Thank you for the opportunity to comment on the Del Norte Local Transportation Commission (DNLTC) draft 2021-22 Overall Work Program (OWP). We thank DNLTC for consulting with Caltrans early in the process of developing the OWP. We have reviewed the draft OWP and offer the following comments.

**General Comments**

We commend DNLTC for authoring a well written document that clearly identifies the tasks, products, schedules and funding for each work element. The introduction clearly identifies the challenges faced, especially by wildfires, and the tenuous transportation links via Last Chance Grade to Del Norte County.

The Introduction/Prospectus section should include the following:

- Identify the steps included in DNLTC's decision making process, so please update the Introduction/Prospectus to include this information.
- Include a discussion of Government-to-Government consultation with Native American Tribal Governments and identify the Tribal Governments and Federal Land Management Agencies in the region. Please consider expanding upon DNLTC's coordination efforts with the Federal Land Management Agencies in the region.

The Tasks and Products worked on/ completed by a consultant need to be identified. Please go back through all RPA and SB1 Sustainable Communities Grant funded Work Elements and identify the work being performed by consultants.

As a reminder, Caltrans will be collecting all the Task Products listed in the OWP as deliverables that are funded with RPA, Sustainable Communities Competitive Grants and RPA discretionary grants.

### **Specific Comments**

#### **Work Element A-Long Range Planning Coordination:**

- For Product 1, the Tasks list jumps from task 6 to task 8. Please revise accordingly.
- The Task/Activity details must reflect the work taking place to support the products to be delivered in FY 21/22. Please revise accordingly.
- For Product 3, The Task/Activity information has not changed from the previous FY and still includes the year 2021. Please revise accordingly.
- For Product 4, the priority areas include three items that are listed as completed in FY 20/21. These items must be moved to the Previous Accomplishments section. Please revise accordingly.

#### **Work Element C-Information Dissemination:**

- The Previous Accomplishments section must be updated to reflect the work that was completed during the previous FY. Please revise accordingly.
- The Products section must include new work products to be completed in the upcoming year. Please revise accordingly.

We ask that DNLTC please utilize the Caltrans comment letter responding to the recommendations and demonstrating that they acknowledge the feedback and are incorporating them into the Final OWP.

Please note that the Final OWP is due June 1<sup>st</sup>, 2021. Please ensure the following items are included in the final OWP:

- Board Resolution
- Signed Certifications and Assurances
- Appendices



Ms. Tamera Leighton  
March 29, 2021  
Page 3

Thank you again for giving us the opportunity to comment on the Draft 2021/22 Overall Work Program. If you have any questions regarding the comments outlined in this letter or would like to discuss any of it in greater detail, please contact me at [suresh.ratnam@dot.ca.gov](mailto:suresh.ratnam@dot.ca.gov) or at (707) 684-6880.

Sincerely,



Suresh Ratnam  
Associate Transportation Planner  
Caltrans District 1 Regional Planning

RESOLUTION 2021 6

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION  
AUTHORIZATING THE LOW CARBON TRANSIT OPERATIONS PROGRAM PROJECT:  
ELECTRIC BUS INFRASTRUCTURE PROGRAM

WHEREAS, the Del Norte Local Transportation Commission, is the Regional Transportation Planning Agency for the Del Norte region and holds the responsibility to authorize the programming of Low Carbon Transit Operations Program (LCTOP) funding; and

WHEREAS, the Del Norte Local Transportation Commission, through its planning process including its regional transportation plan, has identified the region's significant transportation needs; and

WHEREAS, the Redwood Coast Transit Authority (RCTA) is an eligible project sponsor and may receive state funding from the LCTOP for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP and the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors; and

WHEREAS, DNLTC wishes for RCTA to implement the LCTOP project above and delegate authorization to execute these documents and any amendments thereto to Joseph Rye, General Manager, and

NOW, THEREFORE, BE IT RESOLVED that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that Joseph Rye be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW THEREFORE, BE IT FURTHER RESOLVED that DNLTC hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY19-2020 LCTOP funds:

Project Name: Electric Bus Infrastructure Program

Amount of LCTOP funds requested: \$29,552

Short description of project: Plan and construct electric bus infrastructure for zero emissions electric buses; contribute funding to cover cost of electrification

Benefit to a Priority Populations: general public, students and low income residents

Contributing Sponsors: Del Norte Local Transportation Commission

PASSED AND ADOPTED by the Del Norte Local Transportation Commission of Del Norte County, State of California on the 6th day of April 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Jason Greenough, Chair

Del Norte Local Transportation Commission

ATTEST:

---

Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission

## RESOLUTION 2021 7

### DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION AUTHORIZING THE REDWOOD COAST TRANSIT AUTHORITY TO ADMINISTER THE 5311 FEDERAL TRANSIT ACT FUNDS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the Del Norte Local Transportation Commission, is the Regional Transportation Planning Agency for the Del Norte region and holds the responsibility to authorize federal funding under Federal Transit Act section 5311 (49 U.S.C. Section 5311) with the California Department of Transportation; and

WHEREAS, the Del Norte Local Transportation Commission, through its planning process including its regional transportation plan, has identified the region's significant transportation needs; and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, Redwood Coast Transit Authority desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in Del Norte County; and

WHEREAS, the Redwood Coast Transit Authority, has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Board of Directors of the Del Norte Local Transportation Commission does hereby Authorize:

- That the General Manager of Redwood Coast Transit Authority to file and execute applications on behalf of and with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1F and FTA C 9050.1), as amended.
- That the General Manager is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.
- That the General Manager authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.
- That the General Manager is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

PASSED AND ADOPTED by the Del Norte Local Transportation Commission of Del Norte County, State of California on the 6th day of April 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Jason Greenough, Chair  
Del Norte Local Transportation Commission

ATTEST:

---

Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission



## COUNTY OF DEL NORTE

### Office of County Counsel

981 H Street, Suite 220  
Crescent City, CA 95531  
Tel: (707) 464-7208  
Fax: (707) 465-0324

JOEL CAMPBELL-BLAIR  
COUNTY COUNSEL

AUTUMN E. LUNA  
ASST. COUNTY COUNSEL

JACQUELINE ROBERTS  
DEPUTY COUNTY COUNSEL

---

**AGENDA DATE:** April 6, 2021  
**TO:** Del Norte Local Transportation Commission  
**FROM:** Del Norte County Counsel's Office *all*  
**SUBJECT:** Executive Director Services

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### RECOMMENDATION FOR COMMISSION ACTION:

Review proposal and approve contract for Executive Director Services

### SUMMARY:

The Del Norte Local Transportation Commission (DNLTC) is guided by the California Department of Transportation's Local Agency Procedures Manual (LAPM). Pursuant to the LAPM, consultant services are subject to a competitive process. Generally, a request for proposals for consultant services should be issued every five years to guarantee that the agency is getting the highest quality of service.

A request for proposals was last issued for the Executive Director position in 2015, resulting in a five-year contract with current Executive Director Tamera Leighton. The DNLTC extended that contract by one additional year due to the Covid-19 pandemic. The current contract for ED services with Tamera Leighton expires on June 30, 2021. The County Counsel's office issued a request for proposals on February 5, 2021. The RFP was widely advertised for a one-month period. The County Counsel's office received one proposal in response to the RFP from current ED Tamera Leighton.

Ms. Leighton's proposal demonstrates the breadth and depth of her experience and knowledge. She has been DNLTC's Executive Director since 2006, and her commitment to DNLTC and the community is unwavering and unparalleled. Based on Ms. Leighton's many years of successful service and her impressive proposal, it is the County Counsel's recommendation that the Commissioners authorize the Chair to sign a five-year contract with Ms. Leighton to continue her work as the Executive Director.

**ALTERNATIVE:** Do not approve the contract

**SIGNATURE REQUIRED:** Chair, Counsel

# TAMERALEIGHTON

Transportation Planning & Community Development

## 1. Title page.

Proposal in response to the request issued February 5, 2021 for Executive Director services for Del Norte Local Transportation Commission prepared by the Del Norte County Counsel's Office

by  
Tamera Leighton  
Transportation Planning & Community Development  
900 Northcrest Drive, #74  
Crescent City, California 95531

I hereby certify that I have authority to bid and enter into a contract with Del Norte Local Transportation Commission if successful.

