

**TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING AT 2:00 P.M. TUESDAY, SEPTEMBER 27, 2022
WASTEWATER TREATMENT PLANT COMMUNITY ROOM
210 BATTERY STREET, CRESCENT CITY, CA 95531**

This is an in-person meeting. If you cannot attend in person, register in advance for this webinar:

[HTTPS://US02WEB.ZOOM.US/WEBINAR/REGISTER/WN_JNHUYCIIRIOGZOXHLX1AAG](https://us02web.zoom.us/webinar/register/wN_JNHUYCIIRIOGZOXHLX1AAG)

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 August 30, 2022

By consensus, approve minutes.

4. Planning, Programming and Monitoring (PPM) funding

Proposed action: Consider PPM and regional needs, and make a recommendation to the Del Norte Local Transportation Commission

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

Proposed action: Consider funding available and project needs, and make a recommendation to the Del Norte Local Transportation Commission

6. Overall Work Program Amendment 1

Proposed action: Recommend DNLTC adopt Overall Work Program Amendment 1

7. Discussion items

- District 1 Pedestrian and Bicycle advisory committee
- Statewide equity advisory committee
- Information sharing by TAC members, including project updates: California Highway Patrol, Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC.

8. Adjourn to the regularly scheduled meeting on September 27, 2022, at 2 p.m.

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

MINUTES
TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING AT 2:00 P.M. ON AUGUST 30, 2022

Present: Larry Depee, California Highway Patrol
Andrew Leighton, City, Chair
Heidi Kunstal, County, Vice-Chair
Jon Olson, City
Suresh Ratnam, Caltrans
Joe Rye, RCTA

Absent: Rosanna Bower, County
Todd Garrett, Harbor
Patricia Ulmer, Yurok Tribe

Also Present: Tatiana Ahlstrand
Susan Brown, Rural Approaches
Valency Fitzgerald, Caltrans
Talitha Hodgson, Caltrans
Tamera Leighton, DNLTC
Maia Mello, County
Deborah Otenburg, County
Jeff Schwein, Green DOT

1. CALL MEETING TO ORDER

Chair Leighton called the meeting to order at 2:04 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 JUNE 28, 2022

Proposed action: By consensus, approve minutes.

Andrew Leighton noted on Item 4, city should be replaced by county, and that Jon Olson was listed as chair.

Public Comment: None

Heidi Kunstal moved to approve the minutes of August 30, 2022, with the noted changes, seconded by Jon Olson, and unanimously carried; the Technical Advisory Committee approved the minutes of August 30, 2022, with the noted changes.

**4. CONSIDER PROPOSED IMPROVEMENTS ON US 199 AT ELK VALLEY CROSSROAD.
PROPOSED ACTION: RECOMMEND DNLTC**

- i. Approve the Project Initiation Proposal and authorize the Executive Director and Legal Counsel to execute all documents necessary to complete the Project Initiation Document.
- ii. Authorize the Executive Director and Legal Counsel to execute the Cooperative Agreement contributing up to the fixed amount of \$515,063 to the project outlined in the Project Initiation Proposal.

Tamera Leighton referred to the email update that item ii is no longer needed, just action on item i. Tamera explained the Project Initiation Proposal (PIP) is developed before the Project Initiation Document (PID). Valancey Fitzgerald, Caltrans, explained the PIP is completed and they expect to have the PID completed at the end of the calendar year. The cost estimate will be assessed and the project will be funded entirely by Caltrans. Valency also explained if there are cost increases the project will be down scoped, most likely on the bike and pedestrian path. Talitha Hodgson, Caltrans, added the current cost estimate is around 3 million dollars. Tamera said this would leave the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRSSA) funds available for other projects. This will be discussed at a future meeting.

Public Comment: None

Heidi Kunstal moved to recommend the Del Norte Local Transportation Commission approve the Project Initiation Proposal and authorize the Executive Director and Legal Counsel to execute all documents necessary to complete the Project Initiation Document, seconded by Jon Olson, and unanimously carried; the Technical Advisory Committee recommends the Del Norte Local Transportation Commission approve the Project Initiation Proposal and authorize the Executive Director and Legal Counsel to execute all documents necessary to complete the Project Initiation Document.

5. WEBSITE AND CROWDSOURCING REVIEW BY GREEN DOT TRANSPORTATION SOLUTIONS: INFORMATION ONLY.

Jeff Schwein, Green DOT, gave a presentation on the crowdsourcing tool. Jeff discussed the levels of input, public comments, and filtering reports. Jeff commented the Commission needs to get the word out about the crowdsourcing tool to gather more input. Comments can also be entered manually if needed. The data gathered will be useful for grants. There is still some work that needs to be done on the application to simplify the query and develop a mobile interface.

