

**TECHNICAL ADVISORY COMMITTEE  
REGULAR MEETING AT 2:00 P.M. TUESDAY, AUGUST 31, 2021**

REGISTER IN ADVANCE FOR THIS WEBINAR:

[HTTPS://US02WEB.ZOOM.US/WEBINAR/REGISTER/WN\\_JNHUYCIIRIOGZOXHLX1AAG](https://us02web.zoom.us/webinar/register/wn_jnhuyciiriozgzoahlx1aag)

Registering in advance is a requirement of Zoom

**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 July 27, 2021**

Proposed action: By consensus, approve minutes.

**4. Audit Contract for 2020-21 year**

Proposed action: By consensus, recommend DNLTC authorize the executive director to extend the contract with Harshwall and Associates by one year for fiscal audit services.

**5. US 199 at Elk Valley Cross Road**

Discussion only: Review the Project Initiation Proposal for US 199 at Elk Valley Cross Road and consider assisting with project development and construction using the Del Norte CRRSAA funding.

**6. 2021-22 Overall Work Program Amendment 1**

Proposed action: Discuss and recommend DNLTC adopt resolution approving the 2021-22 Overall Work Program Amendment 1

**7. Discussion items**

- DNLTC Crowdsourcing review with Green DOT Transportation Solutions
- Caltrans Safety Corridor study for US Highway 199
- Caltrans milestones chart
- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC

**8. Adjourn to the regularly scheduled meeting on September 28, 2021 at 2 p.m. by Zoom Webinar unless restrictions related to COVID19 are fully 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  
REGULAR MEETING AT 2:00 P.M. ON JULY 27, 2021**

**Present:** Rosanna Bower, County  
Andrew Leighton, City  
Heidi Kunstal, County, Vice-Chair  
Jon Olson, City, Chair  
Tim Petrick, Harbor  
Suresh Ratnam, Caltrans, Chair  
Joe Rye, RCTA

**Absent:** John Couch, California Highway Patrol  
Brandi Natt, Yurok Tribe

**Also Present:** Tasha Ahlstrand, Caltrans  
Scott Berger, Caltrans  
Susan Brown, Rural Approaches  
Valency Fitzgerald, Caltrans  
Alexis Kelso, Caltrans  
Grant Klopmeier, Yurok Tribe  
Tamera Leighton, DNLTC

**1. CALL MEETING TO ORDER**

Chair Olson 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 30, 2021**

Proposed action: By consensus, approve minutes.

Public Comment: None

Heidi Kunstal moved to approve the minutes of March 30, 2021, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee approved the minutes of March 30, 2021.

**4. DISCUSSION**

- Caltrans Active Transportation Plan (CAT) – Tamera Leighton reviewed the status of the Overall Work Plan (OWP) discussing the completion of the 4<sup>th</sup> quarter reports, and the status of carry-over funds. The OWP will likely be amended by October to reflect the allocation of the carry-over funds.
- Funding update: Regional Planning Assistance, Regional Surface Transportation Program; Planning, Programming, and Monitoring; Coronavirus Response and Relief

Supplemental Appropriations Act of 2021 (CRSSA), Active Transportation Program, Pedestrian and Bicycle set aside, Highway Infrastructure Program. - City and County Pebble Beach Bank Stabilization Plan – Tamera Leighton gave an update on funding sources starting with the Planning, Programming, and Monitoring funds (PPM). The PPM has approximately \$23,000 left that has not been programmed and Tamera is asking the TAC members to give her input on how these funds may be used.

Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) fund information is presented in the meeting packet. Tamera suggested to the TAC members the funds might be well used in partnership with Caltrans to address safety issues related to the US Highway 101 at US Highway 199 on-ramp. In partnership with Caltrans, the funds could potentially be used to realign the curve and improve sight distance. The CRRSAA funds are not enough to tackle the whole project but could be used as an incentive with Caltrans for the project. CRRSAA funds must be obligated in two years and spent down in five years. Jon Olson asked how much discretion the Transportation Commission has with these funds. Tamera explained that the funds consist of State Transportation Improvement Program (STIP) and Highway Infrastructure Program (HIP) funds. STIP funds are more regulated than HIP funds. Tamera is looking for recommendations from the TAC on how these funds should be used.

- Caltrans Active Transportation Plan (CAT Plan) – Alexis Kelso, Caltrans Senior Transportation Planner, reviewed the fact sheet in the agenda packet and related that the public comment period and survey are now open. The final plan is scheduled to be completed in October.

- City and County Pebble Beach Bank Stabilization – Jon Olson reported the project is estimated from between twenty and thirty million for the city's portion with a needed 3% match. Rosanna Bower reported the county's portion of the project is estimated to be between forty and fifty million dollars with a needed 3% match. There are still many factors that need to be considered and both the city and county are considering mitigation sites.

- In-person Meetings – Tamera Leighton asked for the TAC's input on having in-person meetings, continue with Zoom meetings or blended meetings. Blended meetings will require some technical support from the city to properly set up a telecommunications network for blended meetings. The TAC decided to table this discussion until a later time.

- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC - Caltrans Asset Manager Valency Fitzgerald gave an overview of State Highway Operations and Protections Program (SHOPP) starting with reviewing District 1's Performance Plans and Objectives. Valency reviewed the proposed 2024 candidate projects and stated the best time for project development is during the 10-year planning process or with a completed Project Initiation Documents (PID). Alexis Kelso, Caltrans Senior Transportation Planner, discussed input opportunities, keeping pedestrian and bicycle plans updated, keeping GIS data current, documenting project needs, and communicating with Caltrans. Valency added input opportunities for the process is in May of odd

years, and project nomination happens in October of odd years. Alexis added that agencies use these input opportunities for PID meetings, quarterly reports, staff reports, Regional Transportation Planning Agency (RTPA) needs, and planning and scoping. Alexis talked about SB-1 and the competitive applications process with the next round of applications due in the spring of 2022. Tasha Ahlstrand, Caltrans Del Norte Coordinator, gave an overview of the Transportation Planning and Scoping Information sheets. Alexis gave an overview of project development including quarterly reports, milestones, changes, and public engagement. Joe Rye, redwood Coast Transit, plans to bring back more bus service but revealed that the hiring staff is difficult. Joe also related they will be updating their long-range transit plan, and starting the hub project soon. Transit is also working towards an electric bus system. Tim Petrick stated the Harbor is looking at redevelopment plans. Jon Olson talked about the F Street project being on time and budget, and the city is wrapping up the Sunset Circle project. Andrew Leighton added the city is filing for a time extension on the Pebble Beach project.

**5. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON AUGUST 31, 2021 AT 2:00 PM BY ZOOM WEBINAR UNLESS RESTRICTIONS RELATED TO COVID-19 ARE LIFTED.**

With no further business to come before the TAC, the Chair adjourned the meeting at 3:30 p.m., to the next regularly scheduled meeting on August 31, 2021, at 2:00 p.m.

Respectfully submitted,

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Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission

**Item 4: Staff Report**

**DATE:** AUGUST 31, 2021  
**TO:** TECHNICAL ADVISORY COMMITTEE  
**FROM:** TAMERA LEIGHTON, EXECUTIVE DIRECTOR  
**SUBJECT:** EXTEND AUDIT CONTRACT WITH HARSHWAL & COMPANY, LLC

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**PROPOSED ACTION:** By consensus, recommend DNLTC authorize the executive director to extend the contract with Harshwall and Company, LLC by one year for fiscal audit services.

