

DEL NORTE LOCAL TRANSPORTATION COMMISSION
SPECIAL MEETING AGENDA: TUESDAY, JANUARY 9, 2024 AT 3 PM
DEL NORTE COUNTY BOARD OF SUPERVISORS CHAMBERS
FLYNN ADMINISTRATIVE CENTER, 981 H STREET, CRESCENT CITY, CA

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

1. Call Meeting to Order
2. Pledge of Allegiance
3. Public comment period
Anyone wishing to make public comments regarding matters either on or off the agenda and within the Commission's jurisdiction may do so at this time; however, the Commission is not permitted to act on non-agenda items.
4. Adjourn to the Policy Advisory Committee

CONSENT AGENDA for POLICY and ADMINISTRATIVE

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

- a) Minutes of November 7, 2023
Staff recommendation: By consensus, accept minutes of November 7, 2023.
- b) Title VI Update
TAC and staff recommendation: By polled vote, approve resolution 2024 1 for the Title VI update.
- c) Public Participation Plan update
TAC and staff recommendation: By consensus, approve the 2024 Public Participation Plan.
- d) South Beach Climate Resilience Plan contract with GHD Inc.
Review team and staff recommendation: By polled vote, authorize the executive director to execute the agreement with GHD Inc. after review by counsel as to form for the South Beach Climate Resilience Plan.
- e) Accept the 2022-23 Fiscal Audit .
Staff recommendation: By consensus, accept the 2022-23 Fiscal Audit.

POLICY and ADMINISTRATIVE

- f) County request for planning grant match funding.

TAC & Staff recommendation: By polled vote, approve \$20,000 of match funding in the 2024-25 Overall Work Program for the County's climate adaptation planning grant.

- g) Draft 2024-25 Overall Work Program

TAC & Staff recommendation: Direct staff to fully develop the 2024-25 Overall Work Program with the presented work elements.

- h) SB 125 formula-based funding for Redwood Coast Transit Authority

Redwood Coast Transit Authority & Staff recommendation: By polled vote, adopt resolution 2024 2 approving the SB 125 formula-based Transit & Intercity Rail Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP) allocation plan for fiscal year 2023/24.

- i) Discussion items

- Caltrans Milestones report (attached)

- j) Policy Advisory Committee comments and reports

5. Action on the recommendations of the Policy Advisory Committee

Adjourn as the Policy Advisory Committee, reconvene as the Del Norte Local Transportation Commission, and by polled vote, approve and adopt the actions taken by the Policy Advisory Committee in the items listed above.

6. Adjourn until the regular meeting on Tuesday, February 6, 2024 at 3 p.m.

For reasonable accommodations to participate in the meeting, contact Executive Director Tamera Leighton, at (707) 465-3878, (707) 218-6424, or tameraleighton@dnltc.org.

CONSENT AGENDA ITEM A-D

DATE: JANUARY 9, 2024
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: CONSENT AGENDA ITEMS

- a) Minutes of November 7, 2023
Staff recommendation: By consensus, accept minutes of November 7, 2023.

- b) Title VI Update
TAC and staff recommendation: By polled vote, approve resolution 2024 1 for the Title VI update.

This is a required update of a current document, which has minor changes only.

- c) Public Participation Plan update
TAC and staff recommendation: By polled vote, approve the 2024 Public Participation Plan.

This is a required update of a current document, which has minor changes only.

- d) South Beach Climate Resilience Plan contract with GHD Inc.

Review team and staff recommendation: By polled vote, authorize the executive director to execute the agreement with GHD Inc. after review by counsel as to form for the South Beach Climate Resilience Plan.

There was one proposal submitted from a qualified applicant, and Caltrans has consented to the sole-source contracting. The partnership review team unanimously recommends this contract.

- e) Accept the 2022-23 Fiscal Audit .
Staff recommendation: By consensus, accept the 2022-23 Fiscal Audit.

This annual audit has not findings. It is usual and customary.

DEL NORTE TRANSPORTATION COMMISSION
MEETING MINUTES: TUESDAY, NOVEMBER 7, 2023, AT 3:00 PM

Present: Commissioner Ray Altman, City
Commissioner Blake Inscore, City, Chair
Commissioner Valerie Starkey, County
Commissioner Darrin Short, County
Tatiana Ahlstrand, Caltrans, Policy Advisory Member

Absent: Commissioner Joey Borges, County, Vice-Chair
Commissioner Jason Greenough, City

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

1. CALL MEETING TO ORDER

Chair Inscore called the meeting to order at 3:04 p.m.

2. PLEDGE OF ALLEGIANCE

Chair Inscore led the Pledge of Allegiance.

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Commission: None.

4. ADJOURN TO THE POLICY ADVISORY COMMITTEE

CONSENT AGENDA for POLICY and ADMINISTRATIVE

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

a) Minutes of August 1, 2023

Staff recommendation: By consensus, accept minutes of August 1, 2023.

b) 2024 Regional Transportation Improvement Program

Requested action: By polled vote, approve the 2024 Regional Transportation Improvement Program by resolution 2023 13.

c) CHP agreement

Staff recommendation: By polled vote, authorize the executive director to execute the agreement with the California Highway Patrol for the call box system.

d) Profile contract

Requested action: By polled vote, authorize the executive direct to execute the agreement with the California Highway Patrol for the call box system.

d) Profile contract

Requested action: By polled vote, authorize the executive director to execute the agreement with CSU Chico for the 2024 Economic and Demographic Profile.

Public comment: None

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

POLICY and ADMINISTRATIVE

Public comment: None

On a motion by Commissioner Short, seconded by Commissioner Starkey, and carried on a polled vote the Del Norte Local Transportation Commission approved item 4 c.

e) Overall Work Program Amendment 1

TAC & Staff recommendation: Adopt resolution 2023 14 amending the 2023-24 Overall Work Program Amendment

Tamera Leighton reported this is a significant amendment to the Overall Work Program, specifically for the South Beach Climate Sea Level Rise funding for \$300,000. Authorizing this change will give the Executive Director the ability to move forward with the grant application. This project is in partnership with the Harbor and Elk Valley Rancheria. The other changes are minor in nature.

Public comment: None

On a motion by Commissioner Short, seconded by Commissioner Altman, and carried on a polled vote the Del Norte Local Transportation Commission adopted resolution 2023 14 amending the 2023-24 Overall Work Program Amendment.

f) Legal Review Policy for Contracting

TAC and Staff recommendation: By polled vote, approve the legal review policy for contracting.

Tamera Leighton explained that when the Commission changed to independent counsel they suggested contracts be edited to a standard language for standard work.

Public comment: None

On a motion by Commissioner Howard, seconded by Commissioner Short, and carried on a polled vote the Del Norte Local Transportation Commission approved the legal review policy for contracting.

g) Green DOT Transportation Solutions contract for the 2024 Regional Transportation Plan

TAC and Staff recommendation: By polled vote, authorize the executive director to sign the contract after approval by counsel.

Tamera Leighton explained the Commission will be conducting a minimum updated Regional Transportation Plan. This document is updated every four years. The fully updated Regional Transportation Plan will happen later. The contract has already been reviewed by legal counsel and is ready for approval by the Commission.

Public comment: None

On a motion by Commissioner Short, seconded by Commissioner Altman, and carried on a polled vote, the Del Norte Local Transportation Commission authorizes the executive director to sign the contract for the 2024 Regional Transportation Plan update.

h) Discussion items

- (added) Transit and Intercity Rail Capital Program (TRICP) funding – Tamera Leighton explained the Regional Transportation Commission is required to collaborate with Transit and submit it to the state. The document is due by the end of this year. Transit will be doing all the work on the document and the funding is for Transit only and will fund the Transit Hub and Zero Emission Buses.
- US 199 at Elk Valley Crossroad and Safety Corridor update – Tamera Leighton reported the round-a-bout is being worked through the process. The draft safety corridor document will be received later this month for review.
- US 197/199 operational improvement second quarter update – Tamera Leighton reported this is the second quarter update. Tamera attended the California Transportation Commission meeting last month where the operational improvements on Highway 199/197 were programmed and the funds will be allocated in December. \$60 million will be allocated for the work.
- Last Chance Grade second quarter update – Tamera Leighton reported that Last Chance Grade is open for two-way traffic. The annual update to the California Transportation Commission will be given in December in Riverside.
- Caltrans Milestones report – Tamera Leighton stated the report is in the packet.
- Middle Mile project information – Tasha Ahlstrand reported the project is in design and construction is scheduled to start in the fall of 2024.

5. POLICY ADVISORY COMMITTEE COMMENTS AND REPORTS

Jess Clifton, Caltrans Engineer, gave a presentation on the progress of the Dr, Fine Bridge project. Jess shared some drone photos that show the progress on the retaining walls, the upstream access trestle, and the detour bridge launch. The project is on schedule.

Tasha Ahlstrand congratulated the Commission and the Yurok Tribe on the successful Climate Grant. Tamera Leighton added that Redwood Coast Transit Authority received their grant for the Transit Development Plan.

6. ACTION ON THE RECOMMENDATIONS OF THE POLICY ADVISORY COMMITTEE

Adjourn as the Policy Advisory Committee, reconvene as the Del Norte Local Transportation Commission, and by polled vote, approve and adopt the actions taken by the Policy Advisory Committee in the items listed above.

Public Comment: None

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

7. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, DECEMBER 5, 2023, AT 3:00 P.M.

With no further business before the Commission, Chair Inscore adjourned the regular meeting at 3:37 p.m., until the next regularly scheduled meeting on Tuesday, December 5, 2023, at 3:00 p.m.

Respectfully submitted

Tamera Leighton, Executive Director

Title VI Compliance Plan

Prepared for: Del Norte Local Transportation Commission

Prepared by: Tamera Leighton, Executive Director

Adopted on January 8, 2014

Table of Contents

INTRODUCTION	2
TITLE VI POLICY	3
ORGANIZATION	4
TITLE VI STATEMENT	5
PROGRAM AREA RESPONSIBILITIES	6
COMMUNICATIONS AND PUBLIC INVOLVEMENT PROGRAM	9
MAJOR PROGRAMS	11
COMPLAINT PROCEDURE AND COMPLAINT FORM	15
APPENDIX A: RESOLUTION	17
APPENDIX B: COMPLAINT FORM	18
APPENDIX C: MINORITY REPRESENTATION	20
APPENDIX D: PUBLIC PARTICIPATION PLAN	22

INTRODUCTION

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) have a longstanding policy of actively ensuring nondiscrimination under Title VI of the 1964 Civil Rights Act in federally funded activities. In recent years, a renewed emphasis on Title VI issues and Environmental Justice (EJ) has become a more integral focus of transportation planning and programming process. A commitment to Title VI has, and continues to be, reflected in the Del Norte Local Transportation Commission's (DNLTC's) Work Program, communications, public involvement efforts, and overall operations.

DNLTC is guided by federal Title VI and EJ mandates and the Commission strives to not only meet these mandates, but to create an overall transparent, inclusive planning process. As the Regional Transportation Planning Agency (RTPA) for the Del Norte region, DNLTC is committed to making Title VI and EJ a part of our planning process and a guide for our public participation efforts. This document establishes a framework for DNLTC's efforts to ensure compliance with Title VI and related statutes regarding nondiscrimination and EJ.

Our Purpose and Responsibilities

Del Norte Local Transportation Commission (LTC) is one of 43 Regional Transportation Planning Agencies (RTPA) in California, created as a result of Section 29532 of the Government Code. The principal purpose of RTPAs in rural areas is to prepare and adopt planning and programming documents required by law, and allocate funds and administer various funding programs that involve cities, counties, and transit operators

Local Transportation Commissions (LTCs) serve rural counties and are limited to dealing only with transportation planning issues. There is some latitude on the membership for RTPAs, but they must include representation from each City and County. Del Norte Local Transportation Commission members serve one year terms by appointment. The Crescent City Council appoints three members and Del Norte County Board of Supervisors appoints three members. The Commissioners, with the addition of a representative from the California Department of Transportation, serve as the Policy Advisory Committee.

Title VI Policy

Del Norte Local Transportation Commission assures that no person shall on the grounds of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any agency-sponsored program or activity.

Del Norte Local Transportation Commission further assures that every effort will be made to ensure nondiscrimination in its programs and activities, whether those programs and activities are federally funded or not.

In the event that DNLTC distributes federal funds to another entity, DNLTC will include Title VI language in all written agreements. Title VI compliance is a condition of the receipt of federal funds. DNLTC Executive Director is the Title VI compliance Manager and is authorized to ensure compliance with provisions of this policy and with the law, including the requirements of Title 23 Code of Federal Regulations (CFR) 200 and Title 49 CFR 21.

Del Norte Local Transportation Commission acknowledges its responsibility for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by Title 20 Code of Federal Regulations 200 and by Title 49 CFR Part 21.

Blake Inscore, Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

ORGANIZATION

DNLTC's Executive Director is authorized to ensure compliance with provisions of DNLTC's policy of nondiscrimination and with the law and additionally serves as the Title VI Compliance Manager. In support of this, the Executive Director will:

- ▶ Monitor and discuss progress, implementation, and compliance issues;
- ▶ Periodically review the Commission's Title VI program to assess if administrative procedures are effective and adequate resources are available to ensure compliance;
- ▶ Develop and submit the Title VI Report when required and Update to the California Department of Transportation and prepare for any Title VI Audits;
- ▶ Forward all Title VI Complaints received by DNLTC to the appropriate state and/or federal agency; and
- ▶ Assess communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups and address additional language needs, as necessary.

Title VI Program Areas

While all of DNLTC's work is informed by nondiscrimination directives, for the purpose of this report four Program Areas have been identified to which Title VI is especially applicable. Within these Program Areas, the Commission's Title VI-related responsibilities fall into two main categories: "General Responsibilities," applicable to all Title VI Program Areas; and "Program Area Responsibilities" that are specific to each Title VI Program Area. The three Program Areas are:

- ▶ Communications and Public Involvement
- ▶ Planning and Programming
- ▶ Consultant Contracts

Note: DNLTC does not have any employees.

General Responsibilities

The following is a list of general Title VI Commission responsibilities that are applicable to all four Title VI Program Areas. The Title VI Compliance Manager (Executive Director) is responsible for ensuring that these elements of the plan are appropriately implemented and maintained.

- ▶ Data Collection: Statistical data on race, ethnicity, Limited English Proficiency (LEP), and other population groups will be collected on a regular basis. The process will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of the Title VI program, conducting EJ analyses, and guiding public participation efforts.

-
- ▶ Report and Update to Caltrans and Planning Partners upon request: A Report and Update is to be submitted upon request to Caltrans' Title VI coordinators and to DNLTC's other federal planning partners. The Title VI Compliance Manager is responsible for preparing the document. The document is to include a report on the Title VI, EJ, and public participation activities and efforts, including accomplishments and program changes, and an update on Title VI-related goals and objectives.
 - ▶ Dissemination of Information Related to the Title VI Program Information on the Commission's Title VI program is to be disseminated to sub recipients and beneficiaries, as well as to the public.
 - ▶ Procedures Manual: A procedures manual, or Planning Methodology, for the Commission's Title VI, EJ, and public participation programming, will be maintained and updated as needed. The manual incorporates the procedures necessary to inform DNLTC's Title VI compliance, EJ, and public outreach standards.
 - ▶ Audit by Caltrans' and/or Federal Partners on Title VI Compliance: As required, DNLTC will participate in Title VI and EJ audits conducted by Caltrans and/or federal planning partners.

TITLE VI STATEMENT

This text will remain permanently at the public area of the Commission office and on the Commission's website, www.DNLTC.org, as well as in DNLTC publications and other public documents:

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, 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 see call (707) 465-3878 or email TameraLeighton@DNLTC.org.

Complaints

Any individual may exercise his or her right to file a complaint, or have a legal representative file a claim on his/her behalf, if that person believes that she or he or any other program beneficiaries have been subjected to unequal treatment or discrimination on the grounds of race, color, or national origin in any program administered by DNLTC and/or its sub-recipients, consultants, or contractors. Please see DNLTC's Title VI Complaint Procedure and Form, included in this document.

PROGRAM AREA RESPONSIBILITIES

Communications and Public Involvement

The goal of DNLTC's Communications and Public Involvement Program is to ensure early and continuous public notification about, and participation in, major actions and decisions by the Commission. In seeking public comment and review, DNLTC makes a concerted effort to reach all segments of the population, including minority and low-income communities, and organizations representing these and other traditionally underserved groups. DNLTC uses a broad range of public information and participation opportunities, including dissemination of proposals and alternatives, a process for submitting comments, public meetings, settings for open discussion, communication programs, information services, and consideration of and response to public comments. DNLTC actively solicits full membership participation on the Social Services Transportation Advisory Council from people living in and representing underserved communities; and we actively seek and achieve partnership and participation with Tribal governments.

Operational Guidelines

DNLTC's policy for public involvement are comprehensive and include:

Public Participation Policy

Policy 1: Del Norte Local Transportation Commission (DNLTC) will actively engage the public and appropriate agencies and organizations in the transportation planning process according to the principles contained in this Public Participation Plan, and in accordance with state procedures and federal law.

Policy 2: DNLTC will keep the public informed of on-going transportation related activities.

Policy 3: DNLTC will utilize visualization techniques to effectively communicate the Regional Transportation Plan and the Transportation Improvement Program.

Policy 4: DNLTC will encourage the involvement of all citizens within its jurisdiction, especially including those identified by Federal Highway Administration as traditionally underserved, in the transportation process. Furthermore, DNLTC will work towards ensuring the full and fair participation in the transportation decision-making process by all potentially affected communities.

Policy 5: DNLTC staff will provide feedback on public comments.

Policy 6: DNLTC will work towards continually improving its public involvement practices.

DNLTC's Transportation Planning Methodology

The Planning Methodology is provided as a means of directing staff and consultants who are assisting staff in meeting Title VI and EJ mandates at the project or study level, as defined by the DNLTC Overall Work Program. The Planner's Methodology offers background on Title VI and EJ, and provides a protocol for DNLTC staff to meet standards set by these federal mandates. Information on DNLTC's Indicators of Potential Disadvantage (IPD)

method is also included. In addition, the document offers suggestions for meeting the Commission's goals and objectives for public participation, as set forth in DNLTC's Public Participation Plan. The Planning Methodology establishes a framework for developing individualized public participation plans for Overall Work Program projects and offers a variety of public participation strategies. DNLTC's Policy for Engaging Individuals with Limited English Proficiency (LEP) Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964. Language barriers may prohibit people who are LEP from obtaining services or information relating to various services and programs, and may limit individuals' participation in public planning processes. Federal guidelines require that recipients of federal financial assistance take reasonable steps to ensure meaningful access to federally funded programs, activities, and publications for LEP individuals. The "reasonable" standard is based on the following four guidelines, as set forth by the federal government:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of Del Norte Local Transportation Commission;
2. The frequency with which LEP individuals come in contact with the program;
3. The nature and importance of the program, activity, or service provided by the recipient to people's lives;
4. The resources available to the recipient and costs.

The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity or service.

The US Census Bureau's, 2021 American Community Survey's data shows that among the area's adult population, 87.7 percent speak only English; 97.3 percent of Del Norte County residents speak English "very well", and 2.7 percent speak English "less than very well". In Curry County, Oregon, for which we share a border and some infrastructure, an "N" is recorded (An N entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.)

The frequency with which LEP individuals come in contact with the program.

The Del Norte Local Transportation Commission staff reviewed the frequency with which the commission and staff have, or could have, contact with LEP persons. This includes documenting phone inquires, office visits, and holding public meeting. Since 2006, DNLTC has had no requests for interpreters and no requests for translated program documents. With only 2.7 percent of the population speaking English less than very well, DNLTC has had very little contact with LEP persons. there are no LEP language groups that exceed the Safe Harbor threshold of five percent (5%) of the population, or 1,000 persons, whichever is less.

Spanish speakers are the group with the greatest number of LEP individuals with an estimated

814 persons who speak English less than very well. These 814 individuals comprise only 2.7% of the Del Norte County population. California Department of Finance estimates of population growth by race and ethnicity suggest that the number and percentage of Spanish speaking LEP individuals will not exceed the threshold levels until after 2030. All other LEP language groups have under or only slightly above 100 individuals and less than one percent of the service area population.

The nature and importance of the program, activity, or service provided by the recipient to people's lives.

Del Norte Local Transportation Commission is a Regional Transportation Planning Agency (RTPA) and does not provide transit services. The RTPA is essential to regional transportation at a planning and policy level. The overwhelming majority of the population, 87.3 percent, speak only English and 96.2 percent speak English very well. As a result, there are few social, service, professional and leadership organizations within the DNLTC region that focus on outreach to LEP individuals. The Commission members and staff are most likely to encounter LEP individuals through public outreach efforts.

The resources available to Del Norte Local Transportation Commission and overall costs to provide LEP assistance.

The DNLTC reviewed its available resources that could be used for providing LEP assistance. If the need should arise, the DNLTC would contact the Del Norte County Department of Health and Human Services department for assistance in locating a translator. DNLTC is prepared to provide a reasonable degree of services for limited English speaking people.

After analyzing the four factors outlined in U. S. DOT policy guidance, DNLTC has determined that the agency already employs measures to ensure that limited-English proficient individuals have meaningful input and access to transportation planning and programming information. When DNLTC staff makes community presentations to groups whom they know in advance are limited-English speakers, DNLTC staff will hire an interpreter to translate information from the presentation to meeting attendees. If community members communicate with DNLTC and state a language preference, requested materials will be provided in the requested language to a reasonable degree.

Meaningful Access and “Safe Harbor” Provision

The Department of Transportation has adopted Department of Justice's Safe Harbor Provision, which outlines circumstances that can provide a “safe harbor” for recipients regarding translation of written materials for LEP populations. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. Translation of non-vital documents, if needed, can be provided orally. Del Norte Local Transportation Commission region does not reach this threshold for any language group. Safe Harbor does not affect the requirement to provide meaningful

access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

The intent is to find a balance that ensures meaningful access by LEP individuals to critical services and programs while not imposing undue burdens to recipients or sub recipients. The DNLTC website, where most documents are posted, is also accessible to non-English speaking visitors who may translate www.DNLTC.org to 17 languages via GoogleTranslate. Information regarding planning and transportation issues in the region, public involvement and outreach, and access to reports and studies are available in translation via the website. Documents may be translated into any language or format by request.

DNLTC Policy for Meeting Americans with Disabilities Act (ADA) Requirements Title II of the ADA of 1990, P.L. 101-336, provides “no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district or other instrumentality of the state or local government.” All of DNLTC’s public meetings are held in ADA-accessible facilities. Sign-language interpreters or other auxiliary aid requests can be accommodated if requested in advance. Upon request, planning materials can be provided in alternative formats.

COMMUNICATIONS AND PUBLIC INVOLVEMENT PROGRAM

Website

DNLTC maintains a website, www.DNLTC.org, which is updated almost several times monthly. The site includes information on the Commission’s responsibilities, programs, and publications; media releases; staff contact information; a calendar of events and meetings; and, all materials related to EJ and Title VI.

Publications

Each year, DNLTC issues a multitude of publications, reports, and maps as part of the Commission’s Overall Work Program, and processes a large number of data requests. The information is used by planning departments and public agencies throughout the region, and can be accessed by the public through DNLTC’s website and directly from DNLTC executive director.

Meetings and Events Open to the Public

All DNLTC meetings are open to the public to attend.

Staff

Staff is accessible in person or by phone, U.S. mail, and email. Contact information for staff is provided on the agency’s website and in its publications.

Communicating with the Public

DNLTC maintains a comprehensive emailing list to keep the public informed about the Commission and its ongoing activities. DNLTC is continually adding to and updating the mailing list and makes a concerted effort to include groups representing Title VI-relevant populations. Anyone can request to be added to the mailing list to receive emails. DNLTC continues to develop its Facebook page information.

Opportunities for Public Comment

DNLTC routinely offers several different ways for people to comment on activities, programs, and decisions made by the Commission. Comments are accepted at any time via phone, email, U.S. mail, via www.DNLTC.org, and in person at any Board or committee meeting. All DNLTC Board and committee meetings are open to the public to attend. DNLTC also maintains a “Send Us Your Comments” link at www.DNLTC.org.

Formal public comment and review periods are used to solicit comments on major planning and programming such as updates to the Transportation Improvement Program (TIP) and the Regional Transportation Plan (RTP), and changes to important DNLTC policies. The comment period is highlighted on the homepage of the website. In addition, when legal notices are warranted, they announce comment periods. Efforts may be made to have these documents translated into other languages, and the traditionally underserved are identified, as much as possible, and included in notification. Comments can be made in person at the corresponding DNLTC meeting, by email, by U.S. mail, via www.DNLTC.org, or by telephone. DNLTC responds to all comments received and forwards comments to other agencies for a response when appropriate.

Communications and Public Involvement Title VI Responsibilities

The Executive Director is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency's public involvement process:

- ▶ Ensure that all communications and public involvement efforts comply with Title VI;
- ▶ Develop and distribute information on Title VI and agency programs to the general public;
- ▶ Provide information in languages other than English, as needed;
- ▶ Include the Title VI Notice to the Public in all media releases, public meeting notices, and on the agency website;
- ▶ Notify affected, protected groups of public meetings regarding proposed actions, and make the hearings accessible to all residents. This includes the use of interpreters when requested, or when a strong need for their use has been identified;
- ▶ Collect statistical information on attendees of public meetings, in order to track how well different segments of the population are represented; and

-
- ▶ Encourage that any DNLTC-created public advisory committee has representation from Title VI-relevant populations.

Planning and Programming

DNLTC is responsible for developing long- and short-range plans to provide efficient transportation services, smart growth practices, and sustainable environmental practices to the Del Norte region. A comprehensive planning process is used that entails the monitoring and collection of varied data pertaining to transportation. DNLTC coordinates with the appropriate federal agencies, the State of California, County of Del Norte and City of Crescent City, and seeks citizen input through public participation.

Operational Guidelines

Primary guidance is provided by:

- ▶ Regional Transportation Planning Agency Regulations
- ▶ The Americans With Disabilities Act (ADA)
- ▶ DNLTC Overall Work Program.

MAJOR PROGRAMS

Federal laws and regulations require the formation of an Regional Transportation Planning Agency for the Del Norte region to facilitate a comprehensive, coordinated, and continuing transportation planning program. Listed below are some of the major areas that reflect Title VI and EJ issues most clearly.

Overall Work Program

A complete listing of all DNLTC projects and programs can be found in the Commission's Overall Work Program, which incorporates the planning programs and support activities of DNLTC. The Work Program is developed annually by the DNLTC Technical Advisory Committee and Del Norte Local Transportation Commission to reflect the region's transportation planning needs.

Transportation Improvement Program (TIP)

The TIP, the agreed-upon list of priority projects for the region, manages funding for the reconstruction, improvement, and expansion of the region's transportation system. The TIP lists all capital projects that are federally and state funded. It includes traditional highway and public transit projects, as well as bicycle-, pedestrian-, and freight-related projects. Required by federal law, the TIP is the culmination of a transportation planning process that represents a consensus among state and regional officials as to what improvements to pursue. The TIP shows estimated costs and schedule by project phase, including preliminary engineering, final design, right-of-way acquisition, and construction, and may be changed monthly after it is adopted. In California,

the TIP covers a four-year period and is updated every other year. The TIP also covers four years for the California portion of the region and is updated every other year.

Regional Transportation Planning

One of the most important documents prepared by DNLTC is the Regional Transportation Plan for the region. The RTP provides a vision of the region's future growth and development; determines regional plan consistency in order to locate and implement future transportation facilities and services; provides guidance and direction for city, county, and state agencies to make infrastructure investments; serves as the foundation for developing the region's Transportation Improvement Program. The RTP is updated every four years must maintain at least a 20-year planning horizon. The RTP sets the framework and priorities for distribution of federal funds and ensures that recommended projects are consistent with defined long-term goals for the transportation system. The plan addresses land use, environmental, economic, and transportation policies, and includes a set of fiscally constrained transportation projects. The RTP is developed through a public outreach effort and coordination among other agencies.

Coordinated Human Services Transportation Planning (Coordinated Plan)

The Coordinated Plan seeks to organize and prioritize goals and strategies for community and nontraditional transportation services throughout the region, including efforts to better serve residents who are low-income, elderly, and disabled. DNLTC helps coordinate the Coordinated Plan for the region and maintains a regional plan to prioritize needs and help our planning partners better coordinate investments.

Planning and Programming Title VI Responsibilities

DNLTC Executive Director will work to evaluate and monitor compliance with Title VI requirements in all aspects of the agency's planning and programming activities:

- ▶ Ensure all aspects of the planning and programming process operation comply with Title VI requirements;
- ▶ Prepare and update a demographic profile of the region using the most current and appropriate statistical information available on race, income, and other pertinent data, and make the data available to the public and member agencies on DNLTC's website;
- ▶ Continue to ensure that staff works to help guarantee that all residents in the region are represented in the planning process.

Consultant Contracts

DNLTC is responsible for selection, negotiation, and administration of its consultant contracts. The Commission operates under its internal contract procedures and all relevant federal and state laws.

Operational Guidelines

Primary guidance is provided by:

- ▶ Civil Rights Requirements
- ▶ Nondiscrimination in Federal Public Transportation Programs
- ▶ Nondiscrimination—Title VI of the Civil Rights Act
- ▶ Equal Employment Opportunity
- ▶ Equal Employment Opportunity Requirements for Construction Activities
- ▶ Disadvantaged Business Enterprise (DBE)
- ▶ Nondiscrimination on the Basis of Sex
- ▶ Nondiscrimination on the Basis of Age
- ▶ Access for Individuals with Disabilities
- ▶ Access to Services for Persons with Limited English Proficiency
- ▶ Environmental Justice.

Contract Procedures

DNLTC's contract procedures comply with all state and federal laws.

Contracts: Title VI Responsibilities

The Executive Director is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency's consultant contracts process. Contracts staff will:

- ▶ Include Title VI language in contracts and Requests for Proposals (RFP) as described below:
- ▶ Ensure inclusion of Title VI language in contracts and RFPs; and
- ▶ Review recipients for Title VI compliance as described below:
- ▶ Ensure that all recipients and sub-recipients verify their compliance with Title VI procedures and requirements; and
- ▶ If a recipient or sub-recipient is found to be not in compliance with Title VI, the Executive Director will work with them to resolve the deficiency status and will write a remedial action if necessary.

Remedial Action Related to Consultant Reviews

DNLTC will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with this Title VI program, both within DNLTC and with DNLTC's contractors. In conducting reviews of sub-recipients, if a sub-recipient is found to not be in compliance with Title VI, the Executive Director will work with the sub-recipient to resolve the identified issues. The Commission will develop a remedial action plan that outlines steps to be taken for Title VI compliance, in cooperation with the state DOTs.

Human Resources, Education, and Training

Del Norte Local Transportation Commission does not have employees. The Executive Director is an independent contractor and Title VI provisions are in this contract.

Additional Information

For questions and information on DNLTC's Title VI Plan or procedures, the Overall Work Program, the Regional Transportation Plan, other planning documents, current public comment periods and meetings open to the public, please contact Tamera Leighton at (707) 465-3878 or TameraLeighton@DNLTC.org.

COMPLAINT PROCEDURE AND COMPLAINT FORM

Purpose

The DNLTC Title VI Complaint Procedure is written to specify the process employed by DNLTC to investigate complaints, while ensuring due process for complainants and respondents. The process does not preclude DNLTC from attempting to informally resolve complaints. This procedure applies to all external complaints relating to any program or activity administered by DNLTC and/or its sub-recipients, consultants, and contractors, filed under Title VI of the Civil Rights Act of 1964, as well as other related laws that prohibit discrimination on the basis of race, color, disability, sex, age, or national origin. Additional statutes include, but are not limited to, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the ADA of 1990. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant. Intimidation or retaliation of any kind is prohibited by law.

Process

An individual, or his or her representative, who believes that he or she has been subject to discrimination or retaliation prohibited by Title VI and other nondiscrimination provisions, has a right to file a complaint. Complaints need to be filed within 180 calendar days of the alleged occurrence, when the alleged discrimination became known to the complainant, or when there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct. Complaints shall be in writing and signed by the complainant or the complainant's representative. If complaints are received by telephone or in person, the DNLTC Title VI Compliance Manager (Executive Director) or other authorized representative shall formally interview the person to provide the basis for the written complaint. If necessary, an authorized person will assist the complainant in writing the complaint. The complaint form can be made available in alternative languages or formats, if requested. Please call (707) 465-3878 for more information.

Generally, the written complaint includes the following information:

- ▶ Name, address, telephone number, and e-mail of the complainant;
- ▶ Basis of the complaint, (e.g. race, color, national origin, sex, age, disability, retaliation);
- ▶ A detailed description of the circumstances of the incident that led the complainant to believe discrimination occurred;
- ▶ Name(s), title(s), and address(es) of the person(s) who discriminated against the complainant;
- ▶ Names, addresses, and phone numbers of people who may have knowledge of the alleged incident or are perceived as parties in the complained-of incident; and
- ▶ Date or dates on which the alleged discrimination occurred.