6. REGIONAL MAPPING CONTRACT

Proposed action: Recommend Del Norte Local Transportation Commission award the regional mapping contract to the highest scoring firm.

Tamera Leighton explained the scoring process and recommends the TAC accept the highest scoring bidder which is GHD.

Jon Olson moved to recommend Del Norte Local Transportation Commission award the regional mapping contract to GHD, seconded by Suresh Ratnam, and unanimously

carried; the Technical Advisory Committee recommends Del Norte Local Transportation Commission award the regional mapping contract to GHD.

7. DISCUSSION

- Overall Work Program reconciliation – Tamera Leighton discussed the Overall Work Program (OWP) reconciliation. The TAC discussed the use of the funds such as Zero Emission Vehicle (ZEV) planning and the County’s Safety and Security Planning project. The County’s Safety and Security Planning project requires an additional \$5,000. Maia Mello reported that the contract is being awarded and they are forming a work group. The planning will look at all modes of transportation and different scenarios involving emergencies. Tamera will update the OWP and present it to the TAC for review and agreement. Then it will go before the Commission for approval.

- Statewide equity advisory committee – Suresh Ratnam relayed the State is developing a statewide equity advisory committee and is encouraging local representation. The application is online and in the TAC packet.

- Information sharing by TAC members, including project updates: California Highway Patrol, Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC. Jon Olson reported the city has been awarded an additional 3 million dollars for the Beach Front Park Project. Jon also announced that his final day with the City is October 24th; he has taken a position at the County. The city will look for an interim consultant. Joe Rye reported that the fall and winter schedules will include the maximum service. Wi-Fi is being installed on all of the buses and a new route is added for school kids. Suresh Ratnam reported that the Regional Planning Grant program has opened up and he will send information to the TAC.

8. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON SEPTEMBER 27, 2022 AT 2:00 PM.

With no further business to come before the TAC, the Chair adjourned the meeting at 3:15 p.m., to the next regularly scheduled meeting on September 27, 2022, at 2:00 p.m.

Respectfully submitted,

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Item 7 Staff Report

DATE: SEPTEMBER 27, 2022
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: PLANNING, PROGRAMMING AND MONITORING (PPM) FUNDING

PROPOSED ACTION: Consider PPM and regional needs and make a recommendation to the Del Norte Local Transportation Commission.

BACKGROUND: Planning, Programming, and Monitoring (PPM)

The CTC STIP Guidelines describe the following eligible PPM activities:

- Regional transportation planning – includes the development and preparation of the regional transportation plan
- Project planning – includes the development of project study reports or major investment studies conducted by regional agencies or by local agencies, in cooperation with regional agencies
- Program development – includes the preparation of regional transportation improvement programs (RTIPs) and studies supporting them
- Monitoring the implementation of STIP projects – includes project delivery, timely use of funds, and compliance with state law and CTC guidelines.

Most often used for Project Initiation Documents leading to funding applications.

We have \$20,000 that must be spent by June 30, 2023 and an additional \$28,000 that needs to be spent by June 30, 2024. We can spend a total of \$48,000 now. This is funded at \$28,000 annually in a two-year STIP cycle.

Carryover: \$20,000

Current year: \$28,000

2023-24 year: \$28,000

Item 7 Staff Report

DATE: SEPTEMBER 27, 2022
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS
ACT OF 2021 (CRRSAA)

PROPOSED ACTION: Consider funding available and project needs and make a recommendation to the Del Norte Local Transportation Commission.

BACKGROUND: The CRRSAA and RSTP fact sheets are attached.

Funds available:

STIP: \$315,063

Non-STIP: \$200,000

[Travel](#)[Work with Caltrans](#)[Programs](#)[Caltrans Near Me](#)[Search](#)

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

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

CRRSAA

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

Eligible Project Types

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

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

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

Questions and Contacts

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

Continue to check this site periodically for any program updates.

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

Regional Surface Transportation Program

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

Projects eligible for funding from the RSTP include:

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

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



Item 7 Staff Report

DATE: SEPTEMBER 27, 2022
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: OVERALL WORK PROGRAM AMENDMENT 1

PROPOSED ACTION: Recommend DNLTC adopt resolution 2022 14 approving the 2022-23 Overall Work Program Amendment 1.

BACKGROUND: The Overall Work Program (OWP) is the primary management tool for the Del Norte Local Transportation Commission, identifying the activities and schedule of work for regional transportation planning in Del Norte County.

DISCUSSION: The following chart reflects the changes to the Overall Work Program, thus creating the necessity for Amendment 1, which adds carryover funding from the prior year.

Work Element:	Purpose of change:	Action taken:
C 3	Adds funding	Adds \$1,000 to accommodate a special project.
G 1	Adds funding	Adds \$5,000 to accommodate work product contract needed for the 2022-23 year.
H 1	Adds funding	Adds \$12,525.74 to accommodate the work product needed for the 2022-23 year.