**BACKGROUND:** By extending the audit contract for one year, DNLTC and Redwood Coast Transit Agency will be on the same schedule and can group the audit contracting for both agencies. Annual audit services are mandatory. The standard contract language for DNLTC has been updated since the original contract was in place, so new contract language is required. The one-year contract and engagement letter are attached.

DEL NORTE LOCAL TRANSPORTATION COMMISSION  
PROFESSIONAL SERVICES AGREEMENT WITH  
HARSHWAL & COMPANY, LLC

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into and effective as September 7, 2021 ("Effective Date"), by and between the Del Norte Local Transportation Commission ("DNLTC") and Harshwal & Company LLC ("Consultant") (collectively, the "Parties").

WHEREAS, the Parties enter into this Agreement for the purpose of Consultant providing professional auditing services to DNLTC under the terms and conditions set forth in this Agreement.

THEREFORE, in consideration of the mutual covenants contained in this Agreement, the Parties agree as follows:

1. Services. Consultant will provide the professional services as described in and in accordance with the Engagement Letter and Fees set forth in Exhibit A, attached hereto and incorporated herein ("Services"). As needed by DNLTC, Services will be ordered by DNLTC by specifying the task to be performed ("Task Orders"). There are no additional Task Orders. Additional Task Orders may be agreed to by the Parties and these must be numbered in series and will be set forth in similar format and attached to and become part of this Agreement.

2. Compensation.

A. For the full performance of the Services described in Exhibit A, DNLTC will compensate Consultant on a time-and-materials basis at the compensation rates specified in Consultant's Services Rate Schedule included in Exhibit A; provided, however, that total compensation for the full performance by Consultant of all Services under the Engagement Letter and all Task Orders must not exceed twelve thousand four hundred dollars (\$12,400).

B. Consultant must submit detailed monthly invoices reflecting all services performed during the preceding month, including a revised or re-stated schedule for performance and any additional documentation requested by DNLTC.

C. Consultant will be compensated for services in addition to those described in Exhibit A, only if Consultant and DNLTC execute a written amendment to this Agreement describing the additional services to be performed and the compensation to

be paid for those services. In no case will the total compensation under this Agreement exceed the "not-to-exceed" amount specified in Paragraph A, above, without prior written authorization from DNLTC.

D. DNLTC's obligation to pay compensation to Consultant is contingent upon Consultant's performance of the Services pursuant to the terms and conditions of this Agreement and any amendments. Before payment is disbursed, Consultant must be in compliance with Paragraph 19 of this Agreement.

3. Term. The term of this Agreement commences on the Effective Date, and terminates on January 30, 2022, unless sooner terminated in accordance with Section 4. Upon termination, any and all of DNLTC's documents or materials provided to Consultant and any and all of the documents or materials prepared for DNLTC or relating to or derived from the performance of the Services, must be delivered to DNLTC as soon as possible, but not later than fourteen (14) days after termination of the Agreement.

4. Termination. DNLTC may terminate this Agreement without cause upon ten (10) days' written notice. DNLTC may immediately terminate or suspend this Agreement for cause. Cause for immediate termination or suspension includes, but is not be limited to, any breach of this Agreement by Consultant or Consultant's bankruptcy or insolvency. Upon receipt of notice of termination or suspension for cause, Consultant must immediately stop all work in progress under this Agreement. In the event of early termination of this Agreement by DNLTC, Consultant is entitled to payment for all Services performed to the date of termination to the extent the Services were performed to the satisfaction of DNLTC in accordance with the terms and conditions of this Agreement. If DNLTC terminates this Agreement for cause, Consultant is liable to DNLTC for any excess cost DNLTC incurs for completion of the Services.

5. Consultant's Representation; Independent Contractor. Consultant represents that Consultant possesses distinct skills for performing the Services. DNLTC has relied upon that representation as a material inducement to enter into this Agreement. Consultant must, therefore, provide properly skilled and technical personnel to perform all Services. It is expressly understood that Consultant, its agents, and employees act in an independent capacity and as an independent contractor and not as officers, employees or agents of DNLTC. This Agreement may not be construed as an agreement for employment.

6. Facilities and Equipment. Consultant must, at its sole cost and expense, furnish all facilities and equipment that may be required for furnishing Services under this Agreement. DNLTC will furnish to Consultant no facilities or equipment, unless DNLTC otherwise agrees in writing to provide them.

7. Licenses, Permits, Etc. Consultant must, at Consultant's sole cost and expense, keep in effect and require its subcontractors, if any, to keep in effect at all times during the term

of this Agreement any licenses, permits or other approvals that are legally required for performing the Services.

8. Time. Consultant will devote enough time to the performance of the Services as may be reasonably necessary for satisfactory performance of Consultant's obligations under this Agreement.

9. Inspection. Consultant must provide DNLTC every reasonable opportunity to ascertain that the Services are being performed in accordance with the requirements and intentions of this Agreement. All work done and materials furnished, if any, are subject to inspection and approval by DNLTC. The inspection of the work does not relieve Consultant of any of its obligations under this Agreement.

10. Progress Reports. Upon DNLTC's request, Consultant must provide, in a form acceptable to DNLTC, written progress reports of all oral and written observations, opinions, recommendations, analyses, progress and conclusions related to Consultant's performance of the Services.

11. Confidentiality. In the course of providing services for DNLTC, Consultant may have access to trade secrets and confidential information, disclosure of which is protected or limited by law. Consultant will not directly or indirectly disclose or use any confidential information, except as required for the performance of the Services.

12. Conflict of Interest. Consultant represents that it presently has no interest, and covenants that it will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the Services. Consultant further covenants that, in the performance of this Agreement, it will not employ any subcontractor or person having a conflict of interest. Consultant represents that no one who has or will have any financial interest under the Agreement is an officer or employee of DNLTC. If a conflict of interest arises during this Agreement or any extension, Consultant will immediately advise DNLTC and DNLTC may, at its sole discretion, immediately terminate this Agreement.

13. Consultant No Agent. Except as DNLTC may specify in writing, Consultant has no authority, express or implied, to act on behalf of DNLTC in any capacity whatsoever as an agent. Consultant has no authority, express or implied, under this Agreement to obligate DNLTC in any way.

14. Standard of Performance. Consultant must perform all the Services in a manner consistent with the standards of Consultant's profession. If there is no professional standard applicable to the Services, Consultant must perform in a manner consistent with the standards applicable to Consultant or the type of work. All instruments of service, as defined by the American Institute of Architects, that Consultant delivers to DNLTC under this Agreement, must be prepared to comply with and conform to the standards of Consultant's type of work. All



instruments of service become the sole and exclusive property of DNLTC upon delivery.

15. Assignment/Transfer. Consultant will make no assignment or transfer in whole or in part of this Agreement without the prior written consent of DNLTC.

16. Subcontractors. Consultant must directly perform all Services, and may not subcontract any portion of performance of the Services without the prior written consent of DNLTC. Any approved subcontractors are required to comply, to the full extent applicable, with the terms and conditions of this Agreement. Upon execution of this Agreement, Consultant must furnish a separate schedule of names and addresses of subcontractors, if any, and must notify DNLTC in advance if changes in subcontractors occur.

17. Internal Revenue Service Form W-9. Consultant will provide an Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification, as required by DNLTC to comply with regulations of the United States Department of the Treasury. DNLTC's Finance Department will provide Consultant with the required form. Consultant must complete and file the form with DNLTC before any payment for Services may be made.

18. Business License. Consultant must file and require all its subcontractors to file, a Business License Application as required by the appropriate local government agency. Consultant must file and require all its subcontractors to complete and file the form with the appropriate local government agency and must pay or cause to be paid the business license fee before any payment for Services under this Agreement is rendered.

