

DEL NORTE LOCAL TRANSPORTATION COMMISSION
MEETING AGENDA: TUESDAY, SEPTEMBER 1, 2020 AT 3 PM

Public Zoom Webinar Registration Link:

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. Closed Session
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(d)(1)
Friends of Del Norte et al. v. California Dept. of Transportation et al.
United States District Court Northern District of California Case No. 3:18-cv-00129
5. Adjourn to the Policy Advisory Committee
Estimated time 3:30 p.m.

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.
- b) Adopt Resolution 2020 16 authorizing the Federal funding under FTA Section 5311 with Caltrans.
Proposed action: By polled vote, adopt resolution 2020 16 authorizing the Federal funding under FTA Section 5311 with Caltrans.

POLICY and ADMINISTRATIVE

- c) 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.

- d) 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.
- e) Discussion items
 - Elk Valley Cross Road
 - Last Chance Grade

6. Commissioner comments and reports

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.

8. 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.



CONSENT AGENDA ITEM A-B

DATE: SEPTEMBER 1, 2020
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: CONSENT AGENDA ITEMS

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

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

b) **Adopt Resolution 2020 16 authorizing the Federal funding under FTA Section 5311 with Caltrans.**

Proposed action: By polled vote, adopt resolution 2020 16 authorizing the Federal funding under FTA Section 5311 with Caltrans.

This resolution is required for regional transit funding. It is usual and customary.

**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

Tamera Leighton, Executive Director

RESOLUTION NO. 2020 16

**DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C.
SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1G); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, the Redwood Coast Transit Authority desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in Del Norte County, California, and

WHEREAS, the Redwood Coast Transit Authority has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Del Norte Local Transportation Commission does hereby Authorize the General Manager to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1G), as amended.

That the General Manager is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the General Manager is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That the General Manager is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

PASSED AND ADOPTED by the Del Norte Local Transportation Commission on the 1st day of September 2020, by the following polled vote:

AYES: Fallman, Gitlin, Hemmingsen, Howard, Inscore, Kime

NOES: --

ABSTAIN: --

ABSENT: --

Chris Howard, Chair

Del Norte Local Transportation Commission

Attest:

Tamera Leighton, Executive Director

Del Norte Local Transportation Commission

Item C Staff Report

DATE: SEPTEMBER 1, 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

PROPOSED ACTION: Consider the TAC recommendation to award the funding, 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.



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



City of Crescent City
Where the Redwoods Meet the Sea

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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 ⁰⁰	75,000 ⁰⁰
2	Construction Signs	LS	1	2,000 ⁰⁰	2,000 ⁰⁰
3	Traffic Control	LS	1	5,000 ⁰⁰	5,000 ⁰⁰
4	Water Pollution Control	LS	1	500 ⁰⁰	500 ⁰⁰
5	Sheeting Shoring Bracing	LS	1	500 ⁰⁰	500 ⁰⁰
6	Remove Concrete and HMA	LS	1	20,000 ⁰⁰	20,000 ⁰⁰
7	Trench Drain	LF	33	350 ⁰⁰	11,550 ⁰⁰
8	Trail Excavation	CY	741	50 ⁰⁰	37,050 ⁰⁰
9	Class II Agg Base	TON	1,069	50 ⁰⁰	53,450 ⁰⁰
10	Hot Mix Asphalt Paving	TON	451	150 ⁰⁰	67,650 ⁰⁰
11	Concrete Curb	LF	835	17 ⁰⁰	14,195 ⁰⁰
12	Split Rail Fence (Concrete)	LF	1,080	70 ⁰⁰	75,600 ⁰⁰
13	Detectable Warning Surface	LS	1	1,000 ⁰⁰	1,000 ⁰⁰
14A	Striping and Markings	LS	1	35,000 ⁰⁰	35,000 ⁰⁰
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 ⁰⁰	26,650 ⁰⁰
20	Adjust Utility Manhole/Box to Grade	EA	8	1000 ⁰⁰	8,000 ⁰⁰
21	Trail Lights	EA	14	4500 ⁰⁰	63,000 ⁰⁰
22	Metered Service Pedestal Box	LS	1	5000 ⁰⁰	5,000 ⁰⁰
23	Pre-cast Junction Boxes	EA	20	600 ⁰⁰	12,000 ⁰⁰
24	Electrical Conduit in Trench	LF	1,274	36 ⁰⁰	45,864 ⁰⁰
25	Quality Control	LS	1	10,000 ⁰⁰	10,000 ⁰⁰
26	Testing Lab Services	LS	1	10,000 ⁰⁰	10,000 ⁰⁰
27	Streetlights (Tall)	LS	1	17,000 ⁰⁰	17,000 ⁰⁰
Total (Items 1 - 28)					\$596,009.00

