

DEL NORTE LOCAL TRANSPORTATION COMMISSION
SPECIAL MEETING AGENDA: TUESDAY, AUGUST 1, 2023 AT 3 PM
DEL NORTE COUNTY BOARD OF SUPERVISORS CHAMBERS
FLYNN ADMINISTRATIVE CENTER, 981 H STREET, CRESCENT CITY, CA

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

1. Call Meeting to Order

2. Pledge of Allegiance

3. Public comment period

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

4. Adjourn to the Policy Advisory Committee

CONSENT AGENDA for POLICY and ADMINISTRATIVE

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

a) Minutes of May 2, 2023

Staff recommendation: By consensus, accept minutes of June 27, 2023.

b) Audit Engagement Letter

Staff recommendation: By polled vote, authorize the executive director to sign the engagement letter with O'Connor & Company for auditing services.

POLICY and ADMINISTRATIVE

c) County request to generalize the Regional Surface Transportation Program (RSTP) funding already awarded to address the declared emergency for the failing culvert on Washington Boulevard.

TAC & Staff recommendation: Adopt resolution

d) Discussion items

- US 199 at Elk Valley Crossroad and Safety Corridor update
- Last Chance Grade
- Caltrans Milestones report (attached)

5. Policy Advisory Committee comments and reports
6. Action on the recommendations of the Policy Advisory Committee
Adjourn as the Policy Advisory Committee, reconvene as the Del Norte Local Transportation Commission, and by polled vote, approve and adopt the actions taken by the Policy Advisory Committee in the items listed above.
7. Adjourn until the regular meeting on Tuesday, August 1, 2023 at 3 p.m.

Anyone requiring a 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-B

DATE: AUGUST 1, 2023
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: CONSENT AGENDA ITEMS

a) Minutes of June 27, 2023

Staff recommendation: By consensus, accept minutes of June 27, 2023.

b) Authorize executive director to sign the engagement letter with O'Connor & Company

Staff and Cholwell, Benz & Hartwick recommendation: By polled vote, authorize the executive director to sign the engagement letter with O'Connor & Company for auditing services.

This authorization is usual and customary, O'Connor & Company was the only CPA firm to respond to the request for proposals, and auditing services are a mandate for both Del Norte Local Transportation Commission and Redwood Coast Transit Authority.

**DEL NORTE TRANSPORTATION COMMISSION
MEETING MINUTES: TUESDAY, JUNE 27, 2023 AT 3:00 PM**

Present: Commissioner Ray Altman, City
Commissioner Joey Borges, County, Vice-Chair
Commissioner Valerie Starkey, County alternate
Commissioner Darrin Short, County
Tatiana Ahlstrand, Caltrans, Policy Advisory Member

Absent: Commissioner Jason Greenough, City
Commissioner Chris Howard, County
Commissioner Blake Inscore, City, Chair

Also Present: Susan Brown, Rural Approaches
Tamara Leighton, Local Transportation Commission

1. CALL MEETING TO ORDER

Vice-Chair Borges called the meeting to order at 3:01 p.m.

2. PLEDGE OF ALLEGIANCE

Vice-Chair Borges 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. PUBLIC HEARING

Conduct a public hearing to gather information on unmet transit needs.

Vice-Chair Borges opened the Public Hearing at 3:02 p.m.

Tamera Leighton discussed the purpose of the hearing and the role of the Social Services Transportation Advisory Committee (SSTAC). The SSTAC meets annually to discuss unmet transit needs and to advise the Commission of those needs. The SSTAC identified two unmet needs: 1) Non-Emergency Medical Transportation, and 2) Comfortable and secure seating for waiting transit riders. Tamera also explained that Transportation Development Act (TDA) funds are for Transit and those funds are not diverted to other transportation needs.

Public Comment: None

Vice-Chair Borges reconvened to the regular meeting.

5. 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 May 2, 2023

Staff recommendation: By consensus, accept minutes of May 2, 2023.

b) Transportation Development Act claim

Staff recommendation: By polled vote, approve Redwood Coast Transit Authority Transportation Development Act claim and authorize the vice chair to sign.

c) Adopt Transportation Development Act (TDA) Resolutions for 2023-24.

Proposed action: By polled vote, adopt the following resolutions per the TDA fund estimate:

i. 2023 7 Del Norte Local Transportation Commission resolution allocating funds to Redwood Coast Transit Authority for Operating Expenses.

ii. 2023 8 Del Norte Local Transportation Commission resolution allocating funds for administrative and planning purposes per the adopted Overall Work Program.

iii. 2023 9 Del Norte Local Transportation Commission resolution allocating funds for pedestrian and bicycle purposes. Low Carbon Transit Operations Program

Staff recommendation: By polled vote, adopt resolution 2023 6 authorizing the submittal of the Electric Bus Infrastructure Project Phase 4.

d) Unmet needs certification

Social Services Transportation Advisory Council and staff

recommendation: By polled vote, adopt resolution 2023 10 certifying the unmet transit needs findings for 2022-23.

e) Adopt Resolution 2023 11 authorizing the Executive Director to administer Planning, Programming and Monitoring funding.

Proposed action: Adopt Resolution 2023 11 authorizing the Executive Director and Legal Counsel to execute fund transfer agreements and all related documents with the State of California Department of Transportation for planning, programming and monitoring purposes.

f) Appoint members to the Social Services Transportation Advisory Council.

Proposed action: By polled vote, three members to the SSTAC representing Del Norte Mission Possible, Redwood Cove Senior Apartments, and Area 1 Agency on Aging.

- g) SAFE system contract for cell phone services through Knightscope
By polled vote, authorize the execution of the Voice & Data Service Plan contract with Knightscope dated June 22, 2023.

Public comment: None

Commissioner Short noted a change in the minutes: he was listed as absent, but he was present. Commissioner Starkey noted a change in the minutes: she was listed as present but did not attend the meeting.

