

**TECHNICAL ADVISORY COMMITTEE
SPECIAL MEETING AT 3:30 P.M. MONDAY, AUGUST 3, 2020**

**ZOOM JOIN URL: <https://us02web.zoom.us/j/86951395994>
WEBINAR ID: 869 5139 5994**

iPhone one-tap: US: +16699009128,,86951395994#
Telephone: Dial: 1 253 215 8782 or +1 301 715 8592

- 1. Call Meeting to Order**
- 2. Public comment period**
Public comments are welcome and encouraged; however, no proposed action can be taken on any item not appearing on the agenda.
- 3. Minutes of June 30, 2020**
Proposed action: By consensus, approve minutes.
- 4. City request for additional Regional Surface Transportation Program funding for Sunset Circle**
Proposed action: Discuss the request and make a recommendation to Del Norte Local Transportation Commission.
- 5. DNLTC staff time support for City ballot measure**
Proposed action: Discuss the request and make a recommendation to Del Norte Local Transportation Commission
- 6. Discussion**
 - 2020 Regional Transportation Plan
 - Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC
- 7. Adjourn to the next regularly scheduled meeting on August 25, 2020 by Zoom Webinar unless restrictions related to COVID19 are lifted.**

Anyone requiring reasonable accommodation to participate in the meeting should contact the Executive Director Tamera Leighton: Phone (707) 465-3878; email Tamera@DNLTC.org.

MINUTES
TECHNICAL ADVISORY COMMITTEE
AT 2:00 P.M. ON April 28, 2020

Present: Rosanna Bower, County
Charlie Helms, Harbor
Brandi Natt, Yurok Tribe
Heidi Kunstal, County, Vice-Chair
Jon Olson, City
Suresh Ratnam, Caltrans, Chair
Joe Rye, RCTA
Nacole Sutterfield, City

Absent: John Couch, California Highway Patrol

Also Present: Susan Brown, Rural Approaches
Alexis Kelso, Caltrans
Tamera Leighton, DNLTC
Destiny Preston, Caltrans

1. CALL MEETING TO ORDER

Chair Ratnam called the meeting to order at 2:00 p.m.

2. PUBLIC COMMENT PERIOD

Public comments are welcome and encouraged; however, no proposed action can be taken on any item not appearing on the agenda. Public Comments are limited to three minutes.

The following person(s) addressed the Committee: None

3. MINUTES OF MARCH 31, 2020

Proposed action: By consensus, approve minutes.

Public Comment: None

Rosanne Bower moved to approve the minutes of March 31, 2020, seconded by Nacole Sutterfield, and unanimously carried; the Technical Advisory Committee approved the minutes of March 31, 2020.

4. 2020-21 OVERALL WORK PROGRAM FINAL

Proposed action: Recommend DNLTC adopt Resolution 2020 8 approving 2020-21 Overall Work Program.

Tamera Leighton informed the TAC members that comments from Caltrans have been received and the responses to the comments are incorporated into the Overall Work Program (OWP). The document will be presented to the Commission at their next meeting. Rosanna Bower inquired about Project 4 Regional Shapefiles Mapping and commented it should be just Regional Mapping to include other than shapefiles mapping. Tamera agreed and will make the change.

Rosanne Bower moved to approve the recommendation DNLTC adopt Resolution 2020 8 approving 2020-21 Overall Work Program, seconded by Charlie Helms, and

unanimously carried; the Technical Advisory Committee approved the recommendation DNLTC adopt Resolution 2020 8 approving 2020-21 Overall Work Program.

5. 2020 ECONOMIC AND DEMOGRAPHIC PROFILE

Proposed action: Recommend DNLTC accept the 2020 Economic and Demographic Profile.

No discussion.

Heidi Kunstal moved to approve the recommendation DNLTC accept the 2020 Economic and Demographic Profile, seconded by Jon Olson, and unanimously carried; the Technical Advisory Committee approved the recommendation DNLTC accept the 2020 Economic and Demographic Profile.

6. DISTRICT 1 ACTIVE TRANSPORTATION PLAN

Presentation by Alexis Kelso.

Alexis Kelso explained that Caltrans is in the planning process for the Active Transportation Plan (ATP). This is a statewide process that will be based on local needs, not specific projects. The project kick-off is in May and expected to take one year to complete. Caltrans is seeking input from local Technical Advisory Groups (TAG) which will be formed in each county. The TAG will keep local partners involved, link planning efforts, and provide input. The expectation is to have six meetings with each TAG. Alexis is seeking members of Del Norte County to participate in the TAG. Rosanna Bower asked about funding for locals when traffic is diverted due to Caltrans projects. Alexis responded there is no funding allocated for these types of situations but thought it would be a good topic for the TAG to discuss with Caltrans. Jon Olson commented that developing a list of needs as opposed to a list of projects would clarify that these are not funded projects. Alexis Kelso then asked who would like to sit on the TAG, or recommendations for TAG members. Tamera Leighton and Rosanna Bower will participate, and other potential TAG members were discussed.