  
\_\_\_\_\_  
Tamera L. Leighton

## 2. Executive Summary.

I have been working on community development projects in the Del Norte region as an independent consultant since 2001 and as executive director of Del Norte County Local Transportation Commission (DNLTC) since 2006.

As executive director, my role is both to implement the priorities that DNLTC has set on behalf of the public and to maintain these priorities over time, with a high value for the costs paid. At the core of my work ethic is a motivation to make progress toward and to deliver the DNLTC priorities. I have been able to make significant progress on DNLTC goals in fourteen years as executive director.

All of the Commission's work is in partnership with others. In the winter of 2019, I successfully negotiated and hosted the first ever California Transportation Commission Town Hall meeting in Del Norte over a two day period, giving all of the region's partners an opportunity to share both their successes and challenges. The CTC members who attended openly talked about the success of this meeting for months following.

Transportation projects typically take a long time from project identification to completion. For example, the Active Transportation Program Grant for the City's Sunset Circle was funded in 2013 and the project is just now in construction. All projects are in partnership with local agencies and Tribes, and together we have progressed or completed many of these top-priority projects, including:

### California Coastal Trail

- **Starfish Way:** In 2015, the Crescent City Harbor District received funding in partnership with additional secured grants to complete the Starfish Way section of the California Coastal Trail.
- **Sunset Circle Active Transportation project:** In 2015, DNLTC and the City of Crescent City submitted a grant application, and the City was awarded funding to connect Starfish Way to downtown Crescent City. The project is currently in construction.
- **Howe Drive Coastal Access:** In 2017, the City of Crescent City completed the Howe Drive Coastal Access project with additional secured grants. This project provides beach access that meets Americans with Disabilities Act regulations.
- **Pebble Beach Drive:** In 2018, the County of Del Norte completed pedestrian and bike improvements on Pebble Beach Drive

Like all projects, the California Coastal Trail work is in partnership with other agencies who have jurisdiction over the infrastructure. I work well with all partners to complete DNLTC's priorities for the benefit of the region, regardless of jurisdiction. Furthermore, I walk the projects continuously. I can personally attest that the solutions are successful and that some problems still exist. I enjoy walking the solutions and am keenly aware of the problems such as the City's 6<sup>th</sup> Street to Preston Island section along Pebble Beach Drive.



### **Crescent City Gateway**

In 2006, the Crescent City Gateway was a concept of the Chamber of Commerce and a smattering of volunteers over time. After analyzing collision data on the State Highway System at our gateway areas, I determined that this was a transportation infrastructure project that needed to be implemented in partnership with Caltrans. I discussed the project with the Chamber of Commerce, Caltrans and statewide colleagues and they all agreed. We are now making meaningful progress. We have completed a pedestrian crossing at the north entrance and have slowed down the approaching traffic from the north. In partnership with the County, we are working on a pedestrian path alongside the onramp at Washington Boulevard and we are connecting to the sidewalk leading to Walmart. At the south end of the gateway, we have planning and design work that slows traffic down and provides a safer path to cross US 101 to connect to the Harbor through a Caltrans, County, and Harbor partnership. The American with Disabilities Act (ADA) will finally be met on US Highway 101 from the south to the north gateway areas of Crescent City. I brought the Harbor and Caltrans together to develop an agreement for a pedestrian bridge that crosses the deep drainage ditch near the Harbor that aligns with a pedestrian path that crosses US 101, which will connect the sidewalk system to the harbor and the Coastal Trail.

### **Safe STAA Access on 197/199 Corridor**

In 2006, this project was a conversation without any grounding. The four projects that exist today to accomplish this essential goal were not defined by the State – no one was working on it. As the priority-setting body, the Commission directed me to deliver this regional goal. Through my efforts in countless meetings at the regional and State levels, the necessary projects to accomplish this STAA access were developed by Caltrans, the owner and operator of the State Highway System and the mandatory partner agency. A funding strategy (programming) was developed and successfully implemented and the DNLTC-funded portion has progressed through environmental, design and right-of-way phases of highway development, and is now in the final phase, construction. The other three projects are in various stages of development for a total of approximately \$34 million of improvements along the 197/199 Corridor. As with all significant transportation construction projects on the North Coast at this time, this project is stymied by a court case. The court case is not unique, but DNLTC's level of participation is. I have successfully raised the level of awareness of DNLTC's unique position as the funding partner at the regional, State and federal levels, and the Court has awarded DNLTC intervenor status, so we have a formal place at the Court's table on behalf of the project. I have provided Extra Record Evidence at the request of DNLTC's legal counsel to support our position to the Courts. I fully intend to deliver the construction phase of this project.

### **Last Chance Grade**

The Last Chance Grade alternatives feasibility study is a complex project for a failing section of US Highway 101 and it has been established as a top priority by DNLTC, and the \$55 million environmental phase is fully funded. A colleague dubbed me "Last Chance Leighton," saying that half the State knows where Last Chance Grade is because of my advocacy in State meetings. I've worked with US Congressman

Huffman and his staff to fund a consultant team to convene stakeholder meetings intended to bring agencies with diverse priorities together for an outcome that meets the needs of the region. I researched approaches to obtaining answers to key questions asked by the community and in 2015, Caltrans agreed to provide both economic analysis of a full closure and a full feasibility study for alternatives. The facts put forth in these two documents are what eventually led to the full funding of the environmental phase of the project.

The diversity of my work keeps me engaged with the community on different levels and knowledgeable about key community topics. I have developed mutually respectful professional relationships with local, state and federal agencies, regional Tribes, and countless organizations involved in community development. These relationships help foster clear and open communication regarding transportation needs, challenges and proposed solutions.

As executive director, I understand the importance of administrative duties. The administrative process for each funding source is complex and unique; for example, there are seven back-and-forth steps required to obtain Planning, Programming and Monitoring funding. Any missed step can result in delayed or lost funding. I am reliable. I never miss a deadline and I have never defaulted on funding. Over the past 14 years, I have consistently provided all Commission management services, including the development of the agenda and related materials for Commission meetings. I have posted the DNLTC, Technical Advisory Committee (TAC) and Social Services Transportation Advisory Council meeting agendas and full packets 72 hours prior to the meeting without delay for all meetings since 2006. I understand the value of the Public Records Act compliance and have successfully developed the first Record Retention Policy for the Commission, better protecting the Commission from costly request abuses.

I negotiate contracts with expert consultants and ensure agency compliance, having successfully managed approximately eight contracts per year with a variety of consultants during my time as executive director. I established a proposal review and scoring process for the TAC that meets the needs of the committee and the regulations of the state, and I have initiated formal project-specific agreements with Caltrans. During my tenure, DNLTC has been one of very few Regional Transportation Planning Agencies to develop and institute a Project Charter with Caltrans District 1 to help protect our investments on the State Highway System. I have attended several state level meetings to discuss the ever-changing interpretation of existing statute and new guidance such as the California Road Repair and Accountability Act of 2017 (SB 1).

During my tenure as executive director, we have been successful in obtaining non-traditional funding from The California Endowment (TCE) and were the only rural transportation planning agency receiving TCE funding. I was one of 8 recipients of 89 total applications submitted for Active Transportation Program funds. I have been awarded Regional Blueprint Planning Grant funds and Transportation Planning Grant/Partnership. Outside of transportation, I have secured Community Development Block Grants (general, set-aside and technical assistance), Federal Workplace

Investment Act Title II funds, independent foundation grants and local bequests.

I have a combination of knowledge and work experience that makes me uniquely qualified for this position. I have fourteen years of executive-level experience advocating for the transportation needs of Del Norte County and seeing complex, controversial transportation projects through to completion. I have attended over 100 webinars and in-person training on transportation, planning and funding management. My resume is in the Additional Materials section and provides additional details of my work history, education and training.