As an investigation moves forward, additional information may be required. Although this process does not preclude DNLTC from attempting to informally resolve complaints, the decision to resolve informally always rests with the complainant, who may withdraw from the informal process at any time. If a complaint is filed against DNLTC, the Commission will acknowledge receipt of the complaint by notifying the complainant and immediately transmitting the complaint to the proper state and federal agency (e.g. Federal Highway Administration, Federal Transit Administration, California Department of Transportation, for investigation and disposition pursuant to that agency's Title VI complaint procedure). Complaints against DNLTC may also be sent directly to a federal agency. If a complaint is filed with an agency that does not have jurisdiction over the particular reason for discrimination, the complaint will be forwarded to an agency that does.

Complaints against DNLTC sub-recipients, consultants, and contractors will be investigated directly by the Commission as follows:

- ▶ Within 10 days, the DNLTC Executive Director will acknowledge receipt of the complaint to the complainant, and notify the appropriate state and/or federal agency that a Title VI complaint has been received by the Commission;
- ▶ Within 60 days, the DNLTC Executive Director will conduct and complete an investigation and, based on the information obtained, will render a recommendation for action in a report of findings to the Commission. This report will include the nature of the complaint, remedy sought, and a summary of the investigative findings and activities. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report findings;
- ▶ Within 90 days of receipt of the complaint, the DNLTC Executive Director will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with state and federal agencies, if they are dissatisfied with the final decision rendered by DNLTC.

The DNLTC Executive Director will maintain a log of all complaints received by Del Norte Local Transportation Commission.

Appendix A: Resolution

RESOLUTION NO. 2014 7

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION AUTHORIZING THE TITLE VI PLAN FOR THE REGION.

WHEREAS, Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency, hereafter referred to as the RTPA, is responsible to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients;" and

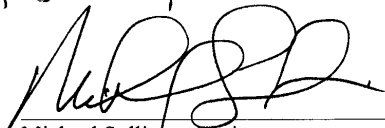
WHEREAS, the Del Norte Local Transportation Commission wishes to authorize approval of the Compliance Plan developed by the executive director to comply with the necessary provisions of the Civil Rights Act.

NOW, THEREFORE, BE IT RESOLVED by the Del Norte Local Transportation Commission as follows:

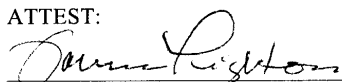
1. The DNLTC approves the plan titled "Del Norte Local Transportation Commission Title VI Compliance Plan".
2. The executive director is authorized to implement components of the plan in order to meet federal requirements.
3. The executive director is authorized to implement the policies that may be necessary to comply with subsequent revisions for interpretations to the Civil Rights Act.

PASSED AND ADOPTED by Del Norte Local Transportation Commission on this twelfth day of June 2014, by the following polled vote:

AYES: *Enen, Holley, Murray, Sullivan, Wakefield*
NOES: —
ABSTAIN: —
ABSENT: *Hemmingsen*



Michael Sullivan, Chair
Del Norte Local Transportation Commission

ATTEST:


Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Appendix B: Complaint Form

TITLE VI COMPLAINT FORM

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” If you feel you have been discriminated against in transit services, please provide the following information in order to assist us in processing your complaint and send it to:

Del Norte Local Transportation Commission
ATTN: Executive Director
800 Northcrest Drive #16
Crescent City, CA 95531

Phone: (707) 465-3878
Email: TameraLeighton@DNLTC.org

Please print clearly:
Name:

Address:

City, State, Zip Code:

Telephone Number: _____ (home) _____ (cell)

Person discriminated against:

Address of person discriminated against:

City, State, Zip Code:

Please check off why you believe the discrimination occurred:

- race or color
 - national origin
 - income
 - other
-

Title VI Complaint Form - Page 2

What was the date of the alleged discrimination?

Where did the alleged discrimination take place?

Please describe the circumstances as you saw it:

Please list any and all witnesses' names and phone number:

What type of corrective action would you like to see taken?

Please attach any documents you have which support the allegation.

Then date and sign this form and send to the Del Norte Local Transportation Commission (address is listed on page 1).

Your Signature

Print your name

Date

Appendix C: Minority Representation

This is a required table depicting racial breakdown of transit-related, non-elected planning boards, advisory councils or committees. Also a description of efforts made to encourage minority participation.

SOCIAL SERVICE TRANSPORTATION ADVISORY COUNCIL

SSTAC	African American	Asian American	Caucasion	Latino	Native American	Decline to State
Population	3.5	3.4	73.7	17.8	7.8	
SSTAC	12.5	12.5		12.5	12.5	87.5

(Chart updated January 2, 2024.)

Del Norte Local Transportation Commission has welcomed all who are interested in serving on the Social Services Transportation Advisory Council (SSTAC) who meet the mandates of the Transportation Development Act (TDA). DNLTC has appoints all members seeking to participate and will continue to do so. If a time comes when the size of the council becomes ineffective, Title VI policies will be honored. Outreach efforts are focused on the primary intent of the SSTAC, which is to meet the mandates of the TDA.

Per section 99238 of the Transportation Development Act, each transportation planning agency shall provide for the establishment of a social services transportation advisory council for each county, or counties operating under a joint powers agreement, which is not subject to the apportionment restriction established in Section 99232.

Subdivision A: The social services transportation advisory council shall consist of the following members:

- ▶ One representative of potential transit users who is 60 years of age or older.
 - ▶ One representative of potential transit users who is handicapped.
 - ▶ Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
 - ▶ Two representatives of local social service providers for the handicapped, including one representative of a social service transportation provider, if one exists.
 - ▶ One representative of a local social service provider for persons of limited means.
-

-
- ▶ Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.
 - ▶ The transportation-planning agency may appoint additional members in accordance with the procedure prescribed in subdivision (b).

Subdivision B: Members of the social services transportation advisory council shall be appointed by the transportation planning agency which shall recruit candidates for appointment from a broad representation of social service and transit providers representing the elderly, the handicapped, and persons of limited means. In appointing council members, the transportation-planning agency shall strive to attain geographic and minority representation among council members. Of the initial appointments to the council, one-third of them shall be for a one-year term, one-third shall be for a two-year term, and one-third shall be for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for three years, which may be renewed for an additional three-year term. The transportation planning agency may, at its discretion, delegate its responsibilities for appointment pursuant to this subdivision to the board of supervisors.

Appendix D: Public Participation Plan

RESOLUTION NO. 2024 1

DEL NORTE LOCAL TRANSPORTATION COMMISSION
RESOLUTION AUTHORIZING THE TITLE VI PLAN FOR THE REGION.

WHEREAS, Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency, hereafter referred to as the RTPA, is responsible to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients;" and

WHEREAS, the Del Norte Local Transportation Commission wishes to authorize approval of the 2024 update to the Compliance Plan developed by the executive director to comply with the necessary provisions of the Civil Rights Act.

NOW, THEREFORE, BE IT RESOLVED by the Del Norte Local Transportation Commission as follows:

1. The DNLTC approves the plan titled "Del Norte Local Transportation Commission Title VI Compliance Plan".
2. The executive director is authorized to implement components of the plan to meet federal requirements.
3. The executive director is authorized to implement the policies that may be necessary to comply with subsequent revisions for interpretations to the Civil Rights Act.

PASSED AND ADOPTED by Del Norte Local Transportation Commission on this ninth day of January 2024, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Blake Inscore, Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Del Norte Local Transportation Commission Public Participation Plan

Purpose

The purpose of this Public Participation Plan (PPP) is to serve as a reference for the Del Norte Local Transportation Commission (DNLTC) and organizations under contract for involving the public in DNLTC planning efforts. In using this document as a guide, DNLTC activities may become more consistent and equitable in its outreach and engagement efforts. Developed through input gathered by policy research, stakeholder outreach, Social Services Transportation Advisory Council member comment and Technical Advisory Committee member comment, the PPP will guide public engagement to ensure that transportation planning and programming reflects public needs.

Activities Subject to Public Participation

DNLTC projects, programs, plans, and decisions will vary in scope and capabilities, warranting different levels of public involvement. However, the following typically require robust public involvement:

- Regional Transportation Plan (RTP) Update
- Transportation Improvement Programs Updates or Amendments
 - Regional Transportation Improvement Plan (RTIP)
 - State Transportation Improvement Plan (STIP)

Educating the public on how transportation decisions are made at the regional level is at the forefront as many people find the transportation planning and programming process difficult to understand.

To help the public understand these issues, DNLTC will present materials in clear, understandable, and accessible formats. We will also strive to reach a broad spectrum of the public by using diverse outreach tools and techniques that target traditionally underserved populations and specific stakeholder categories as defined in federal regulations. To assure the public that their input counts, we will review and provide appropriate follow-up responses to all public comments. Finally, this PPP will undergo regular review and evaluation to measure its continued effectiveness. DNLTC, the City of Crescent City, County of Del Norte, and local Native American Tribes generally conduct extensive public engagement throughout the transportation planning and programming process that helps form transportation planning documents. Agency planning guides the region's transportation future by defining the goals, policies, and strategies to achieve our collective transportation vision. Public input influences transportation planning and, ultimately, the investments made in the region's transportation system.

Transportation

Planning: The process of identifying transportation problems and looking for solutions to those problems.

Transportation

Programming: The commitment of transportation funds that are available over a period of several years to projects.

The scope of this PPP is limited to outlining a process of public engagement for transportation planning in general and the DNLTC or other government or agencies may provide many other public input opportunities during project implementation.

DNLTC emphasizes the fair treatment and meaningful involvement of people of all races, cultures, and income levels, including minority and low-income populations, from the early stages of transportation planning and investment decision making through construction, operation, and maintenance.

Key Partners and Entities

Transportation planning is a collaborative process; projects, programs, and plans rarely act in isolation. DNLTC partners include but are not limited to the following:

Government Partners

Tribal Governments

- Elk Valley Rancheria,
- Resighini Rancheria,
- Tolowa Dee Ni' Nation,
- Yurok Tribe

Local and Regional Government Partners

- Boarder Coast Regional Airport Authority,
- City of Crescent City,
- County of Del Norte,
- Crescent City Harbor District,
- Crescent City Police Department,
- Curry County (OR),
- Humboldt County Association of Governments (HCAOG)
- North Coast Air Quality Management District (NCUAQMD),
- Redwood Coast Transit (RCT),
- Rogue Valley Council of Governments (RVCOG)
- Siskiyou County Transportation Commission (SCTC)

State Government Partners

- CAL FIRE,
- California Air Resources Board (CARB),
- California Coastal Commission,
- California Department of Fish and Wildlife,
- California Environmental Protection Agency (CalEPA),
- California Highway Patrol (CHP),
- California Office of Emergency Services (CalOES),
- California State Parks
- California Transportation Commission (CTC),
- Caltrans District 1,
- Governor's Office of Planning and Research (OPR),

Federal Government Partners

- Bureau of Land Management (BLM),
- Federal Highway Administration (FHWA),
- Federal Transit Administration (FTA),
- National Park Service (NPS),
- U.S. Department of Transportation (DOT),
- U.S. Environmental Protection Agency (EPA),
- U.S. Forest Service, etc.

Private Partners

There are many entities within the DNLTC region. The following is not an exhaustive list of those that are important to the planning process:

- Area 1 Agency on Aging,
- Del Norte Chamber of Commerce,
- Del Norte County Healthcare District,
- Del Norte Senior Center,
- Del Norte Trail Alliance,
- FIRST 5 Del Norte,
- Smith River Alliance.

Underserved Groups

Limited transportation access, childcare necessities, work schedules, and language barriers are just some of the hurdles that keep traditionally underserved populations from attending workshops and focus groups. DNLTC endeavors to provide meaningful public involvement opportunities to people who are of a minority and low-income populations. Effective strategies include actively engaging members at community gathering places, providing outreach materials at transit facilities, and communicating through trusted community leaders. Laws that must be referenced in the creation of a project-specific outreach and engagement strategy include but are not limited to the following:

- Americans with Disabilities Act (ADA) of 1990
- Executive Order 12898 – Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations
- Executive Order 13166 Improving Access to Services for Persons with Limited English Proficiency (LEP)
- Sec. 504 of the Rehabilitation Act of 1973
- Sustainable Communities and Climate Protection Act of 2008 (Senate Bill 375)
- The Ralph M. Brown Act (California Government Code §§54950-963)
- Title VI of the Civil Rights Act of 1964 as Amended (42 U.S.C. Section 2000d)
- U.S. DOT Order 5301.1 – Consultation and Coordination with Tribal Governments
- United States Code
 - Title 23, Section 134, Subsections I and j (23 U.S.C. § 134)
 - Title 49, Section 5303, Subsection I (49 U.S.C. § 5303)

Outreach and Engagement Priorities

A variety of tools may be used to conduct meaningful public involvement. The following section provides examples of tools and how they can be utilized by a project team.

Use Diverse Outreach Tools

While a comprehensive and dynamic online presence will be the focal point of our public participation efforts, DNLTC will strive to reach a broad spectrum of the public by employing other techniques. DNLTC strives to make workshops and focus groups as open to as many people as possible by choosing easily accessible locations and accommodating nontraditional work schedules. A combination of outreach efforts including traditional workshops, pop-ups at pre-existing community events, online engagement, physical advertisement and virtual participation all help to accommodate stakeholders and residents and therefore encourage participation.

Be Transparent

The public should be able to access transportation planning and programming documents easily, find out about public involvement opportunities, and know that their comments are acknowledged. The public told the State that they prefer web communication to all other methods. To facilitate this, DNLTC has updated its website to be more user-friendly and to be easier to update.

Simplify Educational Materials and Utilize Visualization Techniques

We can increase public interest in regional transportation planning if we clarify the transportation planning and programming processes. To make these complicated procedures more accessible, we will utilize educational materials that simplify transportation planning and programming. Those wanting more in-depth explanations of these activities will be directed to more detailed reference documents. Another way to help the public understand transportation planning and programming is to incorporate visualization techniques whenever possible, both on the web and in printed materials.

Visuals such as charts, graphs, drawings, photos, and process graphics often convey technical information, complex ideas or concepts more effectively than a narrative format.

Evaluate and Update the Public Participation Plan on a Regular Basis

Del Norte Local Transportation Commission is committed to a continuous review of the Public Participation Plan and the public involvement process. We anticipate updating the process every three to five years or as appropriate.

The following techniques are potential outreach methods that may be used. Actual outreach methods for a particular transportation planning or programming public involvement activity will be determined based on available resources, time constraints, and applicability.

Outreach and Engagement Tools

Website: www.dnltc.org

The DNLTC's website serves as a digital way to instantly inform the public about DNLTC ongoings, including projects, programs, or plans. It is important to implement this tool equitably by providing information at an appropriate reading level, following Section 508

guidelines for all visuals, and displaying information that is easily navigated. For more information on developing a website, reference the guidelines provided in the 21st Century Integrated Digital Experience Act (IDEA).

The DNLTC website should host accurate and timely information which may include but are not limited to the following:

- DNLTC Information
- Project Team Contact Information
- Timelines
- Meeting Information and Schedules
- Images and Graphics
- Maps (still or interactive)
- Interactive Experiences
- Documents
- Comment Forms or Surveys

Website management should be established at the beginning of a project and should be regularly updated and used throughout the life of the project. The website should:

- Be user-friendly and attractive
- Provide information on statewide, regional, and local transportation planning projects
- Offer an alternative format, for instance, a printed and mailed version of the website material
- Receive continual updating

Social Media

A project social media presence is an opportunity to grow large audiences and generate exposure and discussion about a project, program, or plan. It may take the form of project-specific platforms or partnering with DNLTC or other community platforms to disseminate information. Platforms may include but are not limited to the following:

- Facebook
- Instagram
- TikTok
- LinkedIn

It is important to stay aware of new tools and trends. It is also important to understand that different platforms have different purposes and attract different users. A project team should take time to discern what methods are most likely to garner the most attention and engagement in specific project areas.

This tool should be established at the beginning of a project and should be regularly updated and used throughout the life of the project. It is best utilized in combination with other tools, as not all community members have access to these platforms and the resources they might require.

Survey

A survey provides the opportunity to understand public opinion in both qualitative and quantitative formats. It can be used to gather information or opinions on specific ideas or broad topics. When conducting a survey, it is important to determine whether a formal or informal survey is feasible and appropriate for a project. For more information on surveys as a public engagement tool, consult the US DOT Promising Practices for Meaningful Public Involvement in Transportation Decision-Making.

This tool can be useful at any stage of a project. In the early stages, it may help gather information about existing conditions in a community. In the mid to final stages, it may help gather perceptions on proposed interventions or improvements. Results of a survey should be used to supplement feedback obtained in other engagement tools and techniques.

Public Information Materials

Public information materials provide the opportunity to widely distribute information related to a project, program, or plan. These materials could include details on how to get involved in the project process, how to comment on a project, and how to stay informed. These materials should be visually cohesive and appealing and be made available in a variety of formats including print and online. Materials may include but are not limited to the following:

- Fact Sheets
- Flyers
- News advertisements, articles, and press releases
- Postcards or Mailers
- Social Media Accounts and Posts
- Website

This tool can be useful at any stage of a project but is most effective when utilized early in a project and throughout its lifetime for consistent and ongoing information.

Outreach and Engagement Techniques

A variety of techniques may be used to conduct meaningful public involvement. The following section provides examples of techniques and how they can be utilized by a project team.

Technical Advisory Committee

A Technical Advisory Committee (TAC) can be established for a project with the objective of providing a more technical or narrow perspective on various aspects of a project. Members of a TAC are typically professionals in fields that are relevant to the project.

This technique should be initiated at the beginning of a project so that the TAC may provide insight into the project throughout its lifetime.

Stakeholder Advisory Committee

A Stakeholder Advisory Committee (SAC) can be established with the objective of representing community leaders, residents, business owners and other individuals who might be affected by the project in some way. Meetings with an SAC should be held regularly

to build consensus on community needs and desires. An SAC provides an opportunity to fine-tune aspects of a project before being discussed with the broader public. It may be useful or necessary to meet with stakeholders individually for one-on-one interviews to elicit more in-depth reactions and suggestions. It may also be useful to invite stakeholders to larger community events to help garner support for a project.

This technique should be initiated at the beginning of a project so that the SAC may provide insight into the project throughout its lifetime.

Non-Traditional Events

Project team attendance at a non-traditional event provides an opportunity to reach a larger, pre-existing audience than some of the other techniques. It also demonstrates a project team's interest in getting to know a project area and its community. Attendees can participate informally based on their comfort level. Non-traditional events may include but are not limited to the following:

- Fairs and Festivals
- Farmers Markets and Flea Markets
- Sporting Events

This technique can be useful at any stage of a project but is particularly useful when trying to raise awareness of a specific project or topic. Attending multiple non-traditional events is suggested to create an on-going presence in a community.

Public Meetings/ Workshops

Public Meetings are an opportunity for a team to gather direct input and feedback from a smaller group of community members to help determine community priorities. Meetings/workshops should include interactive displays and exercises to encourage participations that may include but are not limited to the following:

- Project Area Map
- Origins and Destinations Map
- Project Examples
- Concept/Project Prioritization

This technique can be useful at any stage of a project. During the early stages, a meeting could be used to introduce the project, program, or plan to the community and to narrow down the most important topics and issues related to the effort. During the mid to late stages, a meeting could be used to present progress and refine certain aspects of a project through continued dialogue. During the final stages, a meeting could be used to present findings and conclusions as well as present draft deliverables for public comment. In addition to face-to-face workshop opportunities, DNLTC will make efforts to include virtual participation options where feasible.

Surveys

Because the State reports that the public cites surveys as their least preferred method of communication, surveys will be used on a limited basis. Email questionnaires may be used to

focus on very specific issues or as an additional means to collect comments on draft documents.

Printed Materials and other Media

While web-based communication is typically commonplace, other media still holds a valuable role in public engagement especially in rural communities. Newspaper releases, flyers, and postcards can be used to publicize the public participation website, important planning milestones, and workshops. News releases can be widely distributed through newspaper ads, public notices and radio.

Public Participation Policy

Policy 1: Del Norte Local Transportation Commission (DNLTC) will actively engage the public and appropriate agencies and organizations in the transportation planning process according to the principles contained in this Public Participation Plan, and in accordance with state procedures and federal law.

Policy 2: DNLTC will keep the public informed of ongoing transportation related activities.

Policy 3: DNLTC will utilize visualization techniques to effectively communicate the Regional Transportation Plan and Transportation Improvement Program.

Policy 4: DNLTC will encourage the involvement of all residents within its jurisdiction, especially including those identified by Federal Highway Administration as traditionally underserved, in the transportation process. Furthermore, DNLTC will work towards ensuring the full and fair participation in the transportation decision-making process by all potentially affected communities.

Policy 5: DNLTC staff will provide feedback on public comments.

Policy 6: DNLTC will work towards continually improving its public involvement practices.

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
PROFESSIONAL SERVICES AGREEMENT WITH
GHD Inc.**

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into and effective as of January 16, 2023 ("Effective Date"), by and between the Del Norte Local Transportation Commission ("DNLTC") and GHD Inc. ("Consultant") (collectively, the "Parties").

WHEREAS, the Parties enter into this Agreement for the purpose of Consultant providing professional South Beach Climate Resilience Plan 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 Scope of Services 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"). Task Order #1 is attached as Exhibit B. 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.

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 Total compensation .for the full performance by Consultant of all Services under all Task Orders must not exceed two hundred and fifty-four thousand, six hundred and twenty-seven dollars (\$254,627) the "not-to-exceed" amount. The Consultant agrees that the total compensation for services provided shall not exceed the agreed-upon not-to-exceed amount. The Consultant is required to fulfill all obligations and complete all Services under this Agreement and as specified in all agreed upon Task Orders, regardless of whether the not-to-exceed amount is reached before these Services are fully rendered, with no entitlement to further compensation beyond the not-to-exceed amount.

A. 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.

B. If DNLTC disputes a portion of a properly submitted invoice, it shall notify Consultant of the dispute and, upon Consultant's written request, arrange for a meeting to confer about, and potentially resolve, the dispute. Prior to this meeting, Consultant shall provide all documentation requested to support disputed portions of a properly submitted invoice. Regardless of any such dispute about an invoice or payment, Consultant shall continue to provide all Services required by this Agreement and by law until all Services are performed in compliance with all applicable Task Orders, even if DNLTC and Consultant cannot resolve all such disputes. Payments of undisputed portions of a properly submitted invoice shall be made within 60 days of receipt of the invoice; Consultant otherwise waives all rights and remedies under law related to receipt of payment of undisputed amounts.

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 June 30, 2025 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. There shall be no extension of the Agreement without express written consent of all parties.

4. This Agreement creates a non-exclusive and perpetual license for the DNLTC to copy, use, modify, reuse or sublicense any and all copyrights, designs and other intellectual property embodied in plans, specifications, studies, drawings, estimates and other documents, or any other works of authorship fixed in any tangible medium of expression or other writings prepared or caused to be prepared by the Consultant pursuant to this Agreement and all Task Orders. The Consultant shall require any and all subcontractors and consultants to agree in writing that the DNLTC is granted a similar non-exclusive and perpetual license for the work of

such subcontractors or consultants performed pursuant to this Agreement. All works created, designed, written, or otherwise produced by the Consultant in connection with the Services provided under this Agreement shall be considered 'work for hire.' Consequently, the Parties agree that DNLTC shall be deemed the sole author and owner of such works, with exclusive rights to all copyrights, trademarks, and other intellectual property rights therein.

5. 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 unless otherwise directed by DNLTC. 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.

6. Consultant's Representation; Independent Contractor. Consultant represents that Consultant possesses demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. 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.

7. 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.

8. 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.

9. Time. Consultant will comply with DNLTC's reasonable requests regarding assignment of personnel, but all personnel, including those assigned at DNLTC's request, must be supervised by Consultant. Consultant shall commit adequate resources to complete the Services consistent with any schedule or timelines specified in the applicable Task Order. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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 a source of funding for the DNLTC to compensate the Consultant for any services, Consultant must comply with all rules and regulations applicable to the fiscal assistance.

20. Non-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
900 Northcrest Drive #16
Crescent City, CA 95531
tameraleighon@dnltc.org

Consultant:

Amber Shows, Project Director
GHD Inc.
P.O. Box 1010
Eureka, CA 95502
amber.shows@ghd.com

22. Ownership of Documents. All records containing information produced as a result of this Agreement, including but not limited to hard copy documents, electronic information, voicemail recordings, videos, photos, or other medium, 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 design drawings 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, as further outlined in section 25(h), 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. Consultant agrees that all contracts with subcontractors will include the same requirements stated in this Agreement with respect to indemnity and insurance.

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 DNLTTC.

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. Consultants' 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 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 Letter of Financial Comfort satisfactory to DNLTC guaranteeing payment of losses and related investigations, claim administration and defense expenses.

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. The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed 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. The Parties to this Agreement, and each of them, hereby represent that the language contained herein is to be construed as jointly proposed and jointly accepted, and in the event of any subsequent determination of ambiguity, all Parties shall be treated as equally responsible for such ambiguity.

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 day, month and year first above written.

DEL NORTE LOCAL TRANSPORTATION
COMMISSION:

By: _____
Tamera Leighton, Director

By: _____
Blake Inscore, Chair

Approved as to form:

By: _____
Nick Clair, Attorney

CONSULTANT:

By: _____
Amber Shows, Project Director
GHD, Inc.

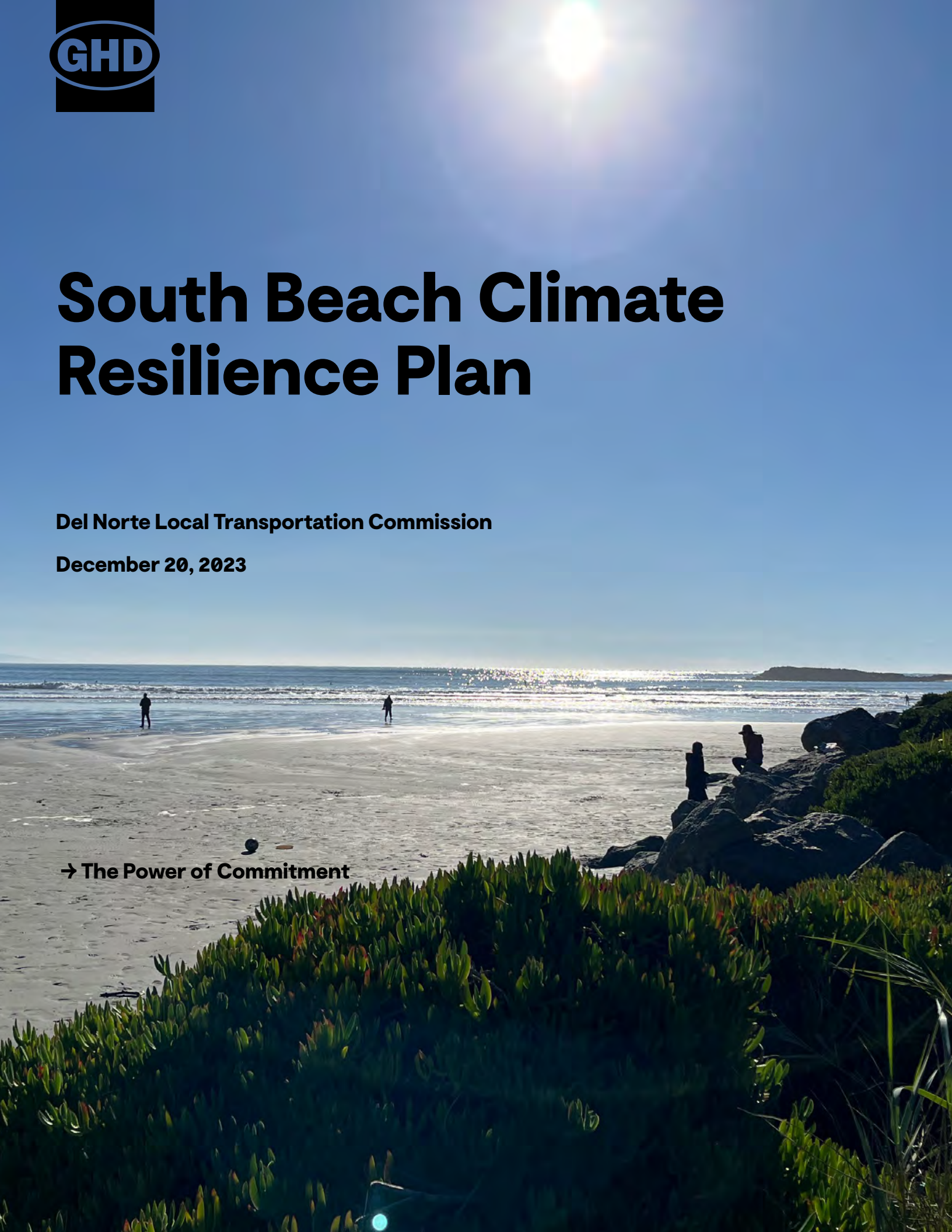


South Beach Climate Resilience Plan

Del Norte Local Transportation Commission

December 20, 2023

→ The Power of Commitment



718 3rd Street
Eureka, CA 95501
United States
www.ghd.com



December 20, 2023

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

RE: Proposal for South Beach Climate Resilience Plan for the Del Norte Local Transportation Commission, in partnership with the Crescent City Harbor District, and Elk Valley Rancheria

Dear Ms Leighton,

The Del Norte Local Transportation Commission (DNLTC) is embarking on a critical initiative aimed at securing long-term resilience for the challenges posed by climate change for a lifeline highway for northern California and southern Oregon and a designated tsunami evacuation route with access for emergency services. Enclosed with this letter is our detailed proposal, outlining our qualifications and our approach to address the outlined scope of work. Understanding the magnitude of challenges faced by DNLTC and its partners, particularly concerning the impacts of increased storm surges, erosion, rising groundwater, and flooding, we are committed to leveraging our experience, expertise, and strategies to develop a comprehensive plan that serves the community and visitors to the area. Our primary focus is to ensure the sustainability and functionality of the transportation infrastructure for decades to come while addressing immediate vulnerabilities.

The South Beach Climate Resilience Plan (the Project) is just the type of project our cross-discipline team loves to tackle. This Project aligns our skills with our passion for helping to build resilient communities. To accomplish this work in an efficient fashion, our approach builds upon prior efforts and available data while leveraging our Team's working knowledge of the coastal highway corridors and state-wide expertise with the planning, design, regulatory compliance, construction, and long-term monitoring and maintenance of coastal resiliency adaptation projects as well as hardened port infrastructure projects. The GHD Team brings several unique qualifications to DNLTC and the Project, including:

- Experienced project management and staff.
- Strong understanding and working relationship with DNLTC and local transportation stakeholders.
- Multi-disciplinary team of coastal, transportation, and outreach experts.
- Specialized experience brings innovative coastal resiliency adaptation design solutions.

We have carefully selected the members of GHD to provide DNLTC with a diversity of expertise, local responsiveness, strong communication, and effective problem-solving using subject matter expertise and sound quality management. The GHD Team covers the breadth and depth of expertise needed to execute the services outlined in the RFP scope of work. The GHD Team will be led by Kristen Orth-Gordinier, our proposed Project Manager, and Amber Shows, our Project Director. Providing quality assurance is Jeremy Svehla, PE, QSD/P, a recognized specialist in coastal engineering.

Should you have any questions regarding this proposal, please contact Kristen Orth-Gordinier, GHD's Project Manager and main point of contact, at +1 707 267-2213 or via email at kristen.orth-gordinier@ghd.com.

Regards,

A handwritten signature in black ink that reads "Kristen Orth-Gordinier".

Kristen Orth-Gordinier
Project Manager
+1 707 267-2213
kristen.orth-gordinier@ghd.com

A handwritten signature in black ink that reads "Amber Shows".

Amber Shows
Project Director
+1 707 267-2202
amber.shows@ghd.com



Table of Contents

1. Company Overview	4
2. Key Personnel and Job Planning	5
3. Relevant Experience and Capabilities	19
4. Statement of Interest and Methodology	22
4.1 Statement of Interest	22
4.2 Methodology	25
5. Cost Proposal	30
6. Schedule of Work	31



© GHD 2023

This document is and shall remain the property of GHD. The document may only be used for the purpose for which it was commissioned and in accordance with the Terms of Engagement for the commission. Unauthorized use of this document in any form whatsoever is prohibited.

→ The Power of Commitment

1. Company Overview

About GHD

We are committed to addressing the world's biggest challenges in the areas of water, energy, and communities.

GHD is one of the world's leading engineering and environmental consulting companies. Established in 1928, GHD employs more than 11,000 people across five continents and serves clients in the global markets of environment, water, energy and resources, property and buildings and transportation. GHD has more than 430 local staff in California and has provided engineering, planning, environmental and construction services to cities, special districts and municipalities throughout California for over 70 years.

Legal Business Name:

GHD Inc.

Physical Location:

718 Third Street Eureka, CA 95501

Legal Business Status:

California C Corporation

GHD Project Manager:

Kristen Orth-Gordinier
+1 707 267-2213
Kristen.Orth-Gordinier@ghd.com

As an employee-owned company, GHD is committed to sustainable development and improving the physical, natural, and social environments of the many communities in which we operate. We are guided by our workplace health, safety, quality and environmental management systems.

GHD in Eureka

The GHD office in Eureka, California was founded more than 70 years ago as Winzler & Kelly, and has over 60 local staff, who are invested in providing quality services to the community as this is where we work, live, and come for recreation and entertainment. We have included staff on this project who are familiar with the regional transportation infrastructure, local coastal planning, and sea level rise. While our proposal focuses on providing local and California staff to support DNLTC, GHD also has a global network of professionals with a wide range of expertise that can be used as needed to improve the quality of services provided to DNLTC.