On a motion by Commissioner Short, seconded by Commissioner Starkey, and carried on a polled vote the Del Norte Local Transportation Commission approved item 5 a-g.

POLICY and ADMINISTRATIVE

h) Discussion items

- US 199 at Elk Valley Crossroad and Safety Corridor update – No update at this time
- Last Chance Grade- No update at this time

6. POLICY ADVISORY COMMITTEE COMMENTS AND REPORTS

Commissioner Short reported that he shared the link to the Dr. Fine Bridge Project.

7. 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 Short, seconded by Commissioner Altman, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved item 5 a-g.

8. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, AUGUST 1, 2023 AT 3:00 P.M.

With no further business before the Commission, Vice-Chair Borges adjourned the regular meeting at 3:12 p.m., until the next regularly scheduled meeting on Tuesday, August 1, 2023, at 3:00 p.m.

Respectfully submitted

Tamera Leighton, Executive Director

June 26, 2023

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

Dear Ms. Leighton:

We are pleased to confirm our understanding of the services we are to provide Del Norte Local Transportation Commission for the year ended June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental-type activities and each major fund, and the disclosures, which collectively comprise the basic financial statements, of Del Norte Local Transportation Commission as of the year ended June 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Del Norte Local Transportation Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Del Norte Local Transportation Commission's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any reassurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual.

We have also been engaged to report on supplementary information other than RSI that accompanies Del Norte Local Transportation Commission's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Schedule of revenues, expenditures, and changes in fund balances – all special revenue funds
2. Schedule of allocations and expenditures- Local Transportation Fund
3. Schedule of allocations and expenditures- State Transit Assistance Fund

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Del Norte Local Transportation Commission's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also prepare the financial statements of Del Norte Local Transportation Commission in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing. Further, we understand that your employees will prepare all information we request in our Client Participation List in the format requested and send it to us 30 days prior to scheduling the audit field work. If you have insufficient personnel or time to prepare these items we can assist you in this area and we will discuss with you the additional time required and estimated fee for these services.

The audit documentation for this engagement is the property of O'Connor & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the regulating entity or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of O'Connor & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. Those parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Michael O'Connor is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our estimated fees for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our estimated fee, including expenses will be \$20,000 for the audit. Please also refer to our proposal for audit services.

Estimated fees for future years are as follows:

2024 - \$20,000 for the audit
2025 - \$20,000 for the audit
2026 - \$23,000 for the audit
2027 - \$23,000 for the audit

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

If additional time is needed for us to assist Del Norte Local Transportation Commission in the resolution or investigation of accounting errors, discrepancies, or reconciliation issues, assistance in the preparation of schedules, or to reflect in our workpapers corrections to the Del Norte Local Transportation Commission's accounting records made after the start of the engagement, we will perform such additional work at our standard hourly rates indicated below:

Director \$200
Audit Director/Audit Manager \$130-150
Audit Supervisor \$120-150
Senior Accountant \$100-120
Staff Accountant \$75-95
Administrator \$100

In addition to the estimated fees noted above, we reserve the right to invoice Del Norte Local Transportation Commission at our standard hourly rates for time incurred providing information to successor auditors in compliance with AU Sec. 315. Our invoices and related fees for this service will be payable upon presentation.

Reporting

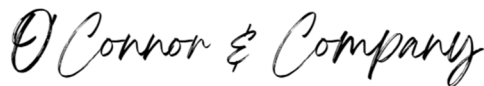
We will issue a written report upon completion of our audit of Del Norte Local Transportation Commission's financial statements. Our report will be addressed to those charged with governance of Del Norte Local Transportation Commission. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that Del Norte Local Transportation Commission is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We reserve the right to suspend or terminate our work if you have failed to fulfill your responsibilities set forth in this engagement letter, and such failure materially interferes with our work. If our work is suspended or terminated because of your failure to fulfill your responsibilities set forth in this engagement letter, you agree that we will not be responsible for your failure to meet government and other deadlines, for any penalties or interest that may be assessed against you resulting from your failure to meet such deadlines, and for any damages (including consequential damages) incurred as a result of the suspension or termination of our work.

We appreciate the opportunity to be of service to Del Norte Local Transportation Commission, and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign a copy of this letter, and return it to us.

Very truly yours,



O'Connor & Company

RESPONSE:

This letter correctly sets forth the understanding of Del Norte Local Transportation Commission:

Officer signature: _____

Title: _____

Date: _____

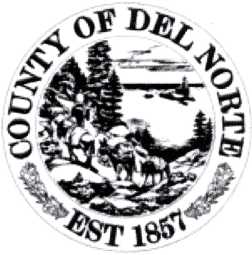
Item C Staff Report

DATE: AUGUST 1, 2023
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: COUNTY REQUEST TO GENERALIZE THE REGIONAL SURFACE
TRANSPORTATION PROGRAM (RSTP) FUNDING ALREADY AWARDED TO
ADDRESS THE DECLARED EMERGENCY FOR THE FAILING CULVERT ON
WASHINGTON BOULEVARD.

TAC & STAFF RECOMMENDATION: By polled vote, consider and adopt resolution 2013 12 which generalizes the previously awarded funds to enable the County to better address the declared emergency culvert project on Washington Boulevard.

BACKGROUND: Washington Boulevard has a failing culvert in need of both emergency repairs and a long-term solution. Funding for the emergency repairs was awarded in March by Del Norte Local Transportation Commission. The emergency repair was not successful, and the County has provided a detailed update and is requesting a revision in the funding award from Del Norte Local Transportation Commission, but is not requesting additional funding at this time.

The County of Del Norte request is attached, including the background and funding details.



