

DEL NORTE LOCAL TRANSPORTATION COMMISSION  
MEETING AGENDA: TUESDAY, AUGUST 4, 2020 AT 3 PM

Public Zoom Webinar Registration Link:

[https://us02web.zoom.us/webinar/register/WN\\_F\\_zG7Dx-Sv21uij-aMsXnA](https://us02web.zoom.us/webinar/register/WN_F_zG7Dx-Sv21uij-aMsXnA)

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 July 7, 2020

Staff recommendation: By consensus, accept minutes of July 7, 2020.

POLICY and ADMINISTRATIVE

- b) City of Crescent City request for additional Regional Surface Transportation Program funding for Sunset Circle  
Proposed action: Consider the TAC recommendation, the materials submitted, and poll the vote on the item.
- c) DNLTC support for City of Crescent City's ballot measure.  
Proposed action: Consider the TAC recommendation, the materials submitted, and pull the vote on the item.
- d) Discussion items
  - Elk Valley Cross Road
  - Last Chance Grade
5. Commissioner comments and reports
6. Action on the recommendations of the Policy Advisory Committee  
Adjourn as the Policy Advisory Committee, reconvene as the Del Norte Local Transportation Commission, and by polled vote, approve and adopt the actions taken by the Policy Advisory Committee in the items listed above.
7. Adjourn until the regular meeting on Tuesday, September 1, 2020 at 3 p.m.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Executive Director Tamera Leighton, at (707) 465-3878, at least five (5) days prior to the meeting.

900 Northcrest Drive, PMB 16  
Crescent City, California 95531  
www.dnltc.org



Tamera Leighton, Executive Director  
Tamera@DNLTC.org  
Desk: (707) 465-3878  
Cell: (707) 218-6424

## CONSENT AGENDA ITEM A

DATE: AUGUST 4, 2020  
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION  
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR  
SUBJECT: CONSENT AGENDA ITEMS

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a) **Minutes of July 7, 2020**

Proposed action: By consensus, accept minutes of July 7, 2020.

**DEL NORTE TRANSPORTATION COMMISSION  
REGULAR MEETING MINUTES: TUESDAY, July 7, 2020, AT 3 PM**

Present: Commissioner Alex Fallman, City,  
Commissioner Roger Gitlin, County  
Commissioner Gerry Hemmingsen, County (3:05 PM)  
Commissioner Chris Howard, County, Chair  
Commissioner Blake Inscore, City, Vice-Chair  
Commissioner Heidi Kime, City

Absent: None

Also Present: Susan Brown, Rural Approaches  
Tamara Leighton, Local Transportation Commission  
Kevin Tucker, Caltrans, Policy Advisory Member

**1. CALL MEETING TO ORDER**

Vice-Chair Inscore called the meeting to order at 3:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

Vice-Chair Inscore led the Pledge of Allegiance

**3. PUBLIC COMMENT PERIOD**

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

The following person(s) addressed the Commission: None

**4. ADJOURN TO THE POLICY ADVISORY COMMITTEE**

Vice-Chair Inscore adjourned as the Del Norte Local Transportation Commission and immediately reconvened as the Policy Advisory Committee at 3:02 p.m.

**CONSENT AGENDA**

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 JUNE 2, 2020**

Staff recommendation: By consensus, accept minutes of June 2, 2020.

**b) CALIFORNIA HIGHWAY PATROL STANDARD AGREEMENT FOR SAFE SYSTEM**

Staff recommendation: By polled vote, adopt resolution 2020 12 authorizing the execution of the standard contract with the CHP.

**c) TRANSPORTATION DEVELOPMENT ACT CLAIM**

Staff recommendation: By polled vote, approve Redwood Coast Transit Authority

Transportation Development Act claim and authorize the Chair to sign.

**d) ADOPT TRANSPORTATION DEVELOPMENT ACT (TDA) RESOLUTIONS FOR 2020-21.**

Proposed action: By polled vote, adopt the following resolutions per the TDA fund estimate:

- i. 2020 13 Del Norte Local Transportation Commission resolution allocating funds to Redwood Coast Transit Authority for Operating Expenses.
- ii. 2020 14 Del Norte Local Transportation Commission resolution allocating funds for administrative and planning purposes.
- iii. 2020 15 Del Norte Local Transportation Commission resolution allocating funds for pedestrian and bicycle purposes.

