

DEL NORTE LOCAL TRANSPORTATION COMMISSION  
MEETING AGENDA: TUESDAY, SEPTEMBER 6, 2022, AT 3 PM  
DEL NORTE COUNTY BOARD OF SUPERVISORS CHAMBERS  
FLYNN ADMINISTRATIVE CENTER, 981 H STREET, CRESCENT CITY, CA

This is an in-person meeting. 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 July 5, 2022  
Staff recommendation: By consensus, accept the minutes of July 5, 2022.
- b) Transit request for approval of State of Good Repair funding list.  
Redwood Coast Transit Authority and Staff recommendation: By polled vote, approve Resolution 2022 13 approving the Del Norte County Fiscal Year 2022-23 SB-1 State of Good Repair funding list.
- c) Auditing services engagement letter  
Staff recommendation: By polled vote, authorize the executive director to sign the engagement letter and all necessary documents for auditing services.

POLICY and ADMINISTRATIVE

- d) Consider proposed improvements on US 199 at Elk Valley Crossroad.  
TAC and Staff Recommendation: By polled vote, approve the Project Initiation Proposal and authorize the Executive Director to execute all documents necessary to complete the Project Initiation Document.

e) Addendum to the Staff Services Contract  
Staff recommendation: By polled vote, authorize the Chair to approve the contract addendum.

f) Discussion items

- Last Chance Grade
- Temporary closures in Redwood National and State Parks

5. Policy Advisory Committee 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, October 4, 2022, at 3 p.m.

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

## CONSENT AGENDA ITEM A-C

**DATE:** SEPTEMBER 6, 2022  
**TO:** DEL NORTE LOCAL TRANSPORTATION COMMISSION  
**FROM:** TAMERA LEIGHTON, EXECUTIVE DIRECTOR  
**SUBJECT:** CONSENT AGENDA ITEMS

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- a) Minutes of July 5, 2022  
Staff recommendation: By consensus, accept the minutes of July 5, 2022.
- b) Transit request for approval of State of Good Repair funding list.  
Redwood Coast Transit Authority and Staff recommendation: By polled vote, approve Resolution 2022 13 approving the Del Norte County Fiscal Year 2022-23 SB-1 State of Good Repair funding list.

This item is usual and customary, and the decisions are made by the Redwood Coast Transit Authority.

- c) Auditing services engagement letter  
Staff recommendation: By polled vote, authorize the executive director to sign the engagement letter and all necessary documents for auditing services.

This action and the annual audit are usual and customary, and the audit is already funded in the Overall Work Program.

**DEL NORTE TRANSPORTATION COMMISSION  
REGULAR MEETING MINUTES: TUESDAY, JULY 5, 2022 AT 3 PM**

Present: Commissioner Ray Altman, City, Vice-Chair  
Commissioner Gerry Hemmingsen, County  
Commissioner Blake Inscore, City  
Commissioner Darrin Short, County, Chair

Absent: Commissioner Jason Greenough, City  
Commissioner Chris Howard, County

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

**1. CALL MEETING TO ORDER**

Chair Short called the meeting to order at 3:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

Chair Short 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**

POLICY and ADMINISTRATIVE

**a) Minutes of June 7, 2022**

Staff recommendation: By consensus, accept the minutes of June 7, 2022.

Public Comment: None

By Consensus, the Del Norte Local Transportation Commission, approved the minutes of June 7, 2022.

**b) County request for \$7,000 of Regional Surface Transportation Program funds for Traffic Counters.**

TAC and Staff recommendation: By polled vote, award \$7,000 of RSTP funds to the County of Del Norte for traffic counters.

Tamera Leighton explained the County has an opportunity to purchase traffic counters which will be shared with other agencies. The traffic counters are

low-tech but more reliable. The counters are tube style and will be easier and less expensive to buy replacement parts.

Public Comment: None

On a motion by Commissioner Hemmingsen, seconded by Commissioner Inscore, and unanimously carried on a polled vote the Del Norte Local Transportation Commission awarded \$7,000 of RSTP funds to the County of Del Norte for traffic counters.