COUNTY OF DEL NORTE
COMMUNITY DEVELOPMENT DEPARTMENT

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

Fax (707) 465-0340

Planning
(707) 464-7254

Engineering & Surveying
(707) 464-7229

Roads
(707) 464-7238

Building Inspection
(707) 464-7253

Environmental Health
(707) 465-0426

July 17, 2023

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

Attn: Tamera Leighton, Executive Director

Project: Washington Boulevard Culvert Emergency Repair Project
Project #: PRJ2014

Project: Washington Boulevard Culvert Replacement Project
Project #: PRJ2001, HIPL-5901(061)

Re: Funding Request

Dear Ms. Leighton:

The County of Del Norte has been working towards a permanent solution to the replacement of the culvert under Washington Boulevard east of Harrold Street. Two projects have been initiated. The near-term project is the Washington Boulevard Culvert Emergency Repair Project (PRJ2014). This project was intended to result in the existing culvert being slip lined and available for continued use until the long-term project is constructed. The long-term project is the Washington Boulevard Culvert Replacement Project (PRJ2001, HIPL-5901(061)). The long-term project is presently in the preliminary engineering phase with construction scheduled for 2025.

Within the past month, the near-term slip lining project was attempted. After several failed attempts the operation was shutdown. The culvert was in a poorer condition than prior investigations indicated and has a significant separation at one joint at least. In response, on July 11, 2023 the Del Norte County Board of Supervisors unanimously passed Resolution 2023-032 declaring the existence of emergency as a result of the failed culvert, attached.

The County has previously secured funding, as follows, for efforts surrounding the Washington Boulevard culvert:

- I. Washington Boulevard Culvert Emergency Repair Project (near-term, PRJ2014)
 - A. \$60,000 RSTP
- II. Washington Boulevard Culvert Replacement Project (long-term, PRJ2001, HIPL-5901(061))
 - A. \$209,140 HIP
 - B. \$341,218 RSTP

However, the addition of the recent emergency declaration (Resolution 2023-032) is resulting in the need to revise present funding allocations to be more reflective of current conditions. The County is requesting that any funding allocated by the Del Norte Local Transportation Commission (DNLTC) and associated with the Washington Boulevard culvert east of Harrold Street be available to either the near-term (which now includes the Resolution 2023-032 project) or long-term project and for all phases including: preliminary engineering, right-of-way, construction engineering, and/or construction. This would not alter the DNLTC allocated funding amount, \$401,218, but would introduce flexibility. As more is known, additional funds from the DNLTC may be requested.

The Del Norte County Community Development Department is trying to find a contractor available to do emergency work. It is likely that no additional work will be needed at the Washington Boulevard culvert east of Harrold Street following construction of the emergency project. Please reach out if you have any questions regarding the content of this letter. I may be reached via phone, 707-464-7229, or email, rbower@co.del-norte.ca.us.

Sincerely,



Rosanna Bower
Assistant County Engineer

Attachments:

- Del Norte County Board of Supervisors Resolution 2023-032

Resolution No. 2023-032

RESOLUTION OF THE COUNTY OF DEL NORTE COUNTY DECLARING THE EXISTENCE OF AN EMERGENCY DUE TO A CULVERT FAILURE UNDER WASHINGTON BOULEVARD NEAR HARROLD STREET; AUTHORIZING THE COUNTY ENGINEER TO TAKE ANY DIRECTLY RELATED AND IMMEDIATE ACTION TO REPAIR OR REPLACE THE CULVERT

WHEREAS, In December 2023, the County Engineer informed the Transportation Commission that the culvert under Washington Boulevard near Harrold Street has failed; and

WHEREAS, Staff have attempted to slip line the existing culvert with a smaller pipe as a temporary measure, but have discovered in the process that at one of the joints the culvert has fully separated due to the failure of the existing pipe. Large rocks, not previously visible due to higher water levels, and the failed joint prevented the slip liner from being successful; and

WHEREAS, Staff left the partially installed liner in place fearing that removal could allow that portion of the existing culvert to further collapse which could be an immediate threat to the health, safety and welfare of these residents and there is imminent danger of road and utility failures; and

WHEREAS, to avoid these problems, it is essential that emergency repairs be commenced; and

WHEREAS, Public Contract Code section 22050 states "(a) (1) In the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts. (2) Before a governing body takes any action pursuant to paragraph (1), it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency; and

WHEREAS, Public Contract Code further directs that a public agency by a four-fifths vote may delegate, by resolution or ordinance, to the appropriate county administrative officer, city manager, chief engineer, or other nonelected agency officer, the authority to order any action pursuant to paragraph (1) of subdivision (a); and

WHEREAS, the County Engineer is a nonelected agency officer, herein delegated the authority to enter into contracts without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts as stated in Public Contract Code §22035 and §22050;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors declares the Existence of an Emergency pursuant to Public Contract Code Section 22050, and that the Board of Supervisors by a four-fifths vote delegate the authority to order any action pursuant to paragraph (1) of subdivision (a) of PCC 22050 to the County Engineer.

THE FOREGOING RESOLUTION WAS DULY ADOPTED by the Del Norte County Board of Supervisors at a duly noticed regular meeting of the Board held on the July 11, 2023 by the following vote:

AYES: Supervisor Short, Starkey, Howard, Borges, Wilson


NOES: None

ABSENT: None



Darrin Short, Chair
Board of Supervisors
County of Del Norte

ATTEST:



Kylie Goughnour
Clerk of the Board of Supervisors

RESOLUTION NO. 2023 12

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
ALLOCATING \$353,534 REGIONAL SURFACE TRANSPORTATION PROGRAM FUNDING
FOR WASHINGTON BOULEVARD CULVERT REPLACEMENT PROJECT

WHEREAS, the Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency (RTPA), is allocating Regional Surface Transportation Program funds for eligible purposes; and

WHEREAS, the Washington Boulevard culvert replacement project is in DNLTC's Regional Transportation Plan and is at risk of failure; and

WHEREAS, failure of the roadway above the culvert would likely result in far greater impacts to the traveling public; and