As executive director, I will continue to deliver the scope of the Overall Work Program in a timely and professional manner. I will meet all mandatory and necessary requirements for the Commission with a focus on services with a high value for the costs paid, whether these costs are for my work or for other consultants working for the Commission.

Please consider this proposal a commitment to continue to work hard and provide a high value to the Commission, to provide reliable and accurate administrative services and to advance the priorities of the Commission.

### 3. Qualifications.

I exceed the minimum qualifications for this position through a combination of education, training and experience. I am a reader, a thinker, a collaborator and a writer, which are primary work activities that I do for DNLTC to accomplish the goals of the commission and to meet the obligations of agency.

#### 3.1 Knowledge

- a. **Local and regional transportation planning.** In the past 14 years I have gained the technical knowledge necessary to be efficient and proficient as an administrator and planner for DNLTC. I have attended over 100 webinars and in-person training on focused topics including week-long California Transportation Planning Academy, Funding and Programming Transportation Projects in California, federal funding management, Blueprint planning, Pedestrian Facility Planning and Management, Highway Safety Improvement Programs, Active Transportation Plans, State of California Outcomes Assessments, and State grant administration training. I attend the relevant training on transportation planning and fund source requirements for which DNLTC and its partner agencies are eligible. I am familiar with the Transportation Development Act, which directs transit funds and the many other statutes that create the interlocking web of transportation planning and funding administration.
- b. **Program development and project management.** I have developed the annual work program and budget for the commission and have completed the projects as planned. All of the Commission's State and Federal requirements for funding eligibility are current, which makes our partner agencies eligible. I have successfully moved forward with atypical planning documents that are specific to our region such as the Storm Water Management Plan, by researching existing programs and persuading funding agencies of the relevancy of this document to our region. Even though the State reports no other Regional Transportation Planning Agency has produced such a study with transportation planning funding it now recognizes that Del Norte has a lot of stormwater water to manage.
- c. **Managing and facilitating agency relationships.** My leadership has been requested to resolve issues with partner agencies, including the City, County, Harbor, Elk Valley Rancheria, Redwood National and State Parks, and Caltrans to establish a neutral and regionally-focused project development for Del Norte. Of particular importance, we now have a commitment from Caltrans for DNLTC inclusion in Caltrans Project Delivery Team meetings, which is leading to successful partnerships and better project delivery. While this inclusion may seem natural, for Caltrans it is not, and some project managers are still resistant.
  - This participation has led to a significantly better ADA pedestrian path on US 101 in the urban area. Caltrans was proposing to correct sidewalk issues but not to address the problems with sidewalks crossing US 101, and to move forward without any consultation with the City of Crescent City. This type of project development results in inadequate projects simply because Caltrans is used to working in isolation. With DNLTC input, the project will be more complete.

- Participation on the Project Delivery Team for the US 101 north gateway path leading to Washington Boulevard will result in a less expensive and more effective project that will actually connect the sidewalks. Caltrans originally proposed a project so elaborate that it could not be funded. With DNLTC participation, County staff was included and a buildable and funded project is being developed.
- Participation on the Project Delivery Team for Dr. Fine Bridge replacement can easily be titled Crisis Averted. There was a disconnect between the PDT staff and homeowners regarding right-of-way that was leading to a costly project delay of at least one year. When I learned of this crisis, I contacted my Commissioner who represented this area and he successfully negotiated a reasonable agreement with the homeowners, thus avoiding significant and costly delays and serious public mistrust.

**d. Principles of public administration and policy development.** The two most relevant principles of public administration for DNLTC are to remember the Executive Director role in the process, and to deliver necessary transportation planning services with a high value for the costs paid. Other important principles include responsiveness to public needs, equal treatment, and citizen involvement in government decisions.

1. The Executive Director does not set priorities but rather administers the Commission's priorities. There are some occasions when DNLTC has asked for my perspective on certain topics or projects and I strive to deliver information that is factual and informative but without persuasion.
2. The differences between value and cost is an overall consideration for what services are being provided for the funding and how well they will meet the needs of the Commission. While there are always budgetary limitations, the cost for poor quality work can be extreme. The Executive Director is responsible in whole or in part for delivering much more than the funding in the Overall Work Program. The ED is a partner in many city, county, Tribe and State projects and is in a position to advance a project when high quality work is provided or delay or disqualify a project with poor work performance.

**e. Brown Act and Public Records Act compliance.** I know and understand the importance of the Brown Act and Public Records compliance. Through research and by obtaining guidance from the State, I developed the first Record Retention Policy for the Commission. The Commission is subject to the Public Records Act, and by implementing a policy for all records we are better protected by request abuses that can be costly and unproductive.

**f. Complex budget development and administration of funding sources.** Through a combination of coursework, study and experience, I know the reporting obligations of a complex array of local, state and federal funding. As a requirement of statute and good stewardship of public funds, I have delivered annual fiscal audits and triennial performance audits without negative findings. On behalf of DNLTC, sometimes I am both a fund-seeker and a provider. Having experience on both sides of this transaction provides me with a level of knowledge about the challenges of both positions.

### 3.2 Ability

a. **Organize and direct essential functions of a local transportation agency.** I have demonstrated an ability to organize and direct the essential functions of the Regional Transportation Planning Agency, including preparing and adopting planning and programming documents required by law and allocating funds and administering various funding programs that primarily involve the City, County, Tribes, and Redwood Coast Transit Authority. The core document is the Regional Transportation Plan, which is direction for local, state and federal decision makers. I prepare and adopt the Regional Transportation Improvement Program, the Overall Work Program, allocate Transportation Development Act funds, meet audit requirements, and comment on Caltrans planning documents. In partnership with the DNLTC members, agencies and Tribes, I have funded or advanced our top priority projects, including Safe STAA access on the 197/199 corridor, California Coastal Trail, Crescent City Gateway, Front Street redesign, and Last Chance Grade.

b. **Build consensus on complex and controversial issues.** I am able to build consensus on complex and controversial issues. When State Parks unexpectedly closed the Simpson-Reed trail, removed the restrooms and put up barriers for parking and walking, all parties (the County, Caltrans and Parks) came to me to help facilitate meetings that were professional, neutral and fairly documented. This experience demonstrates the trust that a variety of agencies have in my ability to convene meetings on sensitive topics.

Just weeks ago, the City Manager came to me with a proposal to complete the Front Street redevelopment project, and he asked me to convene a meeting for informal discussion. While I don't know what the conclusion will be, we now have people talking together with a willingness to consider and potentially support the City's proposal. The "willingness to consider" is important in developing consensus on complex and controversial issues such as the fair allocation of preferred funding.

c. **Develop and administer local transportation planning work program.** The Overall Work Program (OWP) is a complex budgeting document subject to myriad levels of review and interpretation by the State. Each fiscal year I've served as executive director, I have successfully worked with the Technical Advisory Committee to develop the program and have successfully delivered the program to the Commission and the community. I have never defaulted on funding.

d. **Effectively represent DNLTC to a wide variety of agencies and groups.** To help deliver the 197/199 corridor projects, I've represented the commission in a wide variety of meetings with Morning Rotary, City Council, County Supervisors, Curry County Board of Commissioners, Caltrans District 1 and California Transportation Commission in combination with Caltrans headquarters staff. While not sensitive at a regional level, this project can be sensitive at a State

level, where there is limited knowledge of the challenges in the Del Norte region. My experience dealing with so many agencies and groups at the regional and State level has helped keep the project moving forward.