Why the GHD Team?

A Regional Partner

GHD has established relationships throughout Del Norte County and surrounding regions. Our Eureka office houses a team of diverse professionals who have successfully implemented a wide variety of Northern California projects. These include environmental mitigation related to Crescent City's airport expansion and the Local Road Safety Plans for the County and Crescent City. Our history of working collaboratively with multiple agencies demonstrates our value on future endeavors. We are currently providing on-call GIS services for DNLTC through 2027. Prior to this assignment, we led the Del Norte Regional Transportation Mapping and Zero Emission Vehicle Project Initiation Plan projects. Our goal is to build on our valued relationship with DLNTEC to meet and exceed the demands of the Project.

Recent successes in the region include:

- Successful Connected Communities Plan Grant Application for Tolowa Dee-ni' Nation (awarded \$1.3 million RAISE grant)
- Crescent City Local Road Safety Plan
- Del Norte County Local Road Safety Plan
- Onsite Emergency Power Supply for Sanitary Sewer Lift Stations across Del Norte County
- Border Coast Regional Airport Authority's runway expansion mitigation projects
- Regional Transportation Mapping and On-call GIS Administration and Professional Services
- Regional Zero Emission Vehicle Project Initiation Plan

A multi-disciplinary team - outreach, planning, and engineering

As is demonstrated in our organization chart on the following page, our team consists of harbor and transportation engineering, coastal hazard analysis and adaptation planning, data management, and outreach professionals. These professionals not only have experience in planning efforts such as Climate Resilience Plans, but our team has experience designing the infrastructure, and implementing the projects.

A collaborative approach - both internal to the team and with our clients

"Collaboration is the joint effort of many individuals or groups of people working together to complete a job or achieve a common goal."

The GHD Team is established in such a way to create a collaborative approach from the commencement of the Project. Kristen Orth-Gordinier, our project manager and seasoned Stakeholder Engagement professional, brings the social lens approach, which instills collaboration across the Project. She will lead our team, whom she has worked with on recent projects, through the Project phases. Our qualified team understands not only how to efficiently plan projects, but our process and means of engagement will encourage collaboration with partners and stakeholders.

Social lens approach - human dimensions of sea level rise adaptation

Our engagement approach will ensure internal and external stakeholders views, as well as community sentiment are considered and integrated into the planning, design, delivery, and decision-making phases of any project or large-scale program of work.

Incorporating social considerations throughout a project will improve acceptance of adaptation strategies, enhance stakeholder relationships and coordination, and contribute to strengthening social networks and capacity.

2. Key Personnel and Job Planning

GHD has assembled a talented team with an emphasis on demonstrated technical ability and proven track records. The majority of our team members have worked together developing and delivering coastal infrastructure resiliency projects for numerous Northern California locations. In addition, some of our team members are working with DNLTC on various projects.

The GHD Team has developed valuable skills to efficiently complete complex, high-profile projects by integrating seamlessly and operating as an extension of agency staff. As illustrated in the Organizational Chart to the right, we offer a comprehensive team and have access to a large network of additional resources to deliver a quality project, within budget and on schedule to help DNLTC achieve its goals. Our Project Manager, Kristen Orth-Gordinier is a driven environmental planner and outreach lead, tenacious schedule master, and all around outreach aficionado who enjoys working with a diverse team to deliver quality work products to GHD's clients. She brings 7 years of experience contributing to community-benefit projects, including as outreach project manager. She is supported by a diverse team of environmental scientists, design staff, and active transportation experts.

On the following pages we have included resumes of our key personnel. Resumes of other team members presented on the organization chart below are available upon request.



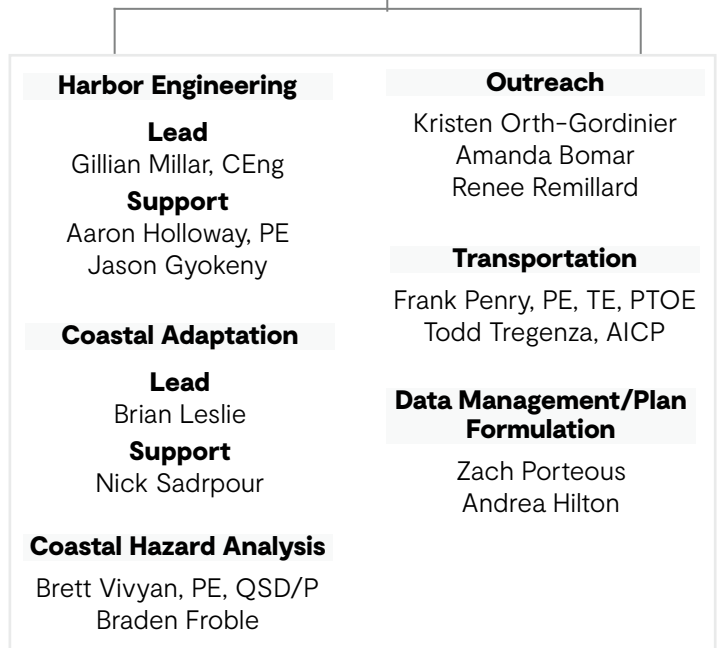
Project Director
Amber Shows, GISP



Project Manager
Kristen Orth-Gordinier



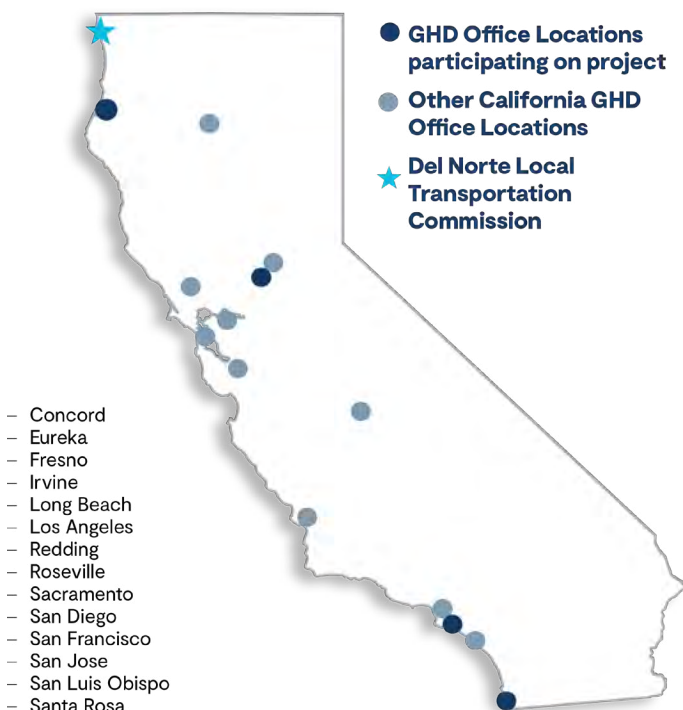
QA/QC
Jeremy Svehla, EP,
QSD/P



GHD's offices ready to serve DNLTC

GHD Local Office

718 Third Street Eureka,
CA 95501





Kristen Orth-Gordinier, *Project Manager + Outreach Lead*

About Kristen

- ✓ Project management experience gained while working with municipal agencies - brings a solid understanding of what is expected of a consultant
- ✓ Experienced community outreach lead
- ✓ Specializes in sea level rising and climate adaptation planning projects
- ✓ Keeps projects on schedule and budget through maintaining big picture view and balancing details

Location

Eureka, CA

Experience

7 years total
2 years w/GHD

Qualifications/Accreditations

- MS, Environmental Science & Management, California Polytechnic University Humboldt, Arcata, CA, 2022
- BS, Environmental Biology & Zoology, Humboldt State University, Arcata, CA, 2014

Memberships

- California Coastal Resilience Network, Steering Committee Member, 2022 – Present
- Coastal Ecosystems Institute of Northern California, Board Member, 2022– Present
- California State Polytechnic University, Humboldt, Sea Level Rise Initiative Member, 2019 – Present
- City of Arcata, Planning Commissioner, 2017–2019

Publications

- Transformative sea-level rise research and planning: establishing a university, tribal, and community partnership for a resilient California North Coast. Richmond et al. 2023.
- Social science research to help advance regional coordination and collaboration of sea level rise planning and adaptation on Humboldt Bay. 2022.

Building Resiliency and Restoring Critical Habitat in a Northern California Dune System, Outreach Project Manager, Friends of the Dunes | Humboldt County, CA | 2023-ongoing.

The previous project phase, the Humboldt Coastal Resilience Project, identified strategies to increase the resiliency of the Eureka Littoral Cell coastline, some of which will be implemented during this project. Lead the development and implementation of a survey instrument to evaluate public perception of dune restoration and resilience, conduct public outreach via site visits and public meetings, and organize and conduct agency outreach and coordination to build capacity for implementing nature-based solution projects along coastal Northern California.

Sea Level Rise Adaptation Plan for Transportation Infrastructure in the Eureka Hydrologic Area, Environmental Planner, Humboldt County Department of Public Works | Humboldt Bay, CA | 2022.

Prepared a regulatory constraints analysis for potential adaptation projects identified in this study. The study aimed to identify shoreline vulnerability and adaptation projects to address sea level rise, shoreline erosion, and sedimentation from coastal streams throughout a 3,000-acre study area—including the US US 101 corridor between Arcata and Eureka. The study focused on the geomorphic response to episodic storm events and long-term increases in sea levels. Humboldt County Department of Public Works leads the project, partnered with Caltrans, HCAOG, and City of Eureka. The project is funded through a Caltrans Sustainable Communities Grant Program.

Eureka Flood Reduction and Sea Level Rise Resiliency Project, Environmental Planner, City of Eureka | Eureka, CA | 2023-ongoing.

This Project proposes various drainage improvements to reduce existing flooding, increase climate change resiliency, and enhance ecosystem services. Project challenges include stormwater discharge to Humboldt Bay, beneficial reuse of sediment for habitat restoration, nearby contaminated soils, and adaptive management approaches. Prepared a local Harbor District Development Permit, a Coastal Development Permit amendment, a CWQ 401 Certification, and coordinated review and site visits with regulatory staff.

Trinidad Community Coastal Resilience Planning Project, Community Outreach Lead, City of Trinidad | Trinidad, CA | 2022-ongoing.

Developed and implemented a multi-year community engagement plan in partnership with the City and local Tribes to conduct community capacity building and technical planning exercises. Engagement strategies include virtual and in-person meetings, online surveys and activities. The goal of public outreach is to provide education about the project and resilience planning, gather information about coastal hazards and community character, and to prioritize projects and strategies to increase the community's resiliency to climate change. This project will result in conceptual designs of community identified coastal resilience projects for the City to pursue implementation funding.

Humboldt Coastal Resilience Project Stakeholder Engagement, Project Manager, Friends of the Dunes | Humboldt County, CA | 2022-2023.

Prepared and implemented a stakeholder engagement plan to inform local decision makers and natural resource agencies of project research results and discuss management recommendations to enhance coastal resiliency along the Eureka Littoral Cell coastline. The goal of project stakeholder engagement is to communicate key scientific findings, validate the project vulnerability assessment, and to build decision-making capacity to increase coastal resiliency. The project culminated in the development of recommendations on coastal management.

Additional Experience:

- Humboldt Bay Symposium* Organizing Committee Member, California Sea Grant | Humboldt County, CA
- Exploring Ecosystem and Community Vulnerability to Surface and Subsurface Flooding with Sea Level Rise and Adaptation Strategies*, Associate Project Manager, University of Arkansas | Humboldt Bay, CA
- Humboldt Bay Sea Level Rise Regional Planning Feasibility Study*, Associate Project Manager, Humboldt County Planning and Building Department | Humboldt County, CA
- Climate Change Adaptation Plan*, Associate Project Manager, Wiyot Tribe | Tablebluff Rancheria, CA

* = Work performed while at another firm.



Amber Shows, GISP, Project Director

About Amber

- ✓ Brings client understanding and knowledge to the team through her current work as Project Director for the GIS On-Call, as well as the Zero Emission Vehicle Project Initiation Plan and Regional Transportation Mapping projects, with Del Norte Local Transportation Commission
- ✓ Works with internal and external clients to get the most out of their GIS data and programs resulting in successful project outcomes, preparation of grant proposals, regulatory agency coordination, and field data collection
- ✓ Expertise in digital mapping for civil infrastructure and asset inventory, watershed and environmental management, and urban planning

Location

Eureka, CA

Experience

15 years

11 years w/GHD

Qualifications/Accreditations

- MS, Natural Resource Science, Humboldt State University, Arcata, CA, 2014
- Graduate Certificate, Geospatial Sciences, Humboldt State University, Arcata, CA, 2013
- BS/BA, Biology, Environmental Studies and French, Northern Arizona University, Flagstaff, AZ, 2004
- Geographic Information Systems (GIS) Professional, GIS Certification Institute

Memberships

- North Coast Geographic Information Systems User Group

ArcGIS Online Administration and 5-Year GIS On-Call, Project Director, Del Norte Local Transportation Commission | Crescent City, CA.

Following the successful completion of the Del Norte Region Transportation Mapping project, GHD was selected to continue the administration of the Del Norte Local Transportation Commission's ArcGIS Online organizational site and provide on-call as needed GIS support services to the Del Norte Local Transportation Commission's members including city, county, tribal governments, and the regional transit authority from 2022 until 2027.

Zero Emission Vehicle Project Initiation Plan, Project Director, Del Norte Local Transportation Commission | Crescent City, CA.

As an initial planning study to support regional transition to zero emission vehicles and fuel infrastructure, GHD assessed the current regulatory, funding, infrastructure and vehicle landscape to identify scenarios and a roadmap for the region to accelerate and prepare for a zero-emission vehicle future for both fleet and personal vehicles.

Del Norte Regional Transportation Mapping, Project Manager, Del Norte Local Transportation Commission | Crescent City, CA.

This project standardized County, City, and Tribal roadways, transit, and active transportation layers in GIS within Del Norte County. GHD coordinated the gathering and developing of data and schema structure and guided spatial and attribute editing to achieve an accurate and dependable GIS system for the stakeholders in Del Norte County. Through an ArcGIS Online organization site administered by GHD, the region has access to authoritative datasets, web applications, and field data collection capabilities.

Cartographic Updates, Project Director, Redwood Coast Transit | Crescent City, Del Norte County, CA.

Redwood Coast Transit engaged GHD to update public facing brochures and maps of its routes, stops and services areas. As administrator of the regional transportation commission's ArcGIS Online site, GHD was uniquely prepared to make these updates to both the cartographic products but to the regional authoritative GIS dataset as well.

Additional Experience

- Second Harvest Food Bank GIS and Data Analytics, Project Manager, Second Harvest Food Bank of Orange County | Irvine, CA
- City of San Jose Curb Ramp Asset Management Program, Project Manager, City of San Jose | San Jose, CA; Santa Clara County, CA
- City of Arcata General Plan Update and Specific Area Plan: 3D Urban Planning Model, GIS Analyst, City of Arcata | Arcata, CA; Humboldt County, CA
- City of Sonoma Retroreflectivity Assessment, GIS Analyst, City of Sonoma | Sonoma, CA
- City of San Carlos Storm Drain Master Plan, Asset Inventory Lead, Wilsey-Ham | San Carlos, CA
- Sustainable Groundwater Management Act Analysis, GIS Analyst, Department of Water Resources | Sacramento, CA



Jeremy Svehla, PE, QSD/P, QA/QC Lead

About Jeremy

- ✓ Specializes in engineering design, project management, and construction management for large-scale wetland improvements, stream habitat restoration, and flood control projects, especially within the Coastal Zone of California
- ✓ Managing the Eel River Estuary Restoration Program comprised of the Salt River Ecosystem Restoration Project involving restoration of the lower 7.7-mile reach of the Salt River corridor and 450 acres of tidal salt marsh. He is also managing restoration of the lower 2.5-mile reach of Centerville Slough, 150 acres of tidal salt marsh, and 15 acres of coastal dunes in the Eel River Estuary

Location

Eureka, CA

Experience

20 years

18 years w/GHD

Qualifications/Accreditations

- BS, Environmental Resources Engineering, Humboldt State University, Arcata, CA, 2003
- Civil Engineer, CA #72169, OR #84314
- Qualified Stormwater Pollution

Memberships

- American Society of Civil Engineers (ASCE), North Coast Branch, Past Director
- American Fisheries Society (AFS)
- City of Arcata, Wetlands and Creek Committee, 2014 - Present
- Cal Poly Humboldt Environmental Resources Engineering Department ABET Accreditation Advisory Committee, 2010 - Present

Awards

- Homer Arnold Award for Lower Van Duzen River Bioengineering and Habitat Improvement Project
- ASCE San Francisco Section North Coast Branch Engineer of the Year, 2015

Humboldt Bay Natural Shoreline

Infrastructure (NSI) Project, Project Director, Humboldt County DPW | Humboldt Bay, CA. Mr. Svehla is leading the project team in developing concept design solutions to reduce tidal flooding and create salt marsh habitat along 1.25 mile of Humboldt Bay shoreline that protects US 101 between Eureka and Arcata. The project is exploring beneficial reuse of dredged sediments to recreate eroded salt marsh. The project includes tidal hydraulic modeling, wind-wave run-up analysis and assessment of nature-based restoration techniques adaptable to sea level rise.

Elk River Estuary Enhancement and Public Access Project, Construction Manager, City of Eureka | Eureka, CA.

As Construction Manager, Mr. Svehla is leading the project team develop construction documents for the salt marsh enhancement and public access improvements. The estuary enhancement project will significantly expand available salt marsh and inter-tidal wetlands near the mouth of the Elk River and also includes a one-mile extension of the waterfront trail for expanded coastal public access. GHD is the leading the construction management and administration for this project as well as permit compliance.

Humboldt Bay Trail South Sea Level Rise Vulnerability and Adaptation Plan, Hydrologic/Hydraulic Engineering Lead, County of Humboldt | Humboldt County, CA.

Oversaw the team's hydrologic, hydraulic analyses to determine SLR vulnerabilities and adaptation measures with the ultimate goal to reduce long-term risk for this 4.2-mile-long Humboldt Bay Trail segment. A regional high priority for years, the Humboldt Bay Trail is the backbone of Humboldt County's envisioned regional trail system, providing connectivity and a safe route between Eureka and Arcata, the County's two largest cities. The Humboldt Bay Trail South project is the final segment of trail needed to complete the overall Humboldt Bay Trail system. The trail parallels US 101 between Arcata and Eureka and is vulnerable to wind-wave erosion, tidal inundation, and stormwater flooding. Led discussions with Caltrans regarding drainage and SLR impacts and developed solutions with the team that mutually benefit the proposed trail design and Caltrans infrastructure.

Sea Level Rise Vulnerability and Capital Improvement Adaptation Plan, Project Manager, City of Eureka, CA.

This ongoing project is addressing the City's need to develop a long-term climate adaptation plan, tailored to planning for coordinated capital improvement projects within the Coastal Zone. The plan focuses on Eureka's shoreline extending from Martin Slough to Eureka Slough. The inundation depth, duration and volume will be calculated and mapped, which provides an advancement of the previously used "bathtub model" approach that projected tidal still water levels across the landscape. Using the results, GHD is identifying tipping points or thresholds of action characterized by shoreline morphological response and/or asset. GHD is working with the City to develop holistic adaptation strategies that reduce or accommodate the inundation vulnerabilities.

Border Coast Regional Airport Authority Design Development, Project Engineer, Border Coast Regional Airport Authority | Del Norte County, CA.

Served as Project Engineer for improvements to the facilities at the Del Norte County Regional Airport, primarily developing a stormwater pollution prevention plan and design documents. This multi-year project has involved considerable agency coordination with entities such as the Federal Aviation Association and permits from California State Coastal Commission, the USACE, the Regional Water Quality Control Board, and the California Department of Fish and Wildlife.

Additional Experience

- White Slough Tidal Wetland Restoration Project, Project Manager and Engineer, USFWS, Humboldt Bay National Wildlife Refuge, Humboldt Bay, CA
- SLR Adaptation Plan for Transportation Infrastructure in the Eureka Hydrologic Area, Project Manager, Humboldt County Department of Public Works | Humboldt Bay, CA
- San Francisco South Bay Salt Pond Restoration Project, Engineering/Constructability Reviewer, California State Coastal Conservancy
- West Trail / Pillar Point Shoreline Resiliency Project, Project Reviewer QA/QC, San Mateo County, CA



Gillian Millar, CEng, Harbor Engineering Lead

About Gillian

- ✓ Over 23 years of coastal and ports project management and design experience
- ✓ Experienced in metocean studies, numerical modeling, mooring, navigation and downtime assessment, coastal design and inspection
- ✓ Technical expertise includes site characterization, breakwater, shoreline protection design, dredging and reclamation for all forms of port terminals
- ✓ Co-authored the construction chapter in The Rock Manual, the use of rock in hydraulic engineering (second edition) (C683)- the globally recognized design guideline for large armor structures

Location

Long Beach, CA

Experience

23 years

5 years w/GHD

Qualifications/Accreditations

- Chartered Civil Engineer (CEng)
- Registered Professional Engineer Queensland (RPEQ)

Memberships

- Member of the Institution of Civil Engineers (MICE)
- World Association for Waterborne Transport Infrastructure (PIANC)
- Association of Professional Engineers Trinidad and Tobago (APETT), 2006

Published Papers / Conference Proceedings

- "Comparing coastal management and climate change adaptation approaches in distinct locations: case studies from Louisiana, England, Vancouver and Diego Garcia," Millar, Munford, Jay, and Hird. Institution of Civil Engineers Coastal Management Conference, September 2019.

P600 San Clemente Island, Coastal Lead

NAVFAC SW, Southern CA | 2023. Coastal engineer and breakwater expert for the evaluation of a new landing facility for the Navy Seals on San Clemente Island. Lead for numerical modeling and wave attenuation evaluation.

Eareckson Air Station EAR063 Repair Fuel Pier, Technical Expert |USACE AK, Shemya, AK | 2023.

Technical expert for the concrete armor unit (CAU) breakwater and shoreline protection design for the Fuel Pier in Shemya, AK. Brought into the team as a subject matter expert to guide the team and assist with constructability and the specialities of CAU design.

PSNS Saltwater Root Cause Analysis, Project Manager, NAVFAC SW, San Diego, CA.

Project Manager and lead coastal engineer for the comparative analysis of Berth J versus Berth K at Naval Base Coronado, to determine the root cause for CVN overheating.

St Thomas Harbor Development Project, Technical Reviewer, Kimley-Horn and Associates (West Indian Company (WICO), Charlotte Amalie, USVI.

Breakwater and coastal expert for the West Indian Company (WICO) proposed additional cruise ship berths within St. Thomas Harbor, USVI. GHD is providing numerical modeling and breakwater concept design services in support of the project.

LNG Canada MOF Design Support, Project Manager, BJM JV, Kitimat, BC, Canada.

Project Manager and lead coastal engineer for the design of the contractor's temporary works for the Material Offloading Facility (MOF) in Kitimat, British Columbia. The primary work item was the armored crane bund used to support the 600-tonne piling crane for the LNG Canada permanent works wharf.

San Clemente Island NAVSEA Review, Coastal Engineer, KTU&A for Naval Facilities Engineering Command (NAVFAC), California.

Evaluation of coastal processes and siting for the Northwest Harbor marine infrastructure on San Clemente Island.

B194 Shoreline Erosion, Coastal Engineer NAVFAC Southwest (SW), San Diego, CA.

Coastal Engineer for the inspection and repair design for a stretch of eroding coastline on Naval Base Point Loma.

Point Mugu Shoreline Erosion, Project Manager, Coastal Engineer, Reyes Construction for NAVFAC SW, Ventura County, CA.

Project Manager and lead coastal engineer responsible for the design-build shoreline erosion protection project at Point Mugu. Two existing revetments have become degraded and damaged resulting in severe overtopping and the closure of an access road on the base.

Port of Coos Bay Channel Modifications, Project Manager, Oregon International Port of Coos Bay, Coos Bay, OR.

Project Manager for the channel realignment and deepening project at Coos Bay. Tasks include leading a multi-disciplinary team for all elements of coastal modeling and engineering, including constructability. Tasks also included inputs into the North jetty breakwater repairs for the USACE and the physical modeling performed at ERDC.

Additional Experience

- LNG Canada RTA Terminal A Expansion, Project Manager Technical Support, BAM International, Kitimat, Canada
- P224 Seal Beach Naval Weapons Station Ammunition Pier, Technical Advisor, NAVFAC, CA
- Centerm Expansion, Dredging and Coastal Lead, CXP (Dragados, Jacob Bros & FRPD JV) for Port of Vancouver, Vancouver, Canada
- Off-Shore Marine Terminal and Breakwater Trade-Off Study, Quality Reviewer, Confidential Client, Brazil
- Mauritania and Senegal LNG Terminal, Senior Coastal Engineer, Confidential Client, Western Africa
- Mouth of Columbia River Jetties (Breakwaters), Coastal Advisor, Physical Modeling Lead, US Army Corp of Engineers, Oregon
- Wheatstone LNG Breakwater Tender Design, Project Manager, Lead Coastal Designer, John Holland, Western Australia



Aaron Holloway, PE, Harbor Engineering

About Aaron

- ✓ Over 18 years of experience in coastal and water resources engineering
- ✓ Applies innovative solutions to existing and future flood hazards for his clients
- ✓ Focuses on coastal vulnerability assessments and adaptation planning

Location

Irvine, CA

Experience

18 years

3 years w/GHD

Qualifications/Accreditations

- MS, Civil Engineering, California State University, Long Beach, CA, 2008
- BS, Civil Engineering, California State University, Long Beach, CA, 2004
- Civil Engineer, CA #71640

Memberships

- American Society of Civil Engineers (ASCE), Sea Level Change Subcommittee
- American Shore & Beach Preservation Association

Publications

- Boudreau, R., Sloop, R., Holloway, A., Rivera, J. Shore & Beach Vol. 86, No.4, Fall 2018.

Beach Boulevard Infrastructure Resiliency Project, Senior Coastal Engineer, City of Pacifica | Pacifica, CA. Served as Senior Coastal Engineer responsible for evaluating existing and future coastal hazards and developing alternatives to mitigate coastal hazard impacts and improve the resilience of Beach Boulevard infrastructure while also enhancing public access and other coastal resources. The project involves community engagement, alternatives development and feasibility analysis to identify a preferred alternative to carry forward through permitting and detailed design.

Bayshore Bikeway Resiliency Project, Senior Coastal Engineer, City of Imperial Beach | San Diego Bay, CA. Served as Senior Coastal Engineer responsible for development of nature-based adaptation strategies for a vulnerable low-lying stretch of Bayshore adjacent to the community of Imperial Beach. Project elements include a living levee along the bikeway, habitat restoration, enhanced stormwater treatment capacity and flood control improvements. The project seeks to build in ecosystem resilience and flood protection for 3.5 feet of Sea Level Rise (SLR) consistent with the Ocean Policy Committee Climate Action Plan.

Carlsbad Boulevard Climate Adaptation Project, Senior Coastal Engineer, City of Carlsbad | Carlsbad, CA. Served as Senior Coastal Engineer responsible for evaluating coastal hazards and adaptation strategies associated with the realignment of Pacific Coast Highway and revising these coastal lands to enhance public access, restore habitat and other coastal resources. The project will involve community engagement, alternatives development and feasibility analysis to identify a preferred Climate Adaptation Plan for the relocated segment of highway.

San Francisco Bay Trail – Doolittle Drive Southern Segment, Senior Coastal Engineer, East Bay Regional Park District | Oakland, CA. Lead coastal engineer responsible for analysis of erosion hazards and adaptation strategies for protection of this 0.5-mile-long Class I Trail facility running parallel to the state highway. This project closes a critical gap along the Bay Trail near the Martin Luther King Jr. Shoreline and includes ADA access improvements. A Project Report and Environmental Document (PA/ED) for this project was completed in Summer 2020 and PS&E was completed in Spring 2021. This project is targeting construction completion in 2023.

Natural Shoreline Infrastructure Project, Senior Coastal Engineer, County of Humboldt | Humboldt Bay, CA. Served as Senior Coastal Engineer responsible for providing design support on the tidal marsh restoration project along a low-lying stretch of Humboldt Bay shoreline in which the US 101 and railroad corridor are extremely vulnerable to coastal flooding and SLR. The project aims to re-establish tidal marsh, stabilized behind a coarse beach and series of drift sills (groins) to reduce the effects of wind driven wave runup along the transportation corridor.

SLR Vulnerability Assessments and Adaptation Planning. As an industry leader in climate change and SLR adaptation planning, has served as the technical lead and/or project manager on 30+ public and private sector studies that address the challenges and uncertainties associated with the changing climate. Notable studies include:

- City of Pismo Beach SLR Vulnerability Assessment and Adaptation Plan
- City of Avalon SLR Vulnerability Assessment
- City of Seal Beach SLR Vulnerability Assessment
- City of Dana Point SLR Vulnerability Assessment
- City of San Clemente SLR Vulnerability Assessment

SLR guidance continues to evolve requiring SLR impacts, and uncertainty be incorporated into local, regional, and site-specific planning efforts. Specializes in helping clients navigate these guidelines to satisfy their risk tolerance and regulatory agency requirements (e.g., California Coastal Commission (CCC), State Lands Commission, Regional Water Quality Control Board (RWQCB)).

Additional Experience

- North Torrey Pines State Beach – Parking Lot Relocation, Senior Coastal Engineer, Los Peñasquitos Lagoon Foundation | Torrey Pines, CA
- West Trail Living Shoreline, Senior Coastal Engineer, San Mateo County Harbor District | Pillar Point Harbor CA
- Little River Trail Project, Senior Coastal Engineer, Redwood Community Action Agency / Caltrans District 1 | Little River, CA
- Ellis Creek Water Recycling Facility – Outfall Relocation, Senior Coastal Engineer, City of Petaluma | Petaluma, CA



Brian Leslie, Coastal Adaptation Lead

About Brian

- ✓ Led the Cardiff Beach Living Shoreline and West Trail Living Shoreline projects , which offer significant lessons learned that can be applied to this project
- ✓ Experienced in shoreline protection, dredging, beach nourishment, wetland restoration and resilience to coastal hazards
- ✓ Specializes in front-end project planning that leads to securing project permits in the California coastal zone

Location

San Diego, CA

Experience

20 years

5 years w/GHD

Qualifications/Accreditations

- BS, Oceanography, Florida Institute of Technology, Melbourne, FL
- Coastal Engineering Certificate, Old Dominion University, Norfolk, CA

Memberships

- American Society of Civil Engineers
- Coasts, Oceans, Ports, and Rivers Institute
- American Shore and Beach Preservation Association
- Association of Environmental Professionals

Sea Level Rise Adaptation Plan for Transportation Infrastructure in the Eureka Hydrologic Area, Humboldt Bay—Humboldt County Public Works, Eureka, CA.

Mr. Leslie supported the County in conducting a comprehensive vulnerability assessment to inform the development of an adaptation plan for a highly vulnerable sub-watershed along Humboldt Bay with a concentration of multi-modal transportation infrastructure, utilities, businesses, low-income residential areas, and wildlife habitat.

Beach Boulevard Seawall Replacement Project, Project Manager, Pacifica, CA.

Leading a multi-disciplinary team to prepare feasibility study for a seawall replacement and shoreline revitalization project in the City of Pacifica. Study to account for multiple factors including level of protection, environmental and recreational impacts, and life-cycle costs.

Cardiff State Beach Living Shoreline Project | Encinitas, CA.

Project Manager who led the planning and engineering design of a living shoreline project to protect a vulnerable reach of shoreline and highway in the City of Encinitas. The project consists of a buried rock revetment, cobble berm and dune system to protect the highway from undermining and flooding. About four million dollars in grant funding was obtained for planning, design, construction and monitoring of the project. The project was constructed in 2018 and is now being actively monitored.

South Carlsbad Boulevard Managed Retreat Project, Carlsbad, CA.

Project Manager for a SCC-funded project that seeks to retreat a two-mile segment of US 101 to a more resilient location and revision abandoned coastal lands to activate the space for public uses (active/passive recreation and access), restore habitat and utilize nature based shoreline protection elements to slow the of the erosion of the bluffs. The project involves extensive stakeholder and community engagement, alternatives development and feasibility analysis to identify a preferred Climate Adaptation Plan for the relocated segment of highway.

USACE Humboldt Bay Coastal Regional Sediment Management Plan, Eureka, California.

Mr. Leslie led a study to investigate existing USACE sediment management practices and regional sediment needs with the goal

of identifying multi-benefit, beneficial reuse options. Beach nourishment, levee creation and marsh creation options were all recommended to supplement existing management activities.

Pillar Point Harbor West Trail Living Shoreline Project | El Granada, CA.

Project Manager for the planning and final engineering design of a living shoreline to stabilize a chronically eroding shoreline and coastal trail that leads pedestrians and emergency vehicles to Mavericks Beach. The design consists of utilizing cobble, sand and shore-parallel groins to stabilize the beach and trail. The project is planned for construction in the Fall of 2020.

North Torrey Pines State Beach – Parking Lot Relocation, Los Peñasquitos Lagoon, San Diego, CA.

Project Manager for a SCC-funded project that is analysing the feasibility of retreating an existing State Parks parking lot to achieve multiple benefits more in line with the overall goals and objectives of the lagoon's restoration plan. Leading a team of engineers, scientists, urban designers to develop viable engineering concepts that balance competition interests from various stakeholders.

