

DEL NORTE LOCAL TRANSPORTATION COMMISSION  
REGULAR MEETING AGENDA: TUESDAY, APRIL 2, 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 February 6, 2024

Staff recommendation: By consensus, accept minutes of February 6, 2024.

POLICY and ADMINISTRATIVE

- b) Adopt a resolution approving the 2024-25 Overall Work Program.

Staff recommendation: By polled vote, adopt resolution 2024 5 adopting the 2024-25 Overall Work Program.

- c) Electronic access for public meetings and public comments.

Staff recommendation: By consensus, provide direction to staff regarding public input by electronic access to DNLTC and TAC meetings.

- d) Discussion items

- Economic Summit
- Milestones Report

- e) 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, May 7, 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.

**DEL NORTE TRANSPORTATION COMMISSION  
MEETING MINUTES: TUESDAY, FEBRUARY 6, 2024 AT 3:00 PM**

Present: Commissioner Ray Altman, City  
Commissioner Joey Borges, County, Vice-Chair  
Commissioner Blake Inscore, City, Chair  
Commissioner Jason Greenough, City  
Commissioner Chris Howard, County  
Commissioner Darrin Short, County

Absent: Commissioner Jason Greenough, City

Also Present: Tatiana Ahlstrand, Caltrans, Policy Advisory Member  
Susan Brown, Rural Approaches  
Tamara Leighton, Local Transportation Commission  
David Yeager, City

**1. CALL MEETING TO ORDER**

Chair Inscore called the meeting to order at 3:01 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. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON**

Requested Action: By motion, elect a Chairperson (City representative) and Vice Chairperson (County representative) for 2024.

Commissioner Howard nominated Commissioner Short as Chair, seconded by Commissioner Borges, and carried by unanimous consent, the Del Norte Local Transportation Commission elects Commissioner Short Chair.

Commissioner Howard nominated Commissioner Altman as Vice-Chair, seconded by Commissioner Borges, and carried by unanimous consent, the Del Norte Local Transportation Commission elects Commissioner Altman Vice-Chair.

**5. APPOINTMENT OF TWO FINANCE COMMITTEE MEMBERS.**

Chair Short appoints Commissioner Inscore and himself as the two Finance Committee members.

Public comment: None

## 6. 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 January 9, 2024

Staff recommendation: By consensus, accept minutes of January 9, 2024.

b) South Beach Climate Resilience Plan scope update

TAC and staff recommendation: By polled vote, approve Amendment 1 to the contract with GHD Inc for the South Beach Climate Resilience Plan.

Public comment: None

On a motion by Commissioner Howard, seconded by Commissioner Borges, and carried on a polled vote the Del Norte Local Transportation Commission approved items 4 a-b.

### POLICY and ADMINISTRATIVE

c) City request for planning funding to support Pebble Beach Drive

For consideration: By polled vote, adopt resolution 2024 4 allocating to the City of Crescent City up to \$20,000 in Transportation Development Act pedestrian and bicycle funds for planning work on Pebble Beach Drive in the City limits including the California Coastal Trail.

Tamera Leighton cleared up that the TAC recommendation and City request is for \$15,000, not \$20,000 as listed in the agenda.

David Yeager, City Public Works Director, explained this is regarding the Pebble Beach slide between 7<sup>th</sup> and 8<sup>th</sup> Street, and the City is requesting \$15,000 for public outreach to discuss circulation detours and impacts. An outside consultant will be used to provide the information and research needed and search for funding for the project. The city is pursuing Emergency Operation funding through Caltrans. They are also seeking funding through Federal Highways Administration programs. The Commission discussed the points in the letter submitted by City Manager, Eric Wier, and the project elements.

Public Comment: None

On a motion by Commissioner Borges, seconded by Commissioner Howard, and carried on a polled vote the Del Norte Local Transportation Commission adopted resolution 2024 4 allocating to the City of Crescent City up to \$15,000 in Transportation Development Act pedestrian and bicycle funds for planning work on Pebble Beach Drive in the City limits including the California Coastal Trail.

d) Discussion items

None

e) Policy Advisory Committee comments and reports

Tasha Ahlstrand discussed the changeable message signs and the 30-minute wait for forest fire cleanup tree work on US Highway 199. She also discussed new staff in District 1, and that Caltrans is hiring a Hydrologist and Transit Planner. Commissioner Howard talked about the appointees on the California Transportation Commission.

**7. ACTION ON THE RECOMMENDATIONS OF THE POLICY ADVISORY COMMITTEE**

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

Public Comment: None

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

**8. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, MARCH 5, 2024, AT 3:00 P.M.**

With no further business before the Commission, Chair Short adjourned the regular meeting at 3:32 p.m., until the next regularly scheduled meeting on Tuesday, March 5, 2024, at 3:00 p.m.

Respectfully submitted

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Tamera Leighton, Executive Director

## Item B Staff Report

**DATE:** APRIL 2, 2024  
**TO:** DEL NORTE LOCAL TRANSPORTATION COMMISSION  
**FROM:** TAMERA LEIGHTON, EXECUTIVE DIRECTOR  
**SUBJECT:** ADOPT RESOLUTION APPROVING 2024-25 OVERALL WORK PROGRAM

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**REQUESTED ACTION and TAC RECOMMENDATION:** By polled vote, adopt Resolution 2024 5 approving 2024-25 Overall Work Program.

**BACKGROUND:** In the February meeting, the draft Overall Work Program was agreed upon by DNLTC and staff was directed to finalize the document. The full document is enclosed. It represents the recommendations of the Technical Advisory Committee, the decisions and priorities of the Commission, and considers the comment letter presented by the California Department of Transportation. The comment letter and response to the comments, and the Overall Work Program are attached.

The Overall Work Program (OWP) is the primary management tool for the Del Norte Local Transportation Commission, identifying the activities and a schedule of work for regional transportation planning in the Del Norte region. A new OWP is prepared for each fiscal year. In general, the Overall Work Program consists of three types of activities:

- State-mandated regional transportation planning programs undertaken concurrently throughout the State by the designated Regional Transportation Planning Agencies
- Discretionary transportation planning programs that are specific to the Del Norte County region and are oriented to solving problems unique to this planning region
- Administration to support mandated and discretionary planning programs

The specific projects and activities included in the Overall Work Program are consistent with the policies in the Del Norte Regional Transportation Plan and the priorities for each funding source. As a regular component of the approval process, Caltrans reviews the Overall Work Program. As necessary and appropriate, the comments by Caltrans (attached) are considered and integrated into the planning document when necessary and appropriate.

RESOLUTION 2024 5

DEL NORTE LOCAL TRANSPORTATION COMMISSION  
RESOLUTION ADOPTING THE 2024-25 OVERALL WORK PROGRAM

WHEREAS, the Del Norte Local Transportation Commission, as the Del Norte Regional Transportation Planning Agency, has the responsibility of developing, approving and managing an Overall Work Program annually; and

WHEREAS, the Del Norte Local Transportation Commission, through its planning process including its regional transportation plan, has identified the region's significant transportation needs; and

WHEREAS, as part of the management of its annual Overall Work Program the Del Norte Local Transportation Commission has identified projects for the 2024-25 year.

NOW, THEREFORE, BE IT RESOLVED that the Del Norte Local Transportation Commission does hereby adopt its 2024-25 Overall Work Program according to the attached summary and funding charts.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission of Del Norte County, State of California on the 2nd day of April 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Darrin Short, Chair  
Del Norte Local Transportation Commission

ATTEST:

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Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission



2024/2025 OVERALL WORK PROGRAM  
DEL NORTE LOCAL TRANSPORTATION COMMISSION

*Adopted by Resolution on April 2 2024*

RESOLUTION 2024 5

DEL NORTE LOCAL TRANSPORTATION COMMISSION  
RESOLUTION ADOPTING THE 2024-25 OVERALL WORK PROGRAM

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PASSED AND ADOPTED by the Del Norte Local Transportation Commission of Del Norte County, State of California on the 2nd day of April 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Darrin Short, Chair  
Del Norte Local Transportation Commission

ATTEST:

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Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission



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## **A. OVERALL WORK PROGRAM FUNDING**

The OWP identifies all the transportation planning work efforts, funding sources and the work schedule of the activities to be accomplished during the fiscal year. The Del Norte Local Transportation Commission (Commission) has funded the Del Norte County Regional Transportation Planning Agency Fiscal Year 2024-25 Overall Work Program with funds and services from a variety of sources including: 1) Rural Planning Assistance; 2) Transportation Development Act; 3) State Transportation Improvement Program; 4) Service Authority for Freeway Emergencies; and, Climate Change Adaptation Planning Grant funds. Funding charts in this document's appendices detail the sources and amounts of expected revenue and proposed expenditures.

## **B. ORGANIZATION AND MANAGEMENT**

The Commission is composed of six members as follows: three members appointed by the Crescent City Council and three members appointed by the Del Norte County Board of Supervisors. When joined by the Caltrans Deputy District Director for Planning, the Commission becomes the Policy Advisory Committee.

The Technical Advisory Committee (TAC) membership consists of one member from the California Department of Transportation, one member from the California Highway Patrol, two members from the City of Crescent City, one member from the Crescent City Harbor District, two members from the County of Del Norte, one member from the Redwood Coast Transit Authority, and one member from the Yurok Tribe.

The Commission has established a Social Service Transportation Advisory Council for Del Norte County, in compliance with SB 498. The Council solicits the input of transit-dependent and transportation-disadvantaged people, including people who are seniors, disabled, or have limited means. The Council also has the responsibility to advise the Regional Transportation Planning Agency (RTPA) on any other major transit issues. The Social Services Transportation Advisory Council is comprised of nine members appointed in conformance with Transportation Development Act Statute 99238.

Staff for the Commission expedites and facilitates the operations of the organization, especially regional transportation planning efforts, the administration of Transportation Development Act funds, and the administration of the Service Authority for Freeway Emergencies (SAFE). Staff is responsible for coordinating the development and execution of the Overall Work Program.

### **Consultation with Native American Tribes and Rancherias**

The Commission maintains working relationships with Elk Valley Rancheria, Resighini Rancheria, Tolowa Dee-ni' Nation, and the Yurok Tribe by proactively consulting with Tribal leaders on issues of importance, and by providing formal opportunities for input regarding transportation planning activities and projects. The Elk Valley Rancheria, Tolowa Dee-ni' Nation, and Yurok Tribe are active participants with the TAC. The Yurok Tribe has a designated voting member on the TAC. Elk Valley Rancheria is a sub applicant for the Climate Change Adaptation Planning Grant funds.

Successful coordination between the local Tribes, Rancherias, and Redwood Coast Transit Authority regarding transit service to the Smith River and Klamath areas has led to stable services into these regions.

## C. AREA PROFILE

Del Norte County is California's northern-most county on the Pacific coast. The County hosts the Redwood State and National Parks, Wild and Scenic Rivers, and has some of the highest indicators of poverty, low literacy and poor health. With nearly 80% of its land area under public ownership, local residents recognize Del Norte County as the Nature Park for the State of California where approximately 100 Threatened and Endangered Species and 1,000 State Species of Special Concern live in sensitive habitat. The 1,000 square mile county is bordered by Oregon to the north, Siskiyou County to the east, Humboldt County to the south, and the Pacific Ocean to the west. Crescent City, the county seat, lies 370 miles north of San Francisco and 330 miles south of Portland, Oregon.

Land ownership is an important consideration to the area profile, describing the percentage of land owned by the public and private sectors. Total land area is calculated by a summation of county parcels. Only 22 percent of parcel land in Del Norte County is privately held and subject to property tax, leaving nearly 78 percent of the county in public ownership. A vast majority of this land (69 percent) is federal, including lands in Six Rivers National Forest.

The climate of Del Norte County resembles a temperate rainforest, with mild temperatures along the coast. The average annual rainfall is 75 inches; nearly double the rainfall of Portland, Oregon (37.5 inches) and more than triple the annual rainfall of San Francisco (22.8 inches). Precipitation varies significantly from year to year. During the 2020-21 rain year and statewide drought, Crescent City still received 56 inches of rainfall. During the 2012 rain year, Crescent City received 103 inches, which was not even close to the wettest in the last 20 years (120 inches in 1996). In Crescent City, temperatures range from 40-55 degrees in January and from 53-66 degrees in July.

The major transportation facilities in the region are Jack McNamara Field Airport in Crescent City, U.S. Highways 101 and 199, State Routes 197 and 169, and the Crescent City Harbor. Contour Airlines provides daily commuter air service from Jack McNamara Field Airport to Oakland and the Border Coast Regional Airport Authority completed the new airport terminal in 2019.

While for many Californians commuting to work has become a way of life, Del Norte County has experienced opposite trends. In Del Norte, 65.1% commute for 14 minutes or less compared to 21.3% in California in 2020. These differences in commute times demonstrate a significant lifestyle difference between rural and urban areas.

The most frequently utilized means of transportation to work may indicate how accessible or feasible certain modes of transportation are for a region's labor force. This indicator is especially useful when assessed alongside travel times to work and can be helpful for planners in the development of public transportation resources, bike paths, and other transportation infrastructure. Between 2015 and 2020, the proportion of workers carpooling increased to 14.2%, which is a 20% increase. The COVID pandemic will likely change this trend, and the Economic and Demographic Profile provided by the DNLTC is an essential resource for tracking these trends.