WHEREAS, the near-term slip liner project funded by resolution 2023 3 was not successful causing the County of Del Norte to declare an emergency; and

WHEREAS, Washington Boulevard is a major collector and the project meets the RSTP fund requirements; and

WHEREAS, the eligible uses of FFY 2018 and 2019 Highway Infrastructure Program (HIP) funding available to DNLTC, and the Regional Surface Transportation Program funds include all phases of project development; and

WHEREAS, the County of Del Norte needs flexibility in the funding to address the culvert replacement that was declared an emergency by the County Board of Supervisors; and

WHEREAS, this resolution would retire the remaining funding allocated by resolution 2023 3 and replace resolution 2023 4 which restricted the funding to specific phases of project development; and

NOW, THEREFORE, BE IT RESOLVED THAT the Del Norte Local Transportation Commission hereby allocates to the County of Del Norte on a reimbursement basis a sum not to exceed \$353,534 for the Washington Boulevard Culvert Replacement project to be completed by August 1, 2026.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission of Del Norte County, State of California on the 1st day of August 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Blake Inscore, Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

RESOLUTION NO. 2023 3

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
ALLOCATING \$60,000 REGIONAL SURFACE TRANSPORTATION PROGRAM FUNDING
FOR WASHINGTON BOULEVARD CULVERT EMERGENCY REPAIR PROJECT

WHEREAS, the Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency (RTPA), is allocating Regional Surface Transportation Program funds for eligible purposes; and

WHEREAS, the Washington Boulevard culvert replacement project is in DNLTC's Regional Transportation Plan and is at risk of failure; and

WHEREAS, failure of the roadway above the culvert would likely result in far greater impacts to the traveling public and additional costs associated with emergency repairs; and

WHEREAS, Washington Boulevard is a major collector and the project meets the RSTP fund requirements; and

WHEREAS, emergency repairs are needed while the County of Del Norte seeks a permanent solution for the culvert failure on Washington Boulevard; and

NOW, THEREFORE, BE IT RESOLVED THAT the Del Norte Local Transportation Commission hereby allocates to the County of Del Norte on a reimbursement basis a sum not to exceed \$60,000 for the Washington Boulevard Culvert Emergency Repair project to be completed by December 31, 2023.

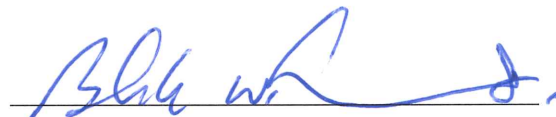
PASSED AND ADOPTED by the Del Norte Local Transportation Commission of Del Norte County, State of California on the 7th day of March 2023 by the following vote:

AYES: Altaman, Borges, Greenough, Howard, Starkey, Inscore

NOES: —

ABSTAIN: —

ABSENT: Short



Blake Inscore, Chair

Del Norte Local Transportation Commission

ATTEST:



Tamera Leighton, Executive Director

Del Norte Local Transportation Commission

RESOLUTION NO. 2023 4

**DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
ALLOCATING \$341,218 REGIONAL SURFACE TRANSPORTATION PROGRAM FUNDING
FOR WASHINGTON BOULEVARD CULVERT REPLACEMENT PROJECT**

WHEREAS, the Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency (RTPA), is allocating Regional Surface Transportation Program funds for eligible purposes; and

WHEREAS, the Washington Boulevard culvert replacement project is in DNLTC's Regional Transportation Plan and is at risk of failure; and

WHEREAS, failure of the roadway above the culvert would likely result in far greater impacts to the traveling public and additional costs associated with emergency repairs; and

WHEREAS, Washington Boulevard is a major collector and the project meets the RSTP fund requirements; and

WHEREAS, the FFY 2018 and 2019 Highway Infrastructure Program (HIP) funding available to DNLTC, together with Regional Surface Transportation Program funds will fully fund the design and permitting of the Washington Boulevard Culvert Replacement; and

WHEREAS, the DNLTC resolution 2020 05 that allocated \$321,218 for Washington Boulevard preconstruction with a completion date of February 28, 2023 has expired; and

WHEREAS, the FFY 2018 and 2019 Highway Infrastructure Program (HIP) funding available to DNLTC, together with additional Regional Surface Transportation Program funds will fully fund the design and permitting of the Washington Boulevard Culvert Replacement; and

WHEREAS, the County of Del Norte needs \$20,000 in addition to \$321,218 to fund the design and permitting of the project; and

NOW, THEREFORE, BE IT RESOLVED THAT the Del Norte Local Transportation Commission hereby allocates to the County of Del Norte on a reimbursement basis a sum not to exceed \$341,218 for the Washington Boulevard Culvert Replacement project to be completed by February 28, 2026.

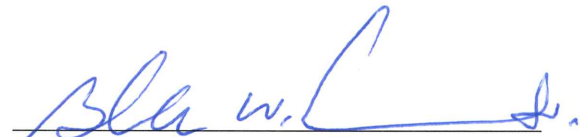
PASSED AND ADOPTED by the Del Norte Local Transportation Commission of Del Norte County, State of California on the 7th day of March 2023 by the following vote:

AYES: Altman, Borges, Greenough, Howard, Inscore, Starkey

NOES: —

ABSTAIN: —

ABSENT: short



Blake Inscore, Chair

Del Norte Local Transportation Commission

ATTEST:



Tamera Leighton, Executive Director

Del Norte Local Transportation Commission

Del Norte Local Transportation Commission
Regional Surface Transportation Program (RSTP/Fund #619)