Additional Experience

- Centerville Roadway Improvements Sea Level Rise Assessment and Revetment Design Report, Eureka, CA
- Petaluma Wastewater Treatment Plan Sea Level Rise Vulnerability Assessment, San Francisco, CA
- Doolittle Drive Improvements Sea Level Rise Assessment San Francisco, CA
- City of Morro Bay Sea-level Rise Vulnerability Assessment and Adaptation Strategy | Morro Bay, CA
- Sea Level Rise Assessment for ADA Beach Access Feasibility Study, Project Manager, Carlsbad, CA
- Seal Beach Ammunition Pier and Turning Basin, Task Lead, Seal Beach, CA
- City of Carlsbad Sea-level Rise Vulnerability Assessment and Adaptation Plan, Project Manager, Carlsbad, CA
- City of Venice Sea Level Rise Vulnerability Assessment, Project Manager, City of Los Angeles, CA



Nick Sadrpour, Coastal Adaptation

About Nick

- ✓ Focuses on envisioning innovative solutions for communities to adapt and manage sea level rise, erosion, flooding, and other coastal hazard impacts with a focus on coastal sediment management
- ✓ Strong ability to engage diverse stakeholder and governmental groups and coordinate complex project components

Location

San Diego, CA

Experience

10 years

1 year w/GHD

Qualifications/Accreditations

- Certified Coastal Practitioner, Coastal Zone Foundation, 2023 – Current
- MS, Coastal and Watershed Science and Policy, California State University Monterey Bay, Seaside, CA, 2014
- BS, Environmental Science, Loyola Marymount University, Los Angeles, CA, 2011

Memberships

- California Shore and Beach Preservation Association, Board of Directors, 2022 – Present
- California Coastal Resilience Network, Steering Committee, 2016 – Present
- California Dune Science Network, 2020 – Present
- California Coastal Sediment Management Workgroup (CSMW), 2016-2023

Beach Boulevard Infrastructure Resiliency Project, Coastal Scientist/ Deputy Project Manager, City of Pacifica, Pacifica, CA | 2/2023–Current.

Served as coastal scientist responsible for evaluating existing and future coastal hazards and developing alternatives to mitigate coastal hazard impacts and improve the resilience of Beach Boulevard infrastructure while also enhancing public access and other coastal resources. Developed materials and performed community engagement to gather input on alternative development and desired alignments and use features.

Oceanside Sand Nourishment and Retention Pilot Project Phase 2, Coastal Scientist, City of Oceanside, Oceanside, CA | 2/2023–Current.

Coordinated a design competition to develop and evaluate the feasibility of various innovative sand retention options for the City’s coastline. Generated studies and information to better define sediment transport across the region focused on coordinating coastal management and adaptation. Organized and delivered outreach and stakeholder engagement to best inform pilot project design concepts and gather regional input. Facilitated development of multi-discipline jury and implementing strategy to target key regional outreach.

Coastal Resilience Master Plan, Coastal Scientist, City of San Diego | San Diego, CA | 2/2023–Current.

Developed multiple nature-based solutions for six sites across the City’s shoreline. Coordinated review of alternatives through City departments and large stakeholder group and revised concepts based on feedback. Assisted in the preparation of a Climate Resiliency Master Plan that aimed to identify beaches in the City where multi-benefit, nature-based design solutions were most viable and integrate the developed concepts into a comprehensive resilience approach.

Carlsbad Boulevard Climate Adaptation Project, Coastal Scientist, City of Carlsbad, Carlsbad, CA | 2/2023–Current.

Developed adaptation pathway planning and monitoring framework for adaptation strategies associated with the realignment of Pacific Coast Highway and revisiting coastal lands to enhance public access, restore beach and creek habitat, and reduce coastal hazards.

Additional Experience

- BEACON Science Advisory Committee, Project Manager, BEACON, Ventura & Santa Barbara, CA | 11/2020 – 1/2023
- California Dune Science Network, Co-Founder, California Sea Grant, California | 5/2020 – 1/2023
- Regional Sediment Management and Sea Level Rise Adaptation Pilot Program, Project Integration and Outreach Lead, BEACON, Santa Barbara, CA | 10/2021 – 1/2023
- Coastal Resilience Extension, Lead, California Sea Grant, San Diego, CA | 10/2016 – 1/2023
- AdaptLA, Project Manager, University of Southern California Sea Grant, Los Angeles, CA | 11/2016 – 10/2019
- US Geological Survey CoSMoS Training, Project Manager, University of Southern California Sea Grant, Los Angeles, CA | 11/2016 – 10/2019



Amanda Bomar, Outreach

About Amanda

- ✓ Facilitated sessions for a diverse range of projects for clients from major energy projects, waste management, transportation, and climate resiliency
- ✓ Responsible for developing and delivering educational programs for Service Line Leaders and their communities of practitioners on innovative integrated service offerings to enhance and grow our portfolio, in pursuit of delighting our clients and delivering lasting positive benefits within the communities that we serve
- ✓ IAP2 Trained

Location

Seattle, WA

Experience

12 years

4 years w/GHD

Qualifications/Accreditations

- IAP2 Planning & Techniques for Effective Public Participation 2021
- Reconciliation through Education: Indigenous Engagement, University of British Columbia 2023
- MA, Non-Profit Management, University of Washington, Seattle WA, 2011
- BA, Humanities, University of Washington, Seattle WA, 2007

Memberships

- Member, International Association for Public Participation (2021 – Present)
- Member, Visitor Research Association

Humboldt Coastal Resilience Project Stakeholder Engagement, Stakeholder Advisor Friends of the Dunes, Humboldt County, CA | 2022-ongoing. Development of Survey Instrument in support of stakeholder engagement plan to inform local decision makers and natural resource agencies of project research results and discuss management recommendations to enhance coastal resilience along the Eureka Littoral Cell coastline. The goal of project stakeholder engagement is to communicate key scientific findings, validate the project vulnerability assessment, and to build decision-making capacity to increase coastal resilience.

Spokane Link Utilities, Engagement Facilitator, City of Spokane, Spokane, WA | 2022-ongoing. Strategic Planning efforts with Integrated Water Management focus. Development of MURALS (on-line collaboration space for Spokane's internal technical action team which captured comments and progress on Multi-Objective Decision Analysis (MODA). Conducted structured interviews with key stakeholders. Facilitated virtual and in-person sessions with key team members.

South Bruce Site Study: Nuclear Storage Facility, Stakeholder Engagement, Municipality of South Bruce, Ontario, CAN | 2022. Facilitated virtual public sessions for stakeholders regarding a Land Use Study and other demographic and economic research materials pursuant to assess suitable locations for a Deep Geological Repository for radioactive materials. Ensured all questions were responded to and recorded for reporting purposes.

State Route 29 Multi-modal Improvements, Stakeholder Engagement, Napa Valey Transit Authority, American Canyon, CA | 2022. Facilitated virtual public sessions for stakeholders involving a project presentation of the proposed alternatives for the improvements to State Route (SR) 29 through American Canyon. This project aims to improve safety and operations, support transit, and increase multi-modal options for pedestrians and cyclists. After evaluation, two alternative solutions have been approved to continue to the preliminary approval and environmental document (PA/ED) phase, where further analysis and ultimate selection of an alternative will occur.

Additional Experience

- Region of Peel Waste Management Planning, Stakeholder Engagement Region of Peel, Ontario, CAN
- River Oaks Stormwater Capture Project, Stakeholder Engagement City of San José, San José, CA
- Truckee River Recreational Access Project, Stakeholder Engagement Placer County, Truckee, CA

Zach Porteous, *Data Management*



Location
Seattle, WA

Experience
5 years
3 years w/GHD

Qualifications/Accreditations

- BS, Environmental Science and Management (Minor: Computer Science), Humboldt State University, Arcata, CA, 2020
- ArcGIS Desktop Associate 19-001 Certification
- ArcGIS Online Specialty 19-001 Certification
- ArcGIS API for JavaScript Specialty 19-001 Certification
- MIT xPRO Backend JavaScript Development

Memberships

- United States Geological Survey Hydrographic Data Steward
- North Coast GIS User Group
- Northwest GIS User Group

About Zach

- ✓ Existing client relationship with Del Norte Local Transportation Commission
- ✓ Environmental Systems Research Institute (ESRI)-certified, GIS professional with experience in network analysis, database modeling, and web programming
- ✓ Extensive experience with spatial software packages like the ArcGIS suite of software and QGIS, data collection methods with Global Navigation Satellite System (GNSS) receivers and automated analysis using the python programming language

Del Norte Regional Transportation Planning, Location Intelligence Analyst, Del Norte Local Transportation Commission, Del Norte, CA | 3/2021 - 3/2022. Authored Del Norte County's first ever regional GIS transportation dataset to be used for inventory tracking and future development. Developed essential dataset, such as County maintained roads, off-highway vehicle roads, right of way tracking, City maintained roads, and more. Created web apps and maps to be used for a variety of purposes internally to the Del Norte Local Transportation Commission. Coordinated with multiple local agencies to customize each dataset for specific use cases. Created and managed the Del Norte Local Transportation Commission's ArcGIS Online organizational account.

Del Norte Local Transportation Commission GIS On-Call, 5-Yea, Project Manager, Del Norte Local Transportation Commission, Del Norte, CA | 10/2022 - Present. Authored Del Norte County's first ever regional GIS transportation dataset to be used for inventory tracking and future development. Coordinated with multiple local agencies to customize each dataset for specific use cases. Created and managed the Del Norte Local Transportation Commission's ArcGIS Online organizational account.

GIS Professional Services, Location Intelligence Analyst, City of Patterson, Patterson, Stanislaus County, CA. GHD is supporting the City in managing municipal assets and workflows through the administration of its ArcGIS Online environment. Water, wastewater, stormwater, and recycled water assets have been converted to GIS format and made available across departments through web browsers and mobile devices. Additionally, GHD provides efficient support through on-call technical and professional services.

California Department of Water Resources Small Supplier Water Conservation Program, Location Intelligence Analyst, California | 05/2023 - Present | \$18 million. DWR needed assistance with the development and implementation of the Small Supplier Water Conservation Program including providing technical assistance for planning and direct install of water conservation measures for small communities. The ultimate project objective was to identify and persuade small communities throughout California to adopt water

conservation measures. The first step in this major outreach effort was to analyze what was known about small water providers in California and the communities they serve. Spatial analysis in a GIS allowed for focused outreach efforts, while a communications database kept the team moving fast and efficiently to provide financial assistance for project implementation. Given the large number of funding recipients and projects, the team prioritized reliable database structures and real-time reporting through dashboards. Spreadsheets were replaced with SQL databases, metrics and interactive maps that clearly communicated success. For communities across California, this project means more reliable/drought resilient water supplies and the implementation of water conservation measures.

Additional Experience

- State Route (SR) 373 Multi-modal Corridor Plan, Lead Planner, Shasta County | Shasta County, CA
- Pinole Active Transportation Plan, Location Intelligence Analyst, City of Pinole | Pinole, CA
- Patriot Rail Climate Risk Assessment, Location Intelligence Analyst, Patriot Rail | USA
- Sebastopol Water and Wastewater Mapping, Location Intelligence Analyst, City of Sebastopol, Sebastopol, CA

Andrea Hilton, MS, *Plan Formulation*



Location

Eureka, CA

Experience

18 years

4 years w/GHD

Qualifications/Accreditations

- MS, Natural Resources (Watershed Management), Humboldt State University, Arcata, CA, 2006
- BA, Environmental Studies, Bard College, Dutchess County, NY, 1999
- Federal Environmental Requirements for Local Agency Transportation project “OFF” the State Highway System, Caltrans

About Andrea

- ✓ Veteran coastal planner and scientist with 18 years of experience working on ecosystem restoration and adaptation projects in Northern California
- ✓ Works with the US Army Corps of Engineers (USACE), National Marine Fisheries Service, CDFW, US Fish and Wildlife Service, North Coast Regional Water Quality Control Board (RWQCB), California Coastal Commission, and the local agencies to ensure compliance with applicable federal, state, and local regulations including the Clean Water Act, Coastal Act, as well as the federal and state Endangered Species Acts
- ✓ Experienced working with Caltrans District 1 on a variety of Local Assistance projects and is very familiar with the Local Assistance Procedures Manual (LAMP) guidelines and requirements

Humboldt Bay Eureka Slough Sea Level Rise Planning, Environmental Planner, County of Humboldt | Eureka, CA. Developed a sea level rise adaptation plan for the Eureka Slough hydrologic unit. Effort focused on existing regulatory constraints and development of proposed projects prioritized to increase sea level rise resiliency.

Humboldt Bay Trail South Environmental Compliance, Environmental Planner, Humboldt County Department of Public Works | Eureka, CA. Developed draft permit applications to resource agencies for environmental compliance. Provided as-needed environmental compliance support. Coordinated botanical surveys and seed collection along the trail alignment.

Living Shorelines Pilot Project Regulatory Support, Environmental Planner, City of Arcata | Arcata, CA*. Co-authored a draft CEQA document, in support of the City of Arcata’s living shorelines pilot project. Prepared a response to a request for additional information from the California Coastal Commission, on behalf of the City of Arcata. The project will test innovative strategies for mitigated impacts from sea level rise that could potentially affect municipal assets, such as the wastewater treatment plant and Arcata Marsh and Wildlife Sanctuary.

Cardiff Dunes Living Shoreline Drainage Study, Environmental Planner, City of Encinitas | Encinitas, CA. Applied the rational method to stormwater runoff to develop and evaluate design scenarios to address unexpected small-scale drainage impacts to the recently constructed living shoreline.

Mad River Floodplain and Public Access, Project Manager, California Trout | McKinleyville, CA. Developed a Project Description and permits for a floodplain restoration project to convert percolation ponds used by the McKinleyville Community Services District into a perennially backwatered off-channel habitat for salmonids in the Mad River estuary. The project also includes trails and viewing facilities for public access enhancement. Prepared project permits to the California

Coastal Commission, Humboldt County, California Department of Fish and Wildlife, State Lands Commission, RWQCB, and USACE.

Great Redwood Trail Restoration Planning and Master Planning, Project Manager, Alta/California State Coastal Conservancy | CA. Identified areas of the Great Redwood Trail that align with ecosystem restoration needs to leverage multi-benefit projects. Completed conceptual designs and recommendations for next steps at three locations. Support development of the GRTA Master Plan. Provide designs for critical trail gaps and wayfinding signage.

Additional Experience

- Bay Front Atherton Sea Level Rise and Stormwater US Environmental Protection Agency (EPA) Funding Application, Environmental Planner, San Mateo County Flood, Sea Level Rise Resiliency District | San Mateo, CA
- FEMA Hazard Mitigation Grant Preparation, Environmental Planner, Gasquet Community Services District | Gasquet, CA
- Riverside Ranch Public Access Plan and CEQA, Project Manager, Humboldt County Resource Conservation District | Ferndale, CA
- Felt Ranch Fisheries Restoration, Project Manager, Thomas Gast & Associates and Buckeye Conservancy | Freshwater, CA
- Little River Trail Project Approval & Environmental Documentation (PA/ED), Environmental Project Manager, Redwood Community Action Agency | Little River, CA

*Completed under prior employment



Brett Vivyan, PE, QSD/P, Coastal Hazard Analysis

About Brett

- ✓ Experienced in securing funding, and executing the design, hydrodynamic modeling, analyses, permitting and implementation of projects concerning river hydraulics, fish passage design, flood control, sea level rise and climate change vulnerabilities, stream and wetland restoration, water and wastewater treatment, hydraulic engineering, and transportation improvements
- ✓ Specializes in co-authoring and providing hydrologic/hydraulic services to support the California Environmental Quality Act (CEQA) Environmental Impact Reports (EIR's), Mitigated Negative Declarations (MND's) and Categorical Exemptions

Location

Eureka, CA

Experience

13 years

13 years w/GHD

Qualifications/Accreditations

- BS, Environmental Resources Engineering, Humboldt State University, Arcata, CA, 2011
- Civil Engineer, CA #84167
- Qualified Stormwater Pollution Prevention Plan (SWPPP) Developer/ Practitioner #25527

Memberships

- American Society of Civil Engineers (ASCE)
- Engineers without Borders, North Coast Professional Chapter
- Floodplain Management Association

Flood Reduction and Sea Level Rise (SLR) Mitigation Project, Project Manager, City of Eureka | Eureka, CA.

Served as Project Manager for the hydraulic modeling, design, and implementation of project within urbanized coastal areas to reduce flooding, increase SLR resiliency, and improve water quality in Humboldt Bay. The project improves the capacity and conveyance of the storm drain network to reduce flooding in combination with new tide and flap gates to reduce flood impacts from SLR, Low Impact Development (LID) features (e.g., rain gardens) along storm drain improvements, and trash capture devices. Water quality benefits achieved by reductions in peak flows and associated reductions in peak runoff volumes that create erosion and carry sediment loads to the bay. The LID features will provide additional pollutant removal from the urban runoff that ultimately reaches Humboldt Bay. Trash capture devices reduce pollutants entering the Bay and help ensure that the system's outfalls function properly by reducing interference from debris.

Natural Shoreline Infrastructure Project, Project Engineer, County of Humboldt | Humboldt Bay, CA.

Development and assessment of Natural Shoreline Infrastructure (NSI) alternatives, also known as nature-based adaptation strategies or nature-based solutions, along a highly vulnerable shoreline segment of Humboldt Bay shoreline adjacent to the US 101 transportation corridor between Eureka and Arcata. The project focuses on reducing the risk to concentrated infrastructure, utilities, businesses, low-income residential areas, and wildlife areas protected by the shoreline segment, subject to continued shoreline erosion and coastal flooding.

SLR Vulnerability and Capital Improvement Adaptation Plan, Project Engineer, City of Eureka | Eureka, CA.

This ongoing project is addressing the City's need to develop a long-term climate adaptation plan, tailored to planning for coordinated capital improvement projects within the Coastal Zone. The plan focuses on Eureka's shoreline extending from Martin Slough to Eureka Slough. The inundation depth, duration and volume will be calculated and mapped, which provides an advancement of the previously used "bathtub model" approach that projected tidal still water levels across the landscape.

Using the results, GHD is identifying tipping points or thresholds of action characterized by shoreline morphological response and/or asset. GHD is working with the City to develop holistic adaptation strategies that reduce or accommodate the inundation vulnerabilities.

SLR Adaptation Plan for Transportation Infrastructure in the Eureka Hydrologic Area – Humboldt Bay, Project Engineer, County of Humboldt Public Works | Eureka, CA.

As part of a study to identify shoreline vulnerability and adaptation projects to address SLR, shoreline erosion, and sedimentation from coastal streams throughout a 3,000-acre study area—including the US US 101 corridor between Arcata and Eureka—helping to determine vulnerabilities to SLR impacts and adaptation measures that will reduce long-term risk. The study focuses on the geomorphic response to episodic storm events and long-term increases in sea levels. Humboldt County Department of Public Works leads the project, partnered with Caltrans, Humboldt County Association of Governments (HCAOG), and City of Eureka. The project is funded through a Caltrans Sustainable Communities Grant Program.

Additional Experience

- Bayshore Bikeway Resiliency Project Hydraulic Modeling, Technical Lead, City of Imperial Beach | Imperial Beach, CA
- White Slough SLR Resiliency and Tidal Marsh Restoration, Project Engineer, US Fish & Wildlife Service | Humboldt Bay National Wildlife Refuge | Loleta, CA
- Climate Change Vulnerability Assessment, Project Engineer, GIS Analyst, Caltrans District 1, HCAOG | Humboldt County, CA
- Eel River Estuary SLR Vulnerability and Adaptation Analysis, Project Engineer, Hydraulic Modeler, California Trout Inc, The Wildlands Conservancy | Humboldt County, CA



Frank Penry, PE, TE, PTOE, *Traffic Engineering*

About Frank

- ✓ 27 years of experience in transportation planning and traffic engineering design
- ✓ Served as the City Traffic Engineer for numerous communities in Northern California, providing for the administration and development of Municipal Traffic Engineering Programs
- ✓ Well-versed in a wide range of traffic engineering design standards and encroachment requirements, including, circulation, resiliency, traffic signals, roundabouts, traffic calming and streetscapes, construction traffic handling, detour, and control plans

Location

Santa Rosa, CA

Experience

27 years

16 years w/GHD

Qualifications/Accreditations

- BS, Civil Engineering, 1996
- Licensed Professional Engineer: CA #C62785, OR #84632PE
- Licensed Traffic Engineer: CA #TR2304
- Professional Traffic Operations Engineer, #1603

Memberships

- Institute of Transportation Engineers (ITE)
 - Past President SF Bay Section
- American Society of Civil Engineers (ASCE)
 - Past President Redwood Empire Branch
- Registered Traffic Engineers of America (RTEA)

Zero Emission Vehicle Project Initiation Plan, Project Manager | Del Norte County Local Transportation Commission (DNLTC), CA.

Responsible for development of Zero Emission Vehicle Plan for Del Norte County. Project included Scenario Based Planning Strategy to build the baseline requirements for a ZEV fleet transition based on mandates and current vehicle operations. Developed multiple county fleet transition scenarios for the Region, from the financial, environmental, energy, infrastructure, operations, and utility perspective. As well as developing a Decarbonization Strategy and Work Plan to identify the procurement needs for DNLTC and its stakeholder agencies. Where the prior predictive modelling was translated into a work plan with an emphasis on next steps for the transition to zero-emission

Redwood Coast Transit Solar, Battery Electrical Bus Charging, and Bus Parking Facility Optimization Study, Senior Project Manager | Redwood Coast Transit Authority (RCTA) | Crescent City, CA.

Provided electrical facility operational analysis, utility coordination, transit fleet parking optimization and electric charging design concepts. Redwood Coast Transit currently has a fleet of 17 revenue vehicles, with 15 vehicles in service at peak service level. An anticipated 16 Battery Electric Buses (BEB) are to be add in the next 10 to 15 years. The agency expects to have a 100 percent zero-emission fleet by 2040. GHD is providing insight and thoughtful design recommendations to accomplish this on a constrained site, with provision for solar array mounted over proposed bus parking to offset facility usage.

Willits Rail Trail Improvements, Rail Encroachment Coordinator, City of Willits | Willits, CA.

Responsible for coordination with rail agencies and CPUC for rail encroachment and GO 88B for modification of at-grade crossing for trail improvements along the Willits Rail Trail alignment.

US101 Smith River TIGER Project | Smith River, CA, Smith River Rancheria | Project Traffic Engineer.

Frank provided permitting, design, and construction support of roadway safety improvements on US 101 through the Rancheria and community of Smith River. The Smith River Rancheria project improvements included colorized asphalt shoulders, intersection lighting, gateway monument signs, radar feedback signs, landscaping, and a pocket park. Funded by a \$2.5-million TIGER III grant, the project was located entirely within the California Coastal Zone, and work included extensive coordination with Caltrans' oversight engineers and the preparation of Design Exception Fact Sheets (Advisory and Mandatory).

State Route 255/Samoa Blvd Gateway Improvements Project Traffic Impact Study | City of Arcata, CA.

Mr. Penry served as the Traffic Engineer, responsible for the Traffic Impact Study (TIS), Construction Inspection and Engineering for the City's proposed project, which consisted of a reconfiguration of nearly 1 mile of Samoa Boulevard (SR 255), from the North Western Pacific Railroad (NWPRR) grade crossing to the interchange with US Highway 101. The project included the Construction Management services and engineering design services, however at the request of Caltrans, electrical inspections services were added through the right-of-way and included close coordination and observation of improvements during construction.

Additional Experience

- Eureka Waterfront Trail, Redwood Community Action Agency | City of Eureka, CA.
- Fortuna Boulevard Paving and Pedestrian Improvements Project, City of Fortuna, CA*
- Trinity County Roadway Safety Signing and Striping Projects, Trinity County, CA
- City of Fortuna Traffic Engineering and Staff Services

* = Work performed while at another firm.

Todd Tregenza, AICP, *Transportation Planning*



Location

Sacramento, CA

Experience

16 years

5 years w/GHD

Qualifications/Accreditations

- BS, Community and Regional Development, University of California, Davis, CA, 2007
- American Institute of Certified Planners #29678

Memberships

- American Planning Association
- Young Professionals in Transportation

About Todd

- ✓ Experience in transportation planning projects, assisting dozens of agencies throughout central and northern California in short- and long-range programming
- ✓ Specializes in the development of travel demand models, general plan circulation elements, specific and master plans, corridor studies, capital improvement programs, nexus and fee studies, transportation operational analyses, and impact analyses
- ✓ Prepares transportation studies and grant applications, performing peer reviews of impact studies and developing California Environmental Quality Act (CEQA) impact analyses for development projects of all sizes

Gateway Area Specific Plan and General Plan Circulation Element Update, Senior Transportation Planner, City of Arcata | Arcata, CA. Supporting the project team in delivering a circulation plan for the Arcata Gateway Area Plan, including the consideration of new multi-modal street connections. Also working with the project team on developing the Citywide Circulation Element update to accompany the concurrent General Plan Update. Worked with City staff and the project team to develop a novel approach to CEQA compliance with SB 743, using a GIS exercise to estimate the potential of the land use and transportation plans to reduce GHG through VMT reduction.

US 101 Broadway Multi-modal Corridor Plan, Project Manager, Humboldt County Association of Governments | Eureka, CA. Managed preparation of a multi-modal corridor plan for US 101 in the City of Eureka, following Caltrans Corridor Planning Guidelines. The corridor suffers a lack of multi-modal accessibility, poor travel reliability, and high rates of severe and fatal pedestrian and bicycle collisions. In turn, the plan proposed the major reconfiguration of the roadway, including provision for robust Class IV bikeways, transit prioritization through dedicated lanes and queue jump pockets, shortened pedestrian crossings, and new couplets to redistribute traffic. Closely coordinated with City and Caltrans partners to inform competitive grant applications.

City of Elk Grove Systemic Safety Analysis Report (SSAR), Project Manager, City of Elk Grove | Elk Grove, CA. Oversaw development of the safety analysis and report, including development of a GIS tool to automate the identification of collision trends and systemic risk factors using updated infrastructure, traffic, and crash data inputs, and collection of LiDAR data on high-risk corridors. Oversaw development of a prioritized safety project list, and selection of five candidate project packages for 10% design and HSIP grant application.

Halcyon Road Complete Streets Plan, Project Manager, City of Arroyo Grande | Arroyo Grande, CA. Development of draft plan concept and document for finalization. Updating existing conditions from 2015 to consider more contemporary analyses prepared over the course of the City's recent Circulation Element Update and Local Roadway Safety Plan. Updating proposed concept to consider Class IV bikes, consistent with current City policy, alongside the previously proposed buffered bike lanes. Current update to plan will also optimize roundabout geometry and consider any additional measures that improve safe routes for pedestrians and schoolchildren. Including discussion of CEQA impact under Senate Bill (SB) 743.

Additional Experience

- Sacramento Avenue Complete Street Corridor Improvement Plan, Project Manager, City of West Sacramento | West Sacramento, CA
- SR 29 Comprehensive Multi-modal Corridor Plan (CMCP) and Project Initiation Document (PID), Senior Transportation Planner, Napa Valley Transportation Authority | Napa, CA
- 710 North Stub Transitional Project Development, Project Manager, City of Pasadena | Pasadena, CA
- State Route (SR) 46 W/US 101 Interchange Roundabout Reassessment and ICE, Project Manager, San Luis Obispo Council of Governments (SLOCOG) | Paso Robles CA
- City of Elk Grove Bicycle, Pedestrian, and Trails Master Plan, Senior Transportation Planner, City of Elk Grove | Elk Grove, CA

3. Relevant Experience and Capabilities

Our multi-disciplinary approach and expertise working with private development, local agencies, and state agencies throughout California, affords us the experience and knowledge to apply climate vulnerability and adaptation concepts into concise goals, objectives, and policies. Our team’s innovative approaches consider regulatory requirements, DNLTC’s mission, and community need.

On the following page we present a matrix that highlights the relevancies of both the reference projects, as well as additional experience we bring forward.

In the past five years, the GHD Team has successfully provided similar services, including climate adaptation planning and design for **36+** clients across California:

- ✓ City of Eureka
- ✓ City of Pacifica
- ✓ City of Imperial Beach
- ✓ San Diego Unified Port District
- ✓ City of San Diego
- ✓ City of Encinitas
- ✓ City of Carlsbad
- ✓ City of Del Mar
- ✓ City of Oceanside
- ✓ County of San Diego
- ✓ City of Morro Bay
- ✓ City of Seal Beach
- ✓ California State Lands Commission
- ✓ City of El Granada
- ✓ City of Little River
- ✓ City of Pismo Beach
- ✓ City of Avalon
- ✓ City of Mission Viejo
- ✓ City of Dana Point
- ✓ City of San Clemente
- ✓ City of Loleta
- ✓ Orange County
- ✓ Santa Clara County
- ✓ Pillar Point Harbor
- ✓ City of Laguna Beach
- ✓ City of Half Moon Bay
- ✓ City of Irvine
- ✓ City of Anaheim
- ✓ City of Costa Mesa
- ✓ City of Foster City
- ✓ City of Rancho Cucamonga
- ✓ City of Vernon
- ✓ City of Stanton
- ✓ City of Portola Valley
- ✓ City of San Anselmo
- ✓ City of Hillsborough

References

The following projects show the range of our team’s expertise in planning and implementing climate and coastal resilience projects in California.

Sea Level Rise Adaptation Plan for Eureka Slough
Hydrographic Area, Humboldt Bay, Humboldt County, CA
Client Reference: Humboldt County Public Works Department, Hank Seemann, Deputy-Director, 1106 Second Street, Eureka, CA, T: +1 (707) 445-7741, E: hseemann@co.humboldt.ca.us | **Dates (start to completion):** 10/2019 – 06/2021 | **Value:** \$400,000



The Sea Level Rise Adaptation Plan Project presents a framework for developing sea level rise adaptation strategies within the highly vulnerable Eureka Slough hydrographic area of Humboldt Bay, including US 101. The purpose of the study was to work with public agencies, landowners, scientists, and stakeholders to better understand the specific flood risks to the transportation infrastructure and other critical resources within the study area and to identify viable adaptation measures in the near-term planning horizon (now through mid-century) for the most at-risk locations.

A primary focus of the study was to develop a scenario-based planning approach for understanding the range of possible impacts and consequences resulting from tidal and fluvial flood hazards under current conditions and with future sea level rise. This approach included detailed hydraulic analysis and an evaluation of the anticipated response of the coastal landscape to various flooding events. Hydraulic modeling was integrated into a GIS platform to characterize flooding, establish resulting impacts to assets, and identify and communicate adaptation options. The plan is intended to help advance the collective understanding of flood risks and improve the readiness for implementing effective sea level rise adaptation projects.

Relevancy: ✓ Climate Resiliency Plan ✓ Northern California ✓ Protects US 101 ✓ Advisory Committee ✓ Nature-based solution ✓ Grant assistance through Caltrans Sustainable Communities Grant

Coastal Resilience Experience: GHD presents a selection of our coastal resilience and adaptation work along the US 101 corridor and other coastal areas.

Projects	State highway adaptation planning	Harbor & waterfront adaptation measures	Combined fluvial & tidal flood analysis	Shoreline erosion analysis	Nature-based solutions	Multi-modal & public access benefits	Habitat & environmental benefits	Coordination with regulatory agencies & permitting	Public outreach	Advisory Committees
Reference Projects										
SLR Adaptation Plan for Eureka-Arcata US 101 Corridor	■		■	■	■	■	■	■	■	■
Beach Boulevard Infrastructure Resiliency		■		■	■	■	■	■	■	■
Cardiff Living Shoreline Project	■			■	■	■	■		■	■
Additional Relevant Experience										
Gleason Beach HWY 1 Realignment	■		■	■	■	■				
Trinidad Community Coastal Resilience Action Plan		■		■		■	■		■	
South Carlsbad Climate Adaptation Project	■		■	■	■	■	■	■		
Preserving Public Access to Torrey Pines State Natural Reserve			■		■	■	■	■	■	
Port of San Francisco Downtown Coastal Resiliency Project		■				■				
Humboldt Bay Natural Shoreline Infrastructure Project	■		■	■	■	■	■	■	■	■
Half Moon Bay West Trail Living Shoreline Project		■		■	■	■	■	■	■	■

Beach Boulevard Infrastructure Resiliency , City of Pacifica, CA

Client Reference: City of Pacifica, Ryan Marquez, Associate Civil Engineer, Public Works Department E: marquezr@ci.pacifica.ca.us, T: +1 650 738-3769 | **Dates (start to completion):** May 2020 – ongoing | **Value:** \$1,650,336



The 2,600 ft long Beach Boulevard seawall is located on the rugged California Pacific Coast, approximately 10 miles south of San Francisco. This shoreline is renowned for severe shoreline and bluff erosion during periods of high tides and large winter waves. The City of Pacifica has suffered significant property loss as a result of bluff erosion in the northern portions of the City. The dramatic images of these residential property losses are commonly used to support the State of California's call to action on the need for long-term sea level rise planning.

The Beach Boulevard Seawall Replacement Project seeks to replace the failing seawall along the City's downtown shoreline, within the community of West Sharp Park. This is the most heavily used coastline in the City, with a public pier and promenade being some of the main attractions. The seawall has progressively failed almost since its construction

completion in the mid 1980's. Waves crash over the seawall onto the road several times a year creating hazardous conditions for the general public and causing road closures along the northern portion of Beach Boulevard. GHD led the feasibility study that assesses the risks, controlling factors and reconstruction options for the seawall and promenade, considering environmental, stakeholder and community, engineering, and economic factors. GHD is now assisting the City in aligning the project with grant funding such that it can progress to the final engineering and environmental compliance phase.