Utilization of public transportation decreased between 2015 and 2020 balancing out prior year increases, and those who worked at home increased to 6.2% (a 14% increase), but both remain low in absolute numbers. The largest increase in active transportation is in the number of people who walked to work at 4.3%.

The largest traffic volume increases between 2015 and 2020 were seen on US 199 Northeast at the US 101 interchange and at SR 197, while the largest decrease was seen at the U.S. 101 at Sandmine Road.

Del Norte County's population density in 2021 had an average of 26.7 residents per square mile, which was significantly lower than the overall state average of 253.4 residents per square mile. Del Norte County's air quality remained quite good between 2011 and 2020, with no days above the PM 2.5 national average or above the California PM 10 standard. Annual temperatures have remained relatively stable in Del Norte County since 1990, while annual precipitation levels have exhibited notable year-to-year fluctuations.

The beauty of the land and the abundant wildlife provide the basis for a strong tourism sector of the local economy. Hunting, fishing, hiking, kayaking, biking, surfing and swimming are important recreational activities along the rugged coastline, within the redwood forests and along the Smith and Klamath Rivers of Del Norte County.

Del Norte is an emergency-prone county. We have tsunamis, earthquakes, floods, landslides, wildfires, and in the past ten years, we've had all of these events. In 2023, US 199 was fully closed and then only intermittently open for several months due to wildfire, and in February 2024, there are still one-hour delays. We are separated from our neighboring California counties by geography. We cannot drive to Siskiyou County to the east without traveling through Josephine County, Oregon and vast forestlands separate us from Humboldt County to the south. However, we have much in common with our northern neighbor, Curry County, Oregon, just 15 miles up US Highway 101. We share forests and forest fires, fault lines and earthquakes, and coastlines and tsunamis, and storms and storm damage. We share a single north-south route, U.S. Highway 101, and a single eastern route, U.S. Highway 199. In addition to McNamara Field, Ward Field and Andy McBeth Airport cater to general aviation and are potential facilities for service as emergency staging areas.

Del Norte Regional Transportation Planning Agency's Overall Work Program is prepared annually to identify and guide transportation planning tasks. These tasks are to be fulfilled in accordance with the policies and goals of the 2020 Del Norte Regional Transportation Plan. The primary goal of the OWP is to promote a coordinated and balanced regional transportation system considering all modes of transportation and sources of funding.

### ***Significant Transportation Issues***

Among the significant regional transportation issues in Del Norte County are the following:

- Operational and safety improvements to the region's U.S. and State highway systems 199 and 197. Of particular concern is the need to bring Highways 197

and 199 into current design compliance. Significant progress was made in the 2023-24 year with the SAFE STAA Access projects being fully funded by Caltrans in late 2023.

- Reliability issues on US Highway 101, with a focus on Last Chance Grade, which has a long history of lane failure due to common heavy rainfall, landslide activity, and beach erosion from the Pacific Ocean. Caltrans District 1 has completed Project Study Report, Engineered Feasibility Study, and an Economic Analysis of a full closure at the urging of the DNLTC and many businesses, agencies and citizens. The environmental phase for a project that may reroute Last Chance Grade is funded and underway, with the environmental documents released for public review in early 2024.
- Addressing the impacts of climate change on transportation infrastructure with a focus along the Del Norte coastline and along the Smith and Klamath Rivers.
- The passage of SB 1 alleviated some of the revenue challenges for ongoing local streets and roads maintenance, though over a decade of severe underfunding has left a significant backlog of needed work. DNLTC is committed to proactively addressing the rehabilitation and development of local streets and roads system with partner agencies.
- Health and safety of school children in school zones.
- Development on Tribal lands and encouragement for active Tribal participation in the transportation planning process.
- Continued operation of cost-effective public transportation systems.
- Continued efforts to develop alternative transportation modes to facilitate decreases in vehicle trips and vehicle miles traveled.
- Proactive transportation planning across modes, including measuring system performance to support the FAST Act requirements.
- Zero Emission Vehicle Infrastructure planning has become a pressing need, given Governor Newsom's mandates established in 2020.

These significant issues are addressed in Del Norte Local Transportation Commission's 2024-25 OWP by placing emphasis on specific work elements including:

- Updating the Regional Transportation Plan, the primary planning tool and obligation of Del Norte Local Transportation Commission.
- Enhancing a crowdsourcing platform that integrates collision information with community input.
- Coordination and consultation with Native American Tribes and Rancherias.
- Coordinating with Caltrans regarding State Highway planning and programming, including Last Chance Grade and the Gateway areas on US Highway 101.
- Monitoring projects on the State highway system that are funded through the State Transportation Improvement Program and High Priority Program with a focus on the Highway 197/199 corridor.
- Planning and programming for the local streets and roads system with a focus on establishing a GIS data system for partner agencies to meet the needs of mandatory reporting.
- Monitoring the current work program and preparing the 2023/2024 Overall Work Program.
- Administering the legal requirements of the Transportation Development Act.
- Administering the Service Authority for Freeway Emergencies System (SAFE);
- Initiating the South Beach Climate Resilience Plan

## FEDERAL PLANNING FACTORS

The federal planning factors in the FAST Act should also be incorporated in the MPOs/RTPAs Overall Work Program. Federal Planning Factors are issued by Congress and emphasize planning factors from a national perspective. The planning factors are included in the chart below.

Federal Planning Factors	Work Elements							
	A	B	C	D	E	F	G	H
1. Support the economic vitality of the nonmetropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X	X	X		X	X
2. Increase the safety of the transportation system for motorized and non-motorized users.	X	X	X	X	X	X	X	X
3. Increase the security of the transportation system for motorized and non-motorized users.	X	X	X		X	X		X
4. Increase the accessibility and mobility of people and for freight.	X	X	X	X	X		X	X
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between regional transportation improvements and State and local planned growth and economic development patterns.	X	X	X	X	X		X	X
6. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.	X	X	X	X	X		X	X
7. Promote efficient system management and operation.	X	X	X	X	X	X	X	X
8. Emphasize the preservation of the existing transportation system.	X	X	X	X	X	X	X	X
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.	X	X	X	X	X		X	X
10. Enhance travel and tourism.	X	X	X	X	X	X	X	X

## PUBLIC PARTICIPATION, OUTREACH & INTERAGENCY COORDINATION

A Memorandum of Understanding formalizes the cooperative arrangement between the State of California and Del Norte Local Transportation Commission (DNLTC). (Appendix B). In order to assure citizen participation in the planning and decision making process and specifically to encourage participation by minority, low-income and community based groups, Del Norte Local Transportation Commission makes efforts to ensure widespread public noticing of its activities. It holds noticed public hearings whenever significant decisions are considered. It encourages the regional newspaper and the local radio stations to monitor Del Norte Local Transportation Commission meetings on a continuous basis, it maintains a website ([www.dnltc.org](http://www.dnltc.org)) and provides crowdsourcing opportunities on the website. DNLTC partners with other local agencies and community

based organizations whenever possible, and people and organizations known to be interested in specific issues are informed of meetings dealing with those issues.

The development of the OWP begins in the public Technical Advisory Committee meetings. All partner agencies have an opportunity to put forward planning projects for the TAC's consideration and prioritization. The DNLTC executive director drafts a budget for the TAC and DNLTC approval, and then completes the draft Overall Work Program based on the approved projects selected. All discussions are in open, public meetings. The products of the Overall Work Program are updated annually each Spring, and the Regional Transportation Plan is updated every four years. The Regional Transportation Improvement Program is the document that programs the State Transportation Improvement Program funding. This document was submitted in November, 2023, and is updated every two years.

## **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

The Del Norte Local Transportation Commission (DNLTC) fully complies with Title VI of the Civil Rights Act of 1964. DNLTC's website, [www.DNLTC.org](http://www.DNLTC.org), may be translated into multiple languages. Publications and other public documents may be made available in alternative languages and formats, if requested. DNLTC public meetings are always held in ADA-accessible facilities and in transit accessible locations when possible. Auxiliary services can be provided to individuals who submit a request at least seven days prior to a meeting. Requests made within seven days will be accommodated to the greatest extent possible. Any person who believes they have been aggrieved by an unlawful discriminatory practice by DNLTC under Title VI has a right to file a formal complaint. Any such complaint may be in writing and filed with DNLTC's Title VI Compliance Manager and/or the appropriate state or federal agency within 180 days of the alleged discriminatory occurrence. For more information on DNLTC's Title VI program, or to obtain a Title VI Complaint Form, please call (707) 465-3878 or email [tameraleighton@DNLTC.org](mailto:tameraleighton@DNLTC.org).

**WORK ELEMENT A Long Range Planning Coordination**

**2024-25 Overall Work Program**

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
DNLTC	Amount	RPA	STIP/PPM	RSTP	Other
DNLTC Staff Services	\$ 41,000.00	41,000.00		\$ -	\$ -
Consultant	\$ 65,251.00	\$ 65,251.00	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 106,251.00</b>	<b>\$ 106,251.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

**Objective**

To collaborate with various agencies such as local, regional, state agencies and Tribal governments to discuss and coordinate issues related to transportation planning. Carry forward the DNLTC regional planning process that is cooperative, comprehensive, and promotes a shared regional vision. Provide information to the region to help inform decision-making that impacts transportation-

**Discussion**

This work element provides the resources for staff and Commission members to participate in the efforts and activities to develop plans and programs that represent the transportation needs of the region as established in the 2020 Regional Transportation Plan. This work represents ongoing efforts for Del Norte's representation and participation in developing planning documents that impact the region. Responsible party: DNLTC staff services.

**Previous Accomplishments**

- Regular Participation in the US Highway 197/199 Project Delivery Team
- Commented on STIP and SHOPP projects for Caltrans and California Transportation Commission
- Participated in Last Chance Grade planning, programming and monitoring
- Support the Demographic and Economic Profile for Del Norte County
- Advocated for the US Highway 101 urban area pedestrian improvement projects
- Partnering with Elk Valley Rancheria to fund the Humboldt Road/Sandmine Roundabout
- Participating in Dr. Fine Bridge replacement project delivery team meetings
- Participating in Regional Transportation Planning Agency meetings that establish programs impacting the Del Norte region.
- Develop shapefiles for GIS database regional mapping
- Participating in the US 199 Safety Audit
- Participating in the Tolowa Dee-ni' Nation Connected Communities Plan
- Develop and submit Climate Change Adaptation Planning Grant application

Product 1: Regional Transportation Plan Development			
Task/Activity		Product	Schedule
1	Assess regional priorities and participate in the system planning process on an ongoing basis as initiated by Caltrans. Comment on Caltrans policies, procedures and mandates under development.	Meeting notes, agendas, reports, comment letters	As needed
2	Prepare for and attend Regional Transportation Planning Agency executive director meetings as requested by Caltrans District 1 to comment on issues of significance to and coordinate with colleagues in District 1.	Meeting notes, agendas, and comment letters	Quarterly or as scheduled by Caltrans D1
3	Participate in implementing federal legislation and funding that supports rural transportation and meets the needs of the DNLTC 2020 Regional Transportation Plan by whatever method of participation becomes available such as state meetings, webinars and conference calls.	Meeting notes, agendas, and comment letters	As needed and relevant to the Del Norte region
4	Coordinate and consult with Tribal governments as requested, including but not limited to Tribal long range planning. This work supports common goals including the Smith River Rancheria for the US Highway 101 corridor, the Elk Valley Rancheria on US Highway 101 trail crossing, and Yurok Tribe projects.	Meeting notes, agendas, comment letters	As needed, approximately six times per year.



5	Engage and coordinate the goods movement industry in regional transportation planning. Track efforts to improve goods movement on the interregional US Highway 101 and 199 corridors. Support policies, programs and actions that provide goods movement throughout the Northcoast region.	Meeting notes, agendas, and comment letters	As needed, approximately quarterly.
6	Participate in transportation safety and security planning activities to support the RTP, including attending local and regional meetings as requested by the Del Norte Office of Emergency Services.	Meeting notes	As needed
7	Participate in studies supporting solutions to the impacts of climate change, including attending local, regional, and state meetings.	Meeting agendas, notes, and comment letters.	As needed and relevant to the Del Norte region
8	Participate in working group activities, review State policies, and review the work to date in the State to assess the need for Zero Emissions Vehicle readiness planning.	Meeting notes, agendas, and work scoping.	Monthly or as needed
9	Support Border Coast Regional Airport Authority activities that increase transportation options with a focus on access to the airport including multi-modal access.	Meeting notes and comment letters	As needed
10	Post transportation articles and documents to the website that inform the public regarding planning activities that support the Regional Transportation Plan.	Up-to-date website	Monthly or as needed

Product 1 Estimate	Amount	RPA	STIP/PPM	RSTP
DNLTC Staff Services	\$ 34,000	\$ 34,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 34,000</b>	<b>\$ 34,000</b>	<b>\$ -</b>	<b>\$ -</b>

**Product 2: 2025 Economic and Demographic Profile**

With the assistance of the Center of Economic Development, CSU Chico, provide the 2025 Economic and Demographic Profile to inform the Regional Transportation Plan and other planning documents.