Description	Year Approved	Allocation Amount	Payee	Invoice or Rescinded Date	Amount Paid or Rescinded	Reserved Balance
Sunset Circle Match	2015	160,000	City of Crescent City	Jun-19	\$ 160,000.00	0.00
Sunset Circle Scope Change	2018	42,000	City of Crescent City	Jun-19	\$ 42,000.00	0.00
Sunset Circle Scope Change 2	2020	60,000	City of Crescent City	Jul-20	\$ 27,493.01	0.00
Bluff Stabilization Match*	2017	266,000	County of Del Norte		\$ -	\$ 266,000.00
Bluff Stabilization Match*	2018	85,140	City of Crescent City	7-15-21 Ongoing	\$ 18,798.95	\$ 66,341.05
Front Street G to I	2022	350,000	City of Crescent City			\$ 350,000.00
Washington Boulevard Emergenc	2013	60,000		to 6/30/2023	\$ 47,683.95	\$ 12,316.05
Washington Boulevard Culvert	2023	341,218	County of Del Norte		\$ -	\$ 341,218.00
* Preliminary and will increase.						\$ 1,035,875.10

Fund Balance June 30, 2022 (audited)	1,343,190.00
Invoices paid: July 1, 2022 to current	0.00
2022-23 Allocation Amount (actual)	332,091.00
Interest income 2021-22	0.00
Less outstanding project commitments	(1,035,875.10)
Available for projects	639,405.90