19. Compliance with All Laws. Consultant and any subcontractors must comply fully with all applicable local, state and federal rules, laws, regulations and ordinances pertaining to performance of the Services, including the Americans with Disabilities Act and any copyright, patent or trademark law. To the extent that any other government agency or entity provides compensation for any Services, Consultant must comply with all rules and regulations applicable to that fiscal assistance. Consultant's failure to comply with any law(s) or regulations(s) applicable to the performance of the Services hereunder may be declared, at the discretion of DNLTC, a breach of contract.

These laws include, but are not limited to, the California Prevailing Wage Law; California Labor Code section 1720 et seq. Because the services described in Exhibit A include "work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work," the services constitute public works within the definition of section 1720(a)(l) of the California Labor Code.

Therefore, the services described in Exhibit A must be performed in accordance with all applicable requirements of the California Prevailing Wage Law including, but not limited to, all

applicable requirements contained in Exhibit C, which is attached to and made a part of this Agreement. To the extent that any other government agency or entity provides compensation for any services, consultant must comply with all rules and regulations applicable to the fiscal assistance.

20. Discrimination. During the performance of this Agreement, Consultant must not discriminate against any employee or applicant for employment because of race, religion, creed, color, national origin, ancestry, gender, sexual orientation, age or physical or mental disability in violation of any applicable law.

21. Notice. Except as otherwise specified in this Agreement, all notices to be sent pursuant to this Agreement must be made in writing, and sent to the Parties at their respective addresses specified below or to any other address a Party may designate by written notice delivered to the other Party in accordance with this Section. All notices must be sent by:

- A. Personal delivery, in which case notice is effective upon delivery; or
- B. Certified or registered mail, return receipt requested, in which case notice will be deemed delivered on receipt if delivery is confirmed by a return receipt; or
- C. Nationally recognized overnight courier, or USPS Express or Priority Mail, with tracking, with charges prepaid or charged to the sender's account, in which case notice is effective on delivery if delivery is confirmed by the delivery service; or
- D. Facsimile transmission, in which case notice is deemed delivered upon transmittal, provided that (a) a duplicate copy of the notice is promptly delivered by first-class or certified mail or by overnight delivery, or (b) a transmission report is generated reflecting the accurate transmission thereof. Any notice given by facsimile is considered to have been received on the next business day if it is received after 5:00 p.m. recipient's time or on a non-business day.

DNLTC:

Tamera Leighton, Director  
1301 Northcrest Drive #16  
Crescent City, CA 95531  
tamera@dnltc.org

Consultant:

Harshwal & Company LLC  
266 17th Street, Suite 200  
Oakland, CA 94612  
Phone: (858) 784-1622

22. Ownership of Documents. All original papers, documents or computer material on disk or microfilm, and copies thereof, produced as a result of this Agreement (collectively "Project Documents"), are the property of DNLTC and may not be used by Consultant without the written consent of DNLTC. Consultant will provide documents in electronic form in a format

required by DNLTC. Copies of these documents or papers must not be disclosed to others without the written consent of the Director or their designated representative. DNLTC agrees to indemnify and hold Consultant harmless for claims resulting from DNLTC's alteration of the Project Documents for another DNLTC project.

23. Internet-Ready Deliverables. If applicable to this Agreement, each contract deliverable must be delivered as a data file suitable for publication on the Internet. The following specifications define the formats that satisfy this requirement:

- A. Brochures, reports, plan documents, catalogues, flyers with graphics included, and forms are to be formatted as screen-optimized ".pdf " files, if possible.
- B. Freestanding, individual graphics such as logos, small maps and photos are to be formatted as ".tif " files, with the largest side no larger than four inches.
- C. Large maps are to be formatted as ".jpg" files with the largest side no larger than four inches, unless mutually agreed otherwise by the Parties.
- D. Short text documents with no graphics are to be in MS Word.
- E. Freestanding charts, graphs and listings are to be in MS Excel.

24. Indemnification. To the fullest extent allowed by law, Consultant will indemnify, defend with counsel acceptable to DNLTC, and hold harmless DNLTC and its officers, officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, suits, actions, arbitrations proceedings, administrative proceedings, regulatory proceedings, civil penalties and fines, expenses and costs (including, without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature, whether actual, alleged or threatened, arising out of or in connection with Consultant's performance of the Services or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of DNLTC.

The Consultant's obligation to defend and indemnify will not be excused because of the Consultant's inability to evaluate Liability or because the Consultant evaluates Liability and determines that the Consultant is not liable to the claimant. The Consultant must respond within thirty (30) days to the tender of any claim for defense and indemnity by DNLTC, unless this time has been extended by DNLTC. If the Consultant fails to accept or reject a tender of defense and indemnity within thirty (30) days, in addition to any other remedy authorized by law, so much of the money due the Consultant under and by virtue of this Agreement as is necessary for DNLTC may be retained by DNLTC until disposition has been made of the claim or suit for damages, or until the Consultant accepts or rejects the tender of defense, whichever occurs first. Furthermore, Consultant and Subcontractors' obligations to indemnify and defend DNLTC are binding on their

successors and assigns and will survive the termination or completion of this Agreement for the fullest extent and duration allowed by law.

With respect to third party claims against the Consultant, the Consultant waives any and all rights of any type to express or implied indemnity against the Indemnitees.

Notwithstanding the foregoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code section 2783, as may be amended from time to time, such duties of Consultant to indemnify will not apply when to do so would be prohibited by California Civil Code Section 2782.

Notwithstanding the foregoing, to the extent that this Agreement includes design professional services under Civil Code Section 2782.8, as may be amended from time to time, such duties of Consultant to indemnify will only be to the full extent permitted by Civil Code Section 2782.8.

The defense and indemnification obligations of this Agreement are undertaken in addition to, and will not in any way be limited by, the insurance obligations contained in this Agreement. If any term or portion of this section is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, said section will be interpreted to allow the broadest indemnity permitted by law.

25. Insurance. Consultant must procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, Consultant's agents, representatives and employees.

A. Minimum Scope of Insurance. Coverage must be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 12/90) covering Automobile Liability, code 1(any auto), or code 8, 9 if no owned auto.
3. Workers' Compensation Insurance as required by the State of California and Employers' Liability Insurance. If no employees are utilized, the Consultant will provide a signed declaration as described in California Health and Safety Code Section 19825.
4. Professional liability insurance appropriate to the Consultant's

profession. Architects' and Engineers' coverage is to be endorsed to include contractual liability.

B. Minimum Limits of Insurance. Consultant will maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit must apply separately to this project/location or the general aggregate limit must be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Workers ' Compensation: statutory limit; Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
4. Professional liability: \$1,000,000 per occurrence or claim.

C. Umbrella or Excess Insurance. The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance must contain or be endorsed to contain a provision that this coverage also apply on a primary and non-contributory basis for the benefit of DNLTC before DNLTC's insurance or self-insurance is called upon to protect it as a named insured.

D. Deductibles and Self-Insured Retention. Any deductibles or self-insured retentions must be declared to and approved by DNLTC and do not reduce the limits of liability. Policies containing any self-insured retention provision must provide or be endorsed to provide that the self-insured retention may be satisfied by either the named Insured or DNLTC. At the option of DNLTC, either: the insurer must reduce or eliminate the deductibles or self-insured retentions as respects DNLTC, its officers, officials, employees and volunteers, or the Consultant must provide a financial guarantee satisfactory to DNLTC guaranteeing payment of losses and related investigations, claim administration and defense expenses. DNLTC reserves the right to obtain a full certified copy of any insurance policy and endorsements. Failure to exercise this right does not constitute a waiver of right to so exercise later.