Task/Activity	Products	Schedule
1 Contract management for 2025 Economic and Demographic Profile. Responsible party: DNLTC.	Executed contract	July - November
2 Develop the 2025 Databook, including chapter development, document review, final approval and post to website. Responsible party: Consultant.	2024 Databook	February - May

Product 3 Estimate	Amount	RPA	STIP/PPM	RSTP
DNLTC Staff Services	\$ 4,000	\$ 4,000	\$ -	\$ -
Consultant	\$ 6,900	\$ 6,900	\$ -	\$ -
<b>Total</b>	<b>\$ 10,900</b>	<b>\$ 10,900</b>	<b>\$ -</b>	<b>\$ -</b>

**Product 3: Regional Mapping**

The scope of work began with County and City maintained mileage mapping, which is a requirement, and it was then expanded into many areas to more accurately and efficiently inform planning processes. The shapefile mapping informs regional planning documents, including the Regional Transportation Plan. This work builds on the prior two-years work.

Task/Activity	Products	Schedule
1 Contract management, accounting, and invoice processing. Responsible party: DNLTC.	Processed invoices and quarterly reports.	July - June

2

In partnership with local agencies, consultant will deliver shapefiles for Americans With Disabilities Act (ADA), Stormwater Drainage, and mapping needed by regional partners, and maintain past regional mapping work. Responsible party: Consultant.

Shapefiles, field data, data dictionaries, map packages and all analysis layers for future use.

Product 1 Estimate	Amount	RPA	STIP/PPM	RSTP
Staff	\$ 3,000	\$ 3,000	\$ -	
Consultant	\$ 58,351	\$ 58,351.00	\$ -	\$ -
<b>Total</b>	<b>\$ 61,351</b>	<b>\$ 61,351</b>	<b>\$ -</b>	<b>\$ -</b>

**WORK ELEMENT B Overall Work Program Development**

**2024-25 Overall Work Program**

Expenditures		Revenue by Fund Source			
<b>Staff Allocations and Funding Requirements</b>					
<b>DNLTC</b>	<b>Amount</b>	<b>RPA</b>	<b>STIP/PPM</b>	<b>TDA</b>	
DNLTC Staff Services	\$ 24,000.00	\$ 24,000.00	-		
Consultant	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 24,000.00</b>	<b>\$ 24,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

**Objective**

To provide administration of the Overall Work Program, to conduct day-to-day operations of DNLTC, provide support to the Commission and its committees, develop and adopt a budget, goals, policies and objectives for the regional planning process.

**Discussion**

The Overall Work Program describes proposed transportation planning activities for a fiscal year and is a contracting mechanism. The OWP is a public document that identifies the DNLTC's planning activities and products, who is performing the work, when the activity and products will be completed, and the funding source for the work.

**Previous Accomplishments**

- Develop an Overall Work Program and budget on an annual basis
- Prepare and submit required reports, including summaries of work performed and corresponding budget expenditures on a monthly, quarterly or annual basis as required
- Consult and coordinate with state partners and regional agencies regarding the content of the Overall Work Program
- Develop and maintain a cost accounting system for fiscal management.

**Product 1: Overall Work Program**

Task/Activity	Products	Schedule
1 Compile daily and monthly reports as necessary to provide quarterly progress reports and year-end packages for the current year Overall Work Program. Responsible party: DNLTC.	Quarterly reports, year-end packages, requests for reimbursement, correspondence and documentation.	Daily
2 Maintain an accounting system that directly reflects all consultant services in a timely manner and meets reporting requirements, including time tracking systems, invoice processing, and contract oversight. Responsible party: Accounting Firm.	Monthly checks, quarterly financial reports and other financial reports as needed.	Monthly
3 Amend current year Overall Work Program as necessary. Responsible party: DNLTC.	Overall Work Program amendments.	As needed
4 Develop and submit draft Overall Work Program for 2024-25 and present to DNLTC for adoption prior to June 30, 2024. Responsible party: DNLTC.	2024-25 Overall Work Program development and adoption.	Annually

Product B1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 24,000	\$ 24,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>\$ -</b>	<b>\$ -</b>

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

**WORK ELEMENT C Public Participation & Information Dissemination**

**2024-25 Overall Work Program**

Expenditures		Revenue by Fund Source			
Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 35,000.00	\$ 35,000.00	-	\$ -	\$ -
Consultant	\$ 18,000.00	\$ 18,000.00	\$ -	\$ -	\$ -
Dues	\$ 20,000.00		\$ 20,000.00		
Travel Reimbursement (staff/commission)	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00	\$ -
<b>TOTAL</b>	<b>85,000.00</b>	<b>\$ 53,000.00</b>	<b>20,000.00</b>	<b>\$ 12,000.00</b>	<b>\$ -</b>

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

**Objective**

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

**Discussion**

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

**Previous Accomplishments**

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

**Product 1: Informed Local Transportation Commission**

Task/Activity	Products	Schedule
1 Sponsor or attend various meetings to advance agency policies and programs such as Caltrans District 1 meetings, California Transportation Commission meetings (as necessary) and Redwood Coast Transit Authority (as necessary). Responsible party: DNLTC.	Agendas, minutes, notes	As needed

2	Monitor and respond to key state and federal legislative and policy changes. Prepare informational updates and action items for presentation to the public and Del Norte Local Transportation Commission and its committees. Note: DNLTC does not fund any lobbying activities. Responsible party: DNLTC.	Agendas, minutes, notes	Monthly or as needed
3	Hold Technical Advisory Committee and Del Norte Local Transportation Commission meetings for decision making, priority setting and sharing and receiving public information. Responsible party: DNLTC.	Agendas, minutes, notes	Monthly or as needed
3	Facilitate public meetings and prepare draft minutes and notes. Responsible party: Consultant.	Minutes, notes	Monthly or as needed
4	Receive board direction on transportation policies, strategies, programs and actions to enhance the regional transportation planning process. Responsible party: DNLTC.	Minutes	Monthly or as needed
5	Post transportation articles and documents to the website that inform the public regarding regional planning meetings and activities. Responsible party: DNLTC.	Up-to-date website	As needed

Product C1 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 22,500	\$ 22,500	\$ -	\$ -	\$ -
Consultant	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 28,500</b>	<b>\$ 28,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Product 2: Partnerships and Planning Agreements

Task/Activity	Products	Schedule
1 The North State Super Region, an alliance of 16 RTPAs, supports and promotes transportation policies and programs in north state counties. DNLTC contributes information and participates in the evaluation of state and federal policies that impact the NSSR area, such as the implementation of FAST Act and interregional transportation projects that impact the NSSR economy. Responsible party: DNLTC.	Agendas, minutes, notes and letters	Fall and Spring, and as needed
2 In order to provide a direct opportunity for the small counties to remain informed, have a voice, and become involved with changing statewide transportation policies and programs, a task force was formed in 1988 as a joint effort between the California Transportation Commission (CTC) and the rural counties. DNLTC is one of 26 rural county Local Transportation Commissions represented on the Rural Counties Task Force (RCTF). DNLTC representative attends these meetings to discuss and influence changing statewide transportation issues of concern to the rural counties and comments on RCTF projects. Responsible party: DNLTC.	Agendas, minutes, notes and letters	January, March, May, July, September, November
3 Participate in the development of transportation programming guidelines, including STIP, ATP, Regional Transportation Plan, LCTOP, PTMISEA, CalOES, Cap and Trade Programs, etc. Responsible party: DNLTC.	Record of meetings.	As needed
4 Assist regional partners with grant application success by providing assistance and match funding. Responsible party: DNLTC.	Record of meetings. Invoice processing.	As needed

- 5 Provide travel reimbursement to meetings and necessary software to hold and access meetings. Responsible party: DNLTC. Record of meetings. As needed

Product C2 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 8,500	\$ 8,500	\$ -	\$ -	\$ -
Dues and Match Funding	\$ 20,000		\$ 20,000	\$ -	\$ -
Meeting Access & Travel	\$ 12,000	\$ -	\$ -	\$ 12,000	\$ -
<b>Total</b>	<b>\$ 40,500</b>	<b>\$ 8,500</b>	<b>\$ 20,000</b>	<b>\$ 12,000</b>	<b>\$ -</b>

**Product 3: Website & Crowdsourcing Information**

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

Product 3 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 4,000	\$ 4,000	\$ -	\$-	\$-
Consultant	\$ 12,000	\$ 12,000	\$ -	\$-	\$-
<b>Total</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$-</b>

**WORK ELEMENT D Regional Transportation Improvement Program (RTIP) Development**

**2024-25 Overall Work Program**

Expenditures		Revenue by Fund Source			
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 8,000.00	\$ -	8,000.00	\$ -	
Consultant	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 8,000.00</b>	<b>\$ -</b>	<b>\$ 8,000.00</b>	<b>\$ -</b>	

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

**Objective**

To identify and develop candidate projects for the region's transportation programming needs for federal, state and local transportation improvement programs consistent with the 2020 Regional Transportation Plan for future allocations and future capacity made available with the help of Senate Bill 1. To support the construction of the 197/199 corridor STIP funded projects in a manner that explains to the community what is happening to the bridge replacement and curve realignment of a bridge built in 1926, and to protect the investment of regional dollars.

**Discussion**

Financial planning and programming state highway and local projects is a complex process involving multiple inter-related federal, state, regional, and local agencies as well as innumerable documents and funding programs. The process is further complicated by the necessity to maintain priorities while reporting requirements shift. Without a map and a strategy for developing fundable projects, regions risk missing funding opportunities. The current focus for STIP monitoring is on encouraging the delivery of the US Highway 197/199 corridor STIP funded projects. Del Norte Local Transportation Commission is committed to the delivery of the bridge replacement and curve realignment that has a regional funding investment of \$19.4 million. Developing and maintaining the Regional Transportation Improvement Program is mandatory work for all regional transportation planning agencies in California.

**Previous Accomplishments**

- Coordinate with TAC and prepare Regional Transportation Improvement Program (RTIP) every odd numbered year.
- Monitor the Regional Transportation Improvement Program (RTIP).
- Develop and provide public information to local, regional, state and federal stakeholders for existing projects in the STIP, including Middle Fork Smith River Bridge replacement and curve realignment on US Highway 199.
- Establish a legal counsel contract and general work scope and goals.

**Product 1: Develop and Maintain TIP**

The STIP is a multi-year capital improvement program of transportation projects on and off the State Highway System, funded with revenues from the Transportation Investment Fund and other funding sources. STIP and Interregional Transportation Improvement Program (ITIP is established by Caltrans) programming generally occurs every two years and is controlled by a complex set of guidelines and requirements. This work is necessary for programming new and maintaining existing STIP funding. Products include reports to DNLTC that track progress on projects funded in the STIP.

Task/Activity	Product	Schedule
1 Monitor the SAFE STAA projects and attend Project Delivery Team meetings when needed.	Up-to-date project information	Quarterly or as needed.
2 Administer Planning, Programming and Monitoring funding	Agreements, invoices, reports	July - June

3

Monitor project compliance with laws and regulations

Agendas,  
notes

July - June

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Product D1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 8,000	\$ -	\$ 8,000	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -
Total	\$ 8,000	\$ -	\$ 8,000	\$ -



**WORK ELEMENT E Transportation Development Act Administration and Fiscal Management**

**2024-25 Overall Work Program**

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 33,500.00	\$ -	-	\$ 33,500.00	
Consultant/Auditor	\$ 106,000.00	\$ -	\$ -	\$ 106,000.00	
<b>TOTAL</b>	<b>\$ 139,500.00</b>	<b>-</b>	<b>-</b>	<b>139,500.00</b>	

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

**Previous Accomplishments:**

State Controller Report, TDA annual fiscal audits and triennial performance audits, Unmet needs process, Social Service Transportation Advisory Counsel support, Transit grant review and support, 2020 Coordinated Transportation Plan.

**Discussion**

Public participation is a key component of the TDA. Public meetings are held to discuss transportation needs and hear concerns. DNLTC is required to establish a Social Service Transportation Advisory Council (SSTAC), comprised of people who are transit-dependent. SSTAC members work with local agencies in developing transit unmet needs criteria, which are used in making project approval decisions. To ensure program compliance, fiscal and performance audits are conducted. Fiscal audits are conducted annually, and include transit operator's expense-to-revenue ratio, known as farebox recovery. Performance audits are conducted every three years and include performance measures that verify the efficiency and effectiveness of planning agencies and transit operators. Fiscal and performance audits are mandatory work for all regional transportation planning agencies in California.

**Product 1: Office Operations**

Recurring office activities such as maintenance of records, data transcription and legal counsel. Provide staff support in compliance with Transportation Development Act (TDA) statutes and regulations, most often on a daily basis. Office operations are necessary to meet the requirements of the TDA. Products include a well-maintained filing system and contracts reviewed and signed by counsel. Contracting expenses include costs associated with legal notices and mandatory media postings.