Updated to July 17, 2023

CT Milestone Report - Del Norte County - June 10, 2023

Past Due		Due in 3 Months		Complete																	
District	Project ID	Project Number	Program ^a	Project Manager	County	Route	Post Mile start/end	Nick Name	Legal Description	Work Description	Capital Construction Estimate	Capital Right-of-Way Estimate	Support Cost Estimate	Total Project Estimate	Current Phase ^b	Program Project	Project Approval & Environmental Document (PA&ED)	Right-of-Way Certification (RW Cert)	Ready to List (RTL)	Begin Construction	End Construction
01	010000193	01-43640	SHOPP	MELENDREZ, DAVID L	DN	101	35.8/36.5	Dr. Fine Bridge Replacement	IN DEL NORTE COUNTY NEAR CRESCENT CITY FROM 0.3 MILE SOUTH OF SMITH RIVER BRIDGE TO 0.4 MILE NORTH OF SMITH RIVER BRIDGE	REPLACE BRIDGE	\$86,565,000	\$6,499,000	\$13,777,205	\$106,841,205	Construction	05/22/2006	03/19/2020	04/15/2021	05/03/2021	08/02/2022	10/03/2026
01	0100020444	01-0B090	SHOPP	MELENDREZ, DAVID L	DN	101	8.2/8.7	Hunter/Panther Creek Bridge Replacement	IN DEL NORTE COUNTY NEAR KLAMATH AT PANTHER CREEK BRIDGE #01-0025 AND AT HUNTER CREEK BRIDGE #01-0003	REPLACE BRIDGE	\$21,171,000	\$2,230,000	\$2,192,638	\$25,593,638	Construction	07/01/2014	07/05/2018	04/16/2019	10/14/2019	05/08/2020	07/30/2024
01	0114000052	01-44260	SHOPP MINOR B	GHIDINELLI, CHRISTOPHER M	DN	101	0/25	Develop Disposal Site	IN DEL NORTE COUNTY FROM THE HUMBOLDT-DEL NORTE COUNTY LINE TO 0.6 MI SOUTH OF SAND MIND RD-RD 112	DEVELOP DISPOSAL SITE	\$15,000	\$0	\$302,889	\$317,889	PAED		12/31/2024	01/15/2025	03/01/2025	06/01/2025	12/30/2026
01	0115000099	01-0F280	SHOPP	MATTEOLI, JAIME C	DN	101	12/15.5	LAST CHANCE GRADE Permanent Restoration	IN DEL NORTE COUNTY FROM WILSON CREEK BRIDGE TO 3.8 MILES NORTH OF WILSON CREEK BRIDGE	REPAIR SLIDES; CONSTRUCT BYPASS	\$300,000,000	\$39,233,000	\$151,019,499	\$490,252,499	PAED	06/01/2018	11/17/2025	07/01/2030	09/02/2030	06/16/2031	10/14/2039
01	0116000005	01-0F430	SHOPP	MELENDREZ, DAVID L	DN	199	33.5/33.9	Collier Tunnel Electrical Upgrade	IN DEL NORTE COUNTY ABOUT 20 MILES NORTH OF GASQUET FROM RANDOLPH COLLIER TUNNEL TO 2.5 MILES SOUTH OF THE OREGON STATE LINE	UPGRADE TUNNEL LIGHTING	\$5,903,000	\$0	\$482,618	\$6,385,618	Construction	08/16/2018	06/03/2019	10/01/2020	11/12/2021	04/08/2022	02/01/2024
01	0116000060	01-0F760	SHOPP	MELENDREZ, DAVID L	DN	199	28.1/28.1	REHAB IDLEWILD MAINT STATION	IN DEL NORTE COUNTY NEAR GASQUET AT THE IDLEWILD MAINTENANCE STATION	REHAB MAINTENANCE STATION	\$8,180,000	\$8,000	\$1,959,230	\$10,147,230	Construction	08/16/2018	05/12/2020	01/25/2023	06/27/2022	03/02/2023	10/03/2024
01	0116000137	01-0G210	SHOPP	WILCOX, GRANT M	DN	101	21.23/21.23	Permanent Restoration at Cushing Creek	IN DEL NORTE COUNTY NEAR CRESCENT CITY AT 0.2 MILE NORTH OF CUSHING CREEK VIADUCT #01-0076	PERMANENT RESTORATION @ CUSHING CREEK	\$8,939,000	\$23,000	\$1,409,633	\$10,371,633	Construction	05/15/2017	10/29/2019	09/08/2020	02/01/2021	08/05/2021	10/03/2024
01	0117000015	01-0G530	SHOPP MINOR B	GHIDINELLI, CHRISTOPHER M	DN	101	27/27	CRESCENT CITY MTCE. YARD	IN DEL NORTE COUNTY IN CRESCENT CITY AT THE JUNCTION OF ROUTE 101 AND NORTHCREST DRIVE AT THE CRESCENT CITY MAINTENANCE STATION	PROPERTY PURCHASE	\$250,000	\$947,000	\$20	\$1,197,020	PSE		11/29/2016	06/15/2026	08/01/2026	01/01/2027	12/01/2028
01	0118000103	01-0H770	SHOPP MINOR B	GHIDINELLI, CHRISTOPHER M	DN	199	28.06/28.06	01-0H770-MNRB-IDLEWILD MS PAVING	IN DEL NORTE COUNTY NEAR IDLEWILD AT THE IDLEWILD MAINTENANCE STATION	REPLACE ASPHALT	\$264,000	\$0	\$980	\$264,980	Construction		05/06/2020	07/25/2022	01/06/2023	06/08/2023	12/01/2024
01	0118000190	01-0J210	SHOPP	WILCOX, GRANT M	DN	101	R3.9/23.6	KLAMATH CAPM	IN DEL NORTE COUNTY IN & NEAR KLAMATH FROM 1.2 MILES SOUTH OF KLAMATH RIVER OVERFLOW TO 0.9 MILE NORTH OF HAMILTON ROAD	CAPM	\$33,065,000	\$49,000	\$4,618,290	\$37,732,290	PSE	06/24/2020	03/23/2023	07/01/2024	07/15/2024	01/28/2025	12/01/2026
01	0119000014	01-0J350	SHOPP MINOR A	FLOYD, KIMBERLY R	DN	199	33.41/33.41	COLLIER SRRA WATER UPGRADE	IN DEL NORTE COUNTY NEAR THE OREGON STATE LINE AT COLLIER SAFETY ROADSIDE REST AREA	UPGRADE WATER SYSTEM	\$1,080,000	\$0	\$1,853,313	\$2,933,313	PAED	10/01/2025	12/01/2026	12/01/2026	07/01/2028	11/01/2028	12/01/2029
01	0120000028	01-0B091	SHOPP	MELENDREZ, DAVID L	DN	101	8.2/8.7	Hunter-Panther Mitigation	IN DEL NORTE COUNTY NEAR KLAMATH AT PANTHER CREEK BRIDGE #01-0025 AND AT HUNTER CREEK BRIDGE #01-0003	LONG TERM MITIGATION	\$0	\$0	\$284,675	\$284,675	PSE	07/01/2014	07/05/2018	04/16/2019	12/01/2023	06/15/2024	06/01/2030
01	0120000033	01-0K140	SHOPP	WILCOX, GRANT M	DN	101	12.6/13.2	Wilson Creek Restoration & SPGA Wall	IN DEL NORTE COUNTY NEAR KLAMATH FROM WILSON CREEK BRIDGE TO 0.5 MILE NORTH OF WILSON CREEK BRIDGE	REALIGNMENT & SPGA WALL	\$24,894,000	\$673,000	\$7,214,000	\$32,781,000	PAED	10/21/2020	04/15/2025	07/19/2026	08/19/2026	02/02/2027	12/01/2028
01	0120000053	01-0F311	SHOPP	FALK-CARLSEN, KARL	DN	101	39.8/39.8	Dominie Fish Passage Mitigation	IN DEL NORTE COUNTY NEAR SMITH RIVER AT DOMINIE CREEK	ENVIRONMENTAL MITIGATION	\$200,000	\$0	\$292,760	\$492,760	Construction	10/19/2015	01/15/2019	12/11/2019	02/03/2020	07/04/2020	10/02/2028
01	0120000129	01-0K640	SHOPP	WILCOX, GRANT M	DN	199	24.11/24.267	Middle Fork Smith River Curve Improvement	IN DEL NORTE COUNTY FROM MIDDLE FORK SMITH RIVER BRIDGE TO 0.2 MILE NORTH OF MIDDLE FORK SMITH RIVER BRIDGE	CONSTRUCT CURVE IMPROVEMENT & UPGRADE ROADSIDE PAVEMENT	\$1,248,000	\$0	\$2,177,583	\$3,425,583	PSE	06/23/2021	02/06/2023	07/24/2023	10/02/2023	04/01/2024	12/01/2025
01	0120000135	01-0K690	SHOPP	WILCOX, GRANT M	DN	101	M0/46.5	Culvert Rehabilitation & Fish Passage	IN DEL NORTE COUNTY ON ROUTE 101 FROM THE HUM-DN COUNTY LINE TO THE OREGON STATE LINE	DRAINAGE REHAB & FISH PASSAGE	\$14,802,000	\$2,992,000	\$9,950,509	\$27,744,509	PAED	06/29/2022	05/02/2025	05/03/2027	08/03/2027	02/01/2028	12/01/2029
01	0121000034	01-0K950	SHOPP	WILCOX, GRANT M	DN	101	15.6/16.2	Damnation Creek Safety	IN DEL NORTE COUNTY ABOUT 10 MILES SOUTH OF CRESCENT CITY FROM 3 MILES NORTH TO 3.6 MILES NORTH OF WILSON CREEK BRIDGE	SUPER EL IMPROVEMENTS AND MGS	\$6,752,000	\$37,000	\$3,602,951	\$10,391,951	PAED	01/26/2022	02/29/2024	02/28/2025	03/17/2025	09/02/2025	12/01/2028
01	0121000044	01-0L040	SHOPP	GOFF, TREVOR	DN	101	12/16.5	LCG Landslide Repair	IN DEL NORTE COUNTY ABOUT 8 MILES SOUTH OF CRESCENT CITY FROM 0.2 MI SOUTH OF LAGOON CR CO PK TO BEG PASSING LN LT	LANDSLIDE REPAIR	\$19,100,000	\$2,000	\$2,037,200	\$21,139,200	Construction	02/15/2021	02/15/2021	02/15/2024	02/16/2021	02/17/2021	07/04/2024
01	0121000047	01-0L050	SHOPP MINOR B	GHIDINELLI, CHRISTOPHER M	DN	199	11/11.5	Hardscrabble Creek HFST	IN DEL NORTE COUNTY FROM HARDSCRABBLE CREEK BRIDGE #01-40 TO 0.5 MILE NORTH OF HARDSCRABBLE CREEK BRIDGE	HFST	\$330,000	\$0	\$0	\$330,000	Construction		10/14/2021	10/19/2021	12/15/2021	06/23/2022	12/01/2023
01	0121000070	01-43641	SHOPP	FALK-CARLSEN, KARL	DN	101	36.056/36.056	Smith River Bridge On Site Mitigation	IN DEL NORTE COUNTY NEAR CRESCENT CITY FROM 0.3 MILE SOUTH TO 0.4 MILE NORTH OF SMITH RIVER BRIDGE #01-0020	ON SITE MITIGATION & MONITORING	\$500,000	\$0	\$1,304,758	\$1,804,758	PSE	04/07/2021	03/10/2020		07/01/2025	12/01/2025	10/01/2027
01	0121000071	01-43642	SHOPP	MELENDREZ, DAVID L	DN	101	25.84/25.84	Smith River BR/HAMBRO Off Site Mitigation	IN DEL NORTE COUNTY NEAR CRESCENT CITY AT ELK VALLEY ROAD	OFFSITE MITIGATION	\$300,000	\$0	\$472,085	\$772,085	Construction	04/07/2021		07/15/2025	05/03/2021	12/01/2025	12/01/2027