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

**POLICY and ADMINISTRATIVE**

**e) Discussion items**

- Highway 199 at Elk Valley Cross Road – Tamera Leighton reported that all the documents for the Elk Valley Crossroad project, the SB 743 Implementation Plan, and Wonderstum Road have been completed. The Elk Valley Cross Road and SB 743 Implementation Plan documents are posted on the Transportation Commission’s website. Tamera also commented that the County did a great job with public outreach on the Wonder Stump project.
- SB 743 Implementation Plan - see above.
- Public Outreach: Wonderstump Road - See above
- Last Chance Grade - Tamera Leighton reported that the public information flyer is delayed until August. There was a communication glitch with Congressman Huffman’s office, but it is anticipated that the public information flyer will be distributed in August.

**5. COMMISSIONER COMMENTS AND REPORTS**

None

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

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

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

**7. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, AUGUST, 4 2020 AT 3:00 P.M.**

With no further business before the Commission, Vice Chair Inscore adjourned the meeting at 3:20 p.m., until the next regularly scheduled meeting on Tuesday, August 4, 2020, at 3:00 p.m.

Respectfully submitted

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Tamera Leighton, Executive Director

**Item B Staff Report**

**DATE:** AUGUST 4, 2020  
**TO:** DEL NORTE LOCAL TRANSPORTATION COMMISSION  
**FROM:** TAMERA LEIGHTON, EXECUTIVE DIRECTOR  
**SUBJECT:** CITY REQUEST FOR ADDITIONAL REGIONAL SURFACE TRANSPORTATION PROGRAM (RSTP) FUNDING FOR SUNSET CIRCLE

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**PROPOSED ACTION:** Consider the TAC recommendation, the materials submitted, and poll the vote on the item.

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

- Active Transportation Program grant: \$640,000
- Original Match: \$160,000
- Additional funds for scope change: \$42,000
- Second additional funds for scope change: \$27,493
- Coastal Conservancy funding: \$150,000
- Requested amount for contingency: \$42,000

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

The City's letter requesting contingency funding is attached.

**Del Norte Local Transportation Commission**  
**Regional Surface Transportation Program (RSTP/Fund # 619)**

Description	Year Approved	Allocation Amount	Payee	Invoice or Rescinded Date	Amount Paid or Rescinded	Reserved Balance
Sunset Circle Match	2015	160,000	City of Crescent City	Ongoing	62,147.49	97,852.51
Sunset Circle Scope Change	2018	42,000	City of Crescent City	Jun-19	42,000.00	0.00
Sunset Circle Scope Change 2	2020	60,000	City of Crescent City	Jul-20	27,493.01	0.00
Bluff Stabilization Match	2017	266,000	County of Del Norte		0.00	266,000.00
Bluff Stabilization Match	2018	85,140	City of Crescent City		0.00	85,140.00
Washington Boulevard Culvert	2020	321,218	County of Del Norte			321,218.00
						770,210.51

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

Updated to February 20, 2020

Blue indicates completed

Green indicates proposed

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



**City of Crescent City**  
*Where the Redwoods Meet the Sea*

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July 29, 2020

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

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

Dear Mrs. Leighton:

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

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

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

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

Thank you for your consideration.

Sincerely,

APPROVED

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

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





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Attachments:

1. Construction Budget Breakdown
2. Tidewater Bid

# ATTACHMENT 1

## **Construction Budget**

ATP Funds	\$ 375,040.00
DNLTC Funds	\$ 93,760.00
Coastal Conservancy	\$ 150,000.00
<hr/>	
Total	\$ 618,800.00

Tidewater Bid	\$ 596,009.00
Labor Compliance	\$ 4,275.00
Contingency	\$ 18,516.00

SECTION 00 41 00

BIDDING SCHEDULE

PROJECT IDENTIFICATION: Sunset Circle Multi-Use Trail Project

THE BID IS SUBMITTED TO: City of Crescent City

BID SCHEDULE

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

TOTAL BID AMOUNT:

Five hundred ninety six thousand and nine dollars <sup>00</sup>/<sub>100</sub>

(\$596,009.<sup>00</sup>)

Item C Staff Report

DATE: AUGUST 4, 2020  
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION  
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR  
SUBJECT: CITY REQUEST FOR DEL NORTE LOCAL TRANSPORTTION COMMISSION  
SUPPORT FOR BALLOT MEASURE

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PROPOSED ACTION: Consider the TAC recommendation, the materials submitted, and pull the vote on the item.

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

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

The TAC meeting is scheduled for August 3, so TAC recommendations are not currently available.