Task/Activity	Products	Schedule
1 Prepare state and federal documents as required by the Transportation Development Act. This activity is on-going throughout the fiscal year.	Document production and submission	As needed
2 Maintain records and archival of correspondence and documents as required by the Del Norte Local Transportation Commission document retention policy.	Document retention and filing system	Daily
3 Professional services contracts for attorney services, to advise and assist DNLTC as necessary and for contract review.	Approved contracts	As needed

E1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 12,500	\$ -	\$ -	\$ 12,500
Contracting Expense	\$ 500	\$ -	\$ -	\$ 500
Consultant	\$ 11,000	\$ -	\$ -	\$ 11,000
<b>Total</b>	<b>\$ 24,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,000</b>

**Product 2: Fiscal Management**

Transportation Development Act (TDA) annual fiscal and triennial performance audits and annual state controller report, TDA findings and allocations. This work is mandatory per the Transportation Development Act. Products include State Controllers Report, audited financial statements for DNLTC, fiscal audit, and Triennial Performance

<b>Task/Activity</b>	<b>Products</b>	<b>Schedule</b>
1 Apportion TDA funds, approve claims, allocate funds, prepare and submit State Controllers Report, including services of the Auditors Office.	TDA resolutions; State Controllers report	July-June
2 Conduct TDA fiscal audits, including services of independent auditor, and certified public accountant.	Fiscal Audit	August-December

<b>E2 Estimate</b>	<b>Amount</b>	<b>RPA</b>	<b>STIP/PPM</b>	<b>TDA</b>
DNLTC Staff Services	\$ 18,000	\$ -	\$ -	\$ 18,000
Accounting Services	\$ 21,500			\$ 21,500
Auditors Office	\$ 5,000		\$ -	\$ 5,000
Consultant Auditor	\$ 68,000	\$ -	\$ -	\$ 68,000
<b>Total</b>	<b>\$ 112,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 112,500</b>

**Product 3: Social Services Transportation Advisory Council support**

Coordinate the annual unmet transit needs process by providing staff support to the Social Services Transportation Advisory Council (SSTAC). DNLTC is responsible for administering the annual unmet transit needs process concurrent with transit planning activities. This task is accomplished with the assistance of the SSTAC and is a mandatory activity per the Transportation Development Act. Products include Unmet Needs report and certification, agendas, minutes, and website postings.

<b>Task/Activity</b>	<b>Products</b>	<b>Schedule</b>
1 Prepare SSTAC meeting agendas, public notices, attend meetings, prepare meeting notes, post information to website.	Agendas, notices minutes, notes, website	As needed
2 Administrative tasks necessary to accomplish the Unmet Needs Process.	Unmet needs certification to State	Annually

<b>E3 Estimate</b>	<b>Amount</b>	<b>RPA</b>	<b>STIP/PPM</b>	<b>TDA</b>
DNLTC Staff Service	\$ 3,000	\$ -	\$ -	\$ 3,000
Consultant	\$ -	\$ -	\$ -	
<b>Total</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000</b>

**WORK ELEMENT F SAFE: Service Authority for Freeway Emergencies**

2024-25 Overall Work Program

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	SAFE
DNLTC Staff Services	\$ 7,000.00	\$ -	-	\$ -	\$ 7,000.00
Consultant	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 25,000.00
<b>TOTAL</b>	<b>\$ 32,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,000.00</b>

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

**Previous Accomplishments**

The City of Crescent City and County of Del Norte adopted resolutions establishing a Service Authority for Freeway Emergencies (SAFE) and designating Del Norte Local Transportation Commission as the SAFE in Del Norte County, California. The SAFE has established and maintained a system of 26 Call Boxes, provided accessibility upgrades to the system, converted files to electronic records, and implemented a records retention policy.

**Objective**

To operate and maintain a motorist aid call box system as a safety enhancement for the traveling public and to enable the Del Norte region to generate revenue for the purpose of purchasing, installing, operating and maintaining its emergency motorist aid call box system.

**Discussion**

In the rural and remote region of Del Norte County cellular and electrical services are inconsistent. Utilizing special towers and solar technology, the call box system provides a safety net for the traveling public. Per capita, the system has among the highest rate of use and is sustained with SAFE funding.

**Product 1: Call Box System Maintenance and Reporting**

Provide an operational and efficient Call Box System by analyzing current conditions, reporting on necessary improvements and developing a plan for future maintenance and system improvements. Update SAFE system information at www.DNLTC.org. Upgrade all boxes to a 4G network. This work is necessary for the basic functioning of the regional call box system. Products include a functional call box system and system annual report.

Task/Activity	Products	Schedule
1 System Operation: Contract with California Highway Patrol for call center services and cellular phone company for call line service.	Contract	As needed
2 System Administration: Maintain records and archival of correspondence and documents monthly. Provide a system wide annual report.	Annual report	Annually
3 System Maintenance: Contract with call box supplier and repair company providing systems in California to ensure system is monitored and maintained. Perform site inspections as needed throughout the system to ensure compliance with laws.	Contract; operating call boxes	As needed

F1 Estimate	Amount	RPA	STIP/PPM	TDA	SAFE
DNLTC Staff Services	\$ 7,000	\$ -	\$ -	\$ -	\$ 7,000
Maintenance	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
<b>Total</b>	<b>\$ 32,000</b>				

**WORK ELEMENT G Climate Change Adaptation Planning**

**2024-25 Overall Work Program**

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	TDA	PPM	Grant
DNLTC Staff Services	\$ 23,659.00	\$ 15,249.00	\$ -	\$ -	\$ 8,410.00
Consultant	\$ 169,797.00	\$ -		\$ -	\$ 169,797.00
<b>TOTAL</b>	<b>\$ 193,456.00</b>	<b>\$ 15,249.00</b>		<b>\$ -</b>	<b>\$ 178,207.00</b>

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

**Objective**

To study the climate stressors of sea level rise and storm surge which has led to flooding and overtopping on US 101 at South Beach and Anchor Way.

**Discussion**

In partnership with the Elk Valley Rancheria and the Crescent City Harbor District and with Climate Adaptation Planning grant funding (CAP Grant), hire a consultant to prepare a South Beach Climate Resilience Plan.

The winter storm on January 5, 2023 resulted in a closure of US 101 at South Beach in the greater Crescent City area in Del Norte County. The tide was only 7.5 according to NOAA. There will be 53 days in 2023 with higher tides than this, and 24 of these days are over 8 feet, with 2 days of 8.7 feet. The stronger, more intense storms resulting from climate change are increasing the threat to US 101, our lifeline highway, and our only north/south highway through the County.

The risks to US 101 in the South Beach area from more intense storms and sea level rise pose a significant risk to the safety and commerce in the Del Norte region. When US 101 is closed, all the traffic is diverted to local roads, primarily Elk Valley Road, which already has significant safety concerns with local traffic. The South Beach Climate Resilience Plan is critical to both the local and traveling public. It's our only north/south route and our lifeline highway. The scope of work is for two years. Previous accomplishments not funded by the FY 23-24 CAP Grant include: 1998 South Beach Multiuse Trail Feasibility Study, 2010 US 101 Traffic Calming and Gateway Study, 2011 Pedestrian Evacuation Time Analysis, 2011 Gateway Traffic Calming Project, 2011 South Beach Trails Connector Project, 2012 US 101 Crescent City Gateway Traffic Calming Project/Project Study Report, 2015 Climate Change and Stormwater Management Plan.

**Previous Accomplishments**

This is a multi-year project and previous accomplishments funded by this grant for this scope of work is in blue below. Previous accomplishments for general climate change adaptation planning in the Del Norte region and for work in the project area are included in the Discussion area above. The prior year work is not final until the 2024-25 year.

**Product 1: South Beach Climate Resilience Plan**

The South Beach Plan will address the flooding and closure of US Highway 101 at South Beach and Anchor Way. A consultant team will provide the majority of the work and prepare the draft and final documents. DNLTC, the Harbor, and Elk Valley Rancheria will primarily assist with public engagement and document review.

**Accomplished Task/Activity in 2023/24 that will be final in 2024-25**

**Products**

**Schedule**

1	Grant agreement processing with Caltrans and sub-applicants, and establish accounting and reporting systems. Responsible party: DNLTC.	Agreements.	November - December
2	2023-24 Administration: DNLTC will manage and administer the grant project according to the Grant Application Guidelines, Regional Planning Handbook, and the executed grant contract with Caltrans. DNLTC will submit quarterly invoices and reports to Caltrans, including detailed progress reports. Responsible Party: DNLTC.	Meeting notes, quarterly invoices, progress reports	November - June
3	Develop a Request for Proposals in partnership with the Crescent City Harbor District and the Elk Valley Rancheria, and administer a consultant selection process. Responsible party: DNLTC.	RFP, proposal scoring, contract, meeting notes.	November - February
6	Existing Conditions: Review and summarize all available previous studies, literature, and data sources, and prepare a summary report documenting the existing conditions and delivering the Summary of Existing Conditions Report. Responsible party: Consultant.	Summary and complete Existing Conditions Report, meeting notes.	February - June
7	Analysis including a review of the existing conditions project area and considering the projections, Consultant will prepare and aerial exhibit of the project area that shows the extent of the climate change. After receiving public feedback, Consultant will develop adaptation strategies. Each strategy will include an aerial exhibit and total project cost estimates. The developed near-, mid-, and long-term adaptation strategies with a scoring matrix will be presented to the public. Prepare the developed strategies and supporting analysis reports. Responsible party: Consultant.	Existing Project Area Exhibit, Adaptation Strategy Exhibits and Cost Estimates, Summary of Analysis Report, Meeting notes	March - June

8	<p>2023-24 Public Outreach: The consultant will implement the Collaboration model for public outreach and develop a stakeholder list and lead all public participation activities. The public will be involved in each aspect of the decision process, including development of adaptation strategies and identification of preferred strategies. With the collaboration of DNLTC, the consultant will update the reporting module for the existing crowdsourcing tool. DNLTC and the sub-applicants will actively encourage public participation. The consultant shall schedule, organize, prepare materials, and facilitate all public workshops. The consultant shall keep records of all public outreach materials, public comments, and community survey results and incorporate those into the Draft and Final Plan. Responsible party: Consultant, DNLTC, Sub-Applicants.</p>	<p>Stakeholder list, crowd-sourcing update, outreach materials, presentations, exhibits, posters, sign-in sheets, comment cards, survey material and results</p>	<p>January - June</p>
9	<p>An Advisory Committee including Del Norte Local Transportation Commission, Crescent City Harbor District, Elk Valley Rancheria, and Caltrans District 1 shall be created and oversee the development of the project. Consultant shall schedule, organize, and lead the Advisory Committee meetings at least quarterly. The consultant shall prepare the agendas and meeting notes. Consultant shall 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. Consultant shall present to, and receive approval from, the Advisory Committee all project materials before distribution to the stakeholder groups and to the public. Consultant's project management activities performed during the Advisory Committee efforts are included in this task. The Advisory Committee members will review and comment on all materials. Responsible party: Consultant, DNLTC, Sub-Applicants.</p>	<p>Agendas, Meeting notes, List of attendees, Action items list, Project Schedule</p>	<p>December - June</p>

**2024-25 Task/Activity**

10	<p>Project administration, including invoice processing, quarterly reporting, and project closeout for 2024-25. DNLTC will manage and administer the grant project according to the Grant Application Guidelines, Regional Planning Handbook, and the executed grant contract with Caltrans. DNLTC will submit quarterly invoices and reports to Caltrans, including detailed progress reports and close-out documents. Responsible party: DNLTC.</p>	<p>Meeting notes, quarterly invoices, progress reports, project closeout.</p>	<p>July 2024 - June 2025</p>
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11	<p>2024-25 Public Outreach: The consultant will implement the Collaboration model for public outreach and develop a stakeholder list and lead all public participation activities. The public will be involved in each aspect of the decision process, including development of adaptation strategies and identification of preferred strategies. With the collaboration of DNLTC, the consultant will update the reporting module for the existing crowdsourcing tool. DNLTC and the sub-applicants will actively encourage public participation. The consultant shall schedule, organize, prepare materials, and facilitate all public workshops. The consultant shall keep records of all public outreach materials, public comments, and community survey results and incorporate those into the Draft and Final Plan. Responsible party: Consultant, DNLTC, Sub-Applicants.</p>	<p>Outreach materials, presentations, exhibits, posters, sign-in sheets, comment cards, survey material and results</p>	<p>July 2024 - June 2025</p>
12	<p>2024-25 Consultant shall schedule, organize, and lead the Advisory Committee meetings at least quarterly. The consultant shall prepare the agendas and meeting notes. Consultant shall 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. Consultant shall present to, and receive approval from, the Advisory Committee all project materials before distribution to the stakeholder groups and to the public. Consultant's project management activities performed during the Advisory Committee efforts are included in this task. The Advisory Committee members will review and comment on all materials. Responsible party: Consultant, DNLTC, Sub-Applicants.</p>	<p>Quarterly agendas, meeting notes, list of attendees, action items list, project schedule</p>	<p>July 2024 - June 2025</p>
13	<p>The consultant will define the major design elements of the project and refine the project's scope, schedule and budget. The Consultant shall include 10% and 30% design schematics within the project limits to address climate risks, conceptual drawings for alternative design concepts, proposed locations of improvements to transportation infrastructure, prioritized list of project alternatives, GIS data and mapping of the proposed improvement area, determine land acquisition needs, provide preliminary cost estimates, and present the information to the Advisory Committee for review. Responsible party: Consultant.</p>	<p>Summary of opportunities and constraints, 10% and 30% design schematics, maps and conceptual drawings for alternatives, preliminary cost estimates.</p>	<p>December 2024 - June 2025</p>

14

The consultant shall provide the final Plan, prepare project presentation materials, and present the project to the DNLTC, the Crescent City Harbor District, and the Elk Valley Rancheria boards. Del Norte Local Transportation Commission, Elk Valley Rancheria, and Crescent City Harbor District will coordinate with the Consultant to provide a presentation for their boards and the public attending their meetings. They will place the final plan on their meeting agendas in a manner that is usual and customary for each of them to provide a path that leads to adoption. Responsible party: Consultant, DNLTC, Sub-Applicants.