CT Milestone Report - Del Norte County - June 10, 2023

Past Due		Due in 3 Months		Complete																	
District	Project ID	Project Number	Program ^a	Project Manager	County	Route	Post Mile start/end	Nick Name	Legal Description	Work Description	Capital Construction Estimate	Capital Right-of-Way Estimate	Support Cost Estimate	Total Project Estimate	Current Phase ^b	Program Project	Project Approval & Environmental Document (PA&ED)	Right-of-Way Certification (RW Cert)	Ready to List (RTL)	Begin Construction	End Construction
01	0121000075	01-0L140	OTHER-LOCAL	MELENDREZ, DAVID L	DN	101	3.72/3.78	Resighini Encroachment Permit	In Del Norte County at Klamath River Overflow	Oversite	\$0	\$0	\$162,814	\$162,814	PAED		04/01/2024	09/01/2024	09/01/2024	02/14/2025	10/01/2025
01	0121000086	01-0L230	SHOPP	GOFF, TREVOR	DN	101	15.1/15.5	LCG Landslide Repair	IN DEL NORTE COUNTY ABOUT 10 MILES SOUTH OF CRESCENT CITY FROM 1.3 MI TO 1.9 MI NORTH OF RUDISILL RD	LANDSLIDE REPAIR	\$6,500,000	\$0	\$1,225,955	\$7,725,955	Construction	05/12/2021	05/12/2021	05/12/2021	05/12/2021	06/21/2021	07/04/2024
01	0122000010	01-0L430	SHOPP	MELENDREZ, DAVID L	DN	101	39.2/39.6	Timbers Blvd Safety	IN DEL NORTE COUNTY NEAR SMITH RIVER FROM 0.5 MILE SOUTH OF ROWDY CREEK BRIDGE TO ROWDY CREEK BRIDGE	LEFT TURN CHANNELIZATION	\$3,095,000	\$110,000	\$3,188,718	\$6,393,718	PAED	10/12/2022	07/19/2024	09/30/2025	10/15/2025	05/05/2026	12/01/2027
01	0122000058	01-0L890	OTHER STATE FUNDS	MELENDREZ, DAVID L	DN	101	8.2/8.7	Hunter-Panther MMBN	MIDDLE MILE BROADBAND 0.5 MILES IN DEL NORTE COUNTY NEAR KLAMATH AT PANTHER CREEK BRIDGE AND AT HUNTER CREEK BRIDGE	MIDDLE MILE BROADBAND	\$175,000	\$0	\$75,885	\$250,885	Construction	02/01/2022	08/03/2022	08/03/2022	08/03/2022	08/30/2022	12/30/2022
01	0122000073	01-0L990	SHOPP	MELENDREZ, DAVID L	DN	199	.8/8	DN 199 Roundabout	IN DEL NORTE COUNTY NEAR CRESCENT CITY AT ELK VALLEY CROSS ROAD	CONSTRUCT ROUNDABOUT	\$3,499,000	\$23,000	\$3,649,863	\$7,171,863	PAED	03/22/2023	06/03/2024	09/22/2024	07/01/2025	01/27/2026	12/01/2027
01	0122000074	01-0M000	OTHER STATE FUNDS	GHIDINELLI, CHRISTOPHER M	DN	101	R28.068/28.068	CHP Transfer of Jurisdiction	IN DEL NORTE COUNTY NEAR CRESCENT CITY AT FRONTAGE (FR) EAST WASHINGTON BOULEVARD	TRANSFER OF JURISDICTION	\$0	\$0	\$983	\$983	PSE		06/29/2022	09/01/2023	11/01/2023	04/01/2024	12/01/2025
01	0122000075	01-0M010	MAINTENANCE	GHIDINELLI, CHRISTOPHER M	DN	197	R0/7.1	Smith River Micro-Surfacing	IN DEL NORTE COUNTY NEAR HIOUCHI FROM ROUTE 199 TO ROUTE 101	MICRO-SURFACING	\$1,528,000	\$0	\$99,350	\$1,627,350	Construction		08/17/2022	08/17/2022	10/14/2022	03/27/2023	11/01/2023
01	0122000105	01-0M120	SHOPP	WILCOX, GRANT M	DN	101	18.4/19.3	Mill Creek Safety	IN DEL NORTE COUNTY FROM 1.8 MILE SOUTH OF MILL CREEK PARK ENTRANCE - ROAD 8068 TO 1.0 MILE SOUTH OF MILL CREEK PARK ENTRANCE	SUPER ELEVATION IMPROVEMENT, SHOULDERS AND HFST	\$5,297,000	\$3,000	\$3,891,504	\$9,191,504	PAED	06/01/2023	05/19/2025	06/10/2026	07/15/2026	12/01/2026	12/01/2027
01	0122000123	01-0M200	OTHER STATE FUNDS	FINCK, BRIAN T	DN	199	T.506/36.408	DN-199 MMBN	MIDDLE MILE BROADBAND 33.06 MILES IN DEL NORTE COUNTY NEAR CRESCENT CITY FROM THE ROUTE 199/101 SEPARATION TO THE OREGON STATE LINE	MIDDLE MILE BROADBAND	\$12,611,000	\$0	\$3,577,209	\$16,188,209	PAED	08/29/2022	06/01/2024	08/01/2024	08/01/2024	12/03/2024	11/01/2026
01	0123000012	01-0M420	OTHER STATE FUNDS	FINCK, BRIAN T	DN	169	R0/2.895	HUM-169 Klamath MMBN	MIDDLE MILE BROADBAND XX MILES IN DEL NORTE COUNTY NEAR KLAMATH FROM THE ROUTE 101/169 SEPARATION TO ARROW MILLS ROAD 8073	MIDDLE MILE BROADBAND	\$0	\$0	\$1,019,824	\$1,019,824	PAED	08/29/2022	06/01/2024	08/01/2024	08/01/2024	12/03/2024	11/01/2026
01	0123000016	01-0M460	SHOPP	GOFF, TREVOR	DN	101	26.95/26.95	CC MS fuel facility install	IN DEL NORTE COUNTY IN CRESCENT CITY AT THE CRESCENT CITY MAINTENANCE STATION	Construct Fuel Facility	\$388,000	\$0	\$110,804	\$498,804	Construction	08/08/2022	08/08/2022	08/08/2022	08/08/2022	08/08/2022	05/17/2023
01	0123000054	01-0M670	MAINTENANCE	GHIDINELLI, CHRISTOPHER M	DN	101	R27.9/31.2	Crescent City Freeway Micro-Surfacing	IN DEL NORTE COUNTY NEAR CRESCENT CITY FROM WASHINGTON BLVD OC TO ELK VALLEY CROSS ROAD	MICRO-SURFACING	\$1,557,000	\$0	\$224,194	\$1,781,194	PAED		08/01/2023	08/15/2023	12/29/2023	05/01/2024	11/01/2024
01	0123000058	01-0M710	MAINTENANCE	GHIDINELLI, CHRISTOPHER M	DN	101	46.18/46.18	Smith River Ag Station Resurface	IN DEL NORTE COUNTY NEAR SMITH RIVER AT THE SMITH RIVER AGRICULTURE INSPECTION STATION	RESURFACE INSPECTION STATION	\$200,000	\$0	\$27,778	\$227,778	PAED		08/01/2023	09/01/2023	12/29/2023	05/01/2024	11/01/2024
01	0123000059	01-0M720	MAINTENANCE	GHIDINELLI, CHRISTOPHER M	DN	199	18.8/35.9	2024 PAVEMENT MARKINGS	IN DEL NORTE COUNTY FROM 0.1 MILE SOUTH OF GRASSY FLAT CAMPGROUND TO 0.6 MILE SOUTH OF THE OREGON BORDER	PAVEMENT MARKINGS	\$200,000	\$0	\$26,465	\$226,465	PAED		08/01/2023	09/01/2023	12/29/2023	05/01/2024	11/01/2024
01	0123000076	01-0M850		GOPANA, KIRAN K	DN	101	39.6/39.9	Rowdy Creek Road Left Turn Channelization	IN DEL NORTE COUNTY IN SMITH RIVER FROM ROWDY CREEK BRIDGE TO FRED HAIGHT DRIVE		\$0	\$0	\$2,538,854	\$2,538,854	PID	12/07/2023	06/09/2025	01/15/2027	06/30/2026	02/02/2027	06/30/2028