TOTAL BID AMOUNT:

Five hundred ninety six thousand and nine dollars ⁰⁰/₁₀₀

(\$596,009.⁰⁰)

**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)
Available for projects	389,589.84

Updated to February 20, 2020

Blue indicates completed

Green indicates proposed

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

Item D Staff Report

DATE: SEPTEMBER 1, 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

PROPOSED ACTION: Consider the TAC recommendation to support the ballot measure, 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. A support position provides staff the direction to actively participate in the advocacy and requires an allotment of staff time to do so through a work program amendment using an eligible fund source: Local Transportation Fund (LTF).



377 J STREET

CRESCENT CITY, CALIFORNIA 95531-4025

Administration/Finance: 707-464-7483
Utilities: 707-464-6517

Public Works/Planning: 707-464-9506
FAX: 707-465-4405

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

RE: Crescent City General Fund Sales Tax Ballot Measure

Dear Executive Director Leighton,

On August 3, 2020, the City Council of the City of Crescent City is considering adopting a resolution to place a one-cent sales tax ballot measure for the 2020 November election. This sales tax will increase the City's General Fund revenue by approximately \$1.3 million and will be utilized to support essential City services such as Crescent City Fire and Rescue, Crescent City Police Department, Fred Endert Municipal Pool, and funding to maintain our local streets and sidewalks. All funds from this measure will stay locally and the proposed measure contains strict accountability requirements including a Citizens' Oversight Committee to ensure all funds are spent for the intended purpose.

If the ballot measure resolution is approved by the Council, we are asking for your professional support to assist in our outreach efforts to provide information regarding the City's transportation system condition and funding needs of our community.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Eric Wier".

Eric Wier
City Manager
City of Crescent City



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

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



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.