Board(s) August 2024 -  
 Agenda Item May 2025  
 supporting materials,  
 presentation materials,  
 meeting minutes with  
 board approval,  
 final plan.

G1 Estimate Year 2	Amount	RPA	TDA	PPM	23/24 CAP Grant
Staff Admin	\$ 8,410	\$ -	\$ -	\$ -	\$ 8,410
Staff Match	\$ 15,249	\$ 15,249	\$ -	\$ -	
Consultant	\$ 169,797	\$ -	\$ -	\$ -	\$ 169,797
Total	\$ 193,456	\$ 15,249	\$ -	\$ -	\$ 178,207



**WORK ELEMENT H 2024 Regional Transportation Plan Update**

**2024-25 Overall Work Program**

<b>Expenditures</b>		<b>Revenue by Fund Source</b>			
<b>Staff Allocations and Funding Requirements</b>					
	<b>Amount</b>	<b>RPA</b>	<b>STIP/PPM</b>	<b>RSTP</b>	
DNLTC Staff Services	\$ 3,000	\$ 3,000	\$ -		
Consultant	\$ 28,500	\$ 28,500	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 31,500</b>	<b>\$ 31,500</b>	<b>\$ -</b>	<b>\$ -</b>	

*Note: All accounting and reporting is at the product level and all consultant and program costs are limited by contract.*

**Previous Accomplishments**

2020 Regional Transportation Plan, 2022 Short Range Transit Plan, Emergency Evacuation Plan, regional GIS data mapping, data collection, Active Transportation Plan, Public Participation Plan, Climate Change and Stormwater Management Planning, Coordinated Human Services Transportation Plan, Rural Counties Pavement Needs Assessment, SB 743 planning, Zero Emission Vehicle Readiness Plan, Elk Valley Crossroad Corridor Plan, Elk Vally Road Bicycle and Pedestrian Plan, Wonderstump Road Public Outreach.

**Objective**

To update the 2020 Regional Transportation Plan (RTP), monitor and track progress towards RTP goals, policies, and actions identified in the 2020 RTP, and to accomplish an update of the RTP based on the agency's four-year planning cycle (2024) through continuous, annual work that contributes to the goals and that informs the policy of the RTP.

**Discussion**

The Regional Transportation Plan is the long-range planning document that DNLTC uses to describe the existing system, discuss current trends, and express their intentions and needs for the transportation system within the region. The RTP establishes the region's transportation goals, objectives and policies. It is the reference document for transportation related improvements in the region. The RTP contains a discussion of regional transportation issues, problems and possible solutions accompanied by respective goals, objectives and policies. The Del Norte Regional Transportation Plan will aspire to meet the goals of the California Transportation Plan (CTP) 2050, including a low-carbon multi-modal transportation system.

**Product 1 2024 Regional Transportation Plan Update**

This is a multi-year product with the first year focus on the contracting process, data collection, partner outreach, and the Action Element. Year two will include the Financial Element, public outreach and the document management in order to complete the Regional Transportation Plan by December 2024. This will be an update that meets the requirements.

<b>Accomplished Task/Activity in 2023/24</b>		<b>Products</b>	<b>Schedule</b>
1	Administer and document a sole source contract to develop a minimum RTP update.	Fully executed contract	September - December
2	Review 2020 Regional Transportation Plan and identify areas of needed update, including an evaluation of existing data.	Data	January - March
3	Conduct public outreach per the scope of work agreed upon by DNLTC and the selected consultant and following the Public Participation Plan.	Meeting announcements, notes	January - June

4	Review and update the Public Participation Plan.	Chapter update	September - December
5	Update the Existing Conditions and Modal Discussion section, including Native American Tribes, roadway transportation system descriptions, transit services, active transportation facilities, aviation, goods movement, Crescent City harbor, operations and management, teletransportation and air quality.	Chapter update	January - June
6	Update the policy element, including regional transportation needs and issues, local and regional needs and issues, goals, policies and objectives.	Policy Element update	January - June

**2024-25 Task/Activity**

7	Update the Action Element including plan assumptions, safety, security, emergency preparedness, system improvements, environmental mitigation and strategies to reduce emissions.	Action Element update	July - October
8	Update the financial element, including roadway improvement funding, transit improvement funding, aviation, projected revenues and financial strategies.	Financial Element update	July - October
9	Update Top Priority Project chapter to provide a focused list of financially constrained regional transportation capital improvement projects which are viewed by DNLTC and the community as the highest priority for the region. A top priority list provides DNLTC and staff with direction for moving projects efficiently through funding, environmental, design and construction phases.	Priority Project chapter update	July - October
10	Adopt 2024 Regional Transportation Plan.	Regional Transportation Plan 2024	December

Product 1 Estimate	Amount	RPA	STIP/PPM	RSTP
Staff	\$ 3,000	\$ 3,000	\$ -	
Consultant	\$ 28,500	\$ 28,500	\$ -	\$ -
Total	\$ 31,500	\$ 31,500	\$ -	\$ -

**WORK ELEMENT Z: Caltrans Information Element**  
**2024-25 Overall Work Program**

The purpose of the Information Element is to list transportation planning activities that are being done by other agencies in the region.

<b>Title/Product(s)</b>	<b>Activity Description</b>	<b>Lead Agency</b>	<b>Due Date</b>
RTPA Outreach and Coordination	Ongoing and consistent project-related communication with RTPAs and local stakeholders	District 1	Ongoing
RTPA Regional Transportation Plan Guidelines update	Update of the Regional Transportation Plan (RTP) Guidelines for RTPAs	Caltrans HQ	12/23/23
Regional Planning Handbook update	Update of the Regional Planning Handbook	Caltrans HQ	12/23/23
California Transportation Plan Guidelines update	Update of the California Transportation Plan (CTP) Guidelines	Caltrans HQ	12/23/23
Non-motorized Data Collection	Regular count schedule in D-1 to collect non-motorized data on a rotating three-year basis	District 1	Ongoing
Active Transportation Enumeration for Non-Motorized Count Stations	A plan establishing guidelines, policies, and procedures for implementation of permanent non-motorized count stations for the district	District 1	6/23/23
Growth Factor Updates	Reexamine factors that affect traffic projections for District 1. Develop methodology and proof of concept	District 1	12/23/23
District System Management Plan (DSMP) update	Strategic and policy planning document describing the district's vision for the state highway system, including development, maintenance, and management for a 20-year horizon	District 1	12/24/23
DSMP Guidelines	Update of the District System Management Plan Guidelines	Caltrans HQ	Spring 2024
Strategic Investment Planning	Partnering with RTPAs and local agencies on grant application development	District 1	Ongoing
D-1 Pedestrian and Bicycle Advisory Committee	A districtwide committee to discuss pedestrian and bicycle activities and needs on the state highway system	District 1	Ongoing
Climate Change Vulnerability Assessments	Update the District 1 Climate Change Vulnerability Assessments	Caltrans HQ	Spring 2024
Yurok Tribe Bridge to Health	FY 2019-20 Sustainable Transportation Planning Grant to address the barrier of US 101 through the community of Klamath and revive ecotourism, cultural resources and recreation in the area	Yurok Tribe	2/26/23

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Tolowa Dee-ni' Nation Connected Communities Plan	FY 2021-22 Sustainable Transportation Planning grant for a Connected Communities Plan (CCP) with multi-modal transportation elements for US 101 through Smith River	Tolowa Dee-ni' Nation	2/1/24
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**Del Norte Local Transportation Commission**

**Overall Work Program Revenue Summary**

2024-25 Overall Work Program

Work Element	Description	RPA	TDA	STIP PPM	SAFE/FY23-24 CAP Grant	Work Element Total
<b>A</b>	<b>Long Range Planning Coordination</b>					
Product 1	Regional Transportation Plan Development	\$ 34,000.00	\$ -	\$ -	\$ -	
Product 2	2025 Economic and Demographic Profile	\$ 10,900.00	\$ -			
Product 3	Regional Mapping	\$ 61,351.00				
	<b>Total Work Element A</b>	<b>\$ 106,251.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 106,251.00</b>
<b>B</b>	<b>Overall Work Program Development</b>					
Product 1	Overall Work Program	\$ 24,000.00	\$ -	\$ -	\$ -	
	<b>Total Work Element B</b>	<b>\$ 24,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,000.00</b>
<b>C</b>	<b>Public Participation &amp; Information Dissemination</b>					
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		\$ -		
	<b>Total Work Element C</b>	<b>\$ 53,000.00</b>	<b>\$ 12,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ -</b>	<b>\$ 85,000.00</b>
<b>D</b>	<b>Regional Transportation Improvement Program (RTIP) Development</b>					
Product 1	Develop and Maintain TIP	\$ -	\$ -	\$ 8,000.00	\$ -	
Product 2	Project Representation	\$ -	\$ -	\$ -	\$ -	
	<b>Total Work Element D</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,000.00</b>	<b>\$ -</b>	<b>\$ 8,000.00</b>
		0	0			
<b>E</b>	<b>Transportation Development Act Administration and Fiscal Management</b>					
Product 1	Office Operations	\$ -	\$ 24,000.00	\$ -	\$ -	
Product 2	Fiscal Management	\$ -	\$ 112,500.00	\$ -	\$ -	
Product 3	SSTAC Support	\$ -	\$ 3,000.00	\$ -	\$ -	
	<b>Total Work Element E</b>	<b>\$ -</b>	<b>\$ 139,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 139,500.00</b>
<b>F</b>	<b>SAFE: Service Authority for Freeway Emergencies</b>					
Product 1	Call Box System Maintenance & Reporting	\$ -	\$ -	\$ -	\$ 32,000.00	
	<b>Total Work Element F</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,000.00</b>	<b>\$ 32,000.00</b>

<b>G</b>	<b>Climate Change Adaptation Planning</b>					
Product 1	South Beach Climate Resilience Plan	\$ 15,249.00	\$ -	\$ -	\$ 178,207.00	
	<b>Total Work Element G</b>	<b>\$ 15,249.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 178,207.00</b>	<b>\$ 193,456.00</b>
<b>H</b>	<b>2024 Regional Transportation Plan Update</b>					
Product 1	2024 Regional Transportation Plan Update	\$ 31,500.00		\$ -		
	<b>Total Work Element H</b>	<b>\$ 31,500.00</b>		<b>\$ -</b>		<b>\$ 31,500.00</b>
<b>TOTAL LABOR AND EXPENSES</b>		<b>\$ 230,000.00</b>	<b>\$ 151,500.00</b>	<b>\$ 28,000.00</b>	<b>\$ 210,207.00</b>	<b>\$ 619,707.00</b>

**Del Norte Local Transportation Commission**  
**Overall Work Program Expenditure Detail**  
 2024-25 Overall Work Program

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

## Appendix A Work Schedule

2024-25 Overall Work Program Amendment 1

### Work Element

		J	A	S	O	N	D	J	F	M	A	M	J
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#### A Long Range Planning Coordination

Product 1													
Product 2													
Product 3													
Product 4													

#### B Overall Work Program Development

Product 1													
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#### C Public Participation and Information Dissemination

Product 1													
Product 2													
Product 3													

#### D Regional Transportation Improvement Program (RTIP) Development

Product 1													
Product 2													

#### E Transportation Development Act Administration and Fiscal Management

Product 1													
Product 2													
Product 3													

#### F SAFE: Service Authority for Freeway Emergencies

Product 1													
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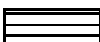
#### G Climate Change Adaptation Planning

Product 1													
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#### H 2024 Regional Transportation Plan

Product 1													
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KEY  Anticipated major milestones.

 Anticipated project maintenance work.



## **Memorandum of Understanding**

### **Comprehensive Transportation Planning for RTPAs that receive Rural Planning Assistance Funding**

This Memorandum of Understanding (MOU), effective May 30, 2012, is entered into by the State of California acting through its Department of Transportation, herein referred to as Caltrans, and **Del Norte Local Transportation Commission**, herein referred to as DNLTC, established as the Regional Transportation Planning Agency (RTPA) for Del Norte County, pursuant to Section 29532 of the California Government Code, and establishes a general transportation planning and programming process codifying the responsibilities of DNLTC and Caltrans.

## **Chapter 1: Recitals**

### **1.1 Basis for Organization**

DNLTC is a local transportation commission created pursuant to Title 3, Division 3, Chapter 2 of the State of California Government Code, Section 29535.

### **1.2 Ability to Contract and Receive Grants**

DNLTC is empowered to make and enter into contracts in its own name and to accept grants, gifts, donations, and other monies to carry out its statutory purposes and functions.

### **1.3 Planning Area Boundaries**

For purposes of meeting the requirements of Government Code 65080 et seq., the boundaries of the RTPA include the county of Del Norte.

## **Chapter 2: Planning**

### **2.1 Provision for the Planning and Programming Process**

DNLTC is recognized as the agency responsible for comprehensive regional transportation planning, pursuant to State law, for the county and incorporated cities included in the RTPA planning area. This responsibility includes, on a regional basis: providing a forum for regional transportation issues, developing and adopting goals and objectives, performing intermodal corridor and sub-area studies, providing policy guidance, allocating State and Federal transportation funds in accordance with applicable regulations and laws, assuring prioritization of proposed transportation improvements to be funded with State and Federal funds as required by applicable regulations, complying with the California Environmental Quality Act (CEQA), and coordinating the Regional Transportation Plan (RTP) with other plans and programs as appropriate. The parties above hereby express their joint intent to mutually carry out the above described transportation planning process for this RTPA planning area in a manner which will assure full compliance with the laws referenced in this MOU, the RTP Guidelines, the Caltrans Regional Planning Handbook, and the planning constraints of the United States Department of Transportation, where applicable.