7. DISCUSSION

- 2019-20 OWP product review – Tamera Leighton gave an update on the 19-20 Overall Work Program. Long Range Planning is moving forward, the Economic & Demographic Profile is on time for adoption, Information Dissemination is on track, Regional Transportation Improvement Program (RTIP) is completed, and Joe Rye gave a Coordinated Transportation Plan update. Tamera reported that two call boxes were stolen last month. This is the first time something like this has happened. They will be replaced soon. Tamera also reported the Regional Transportation Plan (RTP) is scheduled for completion in December 2020 and the SB 743 project is nearing completion. Rosanna Bower reported that the Wonderstump document is in draft phase, the second community meeting was canceled due to the COVID shelter in place order, and the document is scheduled for acceptance by the board in June. Tamera commented that the Elk Valley

Cross Road project has met with some challenges and will require an amendment to the contract with Dokken Engineering. The amendment agreement has been given to the TAC members for their information and consideration. The amendment provides for additional cost, scope, and schedule to allow Dokken to work with Caltrans on the Elk Valley project. Heidi Kunstal moved to approve adding Amendment No. 2 to the agreement for consulting services between the Del Norte Local Transportation Commission and Dokken Engineering as Item 8, seconded by Jon Olson, and unanimously carried; the Technical Advisory Committee approved adding Amendment No. 2 to the agreement for consulting services between the Del Norte Local Transportation Commission and Dokken Engineering as item 8.

- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC – Suresh Ratnam reported on five items on the Caltrans work program stating the previously discussed the Active Transportation Planning process, the non-motorized work program is ongoing and currently identifying funding, the California Transportation Commission is looking at 2050 for long-range planning, District 1 is working on a climate change plan, and bicycle touring guide is in process.

8. AMENDMENT NO. 2 TO THE AGREEMENT FOR CONSULTING SERVICES BETWEEN THE DEL NORTE LOCAL TRANSPORTATION COMMISSION AND DOKKEN ENGINEERING

Rosanna Bower moved to recommend that DNLTC adopt Amendment No. 2 to the agreement for consulting services between the Del Norte Local Transportation Commission and Dokken Engineering, seconded by Charlie Helms, and unanimously carried; the Technical Advisory Committee approved the recommendation that DNLTC adopt Amendment No. 2 to the agreement for consulting services between the Del Norte Local Transportation Commission and Dokken Engineering.

9. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON MAY 26, 2020 BY ZOOM MEETING UNLESS SHELTER IN PLACE IS LIFTED.

With no further business to come before the TAC, the Chair adjourned the meeting at 2:50 p.m., to the next regularly scheduled meeting on May 26, 2020, at 2:00 p.m.

Respectfully submitted,

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Item 4 Staff Report

DATE: AUGUST 3, 2020
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: CITY REQUEST FOR ADDITIONAL REGIONAL SURFACE TRANSPORTATION PROGRAM (RSTP) FUNDING FOR SUNSET CIRCLE

PROPOSED ACTION: Discuss the request and make a recommendation to Del Norte Local Transportation Commission.

BACKGROUND: The RSTP funding source is traditionally used for match funding and match was provided to the City through the Active Transportation Program grant process. Since the original match was made, the City has requested additional funding. In summary:

Active Transportation Program grant: \$640,000

Original Match: \$160,000

Additional funds for scope change: \$42,000

Second additional funds for scope change: \$27,493

Coastal Conservancy funding: \$150,000

Requested amount for contingency: \$42,000

The proposed project cost was \$800,000. The current project cost is \$1,061,493.

The City's letter requesting contingency funding is attached.

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	Ongoing	62,147.49	97,852.51
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		0.00	266,000.00
Bluff Stabilization Match	2018	85,140	City of Crescent City		0.00	85,140.00
Washington Boulevard Culvert	2020	321,218	County of Del Norte			321,218.00
						770,210.51

Fund Balance June 30, 2019 (audited)	979,112.00
Invoices paid: July 1, 2019 to current	(87,419.65)
2019-20 Deposit	268,108.00 Not yet received
Interest income 2019-20 (June 2020)	0.00
Less outstanding project commitments	(770,210.51)
Available for projects	389,589.84

Updated to February 20, 2020

Blue indicates completed

Green indicates proposed

Washington Boulevard	
\$321,218	Current
\$178,782	HIP
\$500,000	Total



City of Crescent City
Where the Redwoods Meet the Sea

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July 29, 2020

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

RE: Request for additional funding for the Sunset Circle Multi-Use Trail Project

Dear Mrs. Leighton:

The City of Crescent City is respectfully requesting the Del Norte Local Transportation Commission (DNLTC) allocate \$42,000 of funding to cover potential unforeseen costs during the construction phase for the Sunset Circle Multi-Use Trail Project. The City currently has 3% contingency for the project.

The DNLTC originally dedicated \$160,000 a 20% match for the Sunset Circle Active Transportation Program application and the CTC Match equaling \$640,000 for a total project cost of \$800,000. The project was approved and since then the project has cleared the environmental, plans, specifications, estimate, and right of way acquisition phases. DNLTC has also committed funds in the amount of \$69,494 to cover costs for 2 scope of work changes due to the resistance received in the right of way phase.