E. Other Insurance Provisions.

1. The Commercial General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

a. DNLTC, its officers, officials, employees and volunteers (the "Additional Insureds") are to be covered as insureds as respects: liability arising out of work or operations as performed by or on behalf of the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant.

b. For any claims related to this project, the Consultant's insurance coverage is primary insurance as respects DNLTC, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by DNLTC, its officers, officials, employees or volunteers is in excess of the Consultant's insurance and does not contribute with it. The Additional Insured coverage under the Consultant's policy must be at least as broad as ISO Form CG 20 01 04 13.

c. Each insurance policy required by this clause must be endorsed to state that coverage will not be canceled by either Party, unless thirty (30) days prior written notice by certified mail, return receipt requested, has been given to DNLTC.

2. The Workers' Compensation endorsement must contain a Waiver of Subrogation against DNLTC. The Consultant will provide to DNLTC an endorsement from the Workers' Compensation insurer, if any, agreeing to waive all rights of subrogation against DNLTC for injuries to employees of the Insured resulting from work for DNLTC.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise agreed to by DNLTC.

G. Verification of Coverage. Consultant must furnish DNLTC with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by DNLTC or on other than DNLTC's forms provided those endorsements conform to DNLTC's requirements. All certificates and endorsements are to be received and approved by DNLTC before work commences.

H. Subcontractors. Consultant must include all subcontractors as insureds under its policies or furnish separate certificates and endorsements for each subcontractor prior to commencement of subcontractor's work. Consultant agrees that all contracts with subcontractors will include the same requirements stated in this Agreement with respect to indemnity and insurance. Subcontractors hired by Consultant must agree to be bound contractually to Consultant and DNLTC in the same manner and

to the same extent as Consultant is bound to DNLTC under this Agreement. Subcontractors must further agree to include these same provisions with any Sub-subcontractor. A copy of these indemnity and insurance provisions must be furnished by Consultant to any subcontractor. The Consultant must require all subcontractors to provide a valid certificate of insurance and the required endorsements prior to commencement of any work by that subcontractor and Consultant will provide proof of compliance to DNLTC. If DNLTC is not furnished separate endorsements for each subcontractor prior to the commencement of subcontractor's work, then Consultant must include all subcontractors as insureds under its policies.

26. Amendment. This Agreement may be amended only by a written instrument executed by both Parties.

27. Litigation. If litigation ensues between DNLTC and a third-party, which pertains to the subject matter of Consultant's services hereunder, Consultant, upon request from DNLTC, agrees to testify therein at a reasonable and customary fee.

28. Construction. This Agreement is the product of negotiation and compromise on the part of both Parties and that the Parties agree that, notwithstanding Civil Code Section 1654, any uncertainty in the Agreement may not be construed against the drafter of the Agreement.

29. Governing Law; Venue. This Agreement must be enforced and interpreted under the laws of the State of California. Any action arising from or brought in connection with this Agreement must be venued in the Superior Court for the County of Del Norte, State of California.

30. Non-Waiver. DNLTC's failure to enforce any provision of this Agreement or the waiver thereof in a particular instance is not a general waiver of any part of that provision. The provision will remain in full force and effect.

31. Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement continue in full force and effect.

32. No Third-Party Beneficiaries. The Parties do not intend to create, and nothing in this Agreement creates, any benefit or right in any third party.

33. Mediation. The Parties agree to make a good faith attempt to resolve any dispute arising out of this Agreement through mediation prior to commencing litigation. The Parties must mutually agree upon the mediator and divide the costs of mediation equally.

34. Consultant's Books and Records.

A. Consultant must maintain any and all ledgers, books of accounts, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to DNLTC for a minimum period of three (3) years or for any longer period required by law, from the date of final payment to Consultant under this Agreement.

B. Consultant must maintain all documents and records which demonstrate performance under this Agreement for a minimum period of three (3) years or for any longer period required by law, from the date of termination or completion of this Agreement.

C. Any records or documents required to be maintained under this Agreement must be made available for inspection or audit, at any time during regular business hours, upon written request by the Director or their designated representative. Copies of these documents will be provided to DNLTC when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records must be available at Consultant's address indicated for receipt of notices in this Agreement.

D. If DNLTC has reason to believe that records or documents may be lost or discarded due to dissolution, disbandment or termination of Consultant's business, DNLTC may, by written request by the Director, require that custody of the records be given to DNLTC and that the records and documents be maintained by DNLTC. Access to these records and documents will be granted to any party authorized by Consultant, Consultant's representatives, or Consultant's successor in interest.

35. Headings. The headings used in this Agreement are for convenience only and are not intended to affect the interpretation or construction of any provisions herein.

36. Survival. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between DNLTC and Consultant will survive the termination or completion of this Agreement.

37. Entire Agreement. This Agreement, including the exhibits attached hereto and incorporated herein, constitutes the entire agreement between the Parties with respect to the Services, and supersedes all prior agreements or understandings, oral or written, between the Parties in this regard.

[Signature page to follow]



IN WITNESS WHEREOF, the Parties have executed this document the seventh day of September 2021.

**DEL NORTE LOCAL TRANSPORTATION COMMISSION**  
A California Regional Transportation Planning Agency

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

Dated: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
*Autumn Luna, Counsel*

Dated: \_\_\_\_\_

**Harshwal & Company LLP**

\_\_\_\_\_  
*Sanwar Harshwal*

Dated: \_\_\_\_\_



August 10, 2021

To the Commissioners  
Del Norte Local Transportation Commission  
900 Northcrest Drive, PMB16  
Crescent City, California 95531

We are pleased to confirm our understanding of the services we are to provide for Del Norte Local Transportation Commission (the Commission) for the year ended June 30, 2021. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Commission as of and for the year ended June 30, 2021.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the 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 the Commission's RSI in accordance with auditing standards generally accepted in the United States of America. 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 assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Budgetary Comparison Schedule

We have also been engaged to report on supplementary information other than RSI that accompanies the 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 auditing standards generally accepted in the United States of America, 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:

- Schedule of Revenues, Expenditures, and Changes in Fund Balance by Work Element - All Special Revenue Funds
- Schedule of Allocations and Expenditures - Local Transportation Fund
- Schedule of Allocations and Expenditures - State Transit Assistance Fund

### Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to 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. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America 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 the accounting records of the Commission and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Commission's financial statements. Our report will be addressed to the Commissioners of the Commission.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. 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 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 include a paragraph that states (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 paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the 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.

### Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. 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 abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting 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 a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards 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, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. 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 generally accepted auditing standards.

### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. 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*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. 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 the 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 assist in preparing the financial statements and related notes of the Commission in conformity with U.S. generally accepted accounting principles 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.

**Management Responsibilities**

Management is responsible 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 U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. 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, (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.

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 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, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. 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.

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 attestation engagements, performance audits or other studies related to the objectives discussed in the Audit 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.

As per Federal and State Laws, we don't require, nor do we request, demand, collect, or desire any Personal Identifying Information ("PII"). PII includes but is not limited to individual's first name (or first initial) and last name combined with other types of personal information, such as Social Security Number; home addresses; online identifiers; passport numbers; bank or credit card numbers; clearances; biometrics; date of birth; birth place; age; mother's maiden name; medical, criminal, and financial records; educational transcripts; email addresses, phone numbers; birth marks, professional designation, employment history, social media account information; driver's license numbers, any other similar and unique personal identifiers, etc. As such, do not provide our firm, staff, employees, consultants, contractors, managers, admin staff, third-party service providers with any of the aforementioned PII as we will not be perusing the records provided to us to identify and purge such records.