## **2.2 State Requirement for a Transportation Plan**

In accordance with the schedule and rules specified in California Government Code Sections 65080 et seq. and the California Transportation Commission (CTC) Regional Transportation Plan (RTP) Guidelines, DNLTC shall prepare, adopt, and submit a RTP.

## **2.3 Overall Work Program**

DNLTC will prepare, adopt, and submit to Caltrans an annual Overall Work Program (OWP) in accordance with the Caltrans Regional Planning Handbook. The purpose of the OWP is to serve as a work plan to guide and manage the work of DNLTC, identify transportation planning activities and products occurring in the region and to act as the basis for the DNLTC budget for Rural Planning Assistance and, if applicable, other State and Federal planning funds. The Overall Work Program Agreement (OWPA) will serve as the general agreement by which State and Federal planning funds will be transferred to DNLTC. The draft OWP and any amendments thereto will be subject to review and approval by the funding agencies. The OWP will also include all regional transportation planning and research activities conducted in the region, regardless of funding source.

## **2.4 Statewide Transportation Planning**

In accordance with CA Government Code 65070 et al and 23 Code of Federal Regulations 450 Subpart B, Caltrans is responsible for the development of the multi-modal California Transportation Plan (CTP), which must explain how Caltrans plans to address statewide mobility needs over at least a twenty year period. Caltrans will provide for a coordinated process to prepare the CTP that includes the mutual sharing of plans, data, and data analysis tools and results. DNLTC will engage in CTP development to help guide the direction of the State's long-range transportation planning process and help identify the best use of funds intended for interregional travel needs.

## **Chapter 3: Programming**

### **3.1 Regional Transportation Improvement Plan (RTIP)**

DNLTC shall prepare, adopt and submit a five-year Regional Transportation Improvement Program to the CTC on or before December 15 of each odd-numbered year, updated every two years, pursuant to Sections 65080 and 65080.5 of the California Government Code and in accordance with the State Transportation Improvement Program (STIP) guidelines prepared by the CTC.

### **3.2 Federal Statewide Transportation Improvement Program (FSTIP) Development**

Caltrans shall develop the FSTIP in accordance with the requirements of 23 CFR 450.200 et al for all areas of the State. The FSTIP shall cover a period of no less than four years and be updated at least every four years, or more frequently if Caltrans elects a more frequent update cycle.

### **3.3 Caltrans Role in Providing a Five-Year Funding Estimate**

In compliance with CA Government Code Section 14524, Caltrans will, by July 15 of odd-numbered years, submit an estimate of all federal and state funds reasonably expected to be available during the following five fiscal years. The estimate shall specify the amount that may be programmed in each county for regional improvement programs and shall identify any statutory restriction on the use of particular funds.

### **3.4 Review of State Highway Operations and Protection Program (SHOPP)**

Under California Government Code 14526.5, Caltrans is required to prepare a SHOPP, for the expenditure of transportation funds for major capitol improvements relative to maintenance, safety, and rehabilitation of state highways and bridges that do not add a new traffic lane to the system. The program covers a four-year horizon, starting with projects beginning July 1 of the year following the year in which the SHOPP is submitted. The SHOPP must be submitted to the CTC no later than January 31 of even numbered years, and is adopted separately from the State Transportation Improvement Program (STIP). Prior to submitting the program, Caltrans shall make a draft of its proposed SHOPP available to DNLTC for review and comment and shall include the comments in its submittal to the commission.

## **Chapter 4: Partnership/Coordination**

### **4.1 State Role and Responsibilities**

Caltrans has a continuing duty of planning transportation systems of statewide significance, identifying potential transportation issues and concerns of overriding State interest, and recognizing conflicts in regional transportation improvement programs. In carrying out its duties, Caltrans will work in partnership with DNLTC relative to activities within its transportation planning area and include DNLTC in its dealings with cities, counties, public transit operators, rail operators, and airports. DNLTC and Caltrans will mutually carry out the transportation planning process for this transportation planning area in a manner that will assure full compliance with the laws referenced herein and assure cooperation between all participants.

### **4.2 Public Participation**

The RTPA planning process will be conducted in an open manner so members of the public, civic groups, interest groups, non-federally recognized Native American tribes, businesses and industries, and other agencies can fully participate. Public participation procedures shall be documented, periodically revised, and their effectiveness regularly evaluated. DNLTC should take appropriate actions to ensure public participation through such formal means as:

(a) Posting of public hearing agendas, (b) appointment of eligible citizen members, where appropriate and allowed, to serve as committee members, (c) innovative outreach efforts targeting particularly the traditionally underserved public (i.e. minorities, senior citizens, and low income citizens), and (d) creation of standing advisory committees. Those committees not composed entirely of citizen members shall post public hearing agendas

in accordance with the Brown Act (California Government Code section 54950), when applicable, and all committees shall operate according to their adopted bylaws.

#### **4.3 Cooperation and Coordination**

As necessary, the planning process employed by DNLTC will provide for the cooperation of, and coordination with county and city government, public transit and paratransit operators, public airport operators, local public works and planning departments, air pollution control district, passenger and freight rail operators, seaports, neighboring RTPAs, State and Federal agencies, as appropriate, and Caltrans. DNLTC will coordinate with Caltrans' District, DNLTC's Air Pollution Control District, and other affected agencies within the same air basin to develop consistency in travel demand modeling, transportation air emission modeling, and other interregional issues related to the development of plans. DNLTC will provide for this coordination and cooperation by maintaining Policy and Technical Advisory Committees.

The Del Norte Local Transportation Commission is composed of six members, three appointed by the Del Norte County Board of Supervisors and three appointed by the City Council of Crescent City. With the addition of the Caltrans District Director (or his/her alternate), the Del Norte Local Transportation Commission becomes the Policy Advisory Committee. The Policy Advisory Committee advises the Del Norte Local Transportation Commission on all policy matters related to regional transportation planning.

The Del Norte Technical Advisory Committee is governed by Technical Advisory Committee Bylaws, which are approved by the Del Norte Local Transportation Commission. The Technical Advisory Committee advises the Del Norte Local Transportation Commission (and the Policy Advisory Committee) on all technical aspects of regional transportation planning.

The Social Services Transportation Advisory Council is an advisory body to the Del Norte Local Transportation Commission. The Social Services Transportation Advisory Council was established in 1988 pursuant to Senate Bill 498 and Transportation Development Act requirements. Membership is appointed by the Del Norte Local Transportation Commission to represent the elderly, the handicapped and persons of limited means as detailed in Public Utilities Code Sections 99238 and 99238.5. Responsibilities of the Social Services Transportation Advisory Council are to identify transportation needs, recommend action by the Del Norte Local Transportation Commission, and advise the Del Norte Local Transportation Commission on other major transit issues.

#### **4.4 Consultation with Native American Tribal Governments**

In accordance with State and Federal policies, DNLTC will consult with all federally recognized Native American tribal governments within or contiguous to DNLTC boundaries in the development of State and Federal transportation plans, programs, and projects, and related studies and environmental assessments.



#### **4.5 Air Quality**

DNLTC will participate in interagency consultation under the Federal Clean Air Act (42 USC 7506(c)) and U.S. EPA's Transportation Conformity regulations (40 CFR 93) when required by the Caltrans' District for consideration of a regionally significant project in an isolated rural nonattainment or maintenance area (40 CFR 93.109(n)).

#### **4.6 Caltrans and RTPA roles in Coordination of System Planning**

Caltrans utilizes Transportation System and Freight Planning documents as a source for nominating capital and operational projects for inclusion and funding in the RTPA produced RTP and RTIP. In conducting its Transportation System and Freight Planning Program, Caltrans will coordinate its studies with those being conducted by DNLTC, and in the development and priority of System and Freight Planning products, DNLTC will provide substantive response and input, where appropriate.

#### **4.7 Public Transportation Provider's Role in OWP**

DNLTC will provide publicly owned transportation service providers with timely notice of plans, programs and studies and the full opportunity to participate in and comment on OWP development and implementation.

#### **4.8 Public Transportation Provider's Role in RTP and TIP**

DNLTC will give public transportation service providers the opportunity to propose priority order for projects to be listed in a fiscally constrained TIP and to actively participate in the development of the RTP.

### **Chapter 5: Environmental Protection and Streamlining Coordination**

#### **5.1 Environmental Protection and Streamlining**

DNLTC will be an equal partner with Caltrans to promote environmental stewardship in planning and programming projects for California's transportation systems. DNLTC and Caltrans will work to streamline the environmental review process to expedite the development of transportation projects. DNLTC and Caltrans agree to comply with all applicable environmental laws, regulations, and policies and cooperatively address any informational needs associated with such statutes. DNLTC will consult with Federal and State resource agencies to seek their input, coordinate environmental protection issues with its constituents and any other entities for which it has assumed planning and programming responsibilities, and resolve any disputes using the processes defined in the most current federal regulations. Caltrans will assist DNLTC in developing its plans and programs by making available existing resources to DNLTC, participating in appropriate planning activities and, wherever possible, improving the available environmental data.

## **Chapter 6: Certification Process**

### **6.1 Certification Process**

For purposes of certification, DNLTC will establish a process that includes the following:

- (a) Fully executed copies of the State Transportation Planning Process Certification and, if receiving federal planning funding, FHWA and FTA Certifications and Assurances and debarment and suspension as part of the final adopted and approved OWP.
- (b) DNLTC will provide Caltrans with documentation (e.g. quarterly reports, public notices, finished work element products, etc.) to support DNLTCs planning process.

## **Chapter 7: General Provisions**

### **7.1 Review**

This MOU has been reviewed and endorsed by both parties to assure its continued effectiveness. Any proposed amendments shall be submitted in writing for the consideration of both parties.

### **7.2 Amendment**

This MOU constitutes an expression of desire and means of accomplishing the general requirements for a comprehensive transportation planning process for DNLTC. It may be modified, altered, revised, or expanded as deemed appropriate to that end by written agreement of both parties.

### **7.3 Rescission of Prior Agreements**

This MOU supersedes any existing MOU designed to serve as a statement of the transportation planning relationship between Caltrans and DNLTC.

### **7.4 Monitoring**

DNLTC and Caltrans jointly agree to meet periodically to address and review issues of consistency with this MOU. Meetings will be held as often as is agreed. Other issues and activities of mutual interest or concern may also be addressed. During the term of this MOU, DNLTC and Caltrans agree to notify the other of events that have a significant impact upon the MOU.

### **7.5 Termination**

Either party may terminate this understanding upon written notice provided at least ninety days prior to the effective date of termination and specifying that effective date.

IN WITNESS WHEREOF the parties hereto have caused this Memorandum of Understanding to be executed by their respective officers duly authorized.

Danvers Lighton 4.12.2012  
Executive Director, DNLTTC      DATE

[Signature] 5/30/12  
Chief, Caltrans      DATE  
Division of Transportation Planning

## Appendix C

### COMMON ACRONYMS

ATP – Active Transportation Program	OWP – Overall Work Program
BTA – Bicycle Transportation Account	PPM – Planning, Programming & Monitoring Program
CalACT – California Association for Coordinated Transportation	PTA – Public Transportation Account
CALCOG – California Association of Councils of Governments	PUC – Public Utilities Commission / Public Utilities Code
CalSTA – California State Transportation Agency	RCT – Redwood Coast Transit
Caltrans – California Department of Transportation	RCTA – Redwood Coast Transit Authority
CAP – Climate Adaptation Planning	RCTF – Rural Counties Task Force
CEQA – California Environmental Quality Act	PSR – Project Study Report
CRRSAA -- Coronavirus Response and Relief Supplemental Appropriations Act	RIP – Regional Improvement Program
CSAC – California State Association of Counties	RPA – Rural Planning Assistance
CTC – California Transportation Commission	RSTP – Regional Surface Transportation Program
CTSA – Consolidated Transportation Service Agency	RTIP – Regional Transportation Improvement Program
DNLTC – Del Norte Local Transportation Commission	RTP – Regional Transportation Plan
DOT – California Department of Transportation, a.k.a. Caltrans	RTPA – Regional Transportation Planning Agency
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	SR – State Route
FTA – Federal Transit Administration	SSTAC – Social Services Transportation Advisory Council
FTIP – Federal Transportation Improvement Program	STA – State Transit Assistance
FY – Fiscal Year	STIP – State Transportation Improvement Program
IIJA – Infrastructure Investment and Jobs Act	STP – Surface Transportation Program
IIP – Interregional Improvement Program	TAC – Technical Advisory Committee
IRRS – Inter-Regional Roadway System	TDA – Transportation Development Act of 1971
ITIP – Interregional Transportation Improvement Program	TDP – Transit Development Plan
JPA – Joint Powers Agreement	TE – Transportation Enhancement Program (formerly TEA)
LTF – Local Transportation Fund	TSM – Transportation System Management
MAP-21 -- Moving Ahead for Progress in the 21st Century	USDOT – United States Department of Transportation
MOU – Memorandum of Understanding	VMT – Vehicle Miles Traveled
MPO – Metropolitan Planning Organization	WE – Work Element
NEPA – National Environmental Policy Act	YTD – Year to Date
	ZEB – Zero Emission Bus
	ZEV – Zero Emission Vehicle



## California Department of Transportation

DISTRICT 1  
P.O. BOX 3700 | EUREKA, CA 95502-3700  
(707) 445-6600 | FAX (707) 441-6314 | TTY 711  
[www.dot.ca.gov](http://www.dot.ca.gov)



March 15, 2024

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

Dear Ms. Leighton:

Thank you for the opportunity to review the Del Norte Local Transportation Commission (DNLTC) Draft Overall Work Program (OWP) for Fiscal Year (FY) 2024-25. The California Department of Transportation (Caltrans) has the following comments:

### General Comments

- We commend DNLTC for submitting their FY24-25 Draft OWP early for Caltrans review.
- DNLTC must provide a response letter acknowledging Caltrans comments on the draft OWP. The response needs to demonstrate where Caltrans comments were addressed within the Final OWP.
- DNLTC must provide in the Introduction section with the Regional Transportation Planning Agency's (RTPA) decision-making steps for Del Norte Local Transportation Commission.
- Many of the work element sections were cut off due to formatting issues. When submitting the Final OWP, please ensure that each section of all work elements are fully visible and legible.
- Attached to this comment letter please find the Information Element for Del Norte County. This is a list of regional transportation planning work that is not directly captured in the Overall Work Program.