Relevancy: ✓ Climate Resiliency Plan ✓ Coastal erosion challenges ✓ Hybrid coastal protection structure ✓ Regulatory and permitting ✓ Phased adaptation ✓ Public access

Cardiff Living Shoreline Project , City of Encinitas, CA

Client Reference: City of Encinitas, Todd Mierau, Coastal Zone Program Administrator, T: +1 760 633-2693, E: tmierau@encinitasca.gov | **Dates (start to completion):** July 2018 – ongoing | **Value:** \$400,000



To both protect US 101 adjacent to Cardiff State Beach and lead a regional pilot program to assess the feasibility of utilizing dune systems for shoreline protection, the City of Encinitas embarked upon the Cardiff Beach Living Shoreline Project, which provides a pedestrian trail/access with organized parking for a segment of the public beach, and establishes a robust five-year monitoring program so that other coastal communities can learn from this endeavor. The City partnered with the CA Dept of Parks & Recreation, CA Coastal Conservancy, US Fish & Wildlife Service, and the San Elijo Lagoon Conservancy, with SCC and Ocean Protection Council grants, to: reduce the vulnerability of US 101 to flooding; create coastal dune habitat; create a pedestrian path along the dunes; and beneficially reuse sand from future San Elijo Lagoon annual dredging operations.

A decomposed granite footpath runs parallel to the dune system, adjacent to and along the western side of US 101, intended to improve public access along Cardiff State Beach at six lateral public access points. The addition of permanent and temporary fence measures with dune access points to the beach is part of the pedestrian and vehicle access program. Vehicle parking realignment on the west side of US 101, relocation of an emergency access ramp to the beach and the addition of an ADA Mobi-Mat system, establish a unified and effective access program to the newly restored area.

GHD is providing construction management and long-term monitoring and reporting services for this regional pilot program, coordinating monitoring efforts with the Scripps Institution of Oceanography and University of California Los Angeles to deploy and disseminate innovative scientific monitoring of the dune system.

Relevancy: ✓ Climate Resiliency Plan ✓ Protects US 101 ✓ Public outreach ✓ Regulatory and permitting ✓ Public beach access ✓ Nature-based solution



4. Statement of Interest and Methodology

4.1 Statement of Interest

GHD has been serving communities throughout California for 70 years and has a long history of working collaboratively with regional municipalities and coastal communities. As long-standing members of the Northern California community, our team members have a vested interest in the prosperity of this region. With an office in Eureka and staff with personal and professional ties to the area, we are excited for this opportunity to utilize our professional expertise to help DNLTC, and the community, plan for the future.

GHD brings an unparalleled mix of benefits to our regional clients, including our understanding of community needs and requirements, recognized roadway planning and engineering expertise, and familiar local resources in a wide variety of technical areas (e.g. grant support, Caltrans compliance, CEQA, coastal hazard/drainage, public access). We have provided consulting and engineering services similar to this Project along the US Hwy 1 corridor along Humboldt Bay and understand careful consideration is needed to balance community needs. Coastal adaptation and sea level rise are a core business to our local offices. We take pride in working closely with communities to implement their unique vision for their future.

Unique Abilities and Value-added Benefits

Highlights of our experience that are valuable to help DNLTC and your partners meet the goals of your Project include:

Community Engagement and Outreach Services

"Effective stakeholder engagement minimizes risk, enabling timely project delivery within scope and budget."

In our highly connected and sophisticated world, project success is now most often driven by social acceptability. Stakeholders have high expectations about the nature of the impacts on the environment and sustainable development. Developing trust through transparent, honest, and equitable community engagement is paramount. A targeted and well-managed stakeholder engagement process is vital to delivering a more supported and beneficial project, as well as establishing and strengthening constructive relations in the long term. That approach leads to a common vision of a project throughout its life cycle based on community values as well as dialogue. In that way, the project addresses the concerns and aspirations of all involved, leading to better decision-making and social acceptability.

The GHD Team has expertise in developing and gathering input from community stakeholders, understanding community concerns, and building outreach efforts that inform and gain endorsement for action. Outreach and engagement frequently require working with internal and external stakeholders to develop a better understanding of the projects and trade-offs between the level of service and cost, and co-create solutions that help balance system resiliency, sustainability, and affordability. To accomplish this, we use robust and innovative communication and consultation strategies tailored to meet the unique needs of a community.



GHD's Outreach Team: Project Manager Kristen Orth-Gordinier leading a public engagement meeting with stakeholders

GHD has extensive experience planning and delivering community engagement and outreach events for programs involving coastal resilience, water utility, transportation, and environmental restoration efforts. GHD can support community engagement in the following ways:

- **Strategic Communication** - communication planning, writing, storytelling, social media engagement, media relations
- **Risk Management** - issue and consequence identification, mitigation and communications, issues, reputation and risk management, outrage management, crisis communication, media, public relations
- **Community** - community consultation, events, open houses, town hall meetings, door-to-door efforts, site tours, hotline staffing
- **Stakeholders** - stakeholder engagement, plan and strategy development and implementation, stakeholder mapping and analysis, engagement evaluations
- **Facilitation** - workshops (online and in-person), design charrettes, community advisory groups, presentations
- **Digital Engagement and Online Tools** - digital platforms, websites, social media, multimedia content, virtual reality, augmented reality, analytics and online optimization, visualization
- **Social Research** - surveys, interviews, focus groups, community infrastructure needs assessment, social knowledge base research, community development, socio-demographic profiles
- **IAP2** - GHD is a founding member of the International Association for Public Participation (IAP2) and our staff are guided by IAP2 Core Values and Code of Ethics. We utilize various modes of the public participation spectrum throughout our projects

Climate Adaptation, Coastal and Waterfront Engineering and Planning Expertise

GHD has delivered numerous complex planning studies and infrastructure projects of all types, excelling in all forms of stormwater civil infrastructure, including large scale waterways, floodplains, regional water quality facilities, stormwater reuse projects, and low impact stormwater facilities. GHD continues to lead the region in developing understanding and innovative approaches to SLR adaptation planning that incorporates hydraulic modeling and multi-scenario planning to determine adaptation thresholds based on varying rates of change, impacts of wind and waves, change in geomorphology, and other factors.

GHD has extensive capabilities in coastal and waterfront engineering including master planning, asset management, feasibility studies, project funding, surveying, preliminary and detailed design, environmental review and permitting, construction bid documents, construction management and oversight of erosion protection, seawall evaluations and design, and nature-based solution for protection against sea level rise. To support this wide range of services for coastal projects, GHD provides hydrologic and hydraulic analyses and modeling. Our hydrology capabilities include watershed delineation and characterization, peak flow calculations, rainfall runoff modeling, and stream gage assessments to develop runoff and stream flow hydrographs and peak flows. Our hydraulic modeling capabilities include open channel and pressurized systems using one-dimensional (1D), two-dimensional (2D), and three-dimensional (3D) computational fluid dynamics (CFD) modeling.

GHD's Coastal and Maritime team has designed, permitted, constructed, and is actively monitoring over 10 nature-based resilience projects in California on both private and public lands. Our involvement in these projects brings unique practical experience and lessons learned that will benefit DNTLC and this project including:

- Collaboration across disciplines results in more robust and permissible projects
- Nature-based solutions must provide positive lifecycle benefits over the planning horizon
- Public outreach is critical to achieving support for changes



Coastal Engineering: GHD is performing an independent review of coastal hazards, SLR and tolerable wave overtopping along the Embarcadero seawall to support the Port of San Francisco Downtown Coastal Resiliency Project.



EXISTING CONDITIONS



FUTURE CONDITIONS

Nature-based solutions: implementation of nature-based solutions, such as a combination of salt marsh or dune restoration can reduce the erosional forces of waves. Combining nature-based solutions with more traditional coastal infrastructure protection can provide multiple flood-reduction benefits and improve the ease of permitting and community acceptance.

GHD developed the graphic visualizations as part of the Eureka Slough SLR Adaptation Plan for HWY 101.

Data Management, GIS, and Graphic Visualization

We often use geographic data to prepare graphic visualizations, enhancing the context and relatability of the information. Graphical visualizations can range from static representations, both oblique and plan-view, of the before and after of potential and realized projects to more animated and interactive experience such as hydraulic modeling flood animations, "fly-bys" or online maps and 3D models of larger potential and realized project areas. GHD has the expertise for extensive graphic visualization tools to generate meaningful representations and portray options or project proposals to the public, key stakeholders, and DNLTC decision-makers.

Transportation Services

GHD has an excellent performance record providing context appropriate transportation projects to local agencies throughout California. Many of GHD's past and current projects include the following transportation services:

- Active transportation planning and design
- Complete streets/streetscape design
- Civil engineering
- Landscape architecture/wayfinding
- Urban planning and design
- Cost benefit analysis
- Public outreach and interagency coordination

We understand active transportation facilities are essential to create complete streets and connected communities. They are integral to the safety of people walking and bicycling and promote healthy, active lifestyles. GHD has experience developing context-appropriate bicycle, pedestrian, and vehicular networks for local and county agencies and developing successful grant applications to fund project implementation. We offer innovation and resourcefulness, with recent projects incorporating the use of recycled materials, stormwater treatment, permeable pavements, and other climate responsive designs.

Environmental and Coastal Planning and Permitting

GHD has an excellent performance record with municipal and government agencies throughout California. Many of GHD's past and current projects include the following environmental services, which may be necessary as adaptation projects advance forward:

- CEQA exemptions/exclusions
- CEQA initial studies/environmental impact reports
- NEPA environmental assessments
- Natural resources permit applications
- Technical studies, survey reports and other supporting documentation
- Public outreach and agency coordination
- Compliance with federal funding requirements

GHD has extensive experience successfully permitting local projects by working with the Coastal Commission, Caltrans, USACE, California Department of Fish and Wildlife, Regional Water Quality Control Board, NOAA Fisheries, USFWS, and other regulatory agencies. Where feasible, we utilize streamlined permitting processes such as NOAA Fisheries Restoration Center's Community-based Restoration Program Federal Consistency with the California Coastal Act and California Coastal Management Program, CDFW's Restoration Management Permits (RMP) and CEQA Statutory Exemption for Restoration Projects (SERP).

Multi-benefit Project Development and Implementation

GHD has collaborated with local partners to develop multi-benefit projects throughout California. Our teams seek to understand local physical, biological, and social systems of an area to develop resilient projects that provide lasting community benefit. These projects include a combination of restoration and enhancement of tidal wetland areas, public access points with educational signage, miles of coastal trails and multi-modal opportunities, and road and infrastructure protection and relocation. At the core of these projects is providing opportunities for the community to utilize resources sustainably and safely and to work with, not against, local processes and habitats to provide environmental benefits and services. Additionally, by providing multiple benefits, these projects often attract more support from diverse communities and increase the likelihood of funding.

GHD is committed to our recognized excellence and leadership in the coastal resilience field, continuously learning, testing, and gaining-on-the-ground experience in grant writing, project management, feasibility assessments, biological habitat assessments, rare plant & animal surveys, wetland delineations, 2D hydrodynamic modeling, sea level rise assessments, wave analyses, GIS spatial analyses, permitting, CEQA, community outreach, agency coordination, revegetation design, engineering design, construction management, and post-construction monitoring.

4.2 Methodology

Increased severity and frequency of storms coupled with sea level rise (SLR) will lead to increased coastal flooding and erosion into the future. These climate induced impacts will result in more frequent road closures and damage, and impact to public beaches, public services and coastal dependent resources. As these combined conditions worsen, so do the potential impacts on local infrastructure and the community. Development of a robust adaptation plan is a critical step in adapting to these changing conditions.

US 101 and Anchor Way are primary roadways for the community. US 101 provides access to and from Crescent City, the coast, and surrounding communities. It is an important route for transporting goods and services, public multi-modal transport, and emergency services. Anchor Way serves as a designated tsunami evacuation route and important for emergency services. DNLTC and the community are already seeing the effects of severe storms on transportation infrastructure. Storm events not only result in significant erosion and reduced level of service of roadways but also push traffic onto local roadways, impacting safety for pedestrians and other users.

GHD will assist DNLTC and the community to develop climate adaptation strategies needed to reduce the risk of road closures of US 101 and Anchor Way. Specific project objectives are to:

1. Develop strategies for US 101 to remain a functional multi-modal transportation corridor considering climate change caused sea level rise, higher tide levels, and storm surge.
2. Develop strategies for Anchor Way to remain functional considering climate change caused sea level rise, higher tide levels, and storm surge.
3. Develop strategies to maintain public access along US 101 to the existing south beach area.

To meet the project objectives, GHD's multi-discipline team comprised of subject matter experts have developed a unique approach to develop the South Beach Climate Resilience Plan (Plan). Our approach is aligned with the Caltrans grant scope (Tasks 1-7). It has been our experience in planning and implementing adaptation projects in California that existing transportation infrastructure is a key component that has constrained adaptation solutions to a limited set of options. GHD is well versed in this situation and has taken this challenge on as an opportunity to think differently about connectivity, corridors, and accessibility to coastal resources. Using our technical prowess across transportation, coastal engineering and public outreach we intend to develop creative adaptation strategies for the Project Area so that any adaptation project preserves the character of the coastal resources, retains critical transportation functionality, and enhances its resilience to coastal hazards.

Task 1: Existing Conditions

The GHD Team will compile relevant studies and literature and develop an inventory list of known data of existing conditions and critical assets within the Project Area, as well as planned improvements near or adjacent to the Project Area. To confirm the inventory list's completeness, it will be sent for review by the Advisory Committee and other stakeholders identified by the Advisory Committee. The asset inventory will be compiled in GIS to the extent digitized and geo-referenced asset information is available. Maps will be prepared to depict existing conditions and resources/assets of interest identified through public outreach events. Example maps include publicly available topographic/bathymetric data, FEMA flood zones, ownership, municipal boundaries, land use/zoning, waterways, contributing watersheds, disadvantaged community boundaries and key community resources (i.e., public access points, critical harbor assets, and habitat designation). Much of this information will be sourced from the documents listed in the grant scope of services, however other recently completed studies including the 2021 Elk Creek Restoration Feasibility Study prepared for the Smith River Alliance and the 2019 AB691 Sea-Level Rise Assessment.

Additionally, this task will include a compilation of regulatory guidance and standards pertaining to SLR vulnerability and adaptation projects. Relevant Local Coastal Plan policies for Del Norte County and Crescent City will also be compiled along with transportation metrics regarding use of transportation infrastructure. Transportation information collected will include existing elevations of the transportation infrastructure from available as-built plans, post storm damage reports, traffic volumes and forecasts, public transit data, and public access and uses.

All relevant studies, literature, and data reviewed by the GHD Team will be summarized in an Existing Conditions section of the Plan. This section will describe the conditions of the Project Area and past closures of the transportation infrastructure due to flooding/high tides/storm surge. Mapping of existing conditions will be included.

Task 1 Deliverables

- Existing Conditions Section of the Plan (see Task 6)

Task 1 Assumptions

- Field observations to verify assets location/condition will only be conducted for critical assets if determined vulnerable under subsequent tasks.
- Elevation data will leverage publicly available sources, no additional field work is included in this task.
- Client will provide available data related to critical assets and extreme events which results in damage or road closures.
- Client will provide relevant transportation metrics.

Task 2: Analysis

GHD has extensive experience developing adaptation strategies to mitigate coastal hazards based on state and local sea level rise (SLR) projections and policy.

GHD will build on prior coastal hazards analyses at the Project site to understand how these hazards may evolve with SLR projections consistent with the Ocean Protection Council (OPC) 2018 SLR Guidance. It is also understood that vertical land motion (uplift) exceeds the historic sea level rise trends. This phenomenon will be considered when assessing and discussing future coastal hazards. Present and future coastal hazards examined will include coastal flooding (wave runup and tidal inundation) and shoreline erosion, which are the predominant hazards for US 101 and Anchor Way. Future coastal hazards will be evaluated for the near, mid, and long term (i.e., 2050, 2070, 2100) based on prior studies, publicly available data sources and empirical relationships.

While the 2019 Sea Level Rise Assessment sets a strong foundation to build off, it lacked key coastal hazard information related to future projected wave overtopping and shoreline change, therefore GHD will develop coastal flooding scenarios that will include ocean water levels/total water levels evaluated along the beach (US 101) and at the breakwater (Anchor Way) using empirical equations such as the Stockton method or EurOtop manual. Typical and extreme events will be evaluated to better understand the magnitude of overtopping associated with different storm events.

We will evaluate three SLR scenarios using SLR hazards and other data previously published which may include the United States Geological Survey (USGS) Coastal Storm Modeling System (CoSMoS) shoreline projections, NOAA water level data, and FEMA flood maps. Post storm damage reports will be used to correlate intensity of storms to resulting damage, which will then be used as a baseline to develop a planning level benefit cost analysis (Task 6).

Coastal hazard data will be compiled on an ArcGIS platform to develop aerial maps that depict both hazards and resources/ project sites features. A vulnerability assessment of existing conditions will be performed to identify potential vulnerabilities and preliminary planning-level adaptation strategies will be identified.

Coastal hazards data and the vulnerability assessment will be reviewed and approved by the Advisory Committee (in Task 4) prior to development of adaptation strategies. GHD will then work with the Advisory Committee (in Task 4) to develop adaptation strategies to provide resiliency for near, mid, and long term scenarios along US 101 and Anchor Way. The strategies will build upon previously identified projects in the AB691 SLR Assessment, Local Hazard Mitigation Plan, and other local sources. The adaptation strategies will be shown on an exhibit, and cost estimate ranges will be included in the Plan (Task 5 and 6).

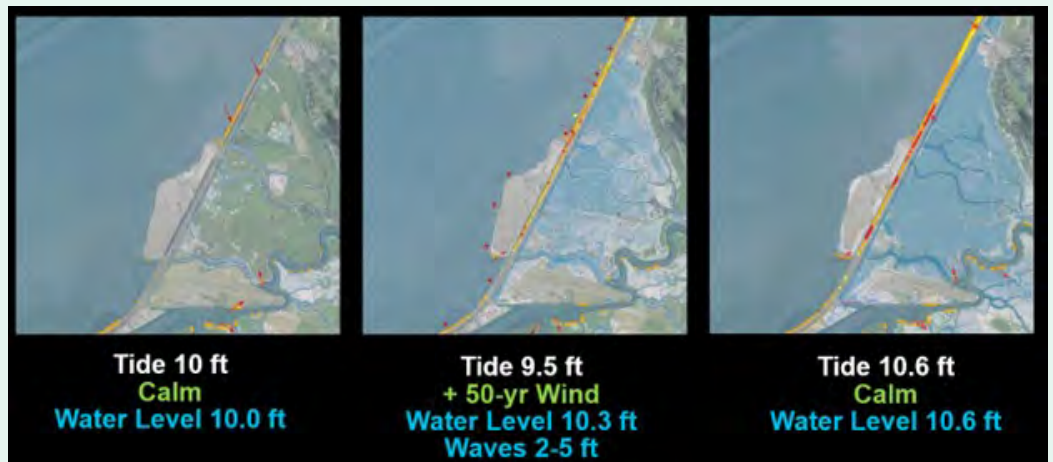
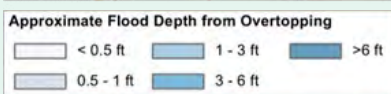
Adaptation strategies could include a combination of hard infrastructure and nature-based solutions. Exhibits may also include various measures to increase traffic safety on inland roads, as identified in the County's 2022 Local Roadway Safety Plan or other relevant plans, if those measures are identified as short-term solutions.

Task 2 Deliverables

- Existing Project Area Exhibit showing results of vulnerability analyses
- Adaptation Strategy Exhibit and Rough Order of Magnitude (ROM) Cost Estimate Range
- Vulnerability Analysis section of the Plan (see Task 6)

Task 2 Assumptions

- A single set of consolidated review comments on the draft exhibit will be provided by each Advisory Committee stakeholder and incorporated into the deliverables prior to public release.



Analysis Results: Example results mapped showing overtopping of US 101 for the Sea Level Rise Adaptation Plan for Eureka Slough Hydrographic Area, Humboldt Bay, CA

Task 3: Public Outreach

The GHD Team understands that a robust community engagement process is essential to the success of projects with high community visibility and interest. As a first step, GHD will develop a brief Community Engagement Plan (CEP) to guide meaningful engagement and to coordinate effectively with past and existing efforts implemented by DNLTC or other project stakeholders. The planning process will start at the first Advisory Committee meeting to identify and understand the issues, complexity, history and nuances of the Project. This meeting will include a stakeholder inventory and mapping effort to identify and assess the internal and external stakeholders and will identify two to four functional stakeholder groups and methods to share project information or receive feedback from them at key project milestones. Overall, the CEP will outline a public outreach approach including a meeting schedule, meeting announcement and outreach modes, target audiences, accessibility considerations, types of meetings (in-person, virtual, site walks, public hearings, etc.), mechanisms for public input. The Advisory Committee will review and approve the CEP prior to conducting outreach and engagement activities. It is important that outreach and engagement are flexible and responsive to community needs; therefore, the CEP also provides a process and forum for discussing changes to those approaches if a segment of the community is not being adequately reached or if other concerns arise.

GHD will work with Elk Valley Rancheria and Crescent City Harbor District to organize six public meetings: three hosted by Elk Valley Rancheria and three hosted by Crescent City Harbor District. GHD will present effective, clear, and accurate information to the community and project stakeholders to foster understanding of existing conditions, vulnerability analysis results, and adaptation strategies. At these meetings, GHD will present information and solicit community feedback through various interactive methods and will record comments. All material developed for these meetings will strive to be ADA-accessible, and reviewed for clarity, use of jargon and appropriate use of language.

GHD will engage with Green DOT to develop more meaningful and accessible info-graphics from the outputs of their online community engagement application. Alternative online engagement tools (e.g. Social Pinpoint, which was used during the 2022 Del Norte County Local Road Safety Plan) can provide examples of charts, maps and metrics that meet the needs of both the public and the project managers in conveying the

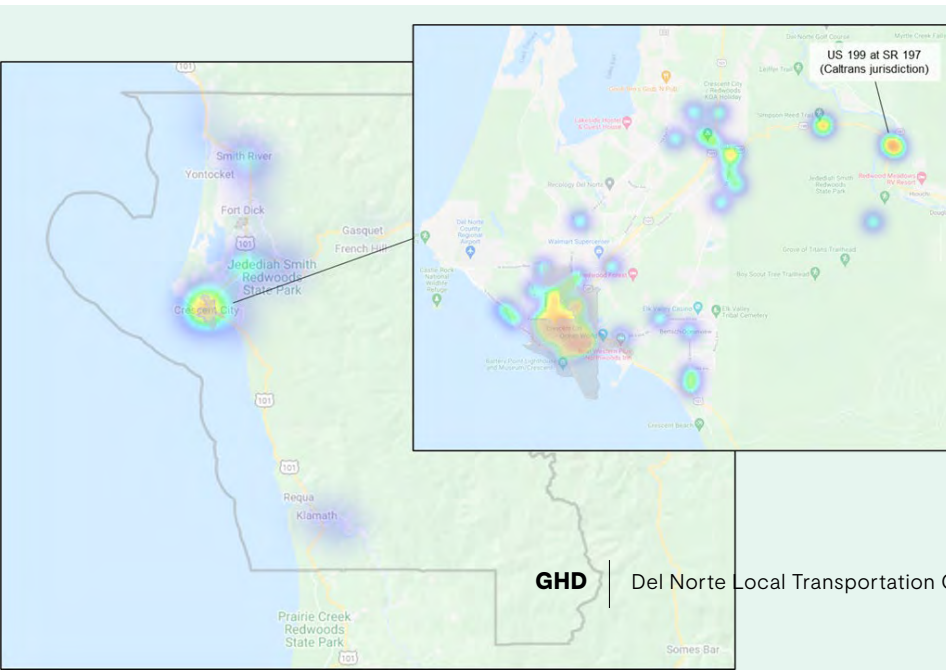
sentiment and local understanding of the Project. Public surveys will be developed for distribution through the chosen online engagement platform, and summarized anonymously in the final planning document.

Task 3 Deliverables

- Draft and Final Community Engagement Plan
- Stakeholder contact list
- Organization and facilitation of six public meetings, including meeting flyers and announcements, presentations, exhibits, sign-in sheets, comment cards
- Public Comments Matrix (to be continued in Task 6)
- Crowdsourcing output updates
- Community survey material and results
- Bilingual translation of print/digital public meeting material developed by GHD

Task 3 Assumptions

- The Community Engagement Plan will be a brief document, approximately five to eight pages and be limited to this phase of the Project (excluding past and future public outreach).
- The Advisory Committee organizations will print, mail, e-mail, post or otherwise distribute materials developed by GHD (i.e., announcements, flyers, invitations, updates) and will advertise and invite stakeholders to meetings.
- Four meetings will be in-person and two meetings will be entirely virtual.
- The Elk Valley Rancheria and Crescent City Harbor District will provide local in-person venues and virtual venues for meetings. If a hybrid meeting is requested, the Elk Valley Rancheria and Crescent City Harbor District will provide the necessary technology to facilitate a hybrid meeting, including cameras, speakers, and microphones.
- GHD will not update websites or social media directly. The Advisory Committee organizations will upload documents and meeting announcements/information to their existing websites directly.
- The Green DOT public engagement platform will be administered by Green DOT outside the scope of this proposal; GHD will propose improvements to reporting outputs and provide survey questions to be posted on this platform.



Del Norte LRSP Public Website: GHD used Social Pinpoint as a tool in collecting and reporting on public participation during our work on the Local Roads Safety Plan.

Task 4: Advisory Committee Meetings

We have found that working groups and advisory committees are an effective method to gain input, make decisions, and get endorsements from participants for various types of projects. Additionally, these groups can be a key proactive measure to maintaining internal stakeholder acceptance of project outcomes.

GHD will convene an Advisory Committee consisting of DNLTTC, Crescent City Harbor District, Elk Valley Rancheria, and Caltrans District 1 in order to oversee the development of the Project. We propose meeting with DNLTTC to discuss if additional members may be needed based on other site interests or jurisdictions. Advisory Committee tasks will include providing project context and past relevant projects/experience, review and feedback on the existing conditions data and the stakeholder list, review and approval of all project materials and deliverables before distribution to other stakeholders and the public, and attendance at all Advisory Committee and public meetings.

GHD's role in the Advisory Committee will be to organize and facilitate meetings and to ensure the Committee is educated and engaged on project activities and process. To organize the meetings, GHD will schedule them at a time that works for all members, prepare agendas, and send meeting materials at least one week prior to the meeting. GHD will provide adequate time for project material review by members and/or their respective organizations. Maintaining consistent Committee attendance and providing adequate review time will be critical for adhering to the project schedule as the Committee will be responsible for approving materials prior to public distribution. After Advisory Committee meetings, GHD will share meeting notes, a list of attendees, and list of action items. GHD will create and maintain an updated action item list of deliverables with schedule for the duration of the Project and distribute to the Advisory Committee monthly.

Task 4 Deliverables

- Organization and facilitation of quarterly meetings (six total) with the Advisory Committee members
- Meeting agendas
- Meeting notes with a list of Advisory Meeting attendees, action items, and project schedule

Task 4 Assumptions

- Meetings will occur virtually, unless otherwise noted.

Task 5: 10% and 30% Design Schematics

The adaptation strategies identified in Task 2 will be assessed using a multi-criteria analysis that include near-, mid-, and/or long-term benefits, how well the strategy meets the project objectives, co-benefit, potential environment impacts, and cost. Based on the outcome of the analyses and feedback received from the Advisory Committee, conceptual (10%) design schematics will be developed for one selected strategy on each US 101 and Anchor Way. The conceptual design schematic will consist of a GIS figure depicting key design components on an aerial map, building on the Adaptation Strategy Exhibit developed in Task 2. The conceptual design will be advanced to 30% design schematic that will show additional detail including a single plan view sheet and typical cross-sections of key project features with sufficient detail to convey the design intent. Using publicly available parcel boundary information, potential encroachments on private parcels will be depicted for the selected strategy to determine future land acquisition costs.

Task 5 Deliverables

- Summary of opportunities and constraints identified in the multi-criteria analyses
- 10% and 30% design schematics for one US 101 and one Anchor Way strategy
- Cost estimate will be developed for the 30% design

Task 5 Assumptions

- A single set of consolidated review comments will be provided by each Advisory Committee group and incorporated into the deliverables prior to public release.
- Rough Order of Magnitude (ROM) cost estimate will be provided at 30% design.



A successful project begins with collaboration: GHD's practice is to establish an Advisory Committee so that the collaboration of various stakeholders can happen from the start of the project.

Task 6: Draft and Final Plan

As a culmination of the work conducted in Tasks 1–5, GHD will develop the South Beach Climate Resilience Plan. The Plan will include a description of existing conditions, analysis methods, adaptation strategies for US 101 and Anchor Way, cost estimates, scoring matrix from multi-criteria analyses of strategies, future funding opportunities, summary of Advisory Committee activities and public outreach efforts, and summary of the 30% design. All previous task work will be incorporated and appended to the Plan for reference.

The Plan and its contents will be reviewed and approved by the Advisory Committee prior to public distribution. As discussed in Task 3, the Plan will be sent to stakeholder groups and presented to the public. GHD will compile all additional comments in a matrix to help GHD and the Advisory Committee develop public responses and confirm all comments have been addressed in the Plan. This process will ensure the Plan meets the needs of key stakeholders and represents all Advisory Committee, stakeholder, and public comments to date. The Final Plan will be reviewed and approved by the Advisory Committee prior to stakeholder and public distribution, including board review and approval in Task 7.

Task 6 Deliverables

- Draft and Final Plan
- Public Review Comments Matrix

Task 6 Assumptions

- A single set of consolidated review comments will be provided by each Advisory Committee group and incorporated into the deliverables prior to public release.

Task 7: Board Review/Approval

The GHD Team will attend, present the Plan, and be available for questions at three board meetings: (1) Del Norte Local Transportation Commission Board, (2) Crescent City Harbor District Board, and (3) Elk Valley Rancheria Board. GHD will work with the respective staff to provide presentation materials or other necessary information. Through attendance or reporting from the Advisory Committee and Public Meetings, the board members should already be aware of the Project. Therefore, these meetings will center around approval of the Final Plan. Board minutes documenting Plan approval will be appended to the Plan to support future planning and implementation.

Task 7 Deliverables

- Attendance at three board meetings
- Supporting material for board staff reports and Plan agenda item
- Presentation materials

Task 7 Assumptions

- Staff reports and meeting minutes will be developed by each respective agency and these official documents will be appended to the Plan by GHD.
- GHD assumes each board will approve the Final Plan but cannot guarantee the disposition of each organization.

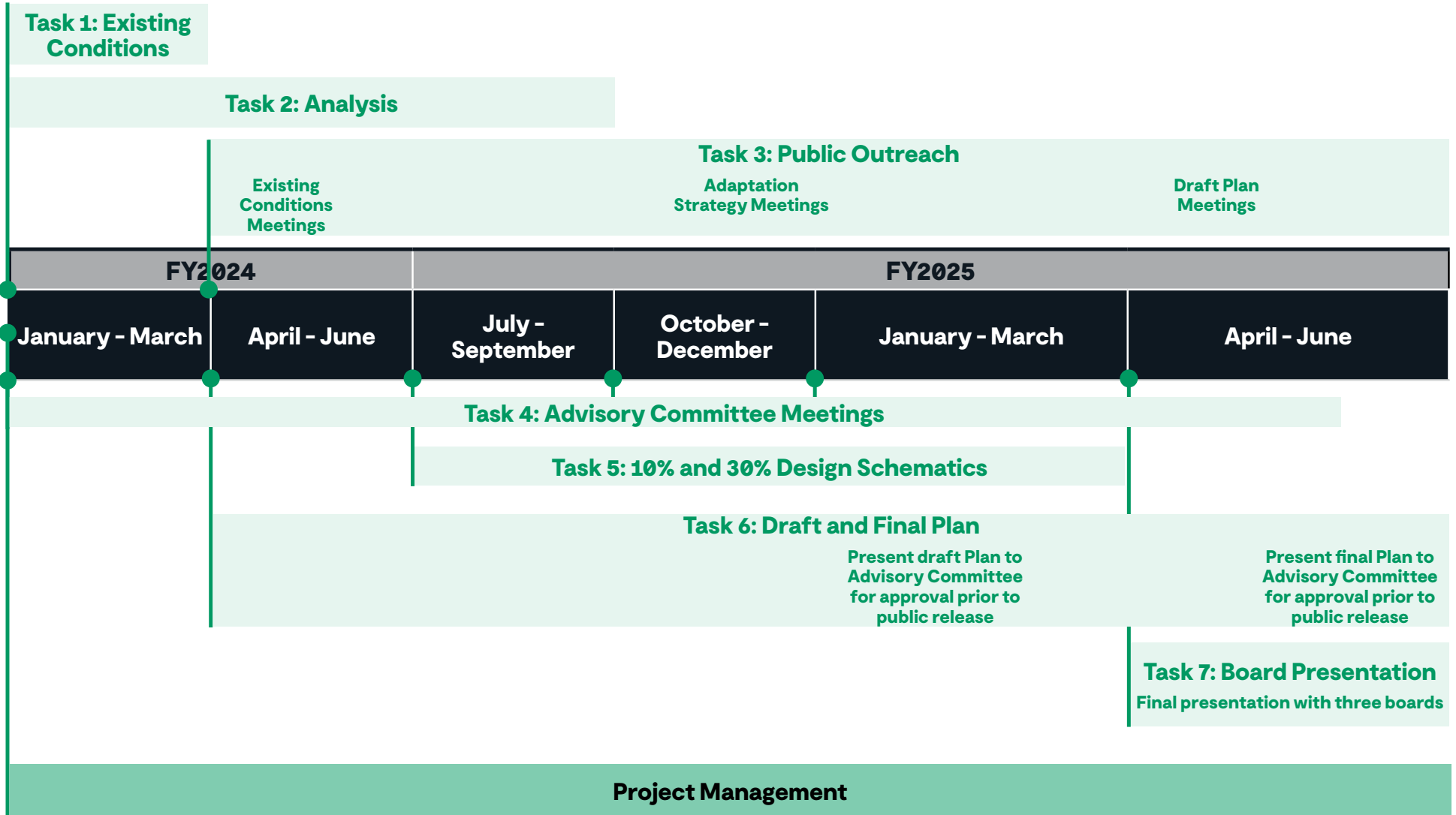
5. Cost Proposal

Task	Total Project Costs			Anticipated expenditures by Fiscal Year (FY)	
	Labor	Expenses	Total	FY 2024	FY 2025
1 Existing Conditions	\$14,981	\$-	\$14,981	\$14,981	\$-
2 Analysis	\$29,979	\$-	\$29,979	\$19,986	\$9,993
3 Public Outreach	\$79,540	\$456	\$79,996	\$26,513	\$53,483
4 Advisory Committee Meetings	\$12,246	\$-	\$12,246	\$4,082	\$8,164
5 Design Schematics	\$59,942	\$-	\$59,942	\$-	\$59,942
6 Draft and Final Plan	\$54,984	\$-	\$54,984	\$10,997	\$43,987
7 Board Review/Approval	\$2,157	\$342	\$2,499	\$-	\$2,499
Subtotals	\$253,829	\$797	\$254,627	\$76,559	\$178,067

Notes:

- Expenses have been estimated and include mileage billed at the current State rate.
- GHD's rates may be escalated up to 3% annually.