Last Chance Grade Project

# Progress Update Summer 2020

## Stay Up to Date!

- » Sign up to get notifications from the website when new information is posted
- » Join the Telephone Town Hall for more updates and future activities
- » Look for notifications regarding the Public Scoping meeting in early 2021
- » View a map and complete information on alternatives being considered for further study

[www.LastChanceGrade.com](http://www.LastChanceGrade.com)

The Last Chance Grade (LCG) Project is a collaborative, multi-year effort to find a permanent solution to geologic instability and roadway failure on a 3-mile segment of US Highway 101 in Del Norte County, extending from Wilson Creek to 9 miles south of Crescent City.

Caltrans is committed to ensuring the safety and reliability of the highway—now and for the future. Work continues to repair and enhance the current roadway, while simultaneously, the Environmental Study phase of the project has begun.

Our consultant team will collect data over several seasons and conduct detailed studies, and we will continue to get input from the community and stakeholders. This will allow us to select the best possible alternative—one that is technically feasible, responsive to the region's unique geotechnical conditions, and cost-effective while respecting our important natural and cultural resources. A complete, thorough, and inclusive process will help ensure the efficient implementation of the chosen alternative in the future.

**For more information:**  
[www.LastChanceGrade.com](http://www.LastChanceGrade.com)



## Construction / Repair Activities

Ongoing construction continues to repair storm damage and ensure that Last Chance Grade stays safe and reliable for all travelers. Over the past several months, the road has been raised, creating a more gradual incline, and ground anchors have been added below the roadway for increased stabilization. The photographs above were taken in July 2020.