### Specific Comments

- **Work Element A-Long Range Planning Coordination**
  - In last year's OWP, DNLTC also included the completion of the 2020 *Regional Transportation Plan and Environmental Documents* as a previous

- accomplishment. Since the RTP was completed in 2020, this previous accomplishment does not need to be listed anymore, unless DNLTC submitted any RTP amendments or modifications.
- DNLTC must revise Product 1 name (Regional Transportation Plan Development) since this is also the name of Work Element H 2024 Regional Transportation Plan.
- **Work Element C -Public Participation and Information Dissemination**
  - DNLTC must ensure the title of the Work Element is consistent with the title in the Budget Revenue Sheet (BRS). Please revise accordingly.
  - The title of Product 1 is not consistent with the BRS. Please revise the BRS to state: "Informed Local Transportation Commission"
  - Identify the responsible party for Product 2: Task 4.
  - Provide link to the web-based public feedback and data collection platform in the Discussion section.
- **Work Element G -Climate Change Adaptation Planning**
  - DNLTC must include the Fiscal Year that the grant was awarded in the Revenue by Fund Source Table (FY 23-24 CAP Grant).
  - DNLTC must revise the Previous Accomplishments section to only include activities accomplished under the scope of the grant, not other studies conducted by DNLTC. Please revise and include the activities that DNLTC expects to accomplish in FY 23-24. If DNLTC wants to include these other studies because they have led to/informed the grant, they can be included in the Discussion section.
  - DNLTC must update the Task/Activity section to include activities that will carry forward into FY 24-25 and move the activities accomplished in FY 23-24 into the previous accomplishments section.
  - Since Climate Change Adaptation Planning Grants are administered more attentively, DNLTC must identify which products are expected to be completed in FY 24-25. This can be accomplished by adding a Products section in which DNLTC identifies which products will be completed and submitted to Caltrans by the end of the FY. DNLTC can also provide dates for each product in the Product column.
- **Work Element H -2024 Regional Transportation Plan**
  - Please remove the statement "2020-21 Overall Work Program Amendment 1" below the WE Title and above the Expenditure Table.
  - DNLTC must revise the Previous Accomplishments section to include the activities that DNLTC expects to accomplish in FY 23-24. For example, Tasks 1-6 (Product 1) can be included in the Previous Accomplishments section.
  - DNLTC must update the Tasks/Activity section to only include tasks that will carry forward into FY 24-25.

- DNLTC must identify the Responsible Party for Tasks 7-10.

### **Caltrans Recommendations**

(These are not requirements, we are sharing for your consideration)

- **Work Element E -Transportation Development Act Administration**
  - Products 1, 2, and 3 should provide who is the Responsible Party for Task and Activities for consistency with other Work Elements.
- **Work Element F -SAFE: Service Authority for Freeway Emergencies**
  - Products 1, 2, and 3 should provide who is the Responsible Party for Task and Activities for consistency with other Work Elements.

### **Reminders**

Final OWP package is due to Caltrans by June 1, 2024. The following items must be included in the final OWP package:

- Response letter acknowledging Caltrans comments on the draft OWP. The response needs to demonstrate where Caltrans comments were addressed within the Final OWP.
- Electronically signed Overall Work Program Agreement (OWPA)
- Budget Revenue Summary (BRS)
- Board Resolution approving the OWP
- Electronically signed Certifications and Assurances
- Final OWP and Appendices

If you have questions, please contact Suresh Ratnam at (707) 684-6880 or by email at [suresh.ratnam@dot.ca.gov](mailto:suresh.ratnam@dot.ca.gov).

Sincerely,

*Tatiana Ahlstrand*

Tatiana Ahlstrand  
Senior Transportation Planner  
Caltrans District 1

c: Brenda Caruso, HQ Office of Regional and Community Planning

## INFORMATION ELEMENT

Per Overall Work Program Guidelines, this Final Work Program includes an Information Element. The purpose of the Information Element is to list transportation planning activities that are being done by other agencies in the region.

<u>Title/Product(s)</u>	<u>Activity Description</u>	<u>Lead Agency</u>	<u>Due Date</u>
RTPA Outreach and Coordination	Ongoing and consistent project-related communication with RTPAs and local stakeholders.	Caltrans	Ongoing
Regional Planning Handbook	Update of the Regional Planning Handbook that describes the respective regional planning roles and responsibilities of the Caltrans Transportation Planners and RTPAs.	Caltrans HQ	Spring 2025
Yurok Tribe Bridge to Health	FY 2019-20 Sustainable Transportation Planning grant to address the barrier of US 101 through the community of Klamath and revive ecotourism, cultural resources, and recreation in the area.	Yurok Tribe	Feb 2026
Yurok Tribe Climate Vulnerability Assessment and Evacuation Plan	The development of a Climate Vulnerability Assessment (CVA) and Evacuation Plan for the Yurok tribal transportation system.	Yurok Tribe	April 2026
Redwood Coast Transit Authority Short Range Transit Plan	FY 2023-24 Sustainable Transportation Planning grant to develop an innovative, comprehensive Redwood Coast Transit Short Range Transit Plan (SRTP) for FY 2025-26 through FY 2029-30 to address key transit issues within Del Norte County.	Redwood Coast Transit Authority (RCTA)	April 2026
Non-Motorized Data Collection	Regular count schedule in District 1 to collect non-motorized data on a rotating, three-year basis.	Caltrans	Ongoing
Active Transportation Census Design	A plan establishing guidelines, policies, and procedures for implementation of permanent non-motorized count stations for the District.	Caltrans (Partnership between D1, D12, UC Berkeley)	Ongoing

District System Management Plan (DSMP) update	Strategic and policy planning document describing the District's vision for the state highway system, including development, maintenance, and management for a 20-year horizon.	Caltrans	December 2024
District System Management Plan (DSMP) guidelines	Update of the District System Management Plan Guidelines	Caltrans HQ	Spring 2024
D1 Pedestrian and Bicycle Advisory Committee	A districtwide committee to discuss pedestrian and bicycle activities and needs on the state highway system.	Caltrans	Ongoing
Climate Change Vulnerability and Risk Assessments	Updating the District 1 Climate Change Vulnerability Assessments.	Caltrans HQ	2025
Native American Tribal Government Coordination PID Outreach	Engage with Native American Tribal Governments during Project Initiation Documents on projects	Caltrans	Ongoing
Grant Opportunity Collaboration	Partnering with RTPAs and local agencies on grant application development	Caltrans	Ongoing
Strategic Investment Planning	Further strategies to advance state goals and equitably improve the multi-modal transportation	Caltrans	Ongoing
Non-SHOPP Project Initiation Document Nominations FY 25/26	Work with partners to identify non-SHOPP PID nominations for FY 25/26	Caltrans	Winter 2025

“Provide a safe and reliable transportation network that serves all people and respects the environment”

<p>Caltrans System Investment Strategy (CSIS)</p>	<p>Caltrans, with partnership collaboration, to finalize the CSIS which establishes Caltrans investment framework with standard methodologies and processes to guide transportation investments decisions through a transparent and collaborative process.</p>	<p>Caltrans HQ</p>	<p>Comment Period for Draft Document April 15, 2024</p>
<p>Caltrans Public Engagement System (CPES)</p>	<p>CPES will use the PublicInput platform as an online application for receiving comments and interpreting data regarding Caltrans projects and plans. The external site will allow the public to view project details, attend meetings, provide comments, and track project status. The internal site allows Caltrans Districts and HQ staff to collect, store, categorize, track, measure, retrieve, and respond to public comments for Caltrans projects and plans.</p>	<p>Caltrans</p>	<p>Brand new in May 2024, then ongoing</p>

“Provide a safe and reliable transportation network that serves all people and respects the environment”

March 28, 2024

California Department of Transportation  
Tatiana Ahlstrand  
PO Box 3700  
Eureka, CA 95501-3700

Subject: Response to Overall Work Program comments

Dear Ms. Ahlstrand,

Please consider this letter a response to the Caltrans Comments letter dated March 15, 2024, for the areas where changes were suggested.

Response to the General Comments:

- Regarding early submission, you're welcome.
- This is the response letter acknowledging Caltrans comments.
- The Introduction already includes the decision-making steps for Del Norte Local Transportation Commission under the heading Public Participation, Outreach & Interagency Coordination, in the second paragraph.
- The formatting errors caused by the conversion from Excel to PDF have been corrected.
- Thank you for providing the Information Element; it's now included.

### **Work Element Specific Comments**

#### **WE A - Long Range Planning Coordination:**

Comment 1:

- In last year's OWP, DNLTC also included the completion of the 2020 Regional Transportation Plan and Environmental Documents as a previous accomplishment. Since the RTP was completed in 2020, this previous accomplishment does not need to be listed anymore, unless DNLTC submitted any RTP amendments or modifications.

Response to Comment A1: Deleted.

Comment 2:

- DNLTC must revise Product 1 name (Regional Transportation Plan Development) since this is also the name of Work Element H 2024 Regional Transportation Plan.

Response to Comment A2: After a conversation with Caltrans planning, we agreed to add the word "Update" to Work Element H, which is now titled 2024 Regional Transportation Plan Update.

#### **WE C - Public Participation and Information Dissemination**

Comments C3-C6:

- DNLTC must ensure the title of the Work Element is consistent with the title in the Budget Revenue Sheet (BRS) . Please revise accordingly.
- The title of Product 1 is not consistent with the BRS. Please revise the BRS to state: "Informed Local Transportation Commission"
- Identify the responsible party for Product 2: Task 4.
- Provide link to the web-based public feedback and data collection platform in the Discussion section.

Response to Comments 3-6: These minor changes are made.

### **Work Element G – Climate Change Adaptation Planning**

Comments G7 – G10:

- DNLTC must include the Fiscal Year that the grant was awarded in the Revenue by Fund Source Table (FY 23-24 CAP Grant) .

Response to Comment G7: Done.

- DNLTC must revise the Previous Accomplishments section to only include activities accomplished under the scope of the grant, not other studies conducted by DNLTC . Please revise and include the activities that DNLTC expects to accomplish in FY 23-24. If DNLTC wants to include these other studies because they have led to/informed the grant, they can be included in the Discussion section .

Response to Comment G8: I revised the work element to be clear what work was completed as part of this project when compared to other work. I do not consider the prior work to be an "accomplishment" because it's incomplete, and if the work stopped, there would not be a useful product. Furthermore, I believe that it's important to show the complete scope when a project crosses fiscal years, as I've been doing for a decade or more. I did add a line to indicate the prior work for this product, in addition to the indicators that were already there.

- DNLTC must update the Task/ Activity section to include activities that will carry forward into FY 24-25 and move the activities accomplished in FY 23- 24 into the previous accomplishments section.

Response to Comment G9: The work is divided between two fiscal years but none of the work is complete. I have made it even more clear by both shading and labels what work is accomplished in the prior year and current year.

- Since Climate Change Adaptation Planning Grants are administered more attentively, DNLTC must identify which products are expected to be completed in FY 24-25. This can be accomplished by adding a Products section in which DNLTC identifies which products will be completed and submitted to Caltrans by the end of the FY. DNLTC can also provide dates for each product in the Product column.

Response to Comments G10: No products will be final and submitted to Caltrans until the draft and final documents are complete.



## **Work Element H – 2024 Regional Transportation Plan Update**

Comments H11 – H14:

- Please remove the statement "2020-21 Overall Work Program Amendment 1" below the WE Title and above the Expenditure Table.
- DNLTC must revise the Previous Accomplishments section to include the activities that DNLTC expects to accomplish in FY 23-24. For example, Tasks 1-6 (Product 1) can be included in the Previous Accomplishments section.
- DNLTC must update the Tasks/ Activity section to only include tasks that will carry forward into FY 24-25.
- DNLTC must identify the Responsible Party for Tasks 7-10.