- e. **Conduct meetings with community groups, organizations and government officials.** In addition to attending meetings, I often conduct meetings on behalf of the Commission. In any given year, we have 10 to 12 Commission meetings, 7 to 10 Technical Advisory Committee (TAC) meetings, 1 to 3 Social Services Transportation Advisory Council (SSTAC) meetings, and then a variety of meetings that come up as needed, such as hosting the California Transportation Commission for a Town Hall meeting and the North State Super Region. Most meetings are formal, subject to the Brown Act and include agendas and packet information explaining complex topics in a way that is direct and understandable to most. I have posted the DNLTC, TAC and SSTAC meeting agendas and full packets 72 hours prior to the meeting on time since 2006. I have never been late.
- f. **Prepare and administer budget.** I have demonstrated an ability to prepare and administer the Commission's budget. I have successfully prepared the Overall Work Program, which is the budget and detailed work product description for the year. Any single budget year takes over two years to draft, deliver and audit. I successfully administer the overlapping years: While auditing a past year, we develop the future year, all while delivering the current year. As a requirement of statute and good stewardship of public funds, I have delivered annual fiscal audits and triennial performance audits without negative findings. Through a combination of coursework, study and experience, I know the administration and reporting obligations of a complex array of local, state and federal funding.
- g. **Monitor agency compliance with pertinent laws.** I monitor agency compliance with all applicable laws by reading statute, participating in training, researching best practices, and developing new best practices when none exist. Compliance is a moving target as interpretations change for existing laws and new laws are passed. Being in attendance for meetings and workshops provides me an understanding of the laws and current interpretation and ensures the Commission's compliance. I have also assisted the Redwood Coast Transit with the interpretation of regulations, and I have worked with the Redwood Coast Transit Authority and Transit Manager to keep the organization compliant with reporting requirements and to maintain eligibility for relevant funding sources.
- h. **Communicate effectively, both orally and in writing.** I have demonstrated proficiency in communicating effectively, both orally and in writing. I believe that communicating effectively is among the most important skills of the executive director.
  - i. I have provided many presentations in the Chamber of Commerce's Economic Summit, including the 2013 presentation on Last Chance Grade that included a projected timeline of project completion by 2032, which left many in the community disconcerted. My presentations are memorable factual, and honest. While my message may not be welcome news, I have been invited by name to give presentations on behalf of the rural regions

in many State meetings the California Transportation Commission. My presentation style is to show and not tell. The California Transportation Commission was expecting a 6 hour meeting full of talk-talk-talk, but we more effectively provided the information through in-the-field information sessions at Last Chance Grade, US 197/199 STAA access areas, Dr. Fine Bridge replacement, Bluff Stabilization, California Coastal Trail and Front Street. Colleagues from across the State have show (and not tell) style, which is noted in both of the letters of recommendation in the attachments.

- ii. My presentation in a County Board of Supervisors meeting about the impacts on our transportation infrastructure if the Del Norte region were to become the State of Jefferson addressed an important and a divisive topic in our community. I limited my presentation to current facts about the costs of our transportation infrastructure, analyzed the ratio of state and federal funding and gave a clear and concise presentation to a contentious standing-room-only audience who became fully and uncharacteristically silent and who had no questions.
  - iii. Throughout my workday, I spend much of my time writing, and I have been a writer for nearly all of my professional life. While my focus has been on transportation planning, programming and monitoring for the past 14 years, I still spend much of my time as a reader, writer, thinker and editor. I write, participate in the writing, and edit every document produced by DNLTC. Even when we have significant consultant assistance for focused planning documents, I am still extensively involved in the writing and editing. I research and write the requests for proposals, the scope of services needed, the Overall Work Program, the Regional Transportation Improvement Program, resolutions, agendas and agenda packets on a regular and daily basis. In addition to transportation planning work, I sometimes engage in other important community issues such as establishing a plan for sustainable funding for the fairgrounds and fair and analyzing the viability of the Visitors Bureau.
- i. **Establish and maintain cooperative relationships with government agencies, officials, and the public.** I have maintained cooperative relationships with government agencies, including the Technical Advisory Committee membership, the current Commissioners, County Supervisors and City Councilmembers, and all area Tribes by focusing on the principles of public administration: I do not set policy or priorities and I provide a high-value service. By way of example, early in my tenure, I worked with the Tolowa Dee-ni' Nation to communicate their community needs to Caltrans, who at that time was pressing for a four-lane freeway through the community. I communicated the policy and priorities of the Commission and I did so in a manner that provided value to all parties, while successfully securing the goal of the Commission: Slow traffic through the Smith River community. The Tribe's staff have recently contacted me to support additional planning work for an even safer and more walkable Tribal and Smith River community.



### 3.3 Experience

- a. **Advocating for specialized transportation needs and issues of rural communities.** During my tenure as executive director I have represented Rural Counties Task Force in the Statewide Transportation Needs Assessment and as the Chair of the North State Super Region (twice). I have attended hundreds of meetings to learn about the mandatory processes necessary to secure funding for our region and build relationships with key decision makers, resulting in an awareness of transportation challenges in Del Norte and other rural areas. In the process, I have gained the trust and support of my peers, which led to the invitation by the California Transportation Commission to host a Town Hall meeting in 2019.
- b. **Five years of executive level experience in transportation planning and administration.** I have 14 years of experience as the executive director for Del Norte Local Transportation Commission.
- c. **Graduation from a four-year college or university with major coursework in fields related to the executive director position.** I have two Bachelor of Arts degrees from Radford University in Virginia (Journalism/Public Relations and French). While I was attending, Radford University was among the top ten journalism schools in the nation. I learned to read, write and think analytically. Since becoming executive director, I have attended approximately hundreds of webinars and in-person training on focused topics related to transportation planning and public administration. I attend the relevant training on transportation planning and fund source requirements for which DNLTC and its partner agencies are eligible. My core academic skills and transportation planning and administration coursework, in combination with my work experience and community knowledge, make me uniquely qualified to provide executive director services for the Commission.

#### 4. Scope of services.

The Del Norte Local Transportation Commission (DNLTC), as a Regional Transportation Planning Agency in California, has the primary obligations of planning, programming and monitoring. As the executive director for DNLTC for the past eight years, and in partnership with the Commission members, the City, County, Tribal and State governments, I have demonstrated an ability to plan, program and monitor transportation projects that forward the Commission's goals.

Each year I develop the Overall Work Program to address the goals of the Commission and the mandates of the State. The work program is funded with a complex array of funding sources, each with unique statutory requirements. The Overall Work Program project priority is to first meet the requirements of state and federal funding and then to meet the unique needs of the region. As directed by the Commission, I prepare and adopt planning and programming documents required by law and I allocate funds and administer various funding programs that involve the City, County, Tribes, and transit operator. I prepare and adopt the Regional Transportation Plan, which is direction for local, state and federal decision makers. I prepare and adopt the Regional Transportation Improvement Program, the Overall Work Program, allocate Transportation Development Act funds, meet audit requirements, and comment on Caltrans planning documents. In partnership with the DNLTC members, agencies and Tribes, I work to fund and advance our top priority projects to meet transportation needs in the region.

In section 3, I outlined my experience providing the services described in the Scope of Work; here I will describe my process and approach to these services:

##### 4.1 Administrative management.

- a. **Provide all Commission management services.** I am reliable and will continue to be reliable. I have never defaulted on funding. I have never missed a deadline. I will continue to provide all Commission management services, including the development of the agenda and related materials for Commission meetings, as I have been doing for all DNLTC, Technical Advisory Committee and Social Services Transportation Advisory Council meeting agendas and full packets since 2006.
- b. **Prepare and ensure agency compliance with contracts.** Using the proposal review and scoring process that I established for the Technical Advisory Committee, I will continue to ensure agency compliance with contracts, including funding agreements, agency-to-agency agreements and vendor contracts. I have successfully managed approximately eight contracts per year with a variety of service providers and will continue to contract service providers as needed.
- c. **Establish and maintain relationships with local, state and federal agencies.** Everything the Del Norte Local Transportation Commission does is in partnership with other organizations, and these partnerships are key to our success. I will continue to manage and facilitate relationships between federal, state, regional

and local transportation planning partners. I am a collaborator at every level. All of the work of DNLTC is a contribution to others' projects: the City, County, Harbor, Parks, Tribes, Caltrans and every funding source has a regional, state or federal fund source. DNLTC provides the products and relationships necessary to advance regional transportation.