By your signature below, you acknowledge and agree that Harshwal & Company, LLP is not responsible for "sanitizing" or "scrubbing" its workpapers in an attempt to identify and delete PII, and as such is not liable were such information to be retained by us or inadvertently accessed by third parties.

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.

#### **Engagement Administration, Fees, and Other**

We have our technical resources and audit software in the cloud. We may from time to time, and depending on the circumstances, use third-party service providers within and outside of the United States in serving your account. As required by Section 54.1(b) of the California Code of Regulations, Title 16, confidential information provided by you to our firm, may be disclosed to persons, outside of the United States in connection with the services provided. 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.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Del Norte Local Transportation Commission; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Harshwal & Company, LLP 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 Cognizant or Oversight Agency for Audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for 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 Harshwal & Company, LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Your records are the primary records for your operations and comprise the backup and support for the results of this engagement. Our records and files, including our engagement documentation whether kept on paper or electronic media, are our property and are not a substitute for your own records. Our firm policy calls for us to destroy our engagement files and all pertinent engagement documentation after a retention period of seven years (or longer, if required by law or regulation), after which time these items will no longer be available. We are under no obligation to notify you regarding the destruction of our records. We reserve the right to modify the retention period without notifying you. Catastrophic events or physical deterioration may result in our firm's records being unavailable before the expiration of the above retention period.

Except as set forth above, you agree that Harshwal & Company, LLP may destroy paper originals and copies of any documents, including, without limitation, correspondence, agreements, and representation letters, and retain only digital images thereof.

Mr. Sanwar Harshwal is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Fieldwork for audit will be determined with the Commission's management based on the availability of accounting records and supporting documentation. Our scheduling depends on your completion of the year end closing and adjusting process prior to our arrival to begin the fieldwork. We may experience delays in completing our services due to your staff's unavailability or delays in your closing and adjusting process. You understand our fees are subject to adjustment if we experience these delays in completing our services.

Certain engagement personnel who are not licensed as certified public accountants may provide services during this engagement.

Our fee 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 gross fee, including expenses, will not exceed \$12,400. If there were significant changes to the Commission's operations or the scope of work related to the financial statements, we will discuss with you additional time and fees that may be incurred.

Our ability to provide services in accordance with our estimated fees depends on the quality, timeliness and accuracy of the Commission's records, and, for example, the number of general ledger adjustments required as a result of our work. To assist you in this process, we will provide you with an Audit Preparation Letter that identifies the key work you will need to perform in preparation for the audit. We will also need your accounting staff to be readily available during the engagement to respond in a timely manner to our requests. Lack of preparation, poor records, general ledger adjustments and/or untimely assistance will result in an increase of our fees.

To keep fees at a minimum and provide the reports to you on a timely basis, we are planning on significant assistance from your personnel. In this regard, we will furnish you with a list of schedules and data to facilitate our work. We understand that all records, documentation, and information we request in connection with our audit will be made available to us.

Your preparation of schedules and providing supporting evidence requested timely is imperative for us to perform our audit procedures in the most efficient manner possible. If audit related accounting assistance is required to reconcile accounts, these fees will be billed separately at our standard hourly rates. We will obtain your concurrence before we begin such services significantly beyond the scope of the audit.

In the future, you may decide that you need the services of one or more full-time employee. At that time, we could assist you in identifying individuals, our fees for which would then be agreed upon in a separate engagement letter. However, because of the knowledge that our staff have or will obtain of your Commission, you may wish to hire one or more of them. If this should occur, please notify us immediately so that we may avoid any potential independence issues. Also if this should occur, we will charge you a recurring fee of one hundred percent (100%) of the annual gross salary or wages (on an annualized basis) offered to our employee to compensate us for the loss of our valued and extensively trained employee(s). Such amount shall be paid within thirty (30) days following the date of such notification.

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

The Commission acknowledges that the following unexpected circumstances will result in an increase of our fees:

- Failure to prepare for the audit as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Failure to complete the audit preparation work by the applicable due dates; Significant unanticipated transactions, audit issues, or other such circumstances;
- Delays causing scheduling changes or disruption of fieldwork;
- After audit or post fieldwork circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the audit;
- Issues with the prior audit firm, prior year account balances or report disclosures that impact the current year engagement; and
- An excessive number of audit adjustments.

Unexpected circumstances are also defined as fire, destruction or disappearance of records, discovery of fraud, or similar situations beyond our control or knowledge.

We will endeavor to advise you in the event these circumstances occur, however we may be unable to determine the impact on the estimated fee until the conclusion of the engagement.

At the time of execution of this engagement letter, federal, state and local governments have restricted travel due to the current situation around of COVID-19. Due to the impact of COVID-19, we have placed restrictions on our employee travel having employee and client's health into consideration. We acknowledge and agree that any delays or workarounds due to the situation surrounding COVID-19 may increase the cost of the services described herein. Any such change in the cost of these services will be discussed prior to the completion of the project.

The proposed fee does not include any additional charges incurred due to COVID-19. The impact of COVID-19 is presently unknown and may result in additional compliance procedures, funding, or organizational problems, which may require additional time to address. Any additional time would be billed as per our standard hourly rates.

Our Standard billings for the services set forth in this Engagement Letter, rendered on an estimated basis in accordance with the enclosed Schedule of Standard Billings:

| <u>Standard Descriptions/Events</u>                           | <u>Applicable Percentage</u> |
|---|------------------------------|
| Engagement letter sign and obtained audit preparation request | 20 Percent                   |
| Meeting/ Fieldwork/ Testwork                                  | 40 Percent                   |
| Draft report  | 40 Percent                   |



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 as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. Any invoices left unpaid beyond 30 days will be charged a 1.5% late fee per month, added to the then outstanding balance. If we elect to terminate our services for non-payment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). 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.

This engagement letter may be terminated by either party, with or without cause, upon ten (10) days' written notice. In such event, we will stop providing services hereunder except on work, mutually agreed upon in writing, necessary to carry out such termination. In the event of termination, (a) you shall pay us for services provided and expenses incurred through the effective date of termination, (b) we will provide you with all finished reports that we have prepared pursuant to this engagement, and (c) neither party shall be liable to the other for any damages that occur as a result of our ceasing to render services.

In the interest of facilitating our services to you, we may communicate by facsimile transmission or send electronic mail over the Internet. Such communications may include information that is confidential. We employ measures in the use of electronic communications designed to provide reasonable assurance that data security is maintained. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept we have no control over the unauthorized interception of these communications once they have been sent. Unless you issue specific instructions to do otherwise, we will assume you consent to our use of electronic communications to your representatives and other use of these electronic devices during the term of this engagement letter as we deem appropriate.

The proposed fee estimate is contingent upon the Commission having performed the following functions and sending us copies to review at least two weeks prior to us performing the audit fieldwork:

1. Submitting trial balances and general ledger to us in an electronic format.
2. Completing all steps and sending us copies of the requested information on the audit preparation guide, which we will provide.
- 3.. All material balance sheet accounts need to be reconciled and scheduled. Prepare reconciliations of all checking (payroll and accounts payable, etc.) accounts, savings accounts and investment accounts on a monthly basis and send us copies of the year end reconciliations.
4. Providing us electronic copies of your payroll and accounts payable check registers for the fiscal year under audit.

We appreciate the opportunity to be of service to the 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 the enclosed copy and return it to us.