Response to Comments H11 – H14: These minor changes are made.

### **Caltrans Recommendations**

(These are not requirements, we are sharing for your consideration)

- Work Element E -Transportation Development Act Administration
  - Products 1, 2, and 3 should provide who is the Responsible Party for Task and Activities for consistency with other Work Elements.
- Work Element F -SAFE: Service Authority for Freeway Emergencies
  - Products 1, 2, and 3 should provide who is the Responsible Party for Task and Activities for consistency with other Work Elements.

Response to Recommendations: The recommendations have been considered.

Sincerely,



Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission

**Item C Staff Report**

**DATE:** APRIL 2, 2024  
**TO:** DEL NORTE LOCAL TRANSPORTATION COMMISSION  
**FROM:** TAMERA LEIGHTON, EXECUTIVE DIRECTOR  
**SUBJECT:** ELECTRONIC ACCESS FOR PUBLIC COMMENT IN PUBLIC MEETINGS

---

**REQUESTED ACTION:** By consensus, provide direction to the director regarding public input by electronic access to DNLTC and TAC meetings.

**BACKGROUND:** In prior meetings this year, the City Council and Board of Supervisors voted to allow public comment in meeting in person and in writing, but not by Zoom. The electronic access was initiated during the COVID pandemic. Because the City and County will no longer be needing the level of Zoom service needed to accommodate public input, only a simple Zoom access will be available unless DNLTC votes to pay for the software upgrade. The cost is unknown because there's a chance that it would be shared with other boards that use the Flynn Center chambers, but an estimate is between \$2,000 to \$7,000. The new Zoom access will allow for attendance and presentations by consultants, Caltrans and others who cannot attend the meeting in person. If this change is made, public comment will be available in person at the meetings or in writing before the meetings.

**CT Milestone Report - Del Norte County - March 10, 2024**

**Past Due**   **3 Months**   **Met**

Project Number	Program <sup>a</sup>	Project Manager	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 <sup>b</sup>	Begin Construction	End Construction
01-0M254	OTHER STATE FUNDS	FINCK, BRIAN T	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	\$1,550,183	\$1,573,025	PAED	06/30/2024	06/30/2025
01-44260	SHOPP MINOR B	COONROD, CARENE	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	\$393,542	PAED	06/01/2025	12/30/2026
01-0N870	SHOPP	GOFF, TREVOR	101	0/5	Repair Electrical System	IN HUMBOLDT AND DEL NORTE COUNTIES NEAR KLAMATH FROM 1 MILE SOUTH OF THE HUMBOLDT DEL NORTE COUNTY LINE TO 1 MILE NORTH OF THE KLAMATH RIVER BRIDGE		\$0	\$0	\$416,891	\$416,891	CONST	12/11/2023	11/01/2024
01-0M251	OTHER STATE FUNDS	FINCK, BRIAN T	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	\$734,008	\$734,008	PAED	12/03/2024	11/01/2026
01-0K140	SHOPP	WINKLER-PRINS, LIANNA	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	\$26,609,000	\$673,000	\$7,978,692	\$9,757,498	PAED	02/02/2027	12/01/2028
01-0F280	SHOPP	MATTEOLI, JAIME C	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	\$291,083,000	\$756,594,740	\$791,963,831	PAED	06/16/2031	10/14/2039
01-0L040	SHOPP	GOFF, TREVOR	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	\$2,035,721	\$22,299,379	CONST	02/17/2021	07/04/2024
01-0N880	SHOPP	GOFF, TREVOR	101	13/17	Emergency Landslide Repair	IN DEL NORTE COUNTY NEAR CRESCENT CITY FROM 0.8 MILES NORTH TO 3.2 MILES NORTH OF RUDISILL ROAD		\$0	\$0	\$852,073	\$1,450,439	CONST	12/03/2023	11/01/2024
01-0K950	SHOPP	WINKLER-PRINS, LIANNA	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	\$7,274,000	\$40,000	\$3,229,479	\$4,647,947	PAED	09/15/2025	12/01/2026
01-0N570	SHOPP	GOFF, TREVOR	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	\$129,469	\$159,763	CONST	10/16/2023	11/01/2024
01-0M120	SHOPP	WINKLER-PRINS, LIANNA	101	18.4/19.3	Mill Creek Safety	IN CRESCENT CITY, FROM 1.9 MILE SOUTH OF MILL CREEK CAMPGROUND ROAD	Improve roadway cross slope, widen shoulders, and install guardrail.	\$5,297,000	\$3,000	\$4,014,745	\$4,361,201	PAED	12/01/2026	12/01/2027
01-0N390	SHOPP	GOFF, TREVOR	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	Culvert Repairs	\$1,000,000	\$0	\$246,988	\$597,659	CONST	06/29/2023	11/01/2024
01-0N270	SHOPP	WINKLER-PRINS, LIANNA	101	23.8/42.54	Crescent City to Smith River Pavement	IN DEL NORTE COUNTY NEAR CRESCENT CITY FROM HUMBOLDT ROAD TO LOPEZ AVENUE	Rehabilitation of Asphalt Pavement from North of Crescent City to the Smith River: Crack Seal, Asphalt Overlay, Shoulder Backing, Replace Median Barrier, Remove/Replace Guardrail, Roadside Rehabilitation and Sign Replacement.	\$10,000	\$0	\$2,906,535	\$2,923,064	PID	03/29/2028	09/17/2029
01-0N750	MAINTENANCE	COONROD, CARENE	101	25.8/27	24/25 TMS Del Norte	IN DEL NORTE COUNTY IN CRESCENT CITY FROM ELK VALLEY ROAD TO NORTHCREST DRIVE	SIGNAL SYSTEM UPGRADE AT DEL NORTE COUNTY	\$490,000	\$0	\$291,083	\$313,109	PAED	06/30/2025	11/01/2025
01-43642	SHOPP	FALK-CARLSEN, KARL	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	\$231,235	\$368,324	CONST	12/01/2025	12/01/2027
01-0M460	SHOPP	GOFF, TREVOR	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	\$116,235	\$278,910	CONST	08/08/2022	08/01/2024

**CT Milestone Report - Del Norte County - March 10, 2024**

**Past Due**   **3 Months**   **Met**

Project Number	Program <sup>a</sup>	Project Manager	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 <sup>b</sup>	Begin Construction	End Construction
01-0G530	SHOPP MINOR B	COONROD, CAREN E	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	\$205,765	PSE		
01-0L140	OTHER-LOCAL	MELENDREZ, DAVID L	101	3.72/3.78	Resighini Encroachment Permit	In Del Norte County at Klamath River Overflow	Oversite	\$0	\$0	\$186,470	\$236,818	PAED	02/14/2025	10/01/2025
01-43640	SHOPP	MELENDREZ, DAVID L	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	\$10,851,011	\$103,915,011	CONST	08/02/2022	10/03/2026
01-43641	SHOPP	MELENDREZ, DAVID L	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	\$1,459,490	PSE	12/01/2025	10/01/2027
01-0L430	SHOPP	MELENDREZ, DAVID L	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	\$3,581,000	\$16,000	\$2,691,617	\$3,497,949	PAED	02/06/2026	12/01/2027
01-0M850	SHOPP	MELENDREZ, DAVID L	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	Construct left turn channelization	\$2,603,000	\$31,000	\$3,210,023	\$3,432,400	PAED	02/02/2027	12/03/2030
01-0F311	SHOPP	FALK-CARLSEN, KARL	101	39.8/39.8	Dominie Fish Passage Mitigation	IN DEL NORTE COUNTY NEAR SMITH RIVER AT DOMINIE CREEK	ENVIRONMENTAL MITIGATION	\$200,000	\$0	\$304,298	\$353,448	CONST	07/04/2020	12/01/2027
01-0M710	MAINTENANCE	COONROD, CAREN E	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	\$52,184	\$90,076	CONST	06/30/2024	11/01/2024
01-0N460	OTHER STATE FUNDS	PETERSON, JULIA	101	46.49/46.49	Clean CA DN 101 Welcome (MNRB)	IN DEL NORTE COUNTY NEAR CRESCENT CITY AT OREGON STATE LINE		\$0	\$0	\$74,967	\$77,664	PSE	08/15/2024	09/15/2024
01-0B090	SHOPP	MELENDREZ, DAVID L	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	\$1,435,301	\$34,786,431	CONST	05/08/2020	07/30/2024
01-0B091	SHOPP	FALK-CARLSEN, KARL	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	CONST	06/15/2024	12/15/2030
01-0K690	SHOPP	WINKLER-PRINS, LIANNA	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	\$9,150,709	\$10,851,904	PAED	02/01/2028	12/01/2029
01-0J210	SHOPP	WINKLER-PRINS, LIANNA	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	\$52,387,000	\$49,000	\$3,317,737	\$5,525,331	PSE	01/28/2025	12/01/2026
01-0M670	MAINTENANCE	COONROD, CAREN E	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	\$159,429	\$294,291	PSE	06/30/2024	11/01/2024
01-0M000	OTHER STATE FUNDS	COONROD, CAREN E	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	\$153,481	PSE		
01-0M420	OTHER STATE FUNDS	KING, ROBERT W	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	\$1,193,393	\$1,218,287	PAED	12/03/2024	11/01/2026
01-0N290	SHOPP	MELENDREZ, DAVID L	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	Improve spot locations on SR 197 and US 199 in Del Norte County to accommodate STAA truck travel.	\$41,631,000	\$200,000	\$11,788,057	\$11,996,182	PSE	05/01/2025	12/04/2028
01-0L050	SHOPP MINOR B	COONROD, CAREN E	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	\$116,363	\$570,284	CONST	06/23/2022	12/01/2023
01-0M720	MAINTENANCE	COONROD, CAREN E	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	\$268,000	\$0	\$51,541	\$85,704	CONST	06/01/2024	11/01/2024
01-0K640	SHOPP	WINKLER-PRINS, LIANNA	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	\$1,130,000	\$0	\$1,257,794	\$2,991,515	CONST	05/09/2024	12/01/2025
01-0H770	SHOPP MINOR B	COONROD, CAREN E	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	\$109,389	CONST	06/08/2023	12/01/2024

**CT Milestone Report - Del Norte County - March 10, 2024**

**Past Due    3 Months    Met**

Project Number	Program <sup>a</sup>	Project Manager	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 <sup>b</sup>	Begin Construction	End Construction
01-0F760	SHOPP	MELENDREZ, DAVID L	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	\$1,170,687	\$6,806,895	CONST	03/02/2023	10/03/2024
01-0J350	SHOPP MINOR A	FLOYD, KIMBERLY R	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	\$2,703,629	\$2,748,422	PAED	11/01/2026	12/01/2029
01-0N490	OTHER STATE FUNDS	PETERSON, JULIA	199	36.28/36.28	Clean CA DN 199 Welcome (MNRB)	IN DEL NORTE COUNTY NEAR IDLEWILD AT OREGON STATE LINE		\$0	\$0	\$50,693	\$143,330	PSE	09/15/2024	10/15/2024
01-0N540	SHOPP	GOFF, TREVOR	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	\$1,272,685	\$7,514,809	CONST	08/17/2023	11/01/2024
01-0M200	OTHER STATE FUNDS	FINCK, BRIAN T	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	\$3,764,646	\$4,076,817	PAED	12/03/2024	11/01/2026
01-0L990	SHOPP	MELENDREZ, DAVID L	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	\$3,524,424	\$4,086,630	PAED	01/27/2026	12/01/2027

**Field Descriptions for RTPA CT Milestones Reports**

<b>Footnote</b>	<b>Column</b>	<b>Description</b>
<b>a)</b>	<b>Program</b>	<b>The funding source for the project.</b>
	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>b)</b>	<b>Current Phase</b>	<b>The stage of progress of the project.</b>
	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. There may be a seasonal delay between approving the contract and the beginning of actual construction.
	CLOSE-OUT	Post-construction (close-out) projects are not included in this report. You may see crews completing work related to environmental mitigation and monitoring for a few years after construction.

## **UPDATES:**

### **Timbers Blvd – DN 101 PM 39.20/39.60 01-0L430**

The project proposes a new left-turn channelization for northbound (NB) traffic onto Timbers Blvd To accommodate this left-turn channelization, the roadway will be widened predominantly to the right (NB side) up to 20'. All work will be done within the right-of-way (RW), which has an approximate width of 120'. Additional work includes shoulder/edge line and centerline rumble strips, intersection lighting, and related drainage improvements. Project is:

- On schedule / Within Budget
- PAED was met on 3/18/2024
- Ready to List is scheduled for August 2025
- Project to begin construction Spring of 2026

### **Rowdy Creek – DN 101 PM 39.60/39.90 01-M850**

The proposed safety improvements include left turn channelization, shoulder widening, intersection lighting, and Midwest Guardrail System (MGS) modifications. The primary safety feature of this proposed project is a left turn channelization for southbound US 101 traffic turning onto Rowdy Creek Rd. The proposed safety improvements include left turn channelization, shoulder widening, intersection lighting, and Midwest Guardrail System (MGS) modifications. The primary safety feature of this proposed project is a left turn channelization for southbound US 101 traffic turning onto Rowdy Creek Rd. Project is:

- Project was recently Programmed
- The Environmental phase will begin this Spring/Summer
- PAED is expected in Spring/Summer 2025
- Ready to List is scheduled for Summer 2026
- Project expected to begin construction Spring of 2027