- d. **Provide for citizen involvement in the planning process when required or appropriate.** I have utilized diverse methods for citizen involvement. I have worked with citizens to maintain support for Safe STAA Access on the 197/199 corridor by providing to them the materials they need to enable them to help us. The Commission website has been redeveloped three times to use new tools to meet specific communication goals. I post agendas, hold public information sessions, communicate with media, distribute surveys and speak at other agency and club meetings. I negotiate the often delicate unmet needs process with community members and have informed the participants in a way that demystifies the process.
- e. **Assist the Redwood Coast Transit Authority in transit contract negotiations and with the interpretation of transit contracts and pertinent regulations.** I have assisted the Redwood Coast Transit Authority with the interpretation of regulations, but more so, I have worked the Redwood Coast Transit Authority board and transit manager to keep the organization compliant with reporting requirements and eligible for relevant funding sources. I will continue to be a resource for RCTA.
- f. **Advise the commission with respect to the availability of grants and procedures for obtaining grants and when so directed prepare grant applications.** As executive director, I have successfully secured both traditional and non-traditional funding for DNLTC, including funding from The California Endowment, the Active Transportation Program, the Regional Blueprint Planning Grant and the Transportation Planning Grant/Partnership, plus various funding sources outside of transportation. I will continue to advise the Commission on the availability of grants, both traditional and non-traditional, and with the guidance from the Technical Advisory Committee. Transportation planning grants often come with many limitations and a significant administrative burden. I will continue to evaluate the value of the funding opportunity to the Commission and to the partner agencies.
- g. **Coordinate with all agencies involved in transportation planning in Del Norte County.** I will continue to coordinate with all governments and agencies in the Del Norte region and with our neighboring governments and agencies. Through the Technical Advisory Committee, partner agencies are increasingly collaborative in addressing their needs for transportation planning. This is important because collaborative efforts have more overall value and are significantly more effective. I believe that only through partnerships, mutual respect, support and collaboration will we accomplish our regional transportation and many other community goals.

## 4.2 Financial Management

- a. **Prepare and submit reports of financial and administrative activities to the Commission.** The preparation and submission of reports of financial and administrative activities happens through the Overall Work Program amendment process. Because I have received positive feedback from the Commission regarding the amendment process, I plan to continue as I have in the past to provide a basic chart indicating the work element and work product areas of change and the reason or purpose of the change. I will also continue to work with Cholwell, Benz and Hartwick and the Finance Committee to prepare financial reports for the Commission upon request.
- b. **Advise the Commission on a timely basis of the financial condition, programs progress and the present and future needs of the agency.** Through the Overall Work Program amendment process, the Commission is advised on a timely basis of the financial condition of the agency, and the progress we are making with the current Overall Work Program. I will continue to seek partnership with the Technical Advisory Committee to develop and prioritize the planning work necessary to keep the Commission and partner agencies within compliance of laws and eligible for funding.
- c. **Administer all grant monies and oversee grant reporting requirements and audits.** Through a combination of coursework, study and experience, I know the reporting obligations of a complex array of local, state and federal funding. On behalf of DNLTC and through other work experience, I am sometimes a fund-seeker and sometimes a provider. Having experience on both sides of this transaction provides me with a level of knowledge about the challenge of both positions. In partnership with our accountant and auditor, I will continue to administer all funding and will oversee or directly provide the reporting requirements and audits.
- d. **Develop and present an annual budget to the Commission for approval; monitor the budget throughout the year.** The budget for the Commission is the Overall Work Program, which I develop each year with the Commission. I will continue to monitor and deliver this budget. My approach to developing, implementing and monitoring the budget is described in item 3a below.
- e. **Determine the need and timing of audits, arrange for them, and determine conformance.** As a requirement of statute and good stewardship of public funds, I have delivered and will continue to deliver annual fiscal audits and triennial performance audits without negative findings. On behalf of the Commission and the public, I will also continue to monitor transit funds and the progress of projects for which the Commission has a financial contribution.

### 4.3 Strategic management

- a. **Work with the Commission to develop, implement and monitor the Overall Work Program.** I will continue to work with the Technical Advisory Committee and the Commission to develop, implement and monitor the Overall Work Program. In the months of November, December and January, we are typically completing the audit process for the prior year, delivering the work program for the current year and planning the work program for the future year, so we are working on three work programs for at least a quarter of the time. There is a complex set of requirements in the Regional Planning Handbook that directs these activities. This handbook is updated on a regular basis and I will continue to monitor the evolving interpretation of the guidance and statute. I attend all meetings on the Regional Planning Handbook requirements and legislative interpretation at a regional and state level, and have led the Rural Counties Task Force conversations with the State to help alleviate some of the administrative burdens on rural regions. All rural regions in the state have benefitted from this effort.
- b. **Maintain a Regional Transportation Plan.** We are now required to update the Regional Transportation Plan (RTP) every four years, to give the City and County the opportunity to update their housing element every eight years. The RTP is a continuous improvement project; as an example, the Baseline Data work performed from 2015 informed the 2016 and the 2020 RTP, which will be adopted in March. Our new Regional Mapping work that we just initiated will inform the 2024 RTP. By this collaborative process, we are able to keep the update at a manageable level and without having a significant spike in workload every four years.
- c. **Ensure that public transit systems in Del Norte County are operated efficiently and effectively. Maximize use of federal funds available for specialized and public transportation:** The Redwood Coast Transit Authority is the administrative body that holds the obligation for the efficient and effective operation of the transit system. Through the audit process, DNLTC ensures the Redwood Coast Transit Authority meets the Fare Box Ratio requirements. In partnership with Redwood Coast Transit Authority, we ensure that the transit planning requirements are up to date so the RCTA remains eligible for State and Federal funding. All work is collaborative with Redwood Coast Transit Authority.
- d. **Analyze the highway system, determine needs and deficiencies, and support development of highway improvement programs in the region.** In partnership with the California Highway Patrol and Caltrans, I will continue to analyze the highway system, identify needs and deficiencies and support an appropriate highway development program. We currently have four focus projects: Safe STAA access on the 197/199 corridor, Last Chance Grade, and Traffic Calming and Gateway Treatment to Crescent City urban area, and complete streets implementation on US Highway 101 in between the gateway areas.

- e. **Ensure that all legal requirements of the Transportation Development Act are met and that funds are disbursed in a timely and effective manner.** In partnership with the accountants and auditors, I will continue to ensure that all legal requirements are met and that funds are disbursed in a timely manner. While a portion of this work is monitoring activities of the Redwood Coast Transit Authority, I will continue to assist in allocating funding within the limits of my position and the Transportation Development Act.
- f. **Enable the Del Norte region of the Service Authority for Freeway Emergencies Program to generate revenue.** The revenue generation for the Service Authority for Freeway Emergencies (SAFE) is set by statute. In combination with the statewide SAFE collaborative, I have worked to maintain the current levels of funding for Del Norte. While many systems are becoming obsolete, the Del Norte SAFE program is one of the most successful in the state and I will ensure it remains successful. We have the highest call volume per box and I will continue to work to maintain the successful system we have developed over time. I will continue to advocate for sustainable funding and will continue to evaluate the current system for efficiencies.
- g. **Conduct special transportation studies as needed.** Through the Overall Work Program process, I will continue to conduct special transportation studies as needed. The Elk Valley Cross Road Corridor Plan and the Stormwater Management Plan are examples of a specialized study that meets our unique needs. We have twice the average rainfall of Portland, Oregon and the impacts on our transportation infrastructure are unique and severe. It took two years of advocacy with the state and teamwork with the City, County and Tribes to accomplish the approval for this scope of work. It is a special need and it is important to our region.

In addition to the services outlined in the request and detailed above, I would like the Commission to consider an annual performance review process or some informal meeting with the chair and vice-chair for providing feedback to the executive director. As the Commission members change over time, the needs may also change. There is no existing forum for a conversation about suggestions for changes in project delivery. If not formalized in the contract, I would like the commission to consider this as an option at any time.

## 5. Cost Proposal.

### 5.1 Method of analysis

My proposal is to meet the requirements of the position for a 70% of full time at my hourly rate of \$105 totaling an amount not to exceed \$152,880. The time is based on billable hours necessary and the cost is based on the limits of the not to exceed amount. It's important to note that the Overall Work Program further defines and limits compensation. This not-to-exceed amount is currently reduced by \$11,763 in the draft Overall Work Program for 2021-22 year. The accounting is complicated, and I prefer to balance this by keeping the invoicing simple. This is why the hourly rate proposed includes all costs. The only reimbursable expense is for Commission-approved travel.