**c) Discussion items**

- US 199 at Elk Valley Crossroad – Nothing new to report.
- Last Chance Grade – Tamera Leighton informed the Commission that the public information flyer has been sent out to the Community and that the project is in the Environmental Phase.

**5. POLICY ADVISORY COMMITTEE COMMENTS AND REPORTS**

Tatiana Ahlstrand reported that Last Chance Grade should be open to two-way traffic this fall.

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

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

Public Comment: None

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

**7. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, AUGUST 2, 2022 AT 3:00 P.M.**

With no further business before the Commission, Chair Short adjourned the regular meeting at 3:20 p.m., until the next regularly scheduled meeting on Tuesday, August 2, 2022, at 3:00 p.m.

Respectfully submitted

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Tamera Leighton, Executive Director

RESOLUTION NO. 2022 13

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION  
RESOLUTION APPROVING THE DEL NORTE COUNTY FISCAL YEAR 2022-23  
SB-1 STATE OF GOOD REPAIR FUNDING PROJECT LIST

WHEREAS, the Del Norte Local Transportation Commission (DNLTC), in its official capacity as the designated Regional Transportation Planning Agency, hereafter referred to as the RTPA, is approving the State of Good Repair funding list; and

WHEREAS, the Redwood Coast Transit Authority is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

WHEREAS, the DNLTC wishes to delegate authorization to execute these documents and any amendments thereto to the Redwood Coast Transit Authority General Manager; and

WHEREAS the Department requires each RTPA to submit a State of Good Repair Project List each fiscal year identifying that fiscal year's SGR project, and for Fiscal Year 2022-23, RCTA is submitting a project list of \$44,199 in SGR projects for Bus Replacements; and

NOW, THEREFORE, BE IT RESOLVED by the DNLTC that the fund recipient, Redwood Coast Transit Authority, has agreed by resolution to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations, and guidelines for all SGR funded transit projects.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the General Manager of Redwood Coast Transit Authority be authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission on the 6th day of September 2022, by the following polled 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

August 23, 2022

Del Norte Local Transportation Commission  
900 Northcrest Drive, PMB16  
Crescent City, California 95531

We are pleased to confirm our understanding of the services we are to provide Del Norte Local Transportation Commission (the "Commission") for the year ended June 30, 2022.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Commission as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Commission's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedule

We have also been engaged to report on supplementary information other than RSI that accompanies the Commission's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report of the financial statements:

- 1) Schedule of Revenues, Expenditures, and Changes in Fund Balance by Work Element - All Special Revenue Funds
- 2) Schedule of Allocations and Expenditures - Local Transportation Fund
- 3) Schedule of Allocations and Expenditures - State Transit Assistance Fund

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.



Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement. Audit planning has not concluded yet, if significant risk is identified after the date of this initial communication, or during the course of fieldwork, we will communicate to you in a timely manner, in writing.

### **Audit Procedures - Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Commission's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the Commission in conformity with U.S. generally accepted accounting principles on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

**Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported.

Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies.

You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

As per Federal and State Laws, we don't require, nor do we request, demand, collect, or desire any Personal Identifying Information ("PII"). PII includes but is not limited to individual's first name (or first initial) and last name combined with other types of personal information, such as Social Security Number; home addresses; online identifiers; passport numbers; bank or credit card numbers; clearances; biometrics; date of birth; birth place; age; mother's maiden name; medical, criminal, and financial records; educational transcripts; email addresses, phone numbers; birth marks, professional designation, employment history, social media account information; driver's license numbers, any other similar and unique personal identifiers, etc. As such, do not provide our firm, staff, employees, consultants, contractors, managers, admin staff, third-party service providers with any of the aforementioned PII as we will not be perusing the records provided to us to identify and purge such records.

By your signature below, you acknowledge and agree that Harshwal & Company, LLP is not responsible for "sanitizing" or "scrubbing" its workpapers in an attempt to identify and delete PII, and as such is not liable were such information to be retained by us or inadvertently accessed by third parties.