6. Schedule of Work





DEL NORTE LOCAL TRANSPORTATION COMMISSION

CRESCENT CITY, CALIFORNIA

ANNUAL FINANCIAL REPORT

JUNE 30, 2023



TABLE OF CONTENTS

	<u>PAGE</u>
Independent Auditors' Report	1-3
Management's Discussion and Analysis - Required Supplementary Information (unaudited)	4-7
Financial Statements:	
Government-wide Financial Statements:	
Statement of Net Position	8
Statement of Activities	9
Funds Financial Statements:	
Balance Sheet – Government Funds	10
Reconciliation of the Governmental Funds – Balance Sheet with the Governmental Activities Statement of Net Position	11
Statement of Revenues, Expenditures and Changes in Fund Balances – Government Funds	12
Reconciliation of the Net Change in Fund Balances – Total Governmental Funds with the Statement of Activities	13
Notes to Financial Statements	14-21
Required Supplementary Information (unaudited):	
Combined Statement of Revenue, Expenditures and Changes in Fund Balance – Budget and Actual – Planning & Administrative Fund 602	22
Combined Statement of Revenue, Expenditures and Changes in Fund Balance – Budget and Actual – Fund 618 SAFE	23
Supplementary Information (unaudited):	
Statements of Fiduciary Net Position	24
Statements of Changes in Fiduciary Net Position	25
Schedule of Allocations, Expenditures and Operating Transfers - Local Transportation Fund	26
Schedule of Allocations and Expenditures - State Transit Assistance Fund	27
Report on Compliance and Other Matters and on Internal Control over Financial Reporting Based on an Audit of the Financial Statements in Relation to the Local Transportation Purpose Funds Performed in Accordance with Government Auditing Standards	28-29
Appendix - List of Common Acronyms	30

INDEPENDENT AUDITORS' REPORT

Commissioners of
Del Norte Local Transportation Commission
Crescent City, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Del Norte Local Transportation Commission as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Del Norte Local Transportation Commission's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Del Norte Local Transportation Commission, as of June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Del Norte Local Transportation Commission, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Del Norte Local Transportation Commission's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements are considered material if there is a substantial likelihood that, individually or in aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Del Norte Local Transportation Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Del Norte Local Transportation Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, which follows this report letter, and the other required supplementary information as listed in the table of contents be presented to supplement the 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.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about 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 do 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.

Other Information

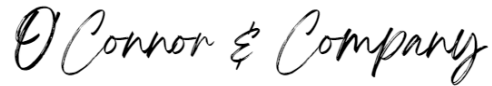
Management is responsible for the other information included in the annual report. The other information comprises the Schedules of Allocations (pages 26-27) listed in the Table of Contents but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 1, 2023, on our consideration of the Del Norte Local Transportation Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters.

The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Del Norte Local Transportation Commission's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Del Norte Local Transportation Commission's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "O'Connor & Company". The signature is written in a cursive, flowing style.

O'Connor & Company

Novato, California
December 1, 2023

Del Norte Local Transportation Commission
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2023

This section of Del Norte Local Transportation Commission's (DNLTC or Commission) annual audit is in addition to the financial statements that commence on page 8. This section discusses the management of funds in a manner that meets the transportation needs of communities within Del Norte County for the financial activities of the fiscal year ended June 30, 2023. This information should be considered in conjunction with financial statements for an overall perspective. Transportation funds are used for specific identified purposes in compliance with funding requirements.

Basis of Presentation

On an annual basis DNLTC funds are audited by an independent Certified Public Accountant. The DNLTC audit and financial statements are prepared in conformity with U.S. accounting principles which have been established by the Governmental Accounting Standards Board (GASB).

Introduction to the Basic Financial Statements

The required financial statements include the Statement of Net Position, Statement of Activities - All Governmental Fund Types, Governmental Funds Balance Sheet - All Governmental Fund Types, Statement of Revenues, Expenditures and Changes in Fund Balances - All Governmental Fund Types, Statement of Fiduciary Net Position, and the Statement of Changes in Fiduciary Net Position.

These statements are supported by notes to the financial statements and consideration of all sections is needed for a complete understanding of the financial picture of the Commission.

The Basic Financial Statements

The Basic Financial Statements comprise the Combined Government-wide Financial Statements and the Fund Financial Statements; these two sets of financial statements provide two different views of the Commission's financial activities and financial position.

The Government-wide Financial Statements

The Government-wide Financial Statements provide a longer-term view of the Commission's activities and is comprised of the Statement of Net Position and the Statement of Activities. The Statement of Net Position provides information about the financial position of the Commission as a whole, including all its capital assets and long-term liabilities on an accrual basis, like that used by corporations. The Statement of Activities provides information about all the Commission's revenues and all its expenses, also on an accrual basis, with the emphasis on measuring net revenues or expenses of the Commission's programs. The Statement of Activities explains in detail the change in Net Position for the year, as stated on page 9.

Government-wide financial statements are prepared on an accrual basis, which means they measure the flow of all economic resources of the Commission as a whole.

Fund Financial Statements

The Fund Financial Statements measure only current revenues and expenditures and fund balances; they exclude capital assets, long-term debt, and other long-term amounts, these provide more detail than the Government-wide financial statements.

DNLTC has one Major Fund and no Non-major Funds. The Major Fund is presented individually, with all Non-major Funds summarized and presented only in a single column. The Major Fund presents the primary annual activities of the Commission, which change from year to year in response to funding cycles, transportation planning programs and requirements.

All the Commission's activities are grouped into Government Activities as explained on the following page.

Del Norte Local Transportation Commission
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2023

Governmental Activities - The Commission's basic services are governmental activities. These services are supported by specific state revenues such as *RSTP Exchange* Funds for required transportation planning activities. Local Transportation Funds (LTF) derived from local sales tax are expended in accordance with the Transportation Development Act (TDA) for transportation planning, public transit, and maintenance of local streets and roads, after transit needs that are reasonable to meet have been funded.

The RSTP, Transit Security, State of Good Repair, STA, PTMISEA and LTF are considered Fiduciary Funds of the Commission. The Special Revenue Funds for transportation planning and DNLTC administration and SAFE are presented in the balance sheet on page 10.

Governmental Fund Financial Statements are prepared on a modified accrual basis, which means they measure only current financial resources and uses. Capital assets and other long-lived assets, along with long-term liabilities, are not presented in the Governmental Fund Financial Statements.

Full accrual basis statements are on the following pages: 8 - 9. Tables 1 and 2 provide a comparison of two fiscal years. The remaining statements on pages 10 & 12, report financial information on a modified accrual basis (nearly cash basis).

Analyses of Major Fund

Governmental Funds

Special Revenue Funds revenue decreased \$43,111, this fiscal year primarily due to a decrease in RPA funds in 22-23. Total expenditure increased \$54,522.

Governmental Activities

The Special Revenue Funds are used to account for transportation planning and administration activities as shown on page 12 and described below.

Planning and Administration Fund - This fund accounts for the Commission's administrative and planning expenses. The major revenue sources for this fund are Regional Planning Assistance and Local Transportation Funds. Expenditures are made for administration.

Service Authority for Freeway Emergencies (SAFE) Fund - The major revenue source for this fund is state vehicle license fees. Expenditures are made for planning and administration.

The Commission's fiduciary activities are reported in the separate Statements of Fiduciary Net Position. Their balances are excluded from the Commission's other financial statements as these are primary revenues that are allocated by the Commission for restricted transportation purposes and are described below. The Commission can allocate LTF for TDA admin & planning projects.

Local Transportation Fund (LTF, Fund 637)

This is the primary funding source for the Commission. LTF is derived from the ¼ cent of the general sales tax generated in Del Norte County.

State Transit Assistance Fund (STA, Fund 626)

STA is derived from the statewide sales tax on diesel fuel and allocated by a formula based on population and prior year transit revenues. STA can only be used for transportation planning and public transit purposes.

Regional Surface Transportation Program (RSTP, Fund 619)

RSTP funds are federal funds which are apportioned by formula. Counties with a population less than 200,000 may exchange the federal dollars for State funds for maintenance of local streets and roads.

Del Norte Local Transportation Commission
MANAGEMENT'S DISCUSSION AND ANALYSIS
 June 30, 2023

Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA, Fund 696)

These funds originate with the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements or for rolling stock procurement, rehabilitation, or replacement.

Transit Security (Fund 647) - This fund is utilized by the Commission, as trustee, to receive Proposition 1B California Transit Security Grant funds which are required to be accounted for separately.

State of Good Repair (Fund 697) - This fund is utilized by the Commission, as trustee, to receive funding for capital assistance in rehabilitating and modernizing California's existing local transit systems. This is an increase in transit STA funding. They pass through DNLTC directly to RCTA.

In 1971 the California Legislature enacted the Transportation Development Act (TDA). The TDA provides two funding sources: Local Transportation Fund (LTF) and State Transit Assistance Fund (STA). The TDA funds a wide variety of transportation programs, including planning and program activities, pedestrian and bicycle facilities, and public transit. Providing certain conditions are met, counties with a population under 500,000 (according to the 1970 federal census) may also use the LTF for local streets and roads, construction, and maintenance.

Table 1
Governmental Net Position at June 30, 2023

	2023	2022
Current and other assets	\$ 175,175	\$ 197,986
Total assets	175,175	197,986
Current liabilities	81,430	31,766
Total liabilities	81,430	31,766
Net position:		
Restricted	93,745	166,220
Total net position	\$ 93,745	\$ 166,220

The Commission's governmental net position amounted to \$93,745 as of June 30, 2023, a decrease of \$72,475 from 2022. This change is the Change in Net Position reflected in the Governmental Activities column of the Statement of Activities shown in Table 2. The Commission's net position as of June 30, 2023 comprised the following:

- Cash and investments of \$54,462.
- Accounts receivable of \$120,713.
- Accounts payable of \$81,430.
- Restricted net position includes \$93,745 of State transportation allocations for specific projects and purposes.

The Statement of Activities presents general revenues in detail and is summarized below in the Changes in Governmental Net Position.

Del Norte Local Transportation Commission
MANAGEMENT'S DISCUSSION AND ANALYSIS
 June 30, 2023

Table 2
Changes in Governmental Net Position

	2023	2022
<u>Expenses</u>		
Planning and administration	\$ 414,856	\$ 360,334
Total expenses	414,856	360,334
<u>Program Revenues</u>		
Operating grants and contributions	313,590	359,338
Charges for services	25,530	25,134
Total program revenues	339,120	384,472
<u>General Revenues:</u>		
Interest	3,261	1,020
Total general revenues	3,261	1,020
Change in net position	\$ (72,475)	\$ 25,158

Program Revenues

The decrease in program revenues in fiscal year 2023 is related to receiving a reduction in grants and contributions.

Debt Administration

The Commission does not utilize long-term debt to fund operations or growth.

Economic Outlook and Major Initiatives

Financial planning is based on specific assumptions from recent trends, State of California economic forecasts and historical growth patterns in the various communities served by the Commission.

The economic condition of the Commission as it appears on the balance sheet reflects financial stability and the potential for organizational growth. The Commission and Management are committed to sound fiscal management practices to deliver the highest quality service to citizens within Del Norte County.

Contacting the Commission's Financial Management

This Annual comprehensive Financial Report is intended to provide citizens, taxpayers, and creditors with a general overview of the Commission's finances. Questions about this report should be directed to Del Norte Local Transportation Commission, 900 North crest Drive.# 16, Crescent City, CA 95531.

Del Norte Local Transportation Commission

STATEMENT OF NET POSITION

June 30, 2023

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash	\$ 54,462
Accounts receivable	<u>120,713</u>
Total assets	<u>175,175</u>
<u>LIABILITIES</u>	
Accounts payable	<u>81,430</u>
Total liabilities	<u>81,430</u>
<u>NET POSITION</u>	
Restricted	<u>93,745</u>
Total net position	<u>\$ 93,745</u>

The accompanying notes are an integral part of these financial statements.

Del Norte Local Transportation Commission
STATEMENT OF ACTIVITIES
 All Governmental Fund Types
 For the Year Ended June 30, 2023

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenues and Changes in Net Position Governmental Activities
		Charges for Services	Operating Grants and Contributions	
Governmental Activities:				
Planning and administration	\$ 414,856	\$ 25,530	\$ 313,590	\$ (75,736)
Total governmental activities	<u>\$ 414,856</u>	<u>\$ 25,530</u>	<u>\$ 313,590</u>	<u>(75,736)</u>
General revenues:				
Interest and other income				<u>3,261</u>
Total general revenues				<u>3,261</u>
Change in net position				(72,475)
Net position, beginning of period				<u>166,220</u>
Net position, end of period				<u>\$ 93,745</u>

The accompanying notes are an integral part of these financial statements.

Del Norte Local Transportation Commission
GOVERNMENTAL FUNDS - BALANCE SHEET
 Special Revenue Funds
 June 30, 2023

	<u>Planning & Administration Fund 602</u>	<u>SAFE Fund 618</u>	<u>Total</u>
<u>ASSETS</u>			
Cash	\$ -	\$ 54,462	\$ 54,462
Accounts receivable	116,167	4,546	120,713
Due from other funds	-	696	696
Total assets	<u>\$ 116,167</u>	<u>\$ 59,704</u>	<u>\$ 175,871</u>
<u>LIABILITIES</u>			
Accounts payable	\$ 78,669	\$ 2,761	\$ 81,430
Due to other funds	696	-	696
Total liabilities	<u>79,365</u>	<u>2,761</u>	<u>82,126</u>
<u>FUND BALANCES</u>			
Restricted	<u>36,802</u>	<u>56,943</u>	<u>93,745</u>
Total fund balances	<u>36,802</u>	<u>56,943</u>	<u>93,745</u>
Total liabilities and fund equity	<u>\$ 116,167</u>	<u>\$ 59,704</u>	<u>\$ 175,871</u>

The accompanying notes are an integral part of these financial statements.

Del Norte Local Transportation Commission
Reconciliation of the
GOVERNMENTAL FUNDS - BALANCE SHEET
with the Governmental Activities
STATEMENT OF NET POSITION
For the Fiscal Year Ended June 30, 2023

TOTAL FUND BALANCE - TOTAL GOVERNMENTAL FUNDS \$ 93,745

Amounts reported for Governmental Activities in the Statement of Net Position are different from those reported in the Governmental Funds above because of the following:

None

-

NET POSITION OF GOVERNMENTAL ACTIVITIES \$ 93,745

The accompanying notes are an integral part of these financial statements.

Del Norte Local Transportation Commission
GOVERNMENTAL FUNDS STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
Special Revenue Funds
For the Year Ended June 30, 2023

	Planning & Administration Fund 602	SAFE Fund 618	Total
Revenue:			
LTF Funds	\$ 67,552	\$ -	\$ 67,552
RPA State Planning Funds	246,038	-	246,038
Service Authority for Freeway Emergencies	-	25,530	25,530
Interest	1,575	1,686	3,261
Total revenue	<u>315,165</u>	<u>27,216</u>	<u>342,381</u>
Expenditures:			
Planning and administration	<u>359,018</u>	<u>55,838</u>	<u>414,856</u>
Total expenditures	<u>359,018</u>	<u>55,838</u>	<u>414,856</u>
Change in net position	(43,853)	(28,622)	(72,475)
Net position, beginning of period	<u>80,655</u>	<u>85,565</u>	<u>166,220</u>
Net position, end of period	<u>\$ 36,802</u>	<u>\$ 56,943</u>	<u>\$ 93,745</u>

The accompanying notes are an integral part of these financial statements.

Del Norte Local Transportation Commission
 Reconciliation of the
NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS
 with the
STATEMENT OF ACTIVITIES
 For the Fiscal Year Ended June 30, 2023

The schedule below reconciles the Net Change in Fund Balances reported on the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balance, which measures only changes in current assets and current liabilities on the modified accrual basis, with the Change in Net Position of Governmental Activities reported in the Statement of Activities, which is prepared on the full accrual basis.

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS		\$ (72,475)
None		-
		-
CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES		\$ (72,475)

The accompanying notes are an integral part of these financial statements.

Del Norte Local Transportation Commission
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity and Nature of Activities

The financial statements of Del Norte Local Transportation Commission (the "Commission") have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

This summary of significant accounting policies of the Commission is presented to assist in understanding the financial statements. The financial statements and notes are representations of management, who is responsible for their integrity and objectivity. These accounting policies have been consistently applied in the preparation of financial statements.

The Commission is the Regional Transportation Planning Agency (RTPA) for Del Norte County, California, pursuant to Section 29532 of the California Government Code and was created pursuant to Title 3, Division 3, Chapter 2 of the State of California Government Code Section 29535. The Commission is responsible for transportation planning activities as well as administration of the Local Transportation Trust Fund and the State Transit Assistance Fund.

The Commission does not exercise control over any other governmental agency authority. Criteria used in determining the reporting entity was based on control or dependence determined based on budget adoption, funding, and appointment of the respective governing board.

B. Basis of Presentation

The Commission's basic financial statements are prepared in conformity with U.S. generally accepted accounting principles. The Governmental Accounting Standards Board (GASB) is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the U.S.A.

Government-wide Financial Statements

The Commission's financial statements reflect only its own activities; it has no sub-units (other government units overseen by the Commission). The statement of net position and statement of activities display information about the reporting government. They include all funds of the reporting entity. Governmental activities generally are financed through intergovernmental revenues and other transportation funds.

The statement of activities presents a comparison between direct expenses and program revenues for each segment of the Commission's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include grants and contributions that are restricted to meeting the operational needs of a particular program. Revenues that are not classified as program revenues, including all TDA revenue, are presented as general revenues.

Fund Financial Statements

Fund financial statements of the reporting entity are organized into funds, each of which is a separate accounting entity. Special Revenue Fund operations are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures (or expenses) as appropriate. Separate financial statements are provided for governmental funds and fiduciary funds even though the latter are excluded from the government-wide financial statements. The Commission's resources are accounted for based on the purposes for which they are to be spent and how spending activities are controlled. An emphasis is placed on major funds within the governmental categories.

Del Norte Local Transportation Commission
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Basis of Presentation (concluded)

A fund is considered major if it is the primary operating fund of the Commission or meets the following criteria:

Total assets, liabilities, revenues, or expenditures (or expenses) of the individual governmental funds are at least 10 percent of the corresponding total for all funds of that category or type.

Fiduciary statements include financial information for fiduciary funds. Fiduciary funds of the Commission primarily represent assets held by the County of Del Norte in a custodial capacity for other individuals or organizations.

C. Measurement Focus/Basis of Accounting

Measurement focus refers to what is being measured; the basis of accounting refers to the timing of the recognition of revenues and expenditures in the accounts and their reporting in the financial statements.

The government-wide financial statements are reported using the *economic resources measurement focus* and the full *accrual basis* of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are *incurred*, regardless of when the related cash flows take place.

Non-exchange transactions, in which the Commission gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. On the accrual basis, revenue from taxes is recognized in the fiscal year for which the taxes are levied or assessed. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental Funds

Governmental funds are reported using the *current financial resources* measurement focus and the *modified accrual* basis of accounting. Under this method, revenues are recognized when "measurable and available." The Commission considers all revenues reported in the governmental funds to be available if the revenues are collected within thirty days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as *expenditures* in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as *other financing sources*.

Those revenues susceptible to accrual are property, certain charges for services and interest revenue. Charges for services are not susceptible to accrual because they are not measurable until received in cash. For this purpose, the Commission considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

The Commission may fund programs with a combination of cost-reimbursement grants, categorical block grants, and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. The Commission's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

Del Norte Local Transportation Commission
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Measurement Focus/Basis of Accounting (concluded)

Major Governmental Funds

Planning and Administration Fund - This fund accounts for the Commission's administrative and planning expenses. The major revenue sources for this fund are Regional Planning Assistance and Local Transportation Funds. Expenditures are made for administration.

Service Authority for Freeway Emergencies (SAFE) Fund - The major revenue source for this fund is state vehicle license fees. Expenditures are made for planning and administration.

The fiduciary funds account for assets held by the Commission as a trustee or agent for other units of government. Expendable trust funds are used by the Commission for the following purposes:

Local Transportation Fund (LTF) - This fund is utilized by the Commission, as trustee, to receive the $\frac{1}{4}$ of 7.25% retail sales tax that is returned to each county by the State Board of Equalization. These funds are apportioned and allocated by the Commission to eligible recipients for transit, transportation planning, and for administration of the Transportation Development Act, and may also be used for local streets and roads.

State Transit Assistance Fund (STA) - This fund is utilized by the Commission, as trustee, to receive sales tax derived from statewide sales of diesel fuel. Each county receives its share of these funds based upon a population and operator revenue formula. These funds are allocated by the Commission to transit operators.

RSTP Exchange Fund - This fund is utilized by the Commission, as trustee, to receive non-federal RSTP account funds from the California Department of Transportation. These funds are then allocated to the County and Cities for maintenance of local streets and roads in accordance with Article XIX of the California State Constitution.

Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) - This fund is utilized by the Commission, as trustee, to receive funds from the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements or for rolling stock procurement, rehabilitation or replacement.

Transit Security Fund - This fund is utilized by the Commission, as trustee, to receive Proposition 1B California Transit Security Grant funds which are required to be accounted for separately.

State of Good Repair Fund - This fund is utilized by the Commission, as trustee, to receive funding for capital assistance in rehabilitating and modernizing California's existing local transit systems. This is an increase in transit STA funding. They pass through DNLTC directly to RCTA.

D. Budgets

Operating Funds - The Commission annually adopts a budget through the preparation of an overall work program. This work program describes the projects, or work elements, that are to be funded and the type of funds that will pay for the expenditures, such as Regional Planning Assistance, State Subvention, Local Transportation, or Federal Transportation Administration (FTA).

Del Norte Local Transportation Commission
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Budgets (concluded)

The work program in draft form is prepared by Commission staff, submitted and approved by the Commission, and submitted to the State of California, Department of Transportation (Caltrans) before June 30. Caltrans, as the grantor of Regional Planning Assistance, State Subvention, and FTA funds, approves the work program, which then becomes the budget for the operating fund of the Commission.

Private Purpose Trust Funds - There are three expendable trust funds, the LTF, STA, and RSTP Funds. The LTF funds are available for transit, streets and roads, pedestrian and bicycle, administration of the TDA, and transportation planning.

The STA funds are available for transit purposes. The eligible recipients are the Commission, the County of Del Norte, the City of Crescent City, Redwood Coast Transit Authority, and any governmental agency that is operating a transit service within Del Norte County, California. The process for delivering the LTF and STA funds to the various recipients is as follows:

The County Auditor-Controller estimates the number of funds to be available in the LTF and notifies the Commission before February 1 of each year. The LTF fund's net position balance has \$89,815 held in trust for pedestrian bicycle projects.

The Commission determines how much funding it will need for the planning and administration of the TDA. Redwood Coast Transit Authority (RCTA) is the only eligible claimant in the Del Norte region for the LTF funds provided by the State of California Department of Finance. RCTA is notified of the amount of LTF funds. RCTA then submits a claim for LTF funds, with transit needs required to be met before any street and roads funds can be claimed.

The Commission is committed to funding transit to the greatest extent possible and, by practice, does not divert funds for street and roads allocations.

The Commission acts upon the claims, adopting resolutions, and preparing allocation instructions that notify the recipient of the funds approved and notifies the County Auditor-Controller of what expenditures are approved and when they are to be paid.

The STA process is similar, except that the estimate is made by the State of California Controller's Office, and the funds cannot be used for administration, streets and roads, or pedestrian and bicycle facilities.

E. Cash and Investments

Cash and investments as of June 30, 2023 are classified in the accompanying financial statements as follows:

Statement of net position:

Cash and investments	\$ 54,462
Private purpose fiduciary trust funds	2,334,810
Total cash and investments	<u>\$ 2,389,272</u>

Cash and investments as of June 30, 2023 consisted of the following:

Deposits with financial institutions	\$ 54,462
Del Norte County Investment Pool	2,334,810
Total cash and investments	<u>\$ 2,389,272</u>

Del Norte Local Transportation Commission
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Cash and Investments (concluded)

Credit Risk, Carrying Amount and Market Value of Investments

The Commission's TDA Funds maintain specific cash deposits with the County and involuntarily participates in the external investment pool of the County. The County is restricted by state code in the types of investments it can make. Furthermore, the County Treasurer has a written investment policy, approved by the Board of Supervisors, which is more restrictive than the state code as to terms of maturity and type of investment.

Also, the County has an investment committee, which performs regulatory oversight for its pool as required by California Government Code Section 27134.

The County's investment policy authorizes the County to invest in obligations of the U.S. Treasury, its agencies and instrumentalities, certificates of deposit, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, bankers' acceptances, repurchase agreements, and the State Treasurer's investment pool. At June 30, 2023, the Commission's cash and investments with the County Treasurer are stated at fair value. However, the value of the pool shares in the County that may be withdrawn is determined on an amortized cost basis, which is different than the fair value of the Commission's position in the pool.

Fair Value Reporting - Investments

GASB Statement No. 72, *Fair Value Measurements and Application*, establishes a fair value hierarchy consisting of three broad levels: Level 1 inputs consist of quoted prices (unadjusted) for identical assets and liabilities in active markets that a government can access at the measurement date, Level 2 inputs consist of inputs other than quoted prices that are observable for an asset or liability, either directly or indirectly, that can include quoted prices for similar assets or liabilities in active or inactive markets, or market-corroborated inputs, and Level 3 inputs have the lowest priority and consist of unobservable inputs for an asset or liability.

The Commission's holdings in Del Norte County Investment Pool were an uncategorized input and not defined as a Level 1-3 input.

F. Accounts Receivables

The Commission evaluates the collectability of accounts receivable in order to determine the allowance for doubtful accounts. As of June 30, 2023, the Commission determined that accounts receivable is fully collectible and recorded \$0 for the allowance for doubtful accounts.

Based on historical experience, the Commission does not expect amounts to become uncollectible; however, if they are, they will be charged to operations as a bad debt expense. Although this method does not conform to generally accepted accounting principles, the impact of any bad debt expense recorded in the future is expected to be immaterial to the financial statements.

G. Capital Assets

All purchased capital assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at their estimated fair market value as of the date received. Depreciation of buildings, equipment and vehicles in the proprietary fund-types is computed using the straight-line method. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives (7 to 20 years) of the related fixed assets, as applicable. Depreciation expense for the year was \$0.

Del Norte Local Transportation Commission
NOTES TO FINANCIAL STATEMENTS
 June 30, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

G. Capital Assets (concluded)

A summary of the capital assets of the Del Norte Local Transportation Commission is shown below:

	Balance at 6/30/2022	Additions	Deletions	Balance at 6/30/2023
Equipment	\$ 123,327	\$ -	\$ -	\$ 123,327
Less accumulated depreciation	(123,327)			(123,327)
Net fixed assets	\$ -			\$ -

H. Contingencies

The Commission may be involved in various claims and litigation arising in the ordinary course of business. Commission management, based upon the opinion of legal counsel, is of the opinion that the ultimate resolution of such matters should not have a materially adverse effect on the Commission's financial position or results of operations.

I. Use of Estimates

The financial statements have been prepared in conformity with U.S. generally accepted accounting principles, and as such, include amounts based on informed estimates and judgments of management with consideration given to materiality. Actual results could differ from those amounts.

J. Fund Equity and Net Position

The statement of net position reports the difference between the Commission's total assets and the Commission's total liabilities, including all the Commission's long-term assets and debt. The statement of net position presents similar information to the old balance sheet format but presents it in a way that focuses the reader on the composition of the Commission's net position, by subtracting total liabilities from total assets.

The statement of net position breaks out net position as follows: *Restricted* describes the portion of net position that is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions that the Commission cannot unilaterally alter. *Unrestricted* describes the portion of net position that is not restricted from use.

Net investment in capital assets represents capital assets, net of accumulated depreciation reduced by the outstanding principal balances of debt attributable to the acquisition, construction, or improvement of those assets.

The accompanying financial statements reflect certain changes that have been made with respect to the reporting of the components of fund balances for governmental funds. In previous years, fund balances for governmental funds were reported in accordance with previous standards that included components for reserved fund balance, unreserved fund balance, designated fund balance, and undesignated fund balance. Due to the implementation of GASB Statement No. 54, the components of the fund balances of governmental funds now reflect the component classifications described below. In the fund financial statements, governmental fund balances are reported in the following classifications:

Nonspendable fund balance includes amounts that are not in a spendable form, such as prepaid items or supplies inventories, or that are legally or contractually required to remain intact, such as principal endowments.

Del Norte Local Transportation Commission
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)

J. Fund Equity and Net Position (concluded)

Restricted fund balance includes amounts that are subject to externally enforceable legal restrictions imposed by outside parties (i.e., creditors, grantors, contributors) or that are imposed by law through constitutional provisions or enabling legislation.

Committed fund balance includes amounts whose use is constrained by specific limitations that the government imposes upon itself, as determined by a formal action of the highest level of decision-making authority. The Board of Commissioners serves as the Commission's highest level of decision-making authority and has the authority to establish, modify or rescind a fund balance commitment via minutes action.

Assigned fund balance includes amounts intended to be used by the Commission for specific purposes, subject to change, as established either directly by the Board of Commissioners or by management officials to whom assignment authority has been delegated by the Board of Commissioners.

Unassigned fund balance is the residual classification that includes spendable amounts in the General Fund that are available for any purpose.

When expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned or unassigned) fund balances are available, the Commission's policy specifies that restricted revenues will be applied first. When expenditures are incurred for purposes for which committed, assigned or unassigned fund balances are available, the Commission's policy is to apply committed fund balance first, then apply assigned fund balance, and finally unassigned fund balance.

NOTE 2 - RISK MANAGEMENT

The Commission is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Commission is covered through the County. The County has self-insurance programs for liability and unemployment insurance.

Insurance coverage for liability above the County's self-insured retention (SIR) is provided through the California State Association of Counties (CSAC) Excess Insurance Authority. The County is a member of CSAC Excess Insurance Authority, a joint powers authority whose purpose is to develop and fund programs of excess insurance for its member counties. The joint powers agreement provides for additional assessment to members if the pool was to become underfunded. The authority is solvent and does not foresee additional assessment. See the County's basic financial statements for risk management disclosures.

NOTE 3 - PUBLIC TRANSIT MODERNIZATION

In November 2006, California Voters passed a bond measure enacting the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. Of the \$19.925 billion of state general obligation bonds authorized, \$4 billion was set aside by the State as instructed by statute as the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements for rolling stock procurement, rehabilitation, or replacement.

Del Norte Local Transportation Commission
NOTES TO FINANCIAL STATEMENTS
 June 30, 2023

NOTE 3 - PUBLIC TRANSIT MODERNIZATION (concluded)

During the year ended June 30, 2023, the Commission received and expended Proposition 1B PTMISEA funds as follows:

Unexpended PTMISEA Funds at June 30, 2022	\$ 521,826
Proceeds received during 2023	
Interest earned	8,671
Total Available for Expenditure	530,497
Expenditures Incurred During 2023:	
Funding Provided to RCTA for Purchases	230,621
Unexpended PTMISEA Funds at June 30, 2023	\$ 299,876

NOTE 4 - INTERFUND BALANCES

Current interfund balances arise in the normal course of business and are expected to be repaid shortly after the end of the fiscal year. At June 30, 2023, there were no interfund balances.