2,080.00	Hours Per Full-Time Year
1,456.00	70% Full Time Year (approximate)
\$105	Hourly rate for billable hours
\$152,880	Not to exceed compensation

There are often unexpected additional requirements to address situations that arise, and I have always given a full measure of effort and have annually done so beyond the point at which the amount payable under a work element has been expended. It is the both the way I earn a living and the way in which I work for the benefit of the community.

The future year's Overall Work Program is the controlling document for the detail of the work products to be delivered in the work year. When a work program is revised, this will constitute a revision of work to be delivered. The role of the executive director is to deliver the Overall Work Program and this proposal presumes a work program year that is comparable to prior years in scope. Commission approved travel will be reimbursed per the Commission's travel policy and as approved in the Overall Work Program.

### 5.2 Independent consideration

All necessary costs for delivering the services including wages, insurance, office expenses, etc. are included. The method for delivering the work program is at the discretion of the executive director. While the Overall Work Program defines necessary products, the Commission will not control the actual services performed, per the IRS definition of independent contractor. The Del Norte Local Transportation Commission has the right to control or direct only the result of the work and not the details of what will be done and how it will be done. I currently maintain a standard professional liability policy and will continue to maintain this policy.

I propose to continue to work without continuous additional staff, but will contract for specialized services when appropriate and at my discretion, but not to exceed 40% in a contract year.

### **5.3 Future years**

I propose that the Commission remains open to negotiate some method of acknowledgment that the real value of compensation decreases with inflation and the increase in direct costs (i.e. health insurance costs have increased 22% since 2014). If I am the successful applicant, I recommend the Commission work with me to develop a succession and transition plan. While I do not have a clear retirement plan, I may have one in 2026.



## **6. References.**

**6.1 Marcella May, Executive Director, Humboldt County Association of Governments (Retired January 2021)**

**6.2 Cindy Vosburg, Executive Director, Crescent City/Del Norte County Chamber of Commerce**

February 13, 2021

Marcella May  
1319 Wood Street  
Eureka, CA 95501

Del Norte Local Transportation Commission  
c/o Tamera Leighton  
900 Northcrest Drive, PMB 74  
Crescent City, CA 95531

Dear Commissioners,

I am pleased to write a recommendation for Tamara Leighton. I met Tamera in 2009 when I was hired as a transportation planner for the Humboldt County Association of Governments. Although at that time I had extensive experience as a land use planner, the transition to regional transportation planning was challenging and at times daunting. Since that time, Tamara has been there for me with sage advice and transportation knowledge. My promotion to Executive Director a year and a half later may not have happened without her assistance and guidance. Now as a retiree, I marvel that she handles the multitude of duties and requirements of a Regional Transportation Planning Agency in California without support staff. Tamara's professionalism and dedication to transparency are two of many are qualities that I admire about her. These qualities that are also key to success in any type of government planning.

I have attended numerous Del Norte Local Transportation Commission town hall meetings over the years. The California Transportation Commission town hall held in the fall of 2019 made a lasting impression. This is not only true from my prospective as a neighboring county representative, but on the statewide level. Her approach to show more than tell leaves pictures in peoples head rather than relying on speeches and reports. I admire her for this approach and did my best to emulate her in my position.

Tamara's participation in the Rural County Task Force, the North State Super Region and the California Regional Transportation Planning Agency group has sustained a rural perspective on statewide issues. I can attest that the rural voice was heard at these meetings and they have directly resulted in amended statewide guidelines that now require local partnerships, public participation and rural funding set asides. Tamara took lead at these discussions.

During my acquaintance with Tamara, she has been efficient, professional, organized, and a fantastic regional partner. I consider her a mentor in regional transportation planning and administration. Please feel free to contact me at 707-599-5080 or marcellamayi88@gmail.com if you need any additional information regarding Tamara's knowledge, ability or experience.

Sincerely,



Marcella May



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CRESCENT CITY - DEL NORTE  
CHAMBER OF COMMERCE

1001 Front Street ■ Crescent City, CA 95531  
(707) 464.3174 ■ [delnorte.org](http://delnorte.org)

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February 10, 2021

Cindy Vosburg  
Crescent City/Del Norte Chamber of Commerce  
1001 Front Street  
Crescent City, CA 95531

Dear Tamara,

It is my understanding that your Del Norte Local Transportation Commission contract is up for its five-year renewal. Please consider this recommendation as full support in your effort to continue as our Executive Director for the Del Norte Local Transportation Commission.

It has been an extreme pleasure to work with you on all transportation matters that affect our citizens and travelers into our region. Your ability to know detailed facts affecting our county, our Last Chance Grade situation and our Hwy 199 challenges instills great confidence in your ability to be the perfect person to see us into the future. As the Director of our local Chamber and prior to this, the publisher of our local newspaper, I know firsthand your capabilities in managing complex issues.

The Crescent City/Del Norte Chamber of Commerce has featured you a guest speaker each year during the Annual Economic Summit to interact with our audience on Last Chance Grade. You are always prepared and able to address their questions and concerns, even when the answers are not what they want to hear. You have earned the respect from the community and your peers for your great talent in managing multiple issues and details.

If anyone would like to discuss this further, please feel free to reach out to me at (541) 251-0591 or email me at [director@delnorte.org](mailto:director@delnorte.org).

Sincerely,

*Cindy Vosburg*

Cindy Vosburg  
Chamber of Commerce  
Executive Director

## **7. Additional Materials**

### **7.1 Resume**

Tamera Leighton  
Transportation Planning & Development Consultant  
900 Northcrest Drive, #74  
Crescent City, California 95531  
O: 707 465 3878 C: 707 218 6424

**Summary Objective:** Provide planning and research resulting in actual solutions for community development in Del Norte County. My goal is to advance our region and my work products consistently provide programs and projects that move us forward.

## 2001 – Present

### **Transportation Planning and Community Development. Clients include:**

#### ***Del Norte Local Transportation Commission, Executive Director services, 2006 to present.***

I currently serve as Executive Director for the Del Norte Local Transportation Commission. I prepare and adopt planning and programming documents required by law, and I allocate funds and administer various funding programs that involve the City, County, Tribes, and transit operators. I prepare and adopt the Regional Transportation Plan, which is direction for local, state and federal decision makers. I prepare and adopt the Regional Transportation Improvement Program, the Overall Work Program, allocate Transportation Development Act funds, meet audit requirements, and comment on Caltrans planning documents. In partnership with the DNLTC members, agencies and Tribes, I have funded or advanced our top priority projects including Safe STAA access on the 197/199 corridor, Crescent City Gateway, Front Street redesign and Last Chance Grade alternatives feasibility study.

#### ***41<sup>st</sup> District Agricultural Association (Del Norte County Fair Board of Directors)***

I provided a research and planning document to guide the Fair Board to viable options for sustainability. *Reinvent the Wheel, Planning for a sustainable fair in Del Norte County, California* outlines steps that have since been taken by the Fair Board, including Public Opinion Polling and Assessment with a focus on the fairgrounds as a necessary community resource. The successful 2014 ballot measure passing by a supermajority vote was the result of the cumulative work.

#### ***Feasibility Research for Wild Rivers Community Foundation & Jim and Gail Griggs***

Provided a feasibility research document that established the viability of a School-Community Demonstration Project in Del Norte County that enhances and secures supplemental school programs but does not supplant public school funds or public school obligations. The research only examined programs requiring community collaboration to succeed. The result was a public/private partnership and project charter for an early literacy program with partners Jim and Gail Griggs, Wild Rivers Community Foundation and Del Norte Unified School District.

#### ***County of Del Norte, California***

I wrote the first and second Comprehensive Economic Development Strategy (CEDS) for the County of Del Norte. Development of the original CEDS included compilation and analysis of several hundred pages of information, meeting notes and interviews into an economic development strategy approved by the County Board of Supervisors and the U.S. Department of Commerce, Economic Development Administration (EDA). The original EDA notification letter of approval commented that the CEDS was a "well organized analysis."