### **Limitation on Liability**

IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH OR OTHERWISE ARISING OUT OF THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR EXEMPLARY OR PUNITIVE DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT.

### **Subpoena and Other Release of Documents**

As a result of our services to you, we may be required or requested to provide information or documents to you or a third-party pursuant to a subpoena, court order or other administrative or legal process in connection with governmental regulations or activities, or a legal, arbitration or administrative proceeding, in which we are not a party.

You agree that our efforts in complying with such requests or demands will be deemed a part of this engagement and Harshwal & Company, LLP shall be entitled to additional compensation for our time and reimbursement for our out-of-pocket expenditures (including legal fees) in complying with such request or demand.

### **Engagement Administration, Fees, and Other**

We have our technical resources and audit software in the cloud. We may from time to time, and depending on the circumstances, use third-party service providers within and outside of the United States in serving your account. As required by Section 54.1(b) of the California Code of Regulations, Title 16, confidential information provided by you to our firm, may be disclosed to persons, outside of the United States in connection with the services provided. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information.

Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers. We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Commission; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection. Our report on the financial statements must be associated only with the financial statements that were the subject of our engagement. You may make copies of our report, but only if the entire financial statements (including related footnotes and supplementary information, as appropriate) are reproduced and distributed with our report. You agree not to reproduce or associate our report with any other financial statements, or portions thereof, that are not the subject of this engagement.

The audit documentation for this engagement is the property of Harshwal & Company, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Cognizant or Oversight Agency for Audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Harshwal & Company, LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Your records are the primary records for your operations and comprise the backup and support for the results of this engagement. Our records and files, including our engagement documentation whether kept on paper or electronic media, are our property and are not a substitute for your own records. Our firm policy calls for us to destroy our engagement files and all pertinent engagement documentation after a retention period of seven years (or longer, if required by law or regulation), after which time these items will no longer be available. We are under no obligation to notify you regarding the destruction of our records. We reserve the right to modify the retention period without notifying you. Catastrophic events or physical deterioration may result in our firm's records being unavailable before the expiration of the above retention period.

Except as set forth above, you agree that Harshwal & Company, LLP may destroy paper originals and copies of any documents, including, without limitation, correspondence, agreements, and representation letters, and retain only digital images thereof.

Mr. Sanwar Harshwal is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Fieldwork for audit will be determined with the Commission's management based on the availability of accounting records and supporting documentation. Our scheduling depends on your completion of the year end closing and adjusting process prior to our arrival to begin the fieldwork. We may experience delays in completing our services due to your staff's unavailability or delays in your closing and adjusting process. You understand our fees are subject to adjustment if we experience these delays in completing our services.

Certain engagement personnel who are not licensed as certified public accountants may provide services during this engagement.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross professional fees including expenses, will be \$13,640.

If there were significant changes to the Commission's operations or the scope of work related to the financial statements, we will discuss with you additional time and fees that may be incurred.

Our ability to provide services in accordance with our estimated fees depends on the quality, timeliness and accuracy of the Commission's records, and, for example, the number of general ledger adjustments required as a result of our work. To assist you in this process, we will provide you with an Audit Preparation Letter that identifies the key work you will need to perform in preparation for the audit. We will also need your accounting staff to be readily available during the engagement to respond in a timely manner to our requests. Lack of preparation, poor records, general ledger adjustments and/or untimely assistance will result in an increase of our fees.

To keep fees at a minimum and provide the reports to you on a timely basis, we are planning on significant assistance from your personnel. In this regard, we will furnish you with a list of schedules and data to facilitate our work. We understand that all records, documentation, and information we request in connection with our audit will be made available to us.

Your preparation of schedules and providing supporting evidence requested timely is imperative for us to perform our audit procedures in the most efficient manner possible. If audit related accounting assistance is required to reconcile accounts, these fees will be billed separately at our standard hourly rates. We will obtain your concurrence before we begin such services significantly beyond the scope of the audit.