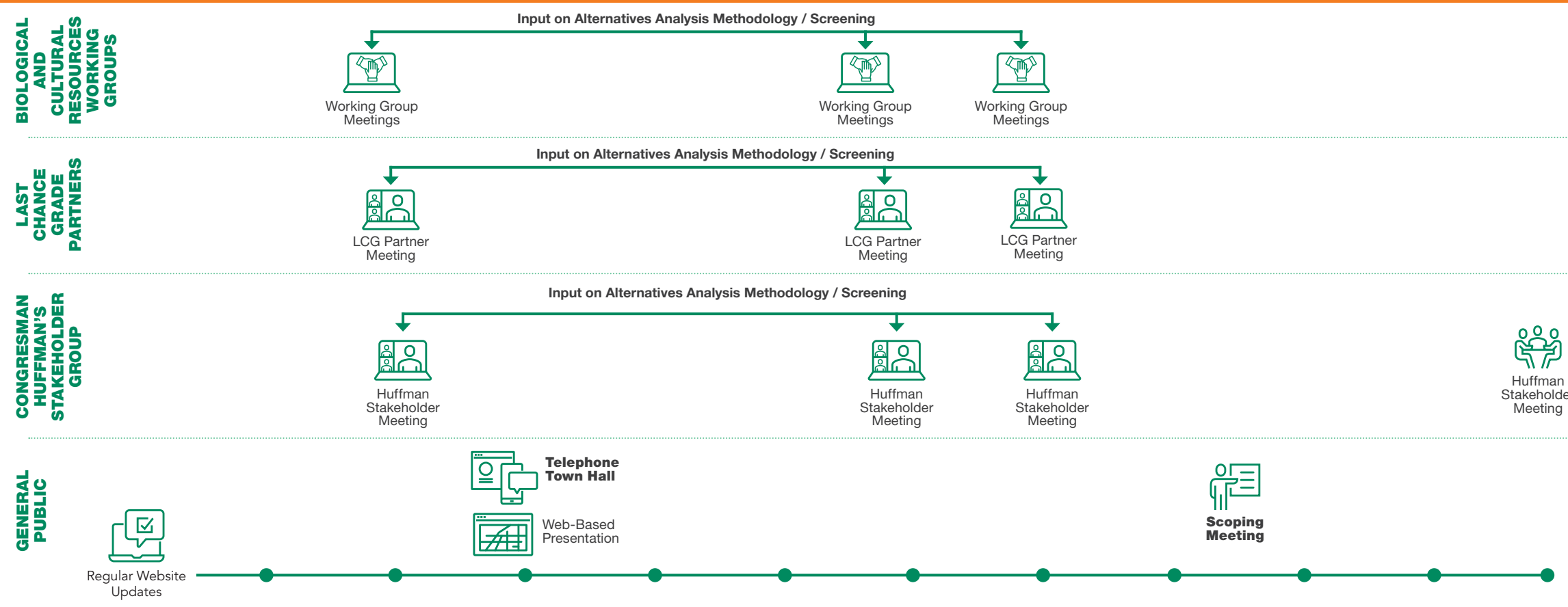
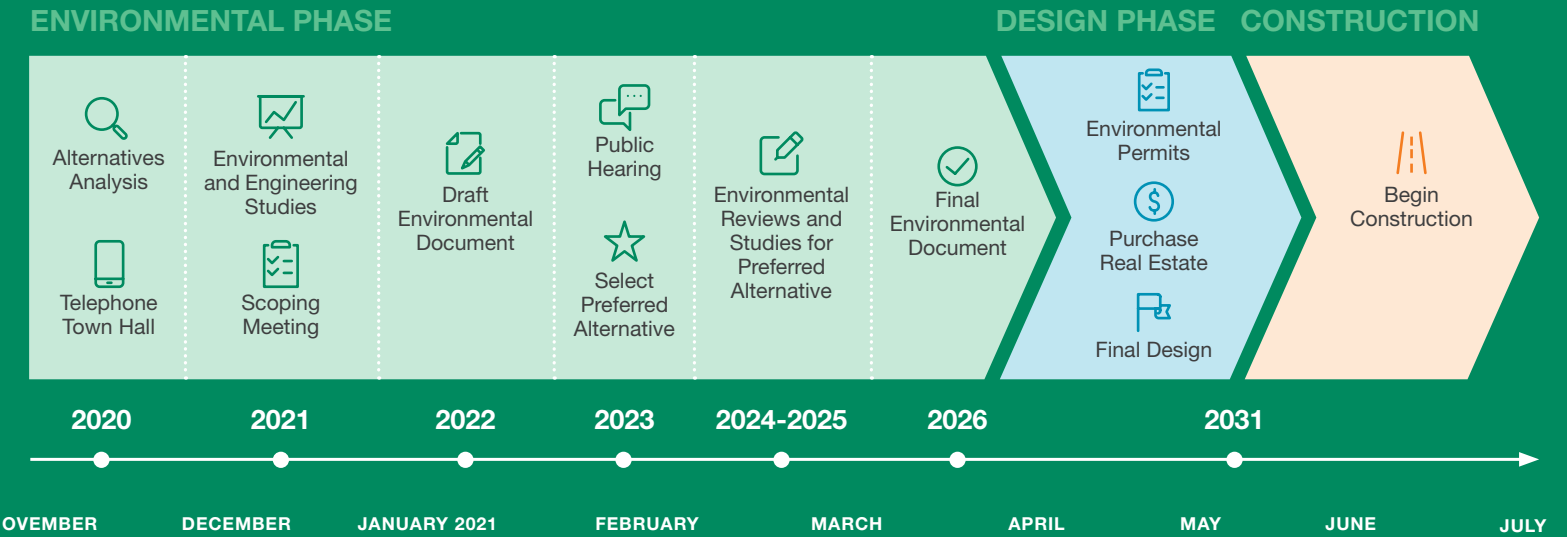
Continuing Geotechnical Studies

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, agencies, and environmental groups.