***Smith River Rancheria (now Tolowa Dee-Ni' Nation), Smith River, California***

The Smith River Rancheria is a federally recognized Indian tribe. I was contracted to write its Socio-economic Needs Assessment, which included drafting and conducting a Tribal Member Survey, analyzing survey data and writing a Tribal member needs assessment based on the data analysis. In addition, I authored the Administration for Native Americans Comprehensive Economic Development Strategy (ANA CEDS), which was approved by the U.S. Department of Commerce, Economic Development Administration.

***Council of Economic Advisors, Del Norte County***

I provided the White Paper "Economic Evaluation of Public Investment in Tourism Marketing" as requested by the Council of Economic Advisors. The report addressed the validity of investing public funds in tourism marketing, including realistic methods for measuring return on investment. Tiffany Urness, Research Manager for the California Travel and Tourism Commission, reported that she has never seen a county attempt to analyze the validity of an investment in travel and tourism through such comprehensive and analytical methods. George Goldman, Professor Emeritus of Agricultural and Resource Economics at UC Berkeley, says, "I believe the conceptual framework laid out in the White Paper is quite good," even though Dr. Goldman self-reports to be a "critic and a skeptic" on this topic.

***Tri-Agency Economic Development Authority, Del Norte County***

I wrote the successful Airport Industrial Park Feasibility Study CDBG/PTA application for Tri-Agency Economic Development Authority and secured \$35,000 to complete the project. I reviewed the Airport Improvement Plan, successfully researched potential community partners, established a working partnership with a consultant and developed a cooperative plan for project completion.

***Crescent City/Del Norte Chamber of Commerce, Board of Directors***

I drafted the Del Norte County Travel and Tourism Marketing Plan documenting a series of eight community input meetings, aligning information from the meetings with the agreed-upon investment criteria, and conducting additional research to meet all criteria. The end result of this project is a joint funding for a visitors bureau and marketing plan through contributions from several private businesses, Elk Valley Rancheria, Smith River Rancheria, the Yurok Tribe, the City of Crescent City and the County of Del Norte.

***Del Norte County Office of Education***

I authored a comprehensive report for the School District and two evaluations for the local *Blue Ribbon Program Committee*, a group of key stakeholders concerned with the education of children in Del Norte County. According to the Superintendent, since the Castle Rock Charter School report was presented by the Blue Ribbon Committee, all of its recommendations have been implemented. Following implementation, the Western Association of Schools and Colleges, the accrediting body for the charter school, gave a positive evaluation and reported its "strong concurrence" with changes that were recommended and completed.

***Wild Rivers Community Foundation, Crescent City, California***

My primary duties include developing and implementing a communications plan for the new community foundation. The plan includes all Foundation communication tools: logo development, publications, press releases and video production. I serve as the Director of the Del Norte County Non-profit Resource center, a project of Wild Rivers Community Foundation and Humboldt Area Foundation. In this capacity, I provide nonprofit planning and technical assistance to the region's nonprofit organizations.

***Del Norte County Public Library, Crescent City, California***

The Library progressed from 5 percent to 45 percent of its funding coming from grants and bequests as a direct result of my work. Despite funding shortages, my proposal writing success enabled the opening of the Smith River Community Library and Klamath Community Library. The Library Services Technology Act funding application I designed and wrote became a statewide model for ADA program compliance and has since enabled our public library, and many other libraries across the State, to provide core programs and services to individuals with disabilities. My direct collaboration with the California State Library has helped our community develop sustainable funding that was not previously awarded to Del Norte County.

***Association of Regional Center Agencies Board President and Redwood Coast Regional Center, Board of Directors, Del Norte, Humboldt, Lake and Mendocino Counties***

I served as the board president of ARCA, which represents 21 private nonprofit organizations receiving over \$4 billion in State and Federal funding. I served as the board president and treasurer for the Board of Directors of the Redwood Coast Regional Center (RCRC) serving people with developmental disabilities. The organization was responsible for allocating approximately \$78 million annually. RCRC is the entry point through which residents with developmental disabilities and their families can obtain community supports and services in Del Norte, Humboldt, Lake and Mendocino Counties.

***1992-1994 Public Relations Director, Mountain Empire Community College, Big Stone Gap, Virginia***

Primary responsibilities include promoting the college within a three-county region, communicating and interpreting college issues to the media and producing all college publications including admissions recruitment tools, annual reports and academic catalogues.

***1990-1992 Publications Manager, Interface Graphics, Staunton, Virginia***

***1988-1990 Macintosh Computer Specialist/Systems Division, Lewan and Associates, Colorado Springs, Colorado.***

***1987-1988 Director of Information Services, Mary Baldwin College, Staunton, Virginia***

***Education***

**1987 Bachelor of Arts, Radford University, Radford, Virginia.**  
Two Degrees: Journalism/Public Relations; French.

**Professional Development includes:** Over 100 webinars and in-person training on focused topics including California Transportation Planning Academy, Funding and Programming Transportation Projects in California, federal funding management, Blueprint planning, Pedestrian Facility Planning and Management, Highway Safety Improvement Programs, Active Transportation Plans, State of California Outcomes Assessments, Council on Foundations Institute for Board Members.

**Volunteer Community Contributions:** I am currently the board president for Redwood Coast Regional Center and am a founding board member of Del Norte Mission Possible.

**AGREEMENT FOR EXECUTIVE DIRECTOR SERVICES  
DEL NORTE LOCAL TRANSPORTATION COMMISSION**

THIS AGREEMENT is made and entered into by and between the Del Norte Local Transportation Commission (LTC), the Del Norte Regional Transportation Planning Agency (RTPA), and the Del Norte Service Authority for Freeway Emergencies (SAFE), acting jointly, and Tamera Leighton (“Leighton”), an independent Contractor.

WHEREAS, LTC/RTPA/SAFE have an ongoing need to contract with a person or persons to furnish services as a Executive Director in transportation administration, planning, and coordination matters, services that Leighton is specially trained and experienced and competent to perform; and

WHEREAS, Leighton has fulfilled the duties of LTC/RTPA/SAFE Executive Director since August 4, 2006 and is fully competent to perform the special services described in this Agreement; and

WHEREAS, LTC/RTPA/SAFE has selected Leighton to be the Executive Director and to render transportation administration, planning, and coordination services; and

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Leighton is engaged by this Agreement as the duly authorized Executive Director of LTC/RTPA/SAFE and she must provide administration, planning, and coordination services in connection with its functions, as described in the annual Del Norte Regional Transportation Agency Overall Work Program (OWP) as adopted and from time to time revised and updated by the Del Norte Local Transportation Commission.
2. Leighton is an independent contractor and not an employee of LTC/RTPA/SAFE. At all times during the term of this Agreement, Leighton will be responsible for her own property and income taxes, worker’s compensation insurance, and any other costs and expenses in connection with the performance of services under this Agreement. LTC/RTPA/SAFE does not have the right to control the means by which Contractor accomplishes services rendered pursuant to this Agreement.
3. The professional services Leighton will provide are set forth in Annex I, the annual Overall Work Program, which is updated annually by resolution and which is hereby incorporated by reference.
4. As compensation Leighton will receive the fee set forth in the Overall Work Program. The initial hourly fee paid to Leighton shall be \$105.00 per hour from July 1, 2021 to June 30, 2026. Annually, on July 1st, Leighton’s hourly



rate shall be increased by 5% beginning July 1, 2022. Leighton invoices for her time in minimum units of .25 (one fourth) of an hour.