In the future, you may decide that you need the services of one or more full-time employee. At that time, we could assist you in identifying individuals, our fees for which would then be agreed upon in a separate engagement letter. However, because of the knowledge that our staff have or will obtain of your Commission, you may wish to hire one or more of them. If this should occur, please notify us immediately so that we may avoid any potential independence issues. Also if this should occur, we will charge you a recurring fee of one hundred percent (100%) of the annual gross salary or wages (on an annualized basis) offered to our employee to compensate us for the loss of our valued and extensively trained employee(s). Such amount shall be paid within thirty (30) days following the date of such notification.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

The Commission acknowledges that the following unexpected circumstances will result in an increase of our fees:

- Failure to prepare for the audit as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Failure to complete the audit preparation work by the applicable due dates; Significant unanticipated transactions, audit issues, or other such circumstances;
- Delays causing scheduling changes or disruption of fieldwork;
- After audit or post fieldwork circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the audit; and
- An excessive number of audit adjustments.

Unexpected circumstances are also defined as fire, destruction or disappearance of records, discovery of fraud, or similar situations beyond our control or knowledge.

We will endeavor to advise you in the event these circumstances occur, however we may be unable to determine the impact on the estimated fee until the conclusion of the engagement.

Our Standard billings for the services set forth in this Engagement Letter, rendered on an estimated basis in accordance with the enclosed Schedule of Standard Billings:

<u>Standard Descriptions/Events</u>	<u>Applicable Percentage</u>
Meeting/Fieldwork/Testwork	60 Percent
Draft/ Final report	40 Percent

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. Any invoices left unpaid beyond 30 days will be charged a 1.5% late fee per month, added to the then outstanding balance. If we elect to terminate our services for non-payment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

This engagement letter may be terminated by either party, with or without cause, upon ten (10) days' written notice. In such event, we will stop providing services hereunder except on work, mutually agreed upon in writing, necessary to carry out such termination. In the event of termination, (a) you shall pay us for services provided and expenses incurred through the effective date of termination, (b) we will provide you with all finished reports that we have prepared pursuant to this engagement, and (c) neither party shall be liable to the other for any damages that occur as a result of our ceasing to render services.

In the interest of facilitating our services to you, we may communicate by facsimile transmission or send electronic mail over the Internet. Such communications may include information that is confidential. We employ measures in the use of electronic communications designed to provide reasonable assurance that data security is maintained. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept we have no control over the unauthorized interception of these communications once they have been sent. Unless you issue specific instructions to do otherwise, we will assume you consent to our use of electronic communications to your representatives and other use of these electronic devices during the term of this engagement letter as we deem appropriate.

The proposed fee estimate is contingent upon the Commission having performed the following functions and sending us copies to review at least two weeks prior to us performing the audit fieldwork:

1. Submitting trial balances and general ledger to us in an electronic format.
2. Completing all steps and sending us copies of the requested information on the audit preparation guide, which we will provide.
3. All material balance sheet accounts need to be reconciled and scheduled. Prepare reconciliations of all checking (payroll and accounts payable, etc.) accounts, savings accounts and investment accounts on a monthly basis and send us copies of the year end reconciliations.
4. Providing us electronic copies of your payroll and accounts payable check registers for the fiscal year under audit.

**Reporting**

We will issue written reports upon completion of our audit of the Commission's financial statements. Our reports will be addressed to the Commission of Del Norte Local Transportation Commission. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement.

If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the Commission's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the Commission and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,  
**Harshwal & Company, LLP**



Sanwar Harshwal  
(Managing Partner)

RESPONSE:  
This letter correctly sets forth the understanding of Del Norte Local Transportation Commission.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Item D Staff Report**

**DATE:** SEPTEMBER 6, 2022  
**TO:** TECHNICAL ADVISORY COMMITTEE  
**FROM:** TAMERA LEIGHTON, EXECUTIVE DIRECTOR  
**SUBJECT:** SAFETY IMPROVEMENTS TO US 199 AT ELK VALLEY CROSS ROAD

---

TAC and Staff Recommendation: Consider proposed improvements on US 199 at Elk Valley Crossroad, approve the Project Initiation Proposal, and authorize the Executive Director to execute all documents necessary to complete the Project Initiation Document.