NOTE 5 - CONCENTRATIONS

The Commission receives a substantial amount of its support from a statewide retail sales tax from the Local Transportation Fund created by the Transportation Development Act. A significant reduction in the level of this support, if this were to occur, may have a significant effect on the Commission's activities.

NOTE 6 - RECLASSIFICATIONS

Certain amounts in the June 30, 2023 financial statements have been reclassified to conform with the June 30, 2022, presentation. These reclassifications have no effect on the change in fund balances as previously reported.

NOTE 8 - SUBSEQUENT EVENTS

In preparing these financial statements, the Commission has evaluated events and transactions for potential recognition or disclosure through the date the financial statements were issued.

Del Norte Local Transportation Commission
COMBINED STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE
 Budget and Actual - Planning and Administrative Fund 602
 For the Year Ended June 30, 2023
 (Unaudited)

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
Revenue:			
Local Transportation Funds (LTF)	\$ 87,600	\$ 67,552	\$ (20,048)
RPA State Planning Funds	235,000	246,038	11,038
Interest	<u>-</u>	<u>1,575</u>	<u>1,575</u>
Total revenue	<u>322,600</u>	<u>315,165</u>	<u>(7,435)</u>
Expenditures:			
Planning and administration	<u>322,600</u>	<u>359,018</u>	<u>(36,418)</u>
Total expenditures	<u>322,600</u>	<u>359,018</u>	<u>(36,418)</u>
Excess (deficit) of revenue over expenditures	<u>\$ -</u>	(43,853)	<u>\$ (43,853)</u>
Fund balance, beginning of period		<u>80,655</u>	
Fund balance, end of period		<u>\$ 36,802</u>	

Del Norte Local Transportation Commission
COMBINED STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE
 Budget and Actual - Fund 618 SAFE
 For the Year Ended June 30, 2023
 (Unaudited)

	Original and Final Budget	Actual	Variance with Final Budget
Revenue:			
Service Authority for Freeway Emergencies	\$ 26,000	\$ 25,530	\$ (470)
Interest	<u>-</u>	<u>1,686</u>	<u>1,686</u>
Total revenue	<u>26,000</u>	<u>27,216</u>	<u>1,216</u>
Expenditures:			
Planning and administration	<u>26,000</u>	<u>55,838</u>	<u>29,838</u>
Total expenditures	<u>26,000</u>	<u>55,838</u>	<u>29,838</u>
Excess (deficit) of revenue over expenditures	<u>\$ -</u>	<u>(28,622)</u>	<u>\$ (28,622)</u>
Fund balance, beginning of period		<u>85,565</u>	
Fund balance, end of period		<u>\$ 56,943</u>	

Del Norte Local Transportation Commission
STATEMENTS OF FIDUCIARY NET POSITION

Fiduciary Fund Types

June 30, 2023

Private Purpose Trust

	Local Transportation Fund 637	Transit Security Fund 647	State of Good Repair Fund 697	State Transit Assistance Fund 626	RSTP Fund 619	PTMISEA Fund 696	Totals
<u>ASSETS</u>							
Current assets:							
Cash and investments	\$ 136,241	\$ 224	\$ 144,141	\$ 142,146	\$ 1,612,182	\$ 299,876	\$ 2,334,810
Due from other governments	<u>151,627</u>	-	-	<u>97,658</u>	<u>19,867</u>	-	<u>269,152</u>
Total assets	<u>287,868</u>	<u>224</u>	<u>144,141</u>	<u>239,804</u>	<u>1,632,049</u>	<u>299,876</u>	<u>2,603,962</u>
<u>LIABILITIES AND NET POSITION</u>							
Liabilities:							
Accounts payable	<u>177,533</u>	-	-	<u>66,402</u>	<u>20,397</u>	-	<u>264,332</u>
Total liabilities	<u>177,533</u>	-	-	<u>66,402</u>	<u>20,397</u>	-	<u>264,332</u>
<u>NET POSITION</u>							
Restricted for other governments	<u>110,335</u>	<u>224</u>	<u>144,141</u>	<u>173,402</u>	<u>1,611,652</u>	<u>299,876</u>	<u>2,339,630</u>
Total net position	<u>\$ 110,335</u>	<u>\$ 224</u>	<u>\$ 144,141</u>	<u>\$ 173,402</u>	<u>\$ 1,611,652</u>	<u>\$ 299,876</u>	<u>\$ 2,339,630</u>

Del Norte Local Transportation Commission
STATEMENTS OF CHANGES
IN FIDUCIARY NET POSITION
 Fiduciary Fund Types
 For the Year Ended June 30, 2023

	Private Purpose Trust						
	Local Transportation Fund 637	Transit Security Fund 647	State of Good Repair Fund 697	State Transit Assistance Fund 626	RSTP Fund 619	PTMISEA Fund 696	Total
Additions:							
Taxes	\$ 975,216	\$ -	\$ -	\$ 376,129	\$ -	\$ -	\$ 1,351,345
State of Good Repair	-	-	65,565	-	-	-	65,565
Interest	7,307	4	2,431	2,682	29,352	8,671	50,447
Total additions	<u>982,523</u>	<u>4</u>	<u>67,996</u>	<u>378,811</u>	<u>29,352</u>	<u>8,671</u>	<u>1,467,357</u>
Deductions:							
Administration, planning, bicycle & pedestrian	88,071	-	-	-	-	-	88,071
Redwood Coast Transit Authority	881,374	-	-	265,608	-	230,621	1,377,603
Consolidated Transit Service Agency	50,274	-	-	-	-	-	50,274
State of Good Repair	-	-	49,401	-	-	-	49,401
Partnerships	-	-	-	-	27,817	-	27,817
Street Overlays	-	-	-	-	7,000	-	7,000
Total deductions	<u>1,019,719</u>	<u>-</u>	<u>49,401</u>	<u>265,608</u>	<u>34,817</u>	<u>230,621</u>	<u>1,600,166</u>
Change in net position	(37,196)	4	18,595	113,203	(5,465)	(221,950)	(132,809)
Net position, beginning of period	<u>147,531</u>	<u>220</u>	<u>125,546</u>	<u>60,199</u>	<u>1,617,117</u>	<u>521,826</u>	<u>2,472,439</u>
Net position, end of period	<u>\$ 110,335</u>	<u>\$ 224</u>	<u>\$ 144,141</u>	<u>\$ 173,402</u>	<u>\$ 1,611,652</u>	<u>\$ 299,876</u>	<u>\$ 2,339,630</u>

Del Norte Local Transportation Commission
SCHEDULE OF ALLOCATIONS, EXPENDITURES AND OPERATING TRANSFERS
 Local Transportation Fund
 For the Year Ended June 30, 2023
 (UNAUDITED)

	<u>Public Utilities Code Section</u>				<u>Total</u>
	<u>Admin- istration</u>	<u>Pedestrian & Bike Facilities</u>	<u>Community Transit Services</u>	<u>Contracted Transit Services</u>	
	<u>99233.1</u>	<u>99234</u>	<u>99275</u>	<u>99260(A)</u>	
Allocations:					
Taxes	\$ 975,216	\$ -	\$ -	\$ -	\$ 975,216
Interest	<u>7,307</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,307</u>
Total allocations	<u>982,523</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>982,523</u>
Expenditures:					
Administration, planning, bicycle & pedestrian	88,071	-	-	-	88,071
Redwood Coast Transit Authority	-	-	-	881,374	881,374
Consolidated Transit Service Agency	<u>-</u>	<u>-</u>	<u>-</u>	<u>50,274</u>	<u>50,274</u>
Total expenditures	<u>88,071</u>	<u>-</u>	<u>-</u>	<u>931,648</u>	<u>1,019,719</u>
Allocations over (under) expenditures	<u>\$ 894,452</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (931,648)</u>	<u>\$ (37,196)</u>

Del Norte Local Transportation Commission
SCHEDULE OF ALLOCATIONS, EXPENDITURES AND OPERATING TRANSFERS
 State Transit Assistance Fund
 For the Year Ended June 30, 2023
 (Unaudited)

	Public Utilities <u>Code Section</u> Operating Costs <u>6730(a)</u>
Allocations:	
Taxes and interest income	<u>\$ 378,811</u>
Total allocations	<u>378,811</u>
Expenditures:	
Redwood Coast Transit Authority	<u>265,608</u>
Total expenditures	<u>265,608</u>
Unexpended (overexpended) allocations	<u>\$ 113,203</u>

REPORT ON COMPLIANCE AND OTHER MATTERS
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL
STATEMENTS IN RELATION TO THE LOCAL
TRANSPORTATION PURPOSE FUNDS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

INDEPENDENT AUDITORS' REPORT

To the Honorable Commissioners of
Del Norte Local Transportation Commission
Crescent City, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Del Norte Local Transportation Commission, California, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Del Norte Local Transportation Commission's basic financial statements, and have issued our report thereon dated December 1, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Del Norte Local Transportation Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Del Norte Local Transportation Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Del Norte Local Transportation Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of Del Norte Local Transportation Commission's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

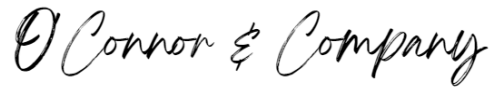
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the requirements of the California Public Utilities Code Sections 142257, 6661, 6662 and 6751 regulations as it applies to Local Transportation Purpose Funds noncompliance, which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with such provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported herein under the California Public Utilities Code Sections 142257, 6661, 6662 and 6751 regulations as it applies to Local Transportation Purpose Funds and *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Del Norte Local Transportation Commission's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Del Norte Local Transportation Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



O'Connor & Company.

Novato, California
December 1, 2023

Appendix

List of Common Acronyms

ATP – Active Transportation Program	PTMISEA – Public Transportation Modernization, Improvement, and Service Enhancement Account
BTA – Bicycle Transportation Account	PUC – Public Utilities Commission / Public Utilities Code
CalACT – California Association for Coordinated Transportation	RCT – Redwood Coast Transit
CALCOG – California Association of Councils of Governments	RCTA – Redwood Coast Transit Authority
CalSTA – California State Transportation Agency	RCTF – Rural Counties Task Force
Caltrans – California Department of Transportation	PSR – Project Study Report
CEQA – California Environmental Quality Act	RIP – Regional Improvement Program
CRRSAA -- Coronavirus Response and Relief Supplemental Appropriations Act	RPA – Rural Planning Assistance
CSAC – California State Association of Counties	RSTP – Regional Surface Transportation Program
CTC – California Transportation Commission	RTIP – Regional Transportation Improvement Program
CTSA – Consolidated Transportation Service Agency	RTP – Regional Transportation Plan
DNLTC – Del Norte Local Transportation Commission	RTPA – Regional Transportation Planning Agency
DOT – California Department of Transportation, a.k.a. Caltrans	SAFE – Service Authority for Freeway Emergencies
DTR – District Transit Representatives	SB – Senate Bill
FAA – Federal Aviation Administration	SHA – State Highway Account
FAS – Federal Aid System	SHS – State Highway System
FAST Act: Fixing America's Surface Transportation Act	SHOPP – State Highway Operation and Protection Program
FHWA – Federal Highway Administration	SGR – State of Good Repair
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
IIJA – Infrastructure Investment and Jobs Act	STIP – State Transportation Improvement Program
IIP – Interregional Improvement Program	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
NEPA – National Environmental Policy Act	WE – Work Element
OWP – Overall Work Program	YTD – Year to Date
PPM – Planning, Programming & Monitoring Program	ZEB – Zero Emission Bus
PTA – Public Transportation Account	ZEV – Zero Emission Vehicle

Item F Staff Report

DATE: JANUARY 9, 2024
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: COUNTY REQUEST FOR PLANNING GRANT MATCH FUNDING

TAC & STAFF RECOMMENDATION: By polled vote, approve \$20,000 of match funding in the 2024-25 Overall Work Program for the County's climate adaptation planning grant.

BACKGROUND: The County of Del Norte is applying for a Caltrans Climate Adaptation Planning grant and has requested assistance with the match funding. The request is attached.



COUNTY OF DEL NORTE
COMMUNITY DEVELOPMENT DEPARTMENT

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

Fax (707) 465-0340

Planning
(707) 464-7254

Engineering & Surveying
(707) 464-7229

Roads
(707) 464-7238

Building Inspection
(707) 464-7253

Environmental Health
(707) 465-0426

December 19, 2023

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

Attn: Tamera Leighton, Director

Re: Request for Grant Application Letter of Support and Match Funding

Dear Ms. Leighton:

Del Norte County is in the process of developing a grant application to apply to the Sustainable Transportation Planning Grant Program administered by Caltrans. The County is seeking funding to study and prioritize improvements to drainage infrastructure associated with the County maintained road system. Action items include field data collection of existing drainage infrastructure assets, a hydrology and hydraulics study, and development of a prioritized capital improvement plan. The effort will study existing conditions and opportunities to adapt to climate change within the planning horizon (2050 and beyond).

We would like to request the support of the Del Norte Local Transportation in the form of a letter of support. For convenience, a sample letter of support is attached. It is not necessary to use the sample letter of support but it may be utilized if desired. The content may also provide additional context as to the anticipated benefits of the project.

The grant application specifies that letters of support must be addressed as follows:

County of Del Norte
Heidi Kunstal, Director of Community Development
981 H Street, Suite 110
Crescent City, CA 95531

Additionally, the County must provide an 11.47% cash or in-kind match. The County has yet to establish a project budget. The grant program allows the project budget to range from \$150,000 to \$3 million resulting in a match of \$17,205 to \$344,100. The County is leaning towards a project with a large magnitude of effort and is willing to accept whatever match funding commitment the Del Norte Local Transportation Commission is willing to make. The County anticipates supplementing match funding commitments with in-kind match and Road Maintenance and Rehabilitation Account (a.k.a. SB1) cash match.

If you have any questions regarding this request or would like to discuss the proposed project, you may contact me, Rosanna Bower, at 707-464-7229 or rbower@co.del-norte. Thank you for assisting us in bettering our community.

Sincerely,



Rosanna Bower
Assistant County Engineer

Attachments:

- Sample Letter of Support

[LETTERHEAD]

[DATE]

County of Del Norte
981 H Street, Suite 110
Crescent City, CA 95531

Attn: Heidi Kunstal, Director of Community Development

Re: Letter of Support for Del Norte County's Sustainable Transportation Planning Grant Application

Dear Ms. Kunstal:

I am writing on behalf of **[BLANK]** to express our enthusiastic support for Del Norte County's endeavor to secure funding through the Sustainable Transportation Planning Grant Program administered by Caltrans. The proposed project aims to study and prioritize improvements to drainage infrastructure associated with the County maintained road system—an initiative crucial for enhancing community resilience and adapting to climate change impacts.

The outlined action items, encompassing field data collection, hydrology and hydraulics studies, and the development of a prioritized capital improvement plan, reflect a comprehensive approach to addressing existing infrastructure challenges while proactively considering future environmental changes.

We commend Del Norte County's commitment to enhancing its infrastructure in a sustainable and forward-thinking manner. By focusing on studying existing conditions and adapting to anticipated climate shifts within the planning horizon of 2050 and beyond, this project aligns with our collective responsibility to build resilient communities resilient to environmental changes.

The success of this grant application will undoubtedly benefit not only Del Norte County but also the broader region by fostering safer and more robust transportation infrastructure, improving community connectivity, and bolstering preparedness against climate-related challenges.

As an invested stakeholder in the well-being and progress of our community, **[BLANK]** stands in full support of Del Norte County's pursuit of the Sustainable Transportation Planning Grant. We firmly believe in the positive impact this initiative will have on our shared goals of sustainable development and resilience.

We extend our best wishes for the success of the application and remain eager to contribute to the realization of this vital project.

Sincerely,

[NAME]
[TITLE]

Item G Staff Report

DATE: JANUARY 9, 2024
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: DRAFT 2024-25 OVERALL WORK PROGRAM PROJECTS

TAC & Staff recommendation: Direct staff to fully develop the 2024-25 Overall Work Program with the presented work elements.

BACKGROUND: The Overall Work Program represents the work and the budget for Del Norte Local Transportation Commission for a fiscal year. While the requirements are tied to Rural Planning Assistance funds, the work program is inclusive of other fund sources and represents the total work for the transportation commission. In future meetings, a fully developed draft will be presented for consideration.

The Regional Planning Handbook is posted online:

http://www.dot.ca.gov/hq/tpp/offices/orip/owp/index_files/fy1718/Final2017RPH11.9.17.pdf

This handbook provides an introduction to the Overall Work Program:

The core regional transportation planning document is the Overall Work Program (OWP) and its core product is the Regional Transportation Plan (RTP).

The OWP and RTP are directly and inextricably interconnected. OWP activities support the RTP and development of the RTP is an OWP activity. The RTP is implemented through the Regional Transportation Improvement Program (RTIP) and the Federal Transportation Improvement Program (FTIP). Development of the RTIP and FTIP are also OWP activities.

The OWP is a California variant of what federal regulations [23 Code of Federal

Regulation (CFR) 450.308] refer to as a Unified Planning Work Program (UPWP). Federal regulations do not define it, but list what it must contain, depending on the size of the MPO and various other factors. The least complex OWPs include a description of what work is to be accomplished, when, by whom, and using which specific funding.

The OWP is a one-year scope of work and budget for transportation planning activities and funding sources to be accomplished between July 1 and June 30 of the state fiscal year. It is a statement of proposed work and estimated costs that tie specific available transportation planning funding sources to specific transportation planning activities. The OWP is essentially a grant application for CPG and RPA funds, therefore MPOs and RTPAs are only required to include activities in the OWP funded with these funds. However, many MPOs and RTPAs use the OWP as their annual business plan and budget and choose to include all of their activities and fund sources in the OWP.

Federal law uses the term Metropolitan Transportation Plan (MTP) and defines the term as the official intermodal transportation plan that is developed and adopted through the metropolitan transportation planning process for the metropolitan planning area. California law uses the term RTP. Statutes relative to legislative intent (Gov. Code Section 65070), preparation and contents (Gov. Code Section 65080), and public hearing (Gov. Code Section 65090) effectively provide a definition.

As with most plans, the RTP has a long-term horizon (not less than 20 years within the entire life of the RTP) and identifies existing and future transportation needs in the region. Although it includes rough cost estimates for the transportation proposals and is fiscally constrained (i.e., the total anticipated cost of the proposals is limited to the total reasonably anticipated revenues for the term of the plan), specific fund sources are usually not identified for the individual transportation proposals.

Del Norte Local Transportation Commission

Overall Work Program Expenditure Detail

2024-25 Overall Work Program

Work Element	Description	Funding Sources	DNLTC	Consultant/Other
A	Long Range Planning Coordination	RPA	\$ 41,000	\$ 65,251
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other/RSTP	\$ -	\$ -
Total A	\$106,251		\$41,000	\$65,251
B	Overall Work Program Development	RPA	\$ 24,000	\$ -
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
Total B	\$24,000		\$24,000	\$ -
C	Public Participation and Information Dissemination	RPA	\$ 35,000	\$ 18,000
		PPM	\$ 20,000	\$ -
		TDA	\$ -	\$ 12,000
		Other:	\$ -	\$ -
Total C	\$85,000		\$55,000	\$30,000
D	Regional Transportation Improvement Program (RTIP) Development	RPA	\$ -	\$ -
		PPM	\$ 8,000	\$ -
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
Total D	\$8,000		\$8,000	\$ -
E	Transportation Development Act Administration and Fiscal Management	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ 33,500	\$ 106,000
		Other	\$ -	\$ -
Total E	\$139,500		\$33,500	\$106,000
F	SAFE: Service Authority for Freeway Emergencies	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		SAFE	\$ 7,000	\$ 25,000
Total F	\$32,000		\$7,000	\$25,000
G	Climate Change Adaptation Planning	RPA	\$ 0	\$ -
		PPM	\$ -	\$ -
		Match RPA	\$ 15,249	\$ -
		Other: CAP	\$ 8,410	\$ 169,797
Total G	\$193,456		\$23,659	\$169,797
H	2024 Regional Transportation Plan	RPA	\$ 3,000	\$ 28,500
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total H	\$31,500		\$3,000	\$28,500

Del Norte Local Transportation Commission

Overall Work Program Revenue Summary

2024-25 Overall Work Program

Work Element	Description	RPA	TDA	STIP PPM	SAFE/Special	Work Element Total
A	Long Range Planning Coordination					
Product 1	Regional Transportation Plan Development	\$ 34,000.00	\$ -	\$ -	\$ -	
Product 2	2024 Economic and Demographic Profile	\$ 10,900.00	\$ -			
Product 3	Regional Mapping	\$ 61,351.00				
	Total Work Element A	\$ 106,251.00	\$ -	\$ -	\$ -	\$ 106,251.00
B	Overall Work Program Development					
Product 1	Overall Work Program	\$ 24,000.00	\$ -	\$ -	\$ -	
	Total Work Element B	\$ 24,000.00	\$ -	\$ -	\$ -	\$ 24,000.00
C	Information Dissemination					
Product 1	Commission	\$ 28,500.00	\$ -	\$ -	\$ -	
Product 2	Partnerships and Planning Agreements	\$ 8,500.00	\$ 12,000.00	\$ 20,000.00	\$ -	
Product 3	Website & Crowdsourcing Information	\$ 16,000.00		\$ -		
	Total Work Element C	\$ 53,000.00	\$ 12,000.00	\$ 20,000.00	\$ -	\$ 85,000.00
D	Regional Transportation Improvement Program (RTIP) Development					
Product 1	Develop and Maintain TIP	\$ -	\$ -	\$ 8,000.00	\$ -	
Product 2	Project Representation	\$ -	\$ -	\$ -	\$ -	
	Total Work Element D	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
E	Transportation Development Act Administration and Fiscal Management					
Product 1	Office Operations	\$ -	\$ 24,000.00	\$ -	\$ -	
Product 2	Fiscal Management	\$ -	\$ 112,500.00	\$ -	\$ -	
Product 3	SSTAC Support	\$ -	\$ 3,000.00	\$ -	\$ -	
	Total Work Element E	\$ -	\$ 139,500.00	\$ -	\$ -	\$ 139,500.00
F	SAFE: Service Authority for Freeway Emergencies					
Product 1	Call Box System Maintenance & Reporting	\$ -	\$ -	\$ -	\$ 32,000.00	
	Total Work Element F	\$ -	\$ -	\$ -	\$ 32,000.00	\$ 32,000.00
G	Climate Change Adaptation Planning					

Product 1	South Beach Climate Resilience Plan	\$ 15,249.00	\$ -	\$ -	\$ 178,207.00	
	Total Work Element G	\$ 15,249.00	\$ -	\$ -	\$ 178,207.00	\$ 193,456.00

H	2024 Regional Transportation Plan					
Product 1	2024 Regional Transportation Plan	\$ 31,500.00		\$ -		
	Total Work Element H	\$ 31,500.00		\$ -		\$ 31,500.00

TOTAL LABOR AND EXPENSES		\$ 230,000.00	\$ 151,500.00	\$ 28,000.00	\$ 210,207.00	\$ 619,707.00
---------------------------------	--	----------------------	----------------------	---------------------	----------------------	----------------------

Item H Staff Report

DATE: JANUARY 9, 2024
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: SB 125 FORMULA-BASED FUNDING FOR REDWOOD COAST TRANSIT AUTHORITY

REDWOOD COAST TRANSIT AUTHORITY & STAFF RECOMMENDATION:

By polled vote, adopt resolution 2024 2 approving the SB 125 formula-based Transit & Intercity Rail Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP) allocation plan for fiscal year 2023/24.

BACKGROUND: AB 102 (Chapter 38, Statutes of 2023) and SB 125 (Chapter 54, Statutes of 2023) amended the State's Budget Act of 2023 to appropriate a total of \$5.1 billion to the Transit and Intercity Rail Capital Program (TIRCP) and the new Zero-Emission Transit Capital Program (ZETCP) over a four-year period. The TIRCP program is typically a statewide competitive program, however, this appropriation, along with the ZETCP appropriation will be distributed by formulas based on both population and transit operator revenues to regional transportation planning agencies for programming and administration. The funds will be used for transit capital projects. The details are outlined in the attached resolution.

RTPAs must develop and submit an initial allocation plan that identifies how funding is distributed among operators and projects. Redwood Coast Transit Authority is using the funding for capital projects only.

Because Redwood Coast Transit Authority is the only public transit operator in the Del Norte region, the process of determining how to use funding is decided by Redwood Coast Transit Authority with participation by DNLTC staff. Throughout the life of this funding opportunity, DNLTC will be required to submit information

provided by Redwood Coast Transit Authority. The Redwood Coast Transit Authority board will approve all changes before they appear on a DNLTC agenda. This is transit funding and the decisions regarding projects and priorities belong with Redwood Coast Transit Authority as our only eligible recipient.

RESOLUTION NO. 2024 2

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION ADOPTING THE SB 125 FORMULA-BASED TRANSIT & INTERCITY RAIL CAPITAL PROGRAM (TIRCP) and ZERO EMISSION TRANSIT CAPITAL PROGRAM (ZETCP) ALLOCATION PLAN for FISCAL YEAR 2023/24

WHEREAS, Del Norte Local Transportation is the designated Regional Transportation Planning Agency for Del Norte County, and

WHEREAS, the Transit and Intercity Rail Capital Program (TIRCP) was created by Senate Bill 862 (Chapter 36, Statutes of 2014) and modified by SB 9 (Chapter 710, Statutes of 2015), to provide grants from the Greenhouse Gas Reduction Fund (GGRF) to fund transformative capital improvements that will modernize California's intercity, commuter, and urban rail systems, and bus and ferry transit systems, to significantly reduce emissions of greenhouse gases, vehicle miles traveled, and congestion;

WHEREAS, Assembly Bill 102 (Chapter 38, Statutes of 2023) and SB 125 (Chapter 54, Statutes of 2023) amended the Budget Act of 2023 to appropriate \$4 billion of General Fund to the TIRCP over the next two fiscal years as well as \$910 million of GGRF funding and \$190 million of Public Transportation Account funding over the next four fiscal years to establish the Zero-Emission Transit Capital Program (ZETCP);

WHEREAS, SB 125 guides the distribution of TIRCP funds on a population-based formula to regional transportation planning agencies, which will have the flexibility to use the money to fund transit operations or capital improvements, and AB 102 is to be allocated to regional transportation planning agencies on a population-based formula and another formula based on revenues to fund zero-emission transit equipment and operations;

WHEREAS, Redwood Coast Transit Authority shall be responsible for reporting data and expenditures and meeting all requirements with oversight from DNLTC; and,

WHEREAS, on behalf of Redwood Coast Transit Authority, DNLTC will receive an estimated total of \$3,756,248 over the four-year period for transit capital improvements, and shall pass the funding to Redwood Coast Transit Authority which has accepted the responsibility for all reporting requirements; and,

WHEREAS, the California State Transportation Agency (CalSTA)'s adopted guidelines governing the distribution of these funding sources require regional transportation planning agencies to submit a regional short-term financial plan, referred to as an allocation plan or package, due December 31, 2023 to receive a first allocation in Fiscal Year 2023/24; and,

WHEREAS, Redwood Coast Transit Authority staff has prepared the first allocation plan in consultation with DNLTC, for a total of \$3,756,248, summarized briefly as follows:

Project Elements	TIRCP	ZETCP
Transit Center	\$2,056,248	
Electric Buses	\$1,298,227	\$401,773

NOW, THEREFORE, BE IT RESOLVED by the Del Norte Local Transportation Commission as follows:

1. DNLTC approves the TIRCP and ZETCP allocation plan as developed by Redwood Coast Transit Authority.
2. DNLTC authorizes the Transit Manager of Redwood Coast Transit Authority to develop and submit all documents to meet the requirements of the SB 125 formula-based transit and intercity rail capital program and Zero Emission Transit Capital Program
3. The DNLTC executive director is authorized to provide oversight for all related submissions and to execute and submit all required documents.

PASSED AND ADOPTED by Del Norte Local Transportation Commission on this ninth day of January 2024, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Blake Inscore, Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Redwood Coast Transit Agency

SB 125 FORMULA-BASED TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM & ZERO EMISSION TRANSIT CAPITAL PROGRAM

Allocation Package

December 2023

A. Introduction

The Del Norte Local Transportation Commission (DNLTC) is the Regional Transportation Planning Agency for the Del Norte County region. Within the boundaries of DNLTC's jurisdiction, the only public transit operator is Redwood Coast Transit Authority (RCTA). RCTA intends for SB 125 funding to be allocated to two (of three) Cycle 6 TIRCP-funded Capital projects including the procurement of battery electric buses and the development of the Crescent City transit center. These projects hold several benefits including reduced environmental impact through the adoption of clean energy and improved ridership experience through the construction of a new transit center.

B. Narrative Explanation

1. Explanation of funding and service actions being taken within the region that utilize resources other than SB125 funding.

There is no anticipated funding related operational deficits through 25/26 for RCTA. The ordinary sources of federal, state, and local funding are sufficient to maintain service levels.

2. Description and justification of the RTPA strategy to use SB 125 funding to construct capital projects and fund operating expenses that lead to improved outcomes in its jurisdiction.

SB 125 funds have been allocated to two Cycle 6 TIRCP-funded capital projects that RCTA is implementing. Additional funding is needed for both projects due to dramatic cost increases in the construction and manufacturing sectors in recent years. The procurement of battery buses cost estimate has increased notably due to both inflation and the need to switch target vehicle to an available, FTA-compliant vehicle. The original target vehicle was unable to meet Buy America certification and RCTA evaluated alternatives and is now planning to purchase Endera Model B cutaway vehicles for this procurement. RCTA also seeks to increase the quantity of buses procured from 6 to 10 to ensure that enough battery electric buses are available to meet RCTA daily service needs considering the lower range of today's electric cutaway buses. The procurement of battery buses will support the County and the State's goal of providing zero emission buses to residents of California, improving air quality and reducing greenhouse gas emissions. The development of the Crescent City Transit Center requires additional funding due to increased costs. The transit center will improve the safety and accessibility of public transportation in Crescent City by providing a central hub for transit connections.

3. Detailed breakdown and justification for how the funding is proposed to be distributed between transit operators and among projects, consistent with the legislative intent described in SB 125.

The Del Norte County region has only one public transit operator, the Redwood Coast Transit Authority, therefore, this section focuses on projects rather than distribution among operators. The County currently has three TIRCP funded projects, two of which will be funded with additional SB 125

funds. The Crescent City Transit Center is allocated \$500,000 in FY 2023-2024 and \$1,556,248 in FY 2024-2025. The procurement of battery buses has been allocated the remaining funds including \$1,175,501 of TIRCP funding in FY 2023-2024, \$122,726 of TIRCP funding in FY 2024-2025, \$149,752 of ZETCP funding in FY 2023-2024, and \$84,007 in ZETCP funding each year from FY 2024-2025 to FY 2026-2027. Both projects have been substantially funded by TIRCP funds and are high priority in nature. The additional battery buses will support RCTA's transition to zero emissions vehicles and the transit center will promote ridership and mode shift. These additional funds will compensate for increased costs and scope of two high priority projects.

December 23, 2023 DNLTC SB 125 Initial Allocation Package

DECLARATIONS

DNLTC has collaborated extensively with its public transportation operator(s) and hereby makes its Declaration that 1) none of the public transportation operator(s) in Del Norte County will have an operational funding need for SB 125 funds between Fiscal Year 2023-24 and 2026-27, and 2) DNLTC will not be programming any of its SB 125 funding for transit operations.

Allocation Package Narrative Explanation for Operations Funding Not Required – No funding to Transit Operations

BACKGROUND

DNLTC along with the rest of California RTPAs (Rural Transportation Planning Agencies) and MPOs (Metropolitan Planning Organizations) has received a robust one-time allocation of transit funding assistance from Governor Newsome’s Fiscal Year 2023-24 State Budget. While these funds can be used for either operations or capital projects, DNLTC has collaborated with its transit operator(s) (Redwood Coast Transit Authority) and has determined that none of the SB 125 funds will be programmed to operations. The DNLTC share of the statewide program, based upon State Transit Assistance distribution formulas, amounts to a total of \$3,756,247 over the four-year SB 125 funding period.

DNLTC will be making an allocation request to program its SB 125 to existing underfunded TIRCP Cycle 6 projects being delivered by Redwood Coast Transit as follows:

SB 125 TIRCP	\$3,354,475
SB 125 ZETCP	<u>\$ 401,773</u>
Total 4-year SB 125 Funding	\$3,756,248

SB 125 Programmed to Existing TIRCP Projects

DNLTC will request that its SB 125 TIRCP funds be allocated to two (of the three) Cycle 6 TIRCP-funded capital projects that RCTA is implementing:

<u>TIRCP Cycle 6 Project</u>	<u>TIRCP Cycle 6 Funds</u>	<u>Add’l SB 125 Funds</u>
2023-10 CP116B Procure Battery Electric Buses	\$1.3M	\$1.7M
2023-10 CP116 Crescent City Transit Center	\$2.845M	\$2.05M

The requested additional TIRCP funds from SB 125 will be used for the full projects. Additional funding is needed for both projects due to dramatic cost increases in the construction and manufacturing sectors in recent years. The Procurement of Battery Buses cost estimate has increased notably due to both inflation and the need to switch target vehicle to an available, FTA-compliant vehicle. The original target vehicle was unable to meet Buy America certification and RCTA evaluated alternatives and is now planning to purchase Endera Model B cutaway vehicles for this procurement. RCTA also seeks to increase the quantity of buses procured from 6 to 10 to ensure that enough battery electric buses are available to meet RCTA daily service needs considering the lower range of today’s electric cutaway buses.