The budget for this project was set with grant application. It was originally estimated construction costs would equal \$406,000. The grant does not include cost due to inflation. The City recognized the potential shortfall and has successfully captured a grant from the Coastal Conservancy in the amount of \$150,000. The City was able to transfer a portion of Active Transportation Program funds leftover from the right of way phase to construction to help close the gap. The current budget for this project is \$618,000. This project was advertised to bid, and the low bid is \$596,009. The City also has a contract with a consultant to perform the labor compliance for this project in the amount of \$4,275. While there are funds to cover the project there are not funds to cover incidentals. The City is trying to be proactive in its approach for the possibility of potential change orders that may arise with the project. The requested funds would give the City a 10% contingency for this project.

The City is not requesting funding for any City staff time. The City Council authorized this request at the July 20, 2020 Council meeting.

Thank you for your consideration.

Sincerely,

APPROVED

jolson , 15:34:01, 07/29/2020

Jon Olson
Public Works Director/City Engineer
City of Crescent City



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Attachments:

1. Construction Budget Breakdown
2. Tidewater Bid

ATTACHMENT 1

Construction Budget

ATP Funds	\$ 375,040.00
DNLTC Funds	\$ 93,760.00
Coastal Conservancy	\$ 150,000.00
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Total	\$ 618,800.00
Tidewater Bid	\$ 596,009.00
Labor Compliance	\$ 4,275.00
Contingency	\$ 18,516.00

SECTION 00 41 00

BIDDING SCHEDULE

PROJECT IDENTIFICATION: Sunset Circle Multi-Use Trail Project

THE BID IS SUBMITTED TO: City of Crescent City

BID SCHEDULE

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
1	Mobilization	LS	1	75,000 ⁰⁰	75,000 ⁰⁰
2	Construction Signs	LS	1	2,000 ⁰⁰	2,000 ⁰⁰
3	Traffic Control	LS	1	5,000 ⁰⁰	5,000 ⁰⁰
4	Water Pollution Control	LS	1	500 ⁰⁰	500 ⁰⁰
5	Sheeting Shoring Bracing	LS	1	500 ⁰⁰	500 ⁰⁰
6	Remove Concrete and HMA	LS	1	20,000 ⁰⁰	20,000 ⁰⁰
7	Trench Drain	LF	33	350 ⁰⁰	11,550 ⁰⁰
8	Trail Excavation	CY	741	50 ⁰⁰	37,050 ⁰⁰
9	Class II Agg Base	TON	1,069	50 ⁰⁰	53,450 ⁰⁰
10	Hot Mix Asphalt Paving	TON	451	150 ⁰⁰	67,650 ⁰⁰
11	Concrete Curb	LF	835	17 ⁰⁰	14,195 ⁰⁰
12	Split Rail Fence (Concrete)	LF	1,080	70 ⁰⁰	75,600 ⁰⁰
13	Detectable Warning Surface	LS	1	1,000 ⁰⁰	1,000 ⁰⁰
14A	Striping and Markings	LS	1	35,000 ⁰⁰	35,000 ⁰⁰
14	4" Thermoplastic Striping	LF	2,476		
15	6" Thermoplastic Striping	LF	184		
16	Thermoplastic Marking (Arrow/Stop)	SF	294		
17	Four-Inch Trail Striping	LF			
18	Trail Marking	EA			
19	Roadside Sign	EA	41	650 ⁰⁰	26,650 ⁰⁰
20	Adjust Utility Manhole/Box to Grade	EA	8	1000 ⁰⁰	8,000 ⁰⁰
21	Trail Lights	EA	14	4500 ⁰⁰	63,000 ⁰⁰
22	Metered Service Pedestal Box	LS	1	5000 ⁰⁰	5,000 ⁰⁰
23	Pre-cast Junction Boxes	EA	20	600 ⁰⁰	12,000 ⁰⁰
24	Electrical Conduit in Trench	LF	1,274	36 ⁰⁰	45,864 ⁰⁰
25	Quality Control	LS	1	10,000 ⁰⁰	10,000 ⁰⁰
26	Testing Lab Services	LS	1	10,000 ⁰⁰	10,000 ⁰⁰
27	Streetlights (Tall)	LS	1	17,000 ⁰⁰	17,000 ⁰⁰
Total (Items 1 - 28)					\$596,009.00

TOTAL BID AMOUNT:

Five hundred ninety six thousand and nine dollars ⁰⁰/₁₀₀

(\$596,009.⁰⁰)

Item 5 Staff Report

DATE: AUGUST 3, 2020
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: CITY REQUEST FOR DEL NORTE LOCAL TRANSPORTTION COMMISSION
SUPPORT FOR BALLOT MEASURE

PROPOSED ACTION: Discuss the request and make a recommendation to Del Norte Local Transportation Commission.

BACKGROUND: The City of Crescent City is considering a 1 cent sales tax ballot measure for the November election. They are seeking professional support limited to assisting with informational support for the measure. The director's staff support will be provided and limited to factual information. This is already a duty of the executive director.

A vote by DNLTC to support the measure is different in nature and this request will be explained in more detail in the TAC and Commission meetings. If a written request is provided, prior to the TAC meeting, it will be shared.