**BACKGROUND:** The Del Norte Local Transportation Commission has prioritized the intersection of US 199 at Elk Valley Cross Road for over a decade. Caltrans initially expected to need a contribution from DNLTC to complete the work. On August 30, I met with project representatives, and they informed me that the project could now be fully funded by Caltrans. The total project cost for a compact roundabout is \$2.5 million.

The project initiation proposal is attached.



# PROJECT INITIATION PROPOSAL (PIP)

DIVISION OF TRANSPORTATION PLANNING  
Rev 12/22/2018

DATE  
01/18/2022

DISTRIBUTION %	URBAN	RURAL

## SECTION 1: PROJECT INFORMATION

EA		SHOPP TOOL ID		PPNO		EFIS ID			
01-0L990		23327		1154		0122000073			
ASSETS	DIST	COUNTY	ROUTE	PREFIX	PM BACK	SUFFIX	PREFIX	PM FORWARD	SUFFIX
	01	Del Norte	199	T	0.8		T	0.8	
ASSETS	DIST	COUNTY	ROUTE	PREFIX	PM BACK	SUFFIX	PREFIX	PM FORWARD	SUFFIX
	01								
ASSETS	DIST	COUNTY	ROUTE	PREFIX	PM BACK	SUFFIX	PREFIX	PM FORWARD	SUFFIX
	01								
ASSETS	DIST	COUNTY	ROUTE	PREFIX	PM BACK	SUFFIX	PREFIX	PM FORWARD	SUFFIX
	01								

NOTE A: FOR ADDITIONAL POSTMILES, USE PAGE 2 OF FORM, DO NOT USE "VARIOUS"

PROJECT NICKNAME  
DN 199 Roundabout

LOCATION DESCRIPTION  
In Del Norte County on Route 199 at Elk Valley Cross Road  
Near Crescent City

WORK DESCRIPTION  
Construct a 4-legged, single lane roundabout within the limits of the existing pavement edges. The roundabout approaches, exits, and circulatory roadway will be constructed in hot mix asphalt on top of existing pavement. The truck apron will be constructed with jointed plain concrete pavement. Traffic will be guided through the approaches and exits by pavement delineation and rumble strips. No new pedestrian facilities will be constructed in conjunction with the roundabout.

### Assignments



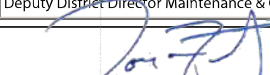
PROJECT MANAGER (PM) David Melendrez	DES-TECH. LIAISON ENGINEER(TLE) R. Stilz
DIST. ASSIGN. PLANNING	PROJECT ENGINEER/DESIGN MANAGER A. Simmons/T. Hodgson

## SECTION 2: RESOURCE ESTIMATE FOR K-PHASE

FY	DISTRICT(PYs)	DES(PYs)	TOTAL (PYs)
21/22	0.67	0.01	0.68
22/23	0.5	0.01	0.51
<b>GRAND TOTAL</b>	<b>1.17</b>	<b>0.02</b>	<b>1.19</b>

NOTE B: FOR ADDITIONAL K-PHASE RESOURCE BREAKDOWN, USE PAGE 2 OF FORM

## SECTION 3: SIGNATURE BLOCK

DISTRICT ASSET MANAGER 	DATE 01/21/2022
SHOPP PID Coordinator 	DATE 01/21/2022
Deputy District Director Maintenance & Operations 	DATE 01/25/2022