5. Leighton must provide all her own general overhead necessary to perform the required services, including but not limited to office equipment, clerical assistance, utilities, telephone charges, local travel, insurance, and office supplies, and she is not entitled to reimbursement for these.
6. This Agreement is effective on July 1, 2021 and, unless extended by mutual written agreement of LTC/RTPA/SAFE and Leighton, it continues until June 30, 2026. This Agreement may be terminated by either party upon 45 calendar day's written notice of intent to terminate, or as may be otherwise agreeable to both parties.
7. Leighton must file and keep all records pertinent to LTC/RTPA/SAFE activities. These are the property of LTC/RTPA/SAFE and Leighton must transfer all records to LTC/RTPA/SAFE as directed upon termination of the contract.
8. During the term of this Agreement, Leighton must maintain in full force and affect the following types of insurance in the amounts specified. Certificates of insurance in the form approved by the Risk Manager of Del Norte County must be filed with the County Risk Manager concurrent with the execution of this Agreement. The insurance must name LTC/RTPA/SAFE as an additional insured on a primary basis for General Liability Insurance and must state that the policy will not be canceled nor the scope of coverage reduced by the insurer except after filing written notice thereof with LTC/RTPA/SAFE 30 days in advance. No work is authorized until the insurance certificates are filed.
  - a. Public Liability. During the term of this Agreement, Leighton must maintain in full force and affect a policy of public liability insurance with minimum coverage of \$100,000/\$300,000 for personal and bodily injury and \$50,000 for property damage per incident. This policy must include coverage for the costs of replacing important papers of LTC/RTPA/SAFE in the event of loss.
  - b. Worker's Compensation. During the term of this Agreement, Leighton must comply with the laws of California concerning Worker's Compensation. "Compliance" includes, maintaining in full force and effect one or more policies of insurance insuring against any liability Leighton may have for Worker's Compensation. The insurer must agree to waive all rights to subrogation against LTC/RTPA/SAFE, its officers, officials, employees, volunteers, or agents for losses arising from work performed by Leighton for LTC/RTPA/SAFE.

- c. Automobile Liability Insurance. During the term of this Agreement, Leighton must maintain in full force and affect a policy of automobile liability insurance with minimum coverage of \$100,000/\$300,000 for bodily injury and \$50,000 for property damage per accident for any automobile used for any service required or provided under the terms of this contract.
7. Leighton must perform all services in a manner and according to the standards observed by competent practitioners of the profession in which she is engaged.
8. Leighton agrees, to the fullest extent allowable by law, to hold harmless, defend, and indemnify LTC/RTPA/SAFE, its officers, employees, agents, and volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorneys' fees, arising from acts of omissions of Leighton or Leighton's agents in rendering services under this contract; excluding, however, such liability, claims, losses, damages, or expenses arising from LTC's sole negligence or willful acts.
9. This Agreement is the entire agreement between the parties with respect to its subject matter. This Agreement may be amended from time to time by the written approval of both parties; however, neither party is required to approve any proposed amendment.

ATTEST:

\_\_\_\_\_  
Darrin Short, Chair  
Local Transportation Commission

\_\_\_\_\_  
Tamera Leighton, Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Autumn E. Luna, Counsel  
Local Transportation Commission



SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (S.A.F.E.)

2019/2020 ANNUAL EVALUATION REPORT

Prepared by: Tamara Leighton, Executive Director  
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Del Norte S.A.F.E.  
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Crescent City, CA 95531  
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## Del Norte S.A.F.E. Overview

Del Norte County Service for Freeway Emergencies (SAFE) was developed based on the local county need for remote access to the public safety system. Del Norte Local Transportation Commission currently manages 26 call boxes along Highways 101, 199, and South Fork Smith River Road. Call box locations were chosen based on Annual Average Daily Traffic, California Highway Patrol recommendations, accessibility, and access to other emergency communication services.

The Del Norte Local Transportation Commission executive director concurrently provides the Del Norte S.A.F.E. call box system staff services and administers contracts with California Highway Patrol, CASE Systems, Inc., and U.S. Cellular. California Highway Patrol receives all calls from Del Norte S.A.F.E. call boxes and dispatches the appropriate agency to deal with each individual problem. U.S. Cellular provides the cellular phone services for each call box in the system. CASE Systems, Inc. monitors the system for mechanical problems and reports the problem to Del Norte S.A.F.E. Staff performs a visual check, tests the box function, and takes a photo of any visible problems. CASE Systems performs necessary repairs. CASE Systems invoices Del Norte S.A.F.E. for services rendered. Funding for the S.A.F.E. system comes from Department of Motor Vehicles vehicle registration fees.

This S.A.F.E. report is prepared on an annual basis and its purpose is to track call volume, revenue, expenditures, and to evaluate the effectiveness of the overall system. Del Norte S.A.F.E. has traditionally had among the highest per capita use in the State and while we've seen an increase in 2019-20 call box use, the system use over time remains steady and is necessary resource in the Del Norte region.

This document is updated annually and includes the following reports:

1. Number of calls for Del Norte S.A.F.E.
2. Revenue and Expenditure: Audited.

## Call Box Use & Service for Del Norte S.A.F.E.

<i>Box ANI #</i>	<i>Sign Number</i>	<i>Phone Number</i>	<i>Location</i>	<i>2017-18 Calls</i>	<i>2018-19 Calls</i>	<i>2019-20 Calls</i>
796	101-123	498-7900	PM 12.25 N. Wilson Creek	21	15	11
797	101-227	498-7901	PM 22.6 Vista Point	12	10	7
773	199-348	263-8768	PM 34.89 Collier Tunnel	25	11	16
775	199-012	954-0964	PM 1.0 N. Kings Valley Road	5	4	0
776	199-32	498-2575	PM 3.0 N Walker Road	4	5	6
777	199-71	498-2651	PM 7.09 S. Myrtle Creek	4	2	3
778	199-108	954-0961	PM 10.81 S. Hardscrabble Creek	3	1	5
779	199-202	954-0962	PM 20.07 S Patrick Creek Camp	6	7	22
780	199-232	954-0963	PM 23.13 Narrows	8	1	21
781	199-262	954-0968	PM 26 Bar O Boys	24	19	17
782	199-326	954-0965	PM 32.6 Collier Rest Area	28	38	40
783	101-149	954-0966	PM 14.80 Rudsill Road	7	2	7
784	101-188	954-0967	PM 18.97 Top of Crescent Hill	11	9	14

785	101-367	954-0969	PM 36.53 Northbank Road	53	3	3
786	101-0007	498-8770	PM 0.53 County line South	5	8	13
787	101-0006	498-8771	PM .5 County Line North	9	4	3
788	101-0082	498-8772	PM 8 Requa	0	4	2
789	101-0206	498-8773	PM 20.59 Mill Creek Rd	7	6	5
790	101-0304	498-8774	PM 30.48 101 N/199 Intersection	1	0	0
791	101-0305	498-8775	PM 30.48 101 S/199 Intersection	1	1	2
792	101-0345	498-8776	PM 34.36 Kings Valley Cross Road	2	0	2
793	199-0285	498-8783	PM 28.43 Oregon Mountain Rd.	20	22	16
794	199-0164	498-8784	PM 16.49 Pioneer Road Northbound	8	3	5
795	199-0165	498-8785	PM 16.49 Pioneer Road Southbound	2	16	7
772	427-021	954-8431	PM 2.1 S Craigs Beach	5	6	6
774	427-143	954-8614	PM 14.4 GO Intersection	13	3	12
<b>Total Calls</b>				<b>284</b>	<b>200</b>	<b>245</b>

**DEL NORTE LOCAL TRANSPORTATION COMMISSION**  
**STATEMENT OF REVENUES & EXPENDITURES - SAFE FUNDS**  
**For the Year Ended June 30, 2020**

	Amount
<b>Ordinary Revenues/Expenses</b>	
<b>Revenues</b>	
Interest Income	\$ 1,303.00
SAFE Revenue	24,289.00
<b>Total Revenues</b>	<b>25,592.00</b>
 <b>Expense</b>	
Auditors Office SAFE ASF Fee	121.00
System Services	11,339.00
DNLTC Consulting Staff	6,000.00
Total Work Element F	17,339.00
<b>Total Expense</b>	<b>17,460.00</b>
<b>Net Revenues over Expenses</b>	<b>\$ 8,132.00</b>
 <b>2019-20 Beginning Balance</b>	<b>64,971.00</b>
<b>2019-20 Net Revenue over Expenses</b>	<b>8,132.00</b>
<b>2019-20 Fund Balance, End of Year</b>	<b>73,103.00</b>

# SAFE Callbox Locations