Very truly yours,

Harshwal & Company LLP



Sanwar Harshwal  
Managing Partner

**RESPONSE:**

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

Management signature: \_\_\_\_\_

Title: Executive Director

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

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Item 5: Staff Report**

**DATE:** AUGUST 31, 2021  
**TO:** TECHNICAL ADVISORY COMMITTEE  
**FROM:** TAMERA LEIGHTON, EXECUTIVE DIRECTOR  
**SUBJECT:** US 199 AT ELK VALLEY CROSS ROAD

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DISCUSSION ONLY: Review the Project Initiation Proposal for US 199 at Elk Valley Cross Road and consider assisting with project development and construction using the Del Norte CRRSAA funding.

BACKGROUND: Operational improvements for improved safety on US 199 at Elk Valley Crossroad have been a Commission priority for well over a decade. The Elk Valley Cross Road Corridor Plan addressed this intersection and County staff, Commissioner Howard and Director Leighton have met on site with Caltrans staff multiple times. The COVID economic stimulus funds (CRRSAA) provide an opportunity for DNLTC to make a contribution to the project. Caltrans has agreed to provide a Project Initiation Proposal (PIP), which if funded, will proceed to Project Initiation Document (PID). A PID is a requirement for programming.

While the discussions began in May, support documents from Caltrans were promised by August 26, and the documents are not yet available for inclusion in the agenda packet.

The TAC will consider the benefits of a potential partnership along with other regional needs and make a recommendation to DNLTC for programming the CRRSAA funding in a future meeting. This agenda item initiates but does not intend to conclude the recommendation because not enough information from Caltrans is available.

**Item 5: Staff Report**

**DATE:** AUGUST 31, 2021  
**TO:** TECHNICAL ADVISORY COMMITTEE  
**FROM:** TAMERA LEIGHTON, EXECUTIVE DIRECTOR  
**SUBJECT:** 2021-22 OVERALL WORK PROGRAM AMENDMENT 1

---

**PROPOSED ACTION:** Discuss and recommend DNLTC adopt resolution approving the 2021-22 Overall Work Program Amendment 1

**BACKGROUND:** The Overall Work Program was adopted in April 2021, and as is usual, customary, and required, an amendment is needed to include carryover funding. After revisions, there is approximately \$30,000 available from Regional Planning Assistance (RPA) funding.

The TAC developed a list of regional planning needs several years ago, and DNLTC has worked through the list. All items are ongoing, completed, or obsolete. Here is it is:

- ~~Active Transportation Planning~~
- ~~Agreements, resolutions for Federal funding~~
- ~~Climate Change and Stormwater Management~~
- Communications and outreach
- ~~Coordinated Human Services Transportation Plan~~
- Develop, Maintain Transportation Improvement Programs
- DNLTC meetings and support (agendas/minutes)
- Economic and Demographic Profile
- Financial Planning & Programming
- Fiscal management
- Increase Funding to Support RTP
- Information Dissemination
- Informed Local Transportation Commission
- Office operations
- Overall Work Program
- Partnerships (Rural Counties / North State Super Region)
- Project Initiation Documents
- Project Representation

|   |
|---|
| Public Participation Plan                             |
| Regional Transportation Plan Development              |
| <del>RTP Baseline Data and Application Support</del>  |
| SAFE system maintenance and reporting                 |
| <del>School Zone Circulation Study</del>              |
| <del>Short Range Transit Development Plan</del>       |
| <del>SRTS program: Obsolete</del>                     |
| SSTAC support   |
| Transit needs and unmet needs process and products    |
| Transportation Emergency Planning: Underway           |
| Transportation Improvement Program development        |
| <del>Transit Planning: Ridership survey</del>         |
| <del>Transit Planning: Short Range Transit Plan</del> |
| Trail Mapping: Underway                               |

**KEY**

|  |
|--|
| Mandatory                                    |
| <del>Planned and completed or obsolete</del> |
| Optional but regionally necessary            |

Tasha Ahlstrand has recommended that we initiate a Zero Emission Vehicle Readiness Plan. Here's the work that Mendocino has done:

<https://www.mendocinocog.org/zev-regional-readiness-plan>

We'll not be able to complete a Zero Emission Vehicle Readiness Plan for \$30,000 but we can begin it and then complete it in the 2022-23 year.

Alternatively, other TAC members or the public may recommend planning needs that are more urgent or important at this time. If yes, please be prepared to provide a basic cost, scope, and schedule for the work for the TAC consideration.

The final Overall Work Program is attached. In addition to this final work, match funding for City and County Safety Planning is included in the amendment. Other than minor adjustments, no additional work has been added.



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:

---

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>         | <b>\$ 26,000</b> | <b>\$ 26,000</b> | <b>\$ -</b> | <b>\$ -</b> |

#### 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>            | <b>\$ 5,000</b> | <b>\$ 5,000</b> | <b>\$ -</b> | <b>\$ -</b> |

#### 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>         | <b>\$ 3,000</b> | <b>\$ 8,900</b> | <b>\$ -</b> | <b>\$ -</b> |

#### 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.

| <b>Task/Activity</b>   | <b>Products</b>                        | <b>Schedule</b> |
|--|--|-----------------|
| 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,<br>notes | July - June |
|---|--|-------------------|-------------|

| 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 |

| <b>E2 Estimate</b>   | <b>Amount</b>    | <b>RPA</b>  | <b>STIP/PPM</b> | <b>TDA</b>       |
|----------------------|------------------|-------------|-----------------|------------------|
| 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        |

| <b>E3 Estimate</b>   | <b>Amount</b>   | <b>RPA</b>  | <b>STIP/PPM</b> | <b>TDA</b>      |
|----------------------|-----------------|-------------|-----------------|-----------------|
| 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 |
|--|--|---|---|---|---|---|---|---|---|---|---|---|---|
|--|--|---|---|---|---|---|---|---|---|---|---|---|---|

#### A Long Range Planning Coordination

|           |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Product 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Product 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Product 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Product 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |

#### B Overall Work Program Development

|           |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Product 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|

#### 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 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|

#### G Safety & Security Planning

|           |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Product 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|

#### H Transit Planning

|           |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Product 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|

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.

*Danvera Lightfoot* 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                            |   |