The proposed resolution and amendments are attached.

RESOLUTION NO. 2022. 14

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION APPROVING
AMENDMENT 1 OF THE 2022-23 OVERALL WORK PROGRAM

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

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

WHEREAS, the Del Norte Local Transportation Commission adopted the 2022-23 OWP at the May 3, 2022 meeting; and

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

WHEREAS, Amendment 1 of the 2021-22 OWP makes the following changes:

Work Element:	Purpose of change:	Action taken:
C 3	Adds funding	Adds \$1,000 to accommodate a special project.
G 1	Adds funding	Adds \$5,000 to accommodate work product contract needed for the 2022-23 year.
H 1	Adds funding	Adds \$12,525.74 to accommodate the work product needed for the 2022-23 year.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Del Norte Local Transportation Commission hereby approves Amendment 1 of the 2022-23 Overall Work Program.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission, a Regional Transportation Planning Agency of the State of California on the 5th day of October 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Darrin Short, Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

WORK ELEMENT C Public Participation and Information Dissemination

2022-23 Overall Work Program Final

Expenditures		Revenue by Fund Source			
Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 34,750.00	\$ 34,750.00	-	\$ -	\$ -
Consultant/City of Crescent City	\$ 31,000.00	\$ 31,000.00	\$ -	\$ -	\$ -
Dues			\$ 2,500.00		
Travel Reimbursement (staff/commission)	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -
TOTAL	78,250.00	\$ 65,750.00	2,500.00	\$ 10,000.00	\$ -

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

Objective

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

Discussion

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

Previous Accomplishments

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

Product 1: Informed Local Transportation Commission

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

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

Product 2: Partnerships and Planning Agreements

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

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

Product 3: Website & Crowdsourcing Information

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

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

WORK ELEMENT G Safety & Security Planning

2022-23 Overall Work Program Final

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 3,000	\$ 3,000	\$ -	\$ -	
Consultant	\$ 25,000	\$ 25,000	\$ -	\$ -	
TOTAL	\$ 28,000.00	\$ 28,000.00	\$ -	\$ -	

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

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. Systemic Safety Analysis Support, Highway Safety Improvement Program grant application support. Crescent City and Del Norte County Local Roadway Safety Plans.

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.	Agendas and minutes	August - September
3 Develop the draft Transportation Annex to the Emergency Operations Plan.	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	\$ 3,000	\$ 3,000	\$ -	\$ -
Consultant	\$ 25,000	\$ 25,000	\$ -	\$ -
Total	\$ 28,000	\$ 28,000	\$ -	\$ -

WORK ELEMENT H Zero Emission Support Plan
2022-23 Overall Work Program Final

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff		\$ 8,000.00	\$ -		
Consultant		\$ 57,875.74	\$ -	\$ -	
TOTAL	\$ -	\$ 65,875.74	\$ -	\$ -	

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract. The consultant area of this work is expected to capture carryover.

Objective

This work element will develop a detailed scope of work to begin to address the regional needs to meet the Zero Emission Vehicle mandates created by Governor Newsom in 2020.

Discussion

Governor Newsom signed an executive order that bans the sale of new gasoline and diesel-powered vehicles by 2035. The California Air Resources Board mandated that all new trucks sold in California emit zero emissions by 2045. This is the initiation of what is likely to be several years of planning efforts to meet the new mandate in a balanced and respectful way.

Previous Accomplishments

Participation on the North State Super Region Zero Emissions Planning Workgroup. Transit Development Plans.

Product 1: ZEV Project Initiation

Task/Activity	Products	Schedule
Develop a Request for Proposals in partnership with the Technical Advisory Committee. Administer a consultant selection process. Responsible party: DNLTC.	Consultant selection process materials.	July - June
Project monitoring and administration. Responsible party: DNLTC.	Progress reports and invoice processing.	July - June
Establish a regional Workgroup. Responsible party: DNLTC.	Agendas, minutes, workplan.	July - September
Develop a draft detailed and prioritised workplan to address Zero Emission Vehicle and Zero Emission Bus mandates for review by Regional Workgroup. Responsible party: Consultant.	Agendas, minutes, draft workplan.	September - November
Develop and initiate a draft strategy to address the priorities set by the workplan to meet the California's ZEV and ZEB mandates. Responsible party: Consultant.	Agendas, minutes, strategy.	November - June
Prepare final workplan and strategy for approval by DNLTC. Responsible party: Consultant.	Final workplan and strategy.	November - June

Product 1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 8,000	\$ 8,000	\$ -	\$ -
Consultant	\$ 57,876	\$ 57,875.74	\$ -	\$ -
Total	\$ 65,876	\$ 65,875.74	\$ -	\$ -