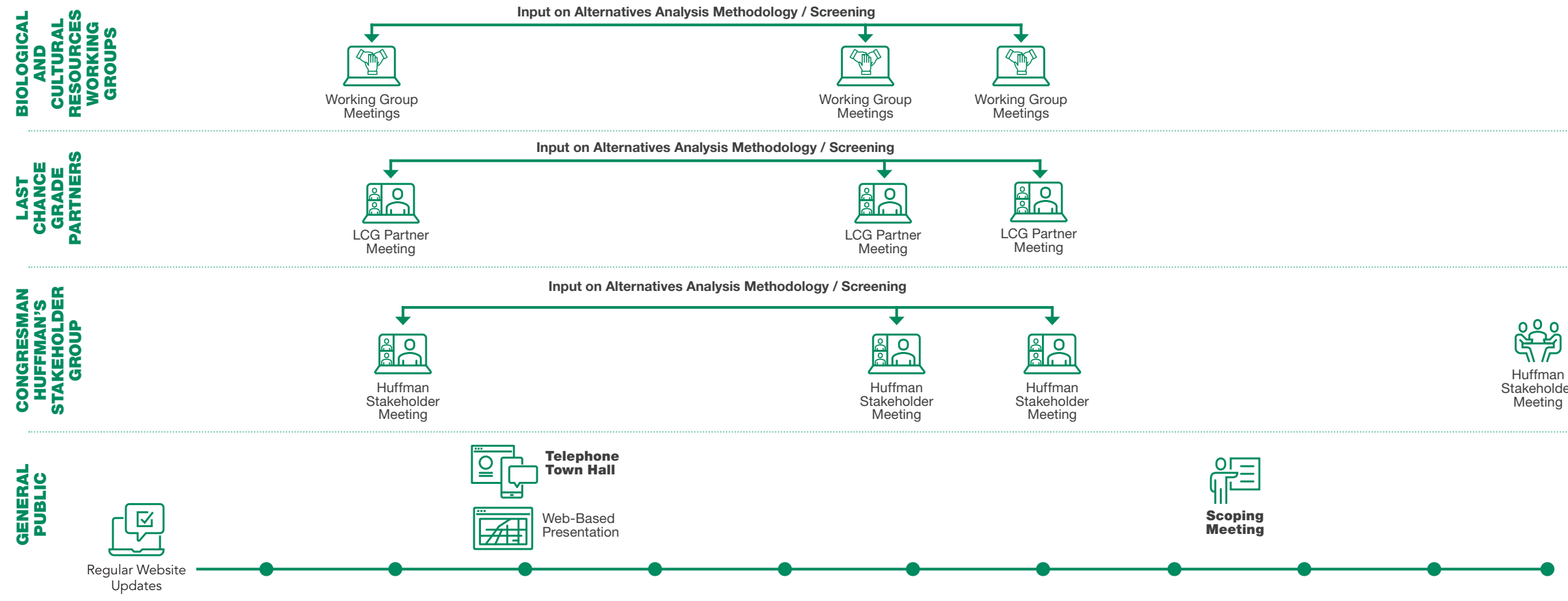
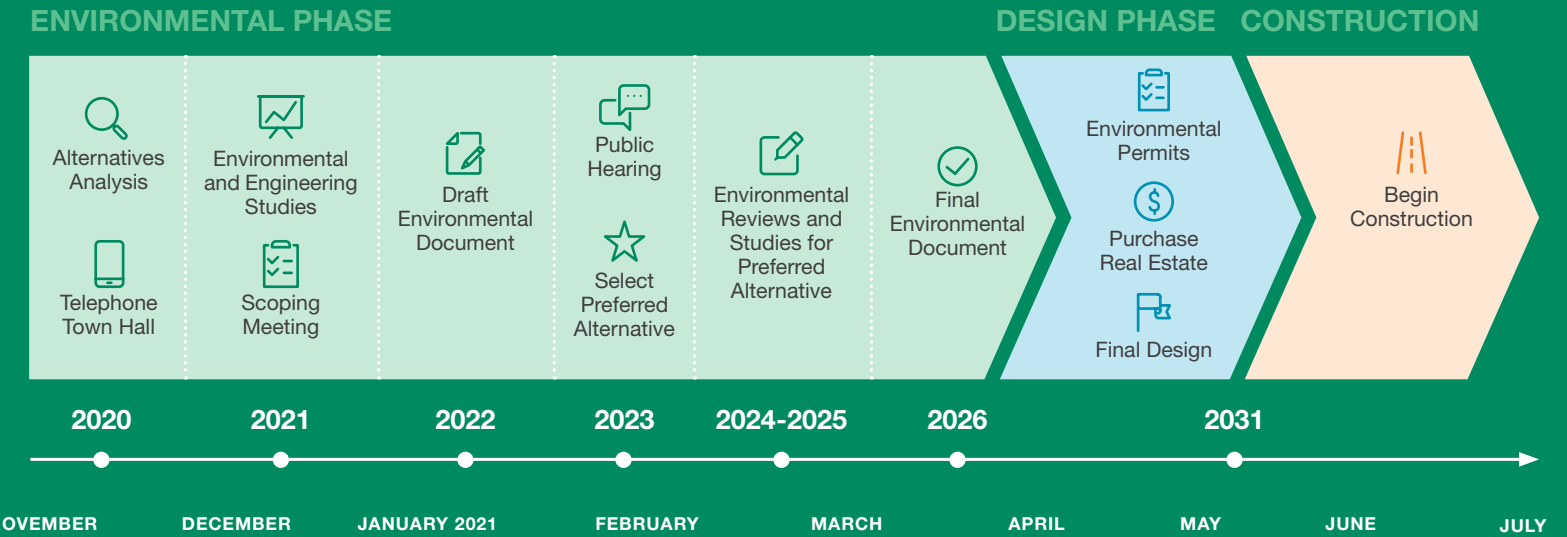
## Continuing Geotechnical Studies

Work on the geotechnical studies is underway. These studies will provide critical information to help evaluate the different alternatives. Because LCG is in an area of geological instability, Caltrans needs to ensure that the new alignment will be stable over the long term. The consultant team will be in the field boring holes to install monitoring equipment and performing seismic tests to determine underlying geological stability. Since the testing occurs in sensitive areas, the permits require it be done during specific timeframes. The results will help validate and refine project alternatives and assess how well each would improve the reliability of the highway over the long-term.

## Project Schedule and Public Engagement

The LCG Project is a collaborative effort, requiring close coordination among local, regional, and state partners. Caltrans is committed to keeping the public informed and providing opportunities for input. Area residents and members of the public will be able to participate in two upcoming activities: **A Telephone Town Hall in fall 2020 and a Scoping Meeting to be held early in 2021.**

## Key Steps in the Environmental Process



## Project Partners

A diverse group of stakeholders has been working consistently over the past several years to analyze the potential alternatives. These include:

### Biological Resources Working Group

The members of this group have responsibilities for natural resource management and permitting.

### Cultural Resources Working Group

The members of this group have responsibilities for cultural resources management and permitting.

### Last Chance Grade Partners

The members of this group have land ownership and land management responsibilities.

### Congressman Huffman's Stakeholder Group

Along with Caltrans, the group includes representatives from local government, tribal groups, businesses, and environmental groups.