| Past Due |            | Due in 3 Months |         | Complete                  |        | CT Milestone Report - Del Norte County 8.16.2021 |             |   |  |   |                               |                               |                       |                    |               |                 |   |                                       |                     |                    |                  |
|----------|------------|-----------------|---------|---------------------------|--------|--|-------------|---|--|---|-------------------------------|-------------------------------|-----------------------|--------------------|---------------|-----------------|---|---------------------------------------|---------------------|--------------------|------------------|
| District | AMS ID     | Project Number  | Program | PM                        | County | Route  | Post Mile   | Nick Name                                     | Legal Description  | Work Description                              | Capital Construction Estimate | Capital Right-of-Way Estimate | Support Cost Estimate | Total Project Cost | Phase         | Program Project | Project Approval & Environmental Document (PA&ED) | Right-of-Way Certification (R/W Cert) | Ready To List (RTL) | Begin Construction | End Construction |
| 01       | 0100000193 | 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                                | \$64,677,000                  | \$6,499,000                   | \$40,658,381          | \$111,834,381      | PostRTL/Const | 05/22/2006      | 03/19/2020  | 04/15/2021                            | 05/03/2021          | 12/15/2021         | 10/03/2025       |
| 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                   | \$21,888,611          | \$45,289,611       | PostRTL/Const | 07/01/2014      | 07/05/2018  | 04/16/2019                            | 10/14/2019          | 05/08/2020         | 12/30/2023       |
| 01       | 0113000023 | 01-0C660        | SHOPP   | MELENDREZ, DAVID L        | DN     | 101  | 25.5/27.4   | CRESCENT CITY ADA                             | IN DEL NORTE COUNTY IN AND NEAR CRESCENT CITY FROM 0.4 MILE SOUTH OF ELK VALLEY ROAD TO 0.2 MILE NORTH OF WILSON AVENUE & BURTSCHHELL ST | CRESCENT CITY ADA                             | \$7,461,000                   | \$621,000                     | \$6,913,827           | \$14,995,827       | PostRTL/Const | 07/01/2016      | 06/27/2018  | 06/08/2020                            | 06/23/2020          | 12/29/2020         | 12/01/2023       |
| 01       | 0114000074 | 01-48800        | SHOPP   | MELENDREZ, DAVID L        | DN     | 199  | 1.1/2.8     | Park Culvert Rehab                            | IN DEL NORTE COUNTY NEAR CRESCENT CITY FROM 0.3 MILE NORTH OF ELK VALLEY CROSS ROAD TO 0.2 MILE SOUTH OF WALKER ROAD                     | CULVERT REHABILITATION                        | \$4,998,000                   | \$10,000                      | \$1,233,097           | \$6,241,097        | PostRTL/Const | 03/16/2016      | 02/01/2019  | 04/01/2020                            | 05/01/2020          | 10/01/2020         | 02/01/2023       |
| 01       | 0115000094 | 01-0F240        | SHOPP   | MELENDREZ, DAVID L        | DN     | 101  | 5.1/5.6     | Ehlers Left Turn Pocket                       | IN DEL NORTE COUNTY NEAR KLAMATH FROM 0.2 MI SOUTH TO 0.2 MI NORTH OF THE ROUTE 101 & EHLERS WAY INTERSECTION                            | EXTEND LEFT TURN POCKET                       | \$1,406,000                   | \$6,000                       | \$1,697,975           | \$3,109,975        | PostRTL/Const | 06/19/2018      | 04/28/2020  | 09/29/2020                            | 03/22/2021          | 10/13/2021         | 12/01/2022       |
| 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                  | \$127,857,762         | \$467,090,762      | PAED          | 06/01/2018      | 02/16/2026  | 07/01/2030                            | 09/02/2030          | 06/16/2031         | 10/14/2039       |
| 01       | 0115000108 | 01-0F310        | SHOPP   | MATTEOLI, JAIME C         | DN     | 101  | 39.8/39.8   | Dominie Creek Fish Passage                    | IN DEL NORTE COUNTY NEAR SMITH RIVER AT DOMINIE CREEK  | FISH PASSAGE MITIGATION                       | \$5,269,000                   | \$24,000                      | \$8,223,116           | \$13,516,116       | PostRTL/Const | 10/19/2015      | 01/15/2019  | 12/11/2019                            | 02/03/2020          | 06/18/2020         | 01/02/2023       |
| 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                       | \$4,272,000                   | \$0                           | \$2,208,316           | \$6,480,316        | PostRTL/Const | 08/16/2018      | 06/03/2019  | 10/01/2020                            | 12/07/2020          | 12/01/2021         | 01/02/2024       |
| 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                     | \$5,955,000                   | \$8,000                       | \$4,371,589           | \$10,334,589       | PSE           | 08/16/2018      | 05/12/2020  | 08/11/2021                            | 11/19/2021          | 03/23/2022         | 12/30/2023       |
| 01       | 0116000118 | 01-0G050        | SHOPP   | KING, ROBERT W            | 59V01  | VAR  | 0/0         | District Wide Curve Warning                   | IN LAKE, MENDOCINO, HUMBOLDT AND DEL NORTE COUNTIES AT VARIOUS LOCATIONS   | REPLACE CURVE WARNING SIGNS                   | \$1,605,000                   | \$9,000                       | \$2,823,268           | \$4,437,268        | PostRTL/Const | 09/01/2018      | 04/03/2019  | 03/20/2020                            | 03/23/2020          | 08/07/2020         | 12/01/2021       |
| 01       | 0116000125 | 01-0G100        | SHOPP   | CONSTANCIO, SHERRY K      | DN     | 101  | 12.5/15.5   | Roadway Stabilization & Retaining Wall Repair | IN DEL NORTE COUNTY NEAR KLAMATH FROM 0.4 MILE SOUTH OF WILSON CREEK BRIDGE TO 1.7 MILES NORTH OF RUDISILL ROAD                          | ROADWAY STABILIZATION & RETAINING WALL REPAIR | \$12,000,000                  | \$0                           | \$18,973,624          | \$30,973,624       | PostRTL/Const | 01/05/2016      | 01/15/2016  | 02/01/2016                            | 02/05/2016          | 02/16/2016         | 07/27/2023       |
| 01       | 0116000137 | 01-0G210        | SHOPP   | MATTEOLI, JAIME C         | 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                   | \$41,000                      | \$6,090,241           | \$15,070,241       | PostRTL/Const | 05/15/2017      | 10/29/2019  | 09/08/2020                            | 02/01/2021          | 08/05/2021         | 10/03/2024       |
| 01       | 0118000103 | 01-0H770        | MINOR B | GHIDINELLI, CHRISTOPHER M | DN     | 199  | 28.06/28.06 | IDLEWILD MS PAVING                            | IN DEL NORTE COUNTY NEAR IDLEWILD AT THE IDLEWILD MAINTENANCE STATION  | REPLACE ASPHALT                               | \$264,000                     | \$0                           | \$50,759              | \$314,759          | PostRTL/Const |                 |   |                                       |                     | 12/31/2021         | 12/31/2022       |
| 01       | 0118000190 | 01-0J210        | SHOPP   | MATTEOLI, JAIME C         | DN     | 101  | R3.9/23.6   | KLAMATH CAPM                                  | IN DEL NORTE COUNTY IN & NEAR KLAMATH FROM 0.1 MILE NORTH OF KLAMATH RIVER OVFL TO 0.9 MILE NORTH OF HAMILTON RD                         | CAPM  | \$30,811,000                  | \$53,000                      | \$4,976,462           | \$35,840,462       | PAED          | 06/24/2020      | 10/07/2022  | 07/01/2024                            | 07/15/2024          | 04/05/2025         | 12/01/2026       |
| 01       | 0119000016 | 01-48801        | SHOPP   | MELENDREZ, DAVID L        | DN     | 199  | 6.55/36.3   | DN-199 Culverts                               | IN DEL NORTE COUNTY NEAR HIOUCHI FROM 0.3 MILE NORTH OF MYRTLE CREEK BRIDGE TO 0.1 MILE SOUTH OF OREGON STATE LINE                       | REHAB CULVERTS                                | \$1,564,000                   | \$26,000                      | \$1,936,264           | \$3,526,264        | PostRTL/Const |                 | 02/01/2019  | 03/03/2020                            | 05/04/2020          | 08/20/2020         | 12/01/2022       |
| 01       | 0119000028 | 01-48802        | SHOPP   | MELENDREZ, DAVID L        | DN     | 199  | 1.1/2.6     | INSIDE PARK CULVERTS                          | IN DEL NORTE COUNTY NEAR CRESCENT CITY FROM 0.3 MILE NORTH OF ELK VALLEY CROSS ROAD TO 0.2 MILE SOUTH OF WALKER ROAD                     | CULVERT REHAB AND FISH PASSAGE                | \$2,693,000                   | \$94,000                      | \$1,656,712           | \$4,443,712        | PostRTL/Const | 03/16/2016      | 01/14/2020  | 01/19/2021                            | 04/28/2021          | 09/21/2021         | 12/02/2024       |