Field Descriptions for RTPA CT Milestones Reports

Footnote	Column	Description
a)	Program	The funding source for the project.
	LOCAL ASSISTANCE	This funding comes from various Federal and State programs specifically designed to assist the transportation needs of local agencies.
	MAINTENANCE	Highway maintenance is the preservation, upkeep, and restoration of the roadway structures as nearly as possible in the condition to which they were constructed.
	OTHER STATE FUNDS	Miscellaneous State funds.
	OTHER-LOCAL	Miscellaneous Local funds.
	PLANNING	During the PID phase (see below) prior to the project being programmed into either SHOPP or STIP.
	SAFE ROUTES	Part of the Active Transportation and Complete Streets Program
	SHOPP	State Highway Operation and Protection Program - The SHOPP consists of safety projects and preservation projects necessary to maintain and preserve the existing State Highway System.
	SHOPP MINOR A	A SHOPP project that has a construction capital limit between \$291,001 and \$1,250,000.
	SHOPP MINOR B	A SHOPP project that has a construction capital limit of \$291,000 or less.
	STIP	State Transportation Improvement Program - The STIP primarily consists of capacity enhancing or increasing projects, but it can also include local road rehabilitation projects.
b)	Current Phase	The stage of progress of the project. Post-construction (close-out) projects are not included in this report.
	PID	Project Initiation Documents - Establishes a well-defined purpose and need statement, proposed project scope tied to a reliable cost estimate and schedule. Prior to the project being programmed.
	PAED	Project Approval and Environmental Document - Complete detailed environmental and engineering studies for project alternatives (as needed); approve the preferred project alternative.
	PSE	Plans, Specifications and Estimate - Conduct detailed project design; prepare and advertise project contract.
	Construction	Period from approval of the construction contract to final acceptance of the work performed by the contractor.