SB 125 ZETCP Capital

DNLTC is programming the SB 125 ZETCP funds towards RCTA’s Procurement of Battery Electric Buses (2023-10 CP116B). Here is the project fact sheet:

Project Fact Sheet

Implementing agency or agencies: **Redwood Coast Transit Authority**

Project title: **Procurement of Battery Electric Buses (2023-10 CP116B)**

Dates for the start and end of each project phase:

Place Bus Order: July 2025

Receive last deliveries of Buses: December 2026

A. Summary of project scope:

This project component is the purchase and procurement process for ten (10) Endera Model B battery electric buses. This project component includes the projected fleet and infrastructure costs for Redwood Coast Transit Authority in Del Norte County for services to Eureka in Humboldt County.

Project partners who will implement this project component are:

- Redwood Coast Transit Authority (RCTA)

Administrative and management overhead is included, as described above. Project Component budget and schedule are shown in Table 3. RCTA will use TIRCP and SB 125 funding, plus HVIP ZEB purchase incentive funding for the procurement.

Table 3: Summary capital budget and TIRCP expense schedule for Project Component 3.

Agency	Budget		Schedule (Fiscal Year)																			
	TIRCP	HVIP	23/24				24/25				25/26				26/27				27/28			
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
RCTA	\$3,000,000	\$690,000																				
Total	\$3,000,000	\$690,000																				

Grant Management

The scope of work for this task describes the grant and project management process.

- Redwood Coast Transit Authority will contract directly with CalTrans for implementing this Project Component. RCTA will collaboratively manage the grant, consultants and contractors.
- Redwood Coast Transit Authority will manage all contracts with listed project managers, manage project schedules, and manage all project changes as they arrive.

Duration: Full project component period

Deliverables: All necessary reporting

Procure Battery Electric Buses

The scope of work for this task describes the steps that Redwood Coast Transit will take to purchase battery electric buses and install supporting fueling infrastructure.

1. Establish final costs for fleet vehicles.
2. Prepare necessary documentation with final costs and specifications required to purchase new vehicles.
3. Upon approval, Redwood Coast Transit Authority will order, through the CalACT/MBTA Purchasing Cooperative process, 10 Endera Motors Model B battery electric buses, with a capacity of 16 seats, an ADA-accessible lift, and a design life of 7 years.
 - a. This model has a battery capacity of 150kWh and a range of 150 miles, with connections for Level-2, J1772, and DCFS, CCS-1 chargers.

Duration: 21 months

Milestone: March 2027

Deliverable: Ten (10) battery electric buses by Endera Motors.

Construct Transit Center

This project element will describe the design and construction tasks for the development of a new Transit Center in Crescent City (City owned parking lot at Front and K Streets).

Project partners who will implement this project element are:

- Redwood Coast Transit Authority
- City of Crescent City

The Project Element budget and schedule are shown in this table

Separable Phases/ Components	PPNO	Phase	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Crescent City Transit Center	CP116	PA&ED		\$ 33,000		
		PS&E			\$ 160,000	
						\$ 1,556,000
		CONST				\$ 2,652,000

Table: Summary of TIRCP and SB 125 expense schedule for Transit Center

Task 5.1: Preliminary Engineering

The scope of work for this task is described in the following sections:

Environmental Review

The scope for environmental review is as follows:

1. Determine whether the project is subject to CEQA by conducting a preliminary review to identify any potential environmental impacts.
2. Prepare an Initial Study to identify and evaluate the environmental impacts of the project.
3. Determine the appropriate level of environmental analysis, such as a Negative Declaration or an Environmental Impact Report (EIR).
4. Prepare and circulate the Negative Declaration or EIR for public review and comment.
5. Respond to public comments and revise the document as necessary.
6. Adopt the Negative Declaration or EIR and certify that it has been completed in compliance with CEQA.
7. Consider any mitigation measures and alternatives to the project that have been identified in the environmental analysis.
8. Approve or deny the project based on the findings of the environmental analysis and any mitigation measures or alternatives that have been identified.

Task Duration: 6 months

Deliverable: required environmental studies, draft Environmental, and final Environmental

Engineering and Design

1. Solicit and secure environmental and design consultants.
2. Consultant contracting / Notice to Proceed.
3. Verify the accuracy of the improvement requested for the facility and exterior space.
4. Evaluate conceptual options and alternatives relative to the original anticipated requirements and funding.
5. Site analysis, programming, and design including access to neighboring roads as geotechnical services and survey work will need to be performed.
6. Develop a comprehensive equipment list and coordinate required infrastructure with engineering.
7. Organize and coordinate project design and engineering information from RCT and the design team.

Permitting Approvals

1. Prepare construction documents and specifications for all disciplines setting forth detail required for building permit approvals and project construction.
2. Respond to plan check comments in sufficient detail for building permit approval.

Task Duration: 6 months

Deliverable: final construction drawings, final specifications, final construction cost estimates, bid package

Task 5.2: Construction of Transit Center in Crescent City

The scope of work describes the steps Redwood Coast Transit Authority will take to construct a new Transit Center in Crescent City (140 Williams Drive, Crescent City).

Construction

1. Construction bidding process.
2. Contracting and Notice to Proceed.
3. Obtain a building permit.
4. Conduct pre-construction meetings to review project goals and design and engineering intent.
5. Develop a construction phasing plan.
6. Begin project procurement for all building materials and services required for construction.
7. Site preparation.
 - a. Install construction fencing and laydown yard
 - b. Excavate site
 - c. Install underground project utilities: power, water, sewer, communications
8. Install foundation.
9. Construction building framing.
10. Install roofing and building siding.
11. Install all interior building systems.
 - a. HVAC
 - b. Plumbing
 - c. Electrical
 - d. Communication
 - e. Specialty equipment and system
12. Install exterior building lighting and finish materials.
13. Install high-quality lighting within the facility.
14. Prepare the site for final grading and drainage elevations.
15. Install exterior concrete and asphalt paving.
16. Install landscaping and stormwater treatment systems.
17. Construct public restrooms.
18. Install shade/sun canopy.
19. Install ticket kiosk.
20. Install bike storage.
21. Receive final inspection and certificate of occupancy.
22. Provide as-built designs.
23. Provide owner with building systems training.

Task Duration: 6 months

Deliverable: completed Transit Center

Task 5.3: Monitoring and Maintenance of the Transit Center in Crescent City

The scope of work for this task is described in the following sections.

Monitoring Performance

1. Redwood Coast Transit Authority will continue tracking ridership through data collection and technical analysis work.
 - a. Buses will be monitored by utilizing preinstalled data collection hardware or installing as necessary electronic data collection devices on each vehicle.
2. Redwood Coast Transit Authority will conduct regular surveys to identify the primary changes in ridership

Task Duration: 30 months

Performance Target: monthly performance monitoring

Deliverable: monitoring reports

Maintenance

1. First Transit staff will maintain responsibility for the cleaning and maintenance of the facility, as well as the meeting rooms, restrooms, and yard areas around the Transit Center.

Task Duration: perpetuity

Performance Target: high-functioning Transit Center

B. Detailed Project Schedule – Procure Electric Buses

December 2023 - Order pilot Endera Model B (funded by non-TIRCP, non-SB 125 funds)

October 2024 – Receive delivery of pilot Endera Model B – place into revenue service

November 2024 – June 2025 – Evaluate performance of pilot Endera Model B

July 2025 – Initiate Order for first batch of (8) eight Endera Model B buses

April 2026 – Receive delivery of first batch of (8) eight Endera Model B buses

July 2026 – Initiate order of last batch of (2) two Endera Model B buses

March 2027 - Receive delivery of last batch of (2) two Endera Model B buses

C. Project Maps

See attached file for the project maps.

D. Green House Gas Reduction Calculations



California Air Resources Board
 Benefits Calculator Tool for the
 Transit and Intercity Rail Capital Program
 California Climate Investments

Project Name:	Expanding Transit Services and Growing Zero-Emission Fleets on California's North Coast
---------------	---

	Quantified GHG Component 1	Quantified GHG Component 2	Quantified GHG Component 3	Quantified GHG Component 4	Quantified GHG Component 5	Quantified GHG Component 6	Total Project
Identifying Descriptor	RCT: Electric Buses and Charging Infrastructure						
GHG Emission Reduction Start Date (Year)	2026						
Total CCI							
Total GHG Emission Reductions (MTCO ₂ e)	1,441						1,441
Total GGRF Funds Requested (\$)	\$3,804,733						\$3,804,733
Total GHG Emission Reductions/Total GGRF Funds Requested (MTCO ₂ e/\$)	0.000379						0.000379
TIRCP							
TIRCP GHG Emission Reductions (MTCO ₂ e)	1,327						1,327
TIRCP Funds Requested (\$)	\$3,504,733						\$3,504,733
TIRCP GHG Emission Reductions/TIRCP Funds Requested (MTCO ₂ e/\$)	0.000379						0.000379
TIRCP Funds Requested/TIRCP GHG Emission Reductions (\$/MTCO ₂ e)	2,641						2,641
Additional CCI Program 1							
CCI Program	CARB - Clean Truck & Bus						
GHG Emission Reductions Attributable to other GGRF Programs (MTCO ₂ e)	114						
Total Additional GGRF Funds to Implement Project (\$)	\$300,000						
Additional CCI Program 2							
CCI Program							
GHG Emission Reductions Attributable to other GGRF Programs (MTCO ₂ e)							
Total Additional GGRF Funds to Implement Project (\$)							

See attached file for details.

E. Jobs Co-Benefit Calculations



California Air Resources Board
 Job Co-benefit Modeling Tool
 California Climate Investments

Project Name	Expanding Transit Services and Growing Zero-Emission Fleets on California's North Coast
--------------	---

Total Full-time Equivalent Jobs Supported by Project Budget	18.2
Total Full-time Equivalent Jobs Supported by Project GGRF Funds	18.2
Full-time Equivalent Jobs Directly Supported by Project GGRF Funds	7.9
Full-time Equivalent Jobs Indirectly Supported by Project GGRF Funds	4.3
Full-time Equivalent Induced Jobs Supported by Project GGRF Funds	6.0

Note:

It is not appropriate to directly compare the job estimates from this Job Co-benefit Modeling Tool to the GGRF project dollars. California Climate Investments facilitate greenhouse gas emission reductions and deliver a suite of economic, environmental, and public health co-benefits, including job co-benefits. A different mix of spending on materials, equipment, and labor is expected across various California Climate Investments project types and match funding arrangements. As such, some project types will support more jobs than others.

F. Benefits to Disadvantaged, Low-Income Communities and Households

RCTA provides transportation to underserved communities within Del Norte County including four federally recognized Native American Tribes, the Yurok Tribe, Elk Valley Rancheria, Tolowa Dee-ni' Nation, and Resighini Rancheria. With 23% of the county population living below the poverty line, many of the County's residents are in need of improved transit facilities. The Crescent City Transit Center will provide a central hub for future transit expansion. The transit center includes electric vehicle charging stations, public parking, bus parking, and access to neighboring businesses. Developing this facility will improve the ridership experience community members and boost ridership. The procurement of battery buses will improve the air quality of the surrounding communities and reduce RCTA's greenhouse gas emissions.

G. Benefits to AB 1550

With 23% of the county population living below the poverty line, the procurement of zero emissions buses will improve the air quality of underserved communities within Del Norte County. The increase in ridership and mode shift from the construction of the transit facility will reduce congestion and the reliance on combustion engines.

H. Project's Ridership Benefits

Procurement of Battery Electric Buses:

While it is difficult to predict latent demand that will emerge once existing RCTA gas and diesel-powered buses are replaced with ZEB electric cutaway buses, a conservative estimate would be a system-wide 5% annual ridership increase. New buses will improve the ridership experience by providing cleaner and safer vehicles in addition to improving air quality.

Crescent City Transit Center:

Improved profile and rider amenities as well as simplified transfers between routes, systems, and private sector transportation services project to increase RCTA system-wide ridership by 10%. The Crescent City Transit Center will provide a central hub for future transit expansion. The transit center includes electric vehicle charging stations, public parking, bus parking, and access to neighboring businesses.

Past Due		Due in 3 Months		Complete		CT Milestone Report - Del Norte County - December 10, 2023															
District	Project ID	Project Number	Program ^a	Project Manager	County	Route	Post Mile start/end	Nick Name	Legal Description	Work Description	Capital Construction Estimate	Capital Right-of-Way Estimate	Support Cost Estimate	Total Project Estimate	Current Phase ^b	Program Project	Project Approval & Environmental Document (PA&ED)	Right-of-Way Certification (RW Cert)	Ready to List (RTL)	Begin Construction	End Construction
01	010000193	01-43640	SHOPP	MELENDREZ, DAVID L	DN	101	35.8/36.5	Dr. Fine Bridge Replacement	IN DEL NORTE COUNTY NEAR CRESCENT CITY FROM 0.3 MILE SOUTH OF SMITH RIVER BRIDGE TO 0.4 MILE NORTH OF SMITH RIVER BRIDGE	REPLACE BRIDGE	\$86,565,000	\$6,499,000	\$12,421,073	\$105,485,073	CONST	05/22/2006	03/19/2020	04/15/2021	05/03/2021	08/02/2022	10/03/2026
01	0100020444	01-0B090	SHOPP	MELENDREZ, DAVID L	DN	101	8.2/8.7	Hunter/Panther Creek Bridge Replacement	IN DEL NORTE COUNTY NEAR KLAMATH AT PANTHER CREEK BRIDGE #01-0025 AND AT HUNTER CREEK BRIDGE #01-0003	REPLACE BRIDGE	\$21,171,000	\$2,230,000	\$2,031,793	\$25,432,793	CONST	07/01/2014	07/05/2018	04/16/2019	10/14/2019	05/08/2020	07/30/2024
01	0114000052	01-44260	SHOPP MINOR B	COONROD, CAREN E	DN	101	0/25	Develop Disposal Site	IN DEL NORTE COUNTY FROM THE HUMBOLDT-DEL NORTE COUNTY LINE TO 0.6 MI SOUTH OF SAND MIND RD-RD 112	DEVELOP DISPOSAL SITE	\$15,000	\$0	\$328,620	\$343,620	PAED		12/31/2024	01/15/2025	03/01/2025	06/01/2025	12/30/2026
01	0115000099	01-0F280	SHOPP	MATTEOLI, JAIME C	DN	101	12.7/16.5	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	\$1,984,000,000	\$203,276,000	\$757,971,976	\$2,945,247,976	PAED	06/01/2018	11/17/2025	07/01/2030	09/02/2030	06/16/2031	10/14/2039
01	0116000060	01-0F760	SHOPP	MELENDREZ, DAVID L	DN	199	28.1/28.1	REHAB IDLEWILD MAINT STATION	IN DEL NORTE COUNTY NEAR GASQUET AT THE IDLEWILD MAINTENANCE STATION	REHAB MAINTENANCE STATION	\$8,180,000	\$8,000	\$1,535,463	\$9,723,463	CONST	08/16/2018	05/12/2020	01/25/2023	06/27/2022	03/02/2023	10/03/2024
01	0117000015	01-0G530	SHOPP MINOR B	COONROD, CAREN E	DN	101	27/27	CRESCENT CITY MTCE. YARD	IN DEL NORTE COUNTY IN CRESCENT CITY AT THE JUNCTION OF ROUTE 101 AND NORTHCREST DRIVE AT THE CRESCENT CITY MAINTENANCE STATION	PROPERTY PURCHASE	\$250,000	\$2,312,000	\$20	\$2,562,020	PSE		11/29/2016	04/01/2024			
01	0118000103	01-0H770	SHOPP MINOR B	COONROD, CAREN E	DN	199	28.06/28.06	01-0H770-MNRB-IDLEWILD MS PAVING	IN DEL NORTE COUNTY NEAR IDLEWILD AT THE IDLEWILD MAINTENANCE STATION	REPLACE ASPHALT	\$264,000	\$0	\$893	\$264,893	CONST		05/06/2020	07/25/2022	01/06/2023	06/08/2023	12/01/2024
01	0118000190	01-0J210	SHOPP	WINKLER-PRINS, LIANNA	DN	101	R2.6/23.81	KLAMATH CAPM	IN DEL NORTE COUNTY IN & NEAR KLAMATH FROM 1.2 MILES SOUTH OF KLAMATH RIVER OVERFLOW TO 1.1 MILE NORTH OF HAMILTON ROAD	CAPM	\$33,065,000	\$49,000	\$3,663,779	\$36,777,779	PSE	06/24/2020	03/23/2023	07/01/2024	07/15/2024	01/28/2025	12/01/2026
01	0119000014	01-0J350	SHOPP MINOR A	FLOYD, KIMBERLY R	DN	199	33.41/33.41	COLLIER SRRA WATER UPGRADE	IN DEL NORTE COUNTY NEAR THE OREGON STATE LINE AT COLLIER SAFETY ROADSIDE REST AREA	UPGRADE WATER SYSTEM	\$1,080,000	\$0	\$2,700,315	\$3,780,315	PAED	08/08/2023	12/01/2024	12/01/2026	07/01/2026	11/01/2026	12/01/2029
01	0120000028	01-0B091	SHOPP	FALK-CARLSEN, KARL	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	\$312,202	\$312,202	PSE	07/01/2014	07/05/2018	04/16/2019	12/01/2023	06/15/2024	12/15/2030
01	0120000033	01-0K140	SHOPP	WINKLER-PRINS, LIANNA	DN	101	12.6/13.2	Wilson Creek Restoration & SPGA Wall	IN DEL NORTE COUNTY NEAR KLAMATH FROM WILSON CREEK BRIDGE TO 0.5 MILE NORTH OF WILSON CREEK BRIDGE	REALIGNMENT & SPGA WALL	\$24,894,000	\$673,000	\$7,458,985	\$33,025,985	PAED	10/21/2020	04/15/2025	07/19/2026	08/19/2026	02/02/2027	12/01/2028
01	0120000053	01-0F311	SHOPP	FALK-CARLSEN, KARL	DN	101	39.8/39.8	Dominie Fish Passage Mitigation	IN DEL NORTE COUNTY NEAR SMITH RIVER AT DOMINIE CREEK	ENVIRONMENTAL MITIGATION	\$200,000	\$0	\$319,043	\$519,043	CONST	10/19/2015	01/15/2019	12/11/2019	02/03/2020	07/04/2020	12/01/2027
01	0120000129	01-0K640	SHOPP	WINKLER-PRINS, LIANNA	DN	199	24.1/24.3	Middle Fork Smith River Curve Improvement	IN DEL NORTE COUNTY ABOUT 10 MILES NORTH OF GASQUET FROM MIDDLE FORK SMITH RIVER BRIDGE TO 0.2 MILE NORTH OF MIDDLE FORK SMITH RIVER BRIDGE	CONSTRUCT CURVE IMPROVEMENT & UPGRADE ROADSIDE PAVEMENT	\$1,248,000	\$0	\$1,618,474	\$2,866,474	PSE	06/23/2021	02/06/2023	10/07/2023	12/29/2023	04/01/2024	12/01/2025
01	0120000135	01-0K690	SHOPP	WINKLER-PRINS, LIANNA	DN	101	M0/46.492	Culvert Rehabilitation & Fish Passage	IN DEL NORTE COUNTY ON ROUTE 101 FROM THE HUM-DN COUNTY LINE TO THE OREGON STATE LINE	DRAINAGE REHAB & FISH PASSAGE	\$14,802,000	\$2,992,000	\$9,360,079	\$27,154,079	PAED	06/29/2022	11/02/2025	05/03/2027	08/03/2027	02/01/2028	12/01/2029
01	0121000034	01-0K950	SHOPP	WINKLER-PRINS, LIANNA	DN	101	15.6/16.2	Damnation Creek Safety	IN DEL NORTE COUNTY ABOUT 10 MILES SOUTH OF CRESCENT CITY FROM 3 MILES NORTH TO 3.6 MILES NORTH OF WILSON CREEK BRIDGE	SUPER EL IMPROVEMENTS AND MGS	\$7,864,000	\$147,000	\$4,058,495	\$12,069,495	PAED	01/26/2022	04/04/2024	02/28/2025	03/17/2025	09/02/2025	12/01/2028
01	0121000044	01-0L040	SHOPP	GOFF, TREVOR	DN	101	12/16.5	LCG Landslide Repair	IN DEL NORTE COUNTY ABOUT 8 MILES SOUTH OF CRESCENT CITY FROM 0.2 MI SOUTH OF LAGOON CR CO PK TO BEG PASSING LN LT	LANDSLIDE REPAIR	\$19,100,000	\$2,000	\$2,059,873	\$21,161,873	CONST	02/15/2021	02/15/2021	02/15/2024	02/16/2021	02/17/2021	07/04/2024
01	0121000047	01-0L050	SHOPP MINOR B	COONROD, CAREN E	DN	199	11/11.5	Hardscrabble Creek HFST	IN DEL NORTE COUNTY FROM HARDCRABBLE CREEK BRIDGE #01-40 TO 0.5 MILE NORTH OF HARDCRABBLE CREEK BRIDGE	HFST	\$330,000	\$0	\$0	\$330,000	CONST		10/14/2021	10/19/2021	12/15/2021	06/23/2022	12/01/2023
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	\$1,459,490	\$1,959,490	PSE	04/07/2021	03/10/2020		07/01/2025	12/01/2025	10/01/2027
01	0121000071	01-43642	SHOPP	FALK-CARLSEN, KARL	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	\$225,448	\$525,448	CONST	04/07/2021		04/15/2021	05/03/2021	12/01/2025	12/01/2027
01	0121000075	01-0L140	OTHER-LOCAL	MELENDREZ, DAVID L	DN	101	3.72/3.78	Resighini Encroachment Permit	In Del Norte County at Klamath River Overflow	Oversite	\$0	\$0	\$164,815	\$164,815	PAED		04/01/2024	09/01/2024	09/01/2024	02/14/2025	10/01/2025
01	0122000010	01-0L430	SHOPP	MELENDREZ, DAVID L	DN	101	39.2/39.6	Timbers Blvd Safety	IN DEL NORTE COUNTY NEAR SMITH RIVER FROM 0.5 MILE SOUTH OF ROWDY CREEK BRIDGE TO ROWDY CREEK BRIDGE	LEFT TURN CHANNELIZATION	\$3,402,000	\$16,000	\$2,816,598	\$6,234,598	PAED	10/12/2022	07/19/2024	09/30/2025	10/15/2025	05/05/2026	12/01/2027
01	0122000073	01-0L990	SHOPP	MELENDREZ, DAVID L	DN	199	T.8/T.8	DN 199 Roundabout	IN DEL NORTE COUNTY NEAR CRESCENT CITY AT ELK VALLEY CROSS ROAD	CONSTRUCT ROUNDABOUT	\$6,576,000	\$23,000	\$3,729,879	\$10,328,879	PAED	03/22/2023	06/03/2024	06/10/2025	07/01/2025	01/27/2026	12/01/2027
01	0122000074	01-0M000	OTHER STATE FUNDS	COONROD, CAREN E	DN	101	R28.1/28.1	CHP Transfer of Jurisdiction	IN DEL NORTE COUNTY NEAR CRESCENT CITY AT FRONTAGE (FR) EAST WASHINGTON BOULEVARD	TRANSFER OF JURISDICTION	\$0	\$0	\$245	\$245	PSE		06/29/2022				
01	0122000105	01-0M120	SHOPP	WINKLER-PRINS, LIANNA	DN	101	18.4/19.3	Mill Creek Safety	IN DEL NORTE COUNTY FROM 1.8 MILE SOUTH OF MILL CREEK PARK ENTRANCE - ROAD 8068 TO 1.0 MILE SOUTH OF MILL CREEK PARK ENTRANCE	SUPER ELEVATION IMPROVEMENT, SHOULDERS AND HFST	\$5,297,000	\$3,000	\$4,079,958	\$9,379,958	PAED	07/10/2023	05/19/2025	06/10/2026	07/15/2026	12/01/2026	12/01/2027

Past Due		Due in 3 Months		Complete		CT Milestone Report - Del Norte County - December 10, 2023															
District	Project ID	Project Number	Program ^a	Project Manager	County	Route	Post Mile start/end	Nick Name	Legal Description	Work Description	Capital Construction Estimate	Capital Right-of-Way Estimate	Support Cost Estimate	Total Project Estimate	Current Phase ^b	Program Project	Project Approval & Environmental Document (PA&ED)	Right-of-Way Certification (RW Cert)	Ready to List (RTL)	Begin Construction	End Construction
01	0122000123	01-0M200	OTHER STATE FUNDS	FINCK, BRIAN T	DN	199	T.506/36.408	DN-199 MMBN	MIDDLE MILE BROADBAND 33.06 MILES IN DEL NORTE COUNTY NEAR CRESCENT CITY FROM THE ROUTE 199/101 SEPARATION TO THE OREGON STATE LINE	MIDDLE MILE BROADBAND	\$21,600,000	\$0	\$3,812,437	\$25,412,437	PAED	08/29/2022	07/01/2024	08/01/2024	08/01/2024	12/03/2024	11/01/2026
01	0123000012	01-0M420	OTHER STATE FUNDS	KING, ROBERT W	DN	169	R0/2.895	HUM-169 Klamath MMBN	MIDDLE MILE BROADBAND XX MILES IN DEL NORTE COUNTY NEAR KLAMATH FROM THE ROUTE 101/169 SEPARATION TO ARROW MILLS ROAD 8073	MIDDLE MILE BROADBAND	\$0	\$0	\$1,182,406	\$1,182,406	PAED	08/29/2022	06/01/2024	08/01/2024	08/01/2024	12/03/2024	11/01/2026
01	0123000016	01-0M460	SHOPP	GOFF, TREVOR	DN	101	26.95/26.95	CC MS fuel facility install	IN DEL NORTE COUNTY IN CRESCENT CITY AT THE CRESCENT CITY MAINTENANCE STATION	Construct Fuel Facility	\$388,000	\$0	\$122,116	\$510,116	CONST	08/08/2022	08/08/2022	08/08/2022	08/08/2022	08/08/2022	08/01/2024
01	0123000054	01-0M670	MAINTENANCE	COONROD, CAREN E	DN	101	R27.9/31.2	Crescent City Freeway Micro-Surfacing	IN DEL NORTE COUNTY NEAR CRESCENT CITY FROM WASHINGTON BOULEVARD OVERCROSSING TO ELK VALLEY CROSS ROAD	MICRO-SURFACING	\$1,557,000	\$0	\$202,688	\$1,759,688	PSE		07/13/2023	11/21/2023	01/12/2024	06/03/2024	11/01/2024
01	0123000058	01-0M710	MAINTENANCE	COONROD, CAREN E	DN	101	46.18/46.18	Smith River Ag Station Resurface	IN DEL NORTE COUNTY NEAR SMITH RIVER AT THE SMITH RIVER AGRICULTURE INSPECTION STATION	RESURFACE INSPECTION STATION	\$200,000	\$0	\$30,098	\$230,098	PSE		07/18/2023	12/01/2023	12/29/2023	05/01/2024	11/01/2024
01	0123000059	01-0M720	MAINTENANCE	COONROD, CAREN E	DN	199	18.8/35.9	2024 PAVEMENT MARKINGS	IN DEL NORTE COUNTY FROM 0.1 MILE SOUTH OF GRASSY FLAT CAMPGROUND TO 0.6 MILE SOUTH OF THE OREGON BORDER	PAVEMENT MARKINGS	\$200,000	\$0	\$28,438	\$228,438	PSE		07/13/2023	12/01/2023	12/29/2023	05/01/2024	11/01/2024
01	0123000076	01-0M850	SHOPP	GOPANA, KIRAN K	DN	101	39.6/39.9	Rowdy Creek Road Left Turn Channelization	IN DEL NORTE COUNTY IN SMITH RIVER FROM ROWDY CREEK BRIDGE TO FRED HAIGHT DRIVE		\$2,603,000	\$31,000	\$3,311,635	\$5,945,635	PID	12/07/2023	02/10/2025	06/01/2026	06/27/2026	11/04/2026	06/30/2028
01	0123000170	01-0M251	OTHER STATE FUNDS	FINCK, BRIAN T	DN	101	0/8.2	Middle Mile Broadband Network	IN HUMBOLDT AND DEL NORTE COUNTIES FROM BALD HILL ROAD NEAR ORICK TO ROUTE 101/169 SEPARATION AT KLAMATH		\$11,640,000	\$0	\$634,345	\$12,274,345	PAED	06/17/2022	07/01/2024	08/01/2024	08/01/2024	12/03/2024	11/01/2026
01	0123000200	01-0N270	SHOPP	WINKLER-PRINS, LIANNA	DN	101	27.04/42.54	Crescent City to Smith River Pavement	In Del Norte County near Crescent City from 0.1 mile south of Williams Drive to 0.4 mile south of Rowdy Creek Bridge.	Rehabilitation of Asphalt Pavement from North of Crescent City to the Smith River, proposed scope includes Crack Seal, Asphalt Overlay, Shoulder Backing, Replace Median Barrier, Remove/Replace Guardrail, Roadside Rehabilitation and Sign Replacement.	\$10,000	\$0	\$2,933,753	\$2,943,753	PID	06/18/2024	12/18/2025	08/20/2027	09/02/2027	03/29/2028	09/17/2029
01	0123000202	01-0N290	SHOPP	MELENDREZ, DAVID L	DN	197	3.2/4.5	Del Norte STAA Improvements	IN DEL NORTE COUNTY NEAR CRESCENT CITY ON ROUTE 197 FROM KASPAR/KEENE ROAD TO RUBY VAN DEVENTER COUNTY PARK AND ON ROUTE 199 FROM 0.7 MILE NORTH OF PATRICK CREEK BRIDGE TO 1.1 MILE NORTH OF SISKIYOU FORK ROAD		\$41,631,000	\$200,000	\$12,071,887	\$53,902,887	PAED	10/18/2023	12/04/2023	09/30/2024	10/15/2024	05/01/2025	12/04/2028
01	0123000209	01-0N390	SHOPP	GOFF, TREVOR	DN	101	22.5/26.5	Culvert Repairs	N DEL NORTE COUNTY IN AND NEAR CRESCENT CITY FROM 0.2 MILE SOUTH OF HAMILTON ROAD TO 6TH STREET NORTHBOUND		\$1,000,000	\$0	\$287,912	\$1,287,912	CONST	06/28/2023	06/28/2023	06/28/2023	06/28/2023	06/29/2023	11/01/2024
01	0124000047	01-0N460	OTHER STATE FUNDS	PETERSON, JULIA	DN	101	46.49/46.49	Clean CA DN 101 Welcome (MNRB)	IN DEL NORTE COUNTY NEAR CRESCENT CITY AT OREGON STATE LINE		\$0	\$0	\$24,999	\$24,999	PSE		09/18/2023	12/15/2023	12/15/2023	01/02/2024	07/01/2024
01	0124000048	01-0N490	OTHER STATE FUNDS	PETERSON, JULIA	DN	199	36.28/36.28	Clean CA DN 199 Welcome (MNRB)	IN DEL NORTE COUNTY NEAR IDLEWILD AT OREGON STATE LINE		\$0	\$0	\$0	\$0	PSE		09/18/2023	12/15/2023	12/31/2023	04/15/2024	07/01/2024
01	0124000053	01-0N540	SHOPP	GOFF, TREVOR	DN	199	7/36.4	Fire Damage Repairs	IN DEL NORTE COUNTY NEAR HIOUCHI FROM 0.8 MILE NORTH OF MYRTLE CREEK BRIDGE TO THE OREGON STATE LINE		\$0	\$0	\$1,390,534	\$1,390,534	CONST	08/17/2023	08/17/2023	08/17/2023	08/17/2023	08/17/2023	11/01/2024
01	0124000061	01-0N570	SHOPP	GOFF, TREVOR	DN	101	16.5/17.5	Repair Drainage System	IN DEL NORTE COUNTY ABOUT 9 MILES SOUTH OF CRESCENT CITY FROM 2.7 TO 3.7 MILES NORTH OF RUDISILL ROAD		\$378,000	\$0	\$131,545	\$509,545	CONST	10/11/2023	10/11/2023	10/11/2023	10/11/2023	10/16/2023	11/01/2024
01	0124000083	01-0M254	OTHER STATE FUNDS	FINCK, BRIAN T	DN	101	.2/2	Del-101 Broadband Middle Mile-HUB-8&86	In Del Norte County near Klamath at North Prairie Creek Park Undercrossing 01 0071 and near Crescent City at 0.1 miles north of Washington Boulevard Overcrossing No. 01 0064		\$0	\$0	\$2,576,425	\$2,576,425	PAED	11/01/2023	04/01/2024	05/01/2024	06/03/2024	06/30/2024	06/30/2025
01	0124000105	01-0N750	MAINTENANCE	COONROD, CAREN E	DN	101	25.8/27	24/25 TMS Del Norte	IN DEL NORTE COUNTY IN CRESCENT CITY FROM ELK VALLEY ROAD TO NORTHCREST DRIVE		\$490,000	\$0	\$296,101	\$786,101	PAED		08/01/2024	11/01/2024	12/30/2024	06/30/2025	11/01/2025

Field Descriptions for RTPA CT Milestones Reports

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