| Past Due |            | Due in 3 Months |           | Complete             |        | CT Milestone Report - Del Norte County 8.16.2021 |               |  |   |   |                               |                               |                       |                    |               |                 |   |                                       |                     |                    |                  |
|----------|------------|-----------------|-----------|----------------------|--------|--|---------------|--|---|---|-------------------------------|-------------------------------|-----------------------|--------------------|---------------|-----------------|---|---------------------------------------|---------------------|--------------------|------------------|
| District | AMS ID     | Project Number  | Program   | PM                   | County | Route  | Post Mile     | Nick Name                                    | Legal Description   | Work Description  | Capital Construction Estimate | Capital Right-of-Way Estimate | Support Cost Estimate | Total Project Cost | Phase         | Program Project | Project Approval & Environmental Document (PA&ED) | Right-of-Way Certification (R/W Cert) | Ready To List (RTL) | Begin Construction | End Construction |
| 01       | 0119000055 | 01-0J570        | SHOPP     | CONSTANCIO, SHERRY K | DN     | 199  | 33.5/33.9     | Collier Tunnel Safety Repairs                | IN DEL NORTE COUNTY AT RANDOLPH COLLIER TUNNEL  | TUNNEL SAFETY REPAIRS                                   | \$2,080,000                   | \$0                           | \$4,931,924           | \$7,011,924        | PostRTL/Const | 12/15/2018      | 12/26/2018  | 01/05/2019                            | 01/10/2019          | 05/31/2019         | 12/31/2021       |
| 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                           | \$230,714             | \$230,714          | PSE           | 07/01/2014      | 07/05/2018  | 04/16/2019                            | 06/30/2022          | 10/01/2022         | 06/01/2030       |
| 01       | 0120000033 | 01-0K140        | SHOPP     | MATTEOLI, JAIME C    | 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                                 | \$17,577,000                  | \$762,000                     | \$8,035,707           | \$26,374,707       | PAED          | 10/21/2020      | 08/19/2024  | 07/19/2026                            | 08/19/2026          | 02/02/2027         | 12/01/2028       |
| 01       | 0120000070 | 01-0K380        | MINOR A   | FLOYD, KIMBERLY R    | DN     | 101  | 27.5/27.9     | CRESCENT CITY PED & BIKE PATH                | IN DEL NORTE COUNTY IN CRESCENT CITY FROM 0.4 MILE SOUTH OF WASHINGTON STREET BRIDGE TO 0.2 MILE WEST OF WASHINGTON STREET SB ON RAMP | CONSTRUCT ADA PATH                                      | \$1,250,000                   | \$36,000                      | \$1,926,663           | \$3,212,663        | PAED          | 04/01/2020      | 10/01/2021  | 02/15/2023                            | 02/15/2023          | 05/01/2023         | 12/01/2023       |
| 01       | 0120000129 | 01-0K640        | SHOPP     | MATTEOLI, JAIME C    | 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 | \$1,390,000                   | \$3,000                       | \$2,970,043           | \$4,363,043        | PAED          | 06/23/2021      | 01/23/2023  | 07/24/2023                            | 10/02/2023          | 03/19/2024         | 12/01/2025       |
| 01       | 0120000135 | 01-0K690        | SHOPP     | MATTEOLI, JAIME C    | DN     | 101  | 0/46.5        | Culvert Rehabilitation & Fish Passage        | IN DEL NORTE COUNTY ON ROUTE 101 FROM THE HUM-DN COUNTY LINE TO THE OREGON STATE LINE   | DRAINAGE CORRECTIONS & FISH PASSAGE                     | \$14,802,000                  | \$2,992,000                   | \$9,930,919           | \$27,724,919       | PAED          | 07/01/2022      | 05/02/2025  | 05/03/2027                            | 08/03/2027          | 02/01/2028         | 12/01/2029       |
| 01       | 0121000010 | 01-0K790        | SHOPP     | CONSTANCIO, SHERRY K | DN     | 199  | 27.5/36.4     | SLATER FIRE                                  | IN DEL NORTE COUNTY NEAR IDLEWILD FROM 0.6 MI SOUTH OF IDLEWILD MAINT STATION RD TO THE OREGON STATE LINE                             | FIRE REPAIRS  | \$4,000,000                   | \$0                           | \$5,008,990           | \$9,008,990        | PostRTL/Const | 09/11/2020      | 09/11/2020  | 01/01/2022                            | 09/11/2020          | 09/11/2020         | 01/01/2022       |
| 01       | 0121000034 | 01-0K950        | SHOPP     | MATTEOLI, JAIME C    | DN     | 101  | 15.7/16.2     | Damnation Creek Safety                       | IN DEL NORTE COUNTY FROM 4.57 MILES SOUTH OF MILL CREEK PARK ENTRANCE - ROAD 8068 TO 4.07 MILES SOUTH OF MILL CREEK PARK ENTRANCE     | SUPER EL IMPROVEMENTS AND MGS                           | \$3,260,000                   | \$40,000                      | \$2,870,160           | \$6,170,160        | PID           | 05/02/2022      | 07/29/2024  | 10/02/2026                            | 11/20/2026          | 04/16/2027         | 10/04/2028       |
| 01       | 0121000044 | 01-0L040        | SHOPP     | CONSTANCIO, SHERRY K | 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  | \$14,000,000                  | \$0                           | \$8,939,136           | \$22,939,136       | PostRTL/Const | 02/18/2021      | 02/18/2021  | 02/18/2021                            | 02/18/2021          | 02/17/2021         | 11/01/2022       |
| 01       | 0121000057 | 01-0L070        | SHOPP     | CONSTANCIO, SHERRY K | DN     | 101  | 42.01/42.01   | DN Culvert Repair                            | IN DEL NORTE COUNTY NEAR CRESCENT CITY AT 0.5 MI SOUTH OF LOPEZ AVE-RD 8023   | EMERGENCY CULVERT REPAIR                                | \$425,000                     | \$0                           | \$142,955             | \$567,955          | PostRTL/Const | 03/12/2021      | 03/12/2021  | 03/12/2021                            | 03/12/2021          | 04/28/2021         | 11/01/2021       |
| 01       | 0121000070 | 01-43641        | SHOPP     | MELENDREZ, DAVID L   | 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                           | \$1,171,795           | \$1,671,795        | PSE           | 04/07/2021      |   |                                       | 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                           | \$342,180             | \$642,180          | PostRTL/Const | 04/07/2021      |   | 07/15/2025                            | 05/03/2021          | 12/01/2025         | 12/01/2027       |
| 01       | 0121000075 | 01-0L140        | OVERSIGHT | CHECHI, TARIQ M      | DN     | 101  | 3.72/3.78     | Resighini Encroachment Permit                | In Del Norte County at Klamath River Overflow   | Oversite  | \$0                           | \$0                           | \$97,948              | \$97,948           | PAED          |                 | 06/01/2022  | 01/15/2023                            | 11/01/2022          | 02/14/2023         | 11/01/2023       |
| 01       | 0121000086 | 01-0L230        | SHOPP     | CONSTANCIO, SHERRY K | 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                           | \$2,069,704           | \$8,569,704        | PostRTL/Const | 05/12/2021      | 05/12/2021  | 05/12/2021                            | 05/12/2021          | 06/21/2021         | 11/01/2022       |
| 01       | 0121000096 | 01-0L320        | SHOPP     | CONSTANCIO, SHERRY K | DN     | 199  | 9.93/9.93     | Accelerated Pavement Failure/Subgrade Drains | IN DEL NORTE COUNTY NEAR GASQUET AT 400 FT TURNOUT RT   | ACCELERATED PAVEMENT & DRAINAGE REPAIR                  | \$0                           | \$0                           | \$269,951             | \$269,951          | PostRTL/Const | 05/20/2021      | 05/20/2021  | 05/20/2021                            | 05/20/2021          | 05/21/2021         | 11/01/2021       |