Save As    Print Form    Reset Form

## SECTION 4: PROJECT INITIATION DOCUMENT (PID)

SHOPP  MAJOR     Long Lead

ACTIVITY CATEGORY Safety - SI

10 YEAR SHOPP PLAN 2021

PROPOSED SHOPP CYCLE 2022

PID CYCLE 2022

PID TYPE  PIR LEVEL 2

Stand Alone     Multi-Asset

NOTE C: FOR ADD'L SATELLITES, USE PAGE 2 OF FORM

Non-SHOPP

Caltrans  Oversight

Funding

Maintenance

Program

A&E/ CONSULTANTS

Assets	Program	Performance	Quantities	Unit
Anchor (A)	SHOPP	201.010 Safety Improvements	11	INJ
Satellite (1)				
Satellite (2)				
Satellite (3)				

## SECTION 5: PRELIMINARY PROJECT SCHEDULE

M000 BEGIN PID  Accelerated PID     SB 1 (3290)

02/21/2022

M003 BEGIN FUNCT PID COMPONENTS TARGET RTL FY 2025

05/04/2022

M006 DRAFT FOR DIST CIRC & REVIEW

06/29/2022

M009 FINAL DRAFT FOR EXEC REVIEW

09/14/2022

M010 APPROV PID

10/05/2022

CTC MEETING SCHEDULE 12/08/2022

[CLICK FOR CTC MTG SCHEDULES](#)

## SECTION 6: PRELIMINARY COST ESTIMATE (x\$1000)

NOTE THAT ALL COSTS ARE ESCALATED

CAPITAL COST	CONST. CAP		R/W CAP	
	ROADWAY	STRUCTURE	R/W CAP	
\$2,500			\$15	
SUPPORT COST	PA&ED	PS&E	CONST.	R/W
\$236	\$236	\$874	\$71	
TOTAL PROJ COST	R/W CAP	CONST. CAP	SUPPORT	TOT.COST
\$15	\$2,500	\$1,417	\$3,932	

Environmental Assumption    Right of Way Assumption

CEQA  CE    NEPA  CE     RR     ADA     UTIL     ACQUISITION

RISKS & ASSUMPTIONS  
Assume HMA Structural Section, No R/W acquisition, No Ped facilities

## SECTION 7: ATTACHMENTS

TSPIS     SHOPP PERF. MEASURES REPORT (TYP)

EXEC COOP     CONCEPTUAL COST ESTIMATE

PHOTOS   

LAYOUT     VICINITY MAP    OTHER:

TYP X-SECT.

# ADDITIONAL INFORMATION

<b>NOTE A: POSTMILES</b>	<b>NOTE D : PRELIMINARY PROJECT SCHEDULE</b>
--------------------------	--

ASSETS	DIST	COUNTY	ROUTE	PREFIX	PM BACK	SUFFIX	PREFIX	PM FORWARD	SUFFIX
	01	Del Norte	199	T	0.8		T	0.8	
ASSETS	DIST	COUNTY	ROUTE	PREFIX	PM BACK	SUFFIX	PREFIX	PM FORWARD	SUFFIX
	01								
ASSETS	DIST	COUNTY	ROUTE	PREFIX	PM BACK	SUFFIX	PREFIX	PM FORWARD	SUFFIX
	01								
ASSETS	DIST	COUNTY	ROUTE	PREFIX	PM BACK	SUFFIX	PREFIX	PM FORWARD	SUFFIX
	01								
ASSETS	DIST	COUNTY	ROUTE	PREFIX	PM BACK	SUFFIX	PREFIX	PM FORWARD	SUFFIX
	01								
ASSETS	DIST	COUNTY	ROUTE	PREFIX	PM BACK	SUFFIX	PREFIX	PM FORWARD	SUFFIX
	01								

**PA&ED, PS&E & CONS PHASES**

M015 PROGRAM PROJECT
12/08/2022
M020 BEGIN ENVIRON
01/10/2022
M200 PA&ED
07/10/2023
M460 RTL
01/10/2025
M500 APPROV
07/01/2025
M600 CCA
12/03/2027

**NOTE B: RESOURCE ESTIMATE FOR K-PHASE**

District Functional Units	Hours	PY's
Admin	40	0.02275313
PPM	80	0.04550626
D01 Planning	1,460	0.83048919
D01 Ops and Safety	60	0.03412969
Maint. Eng/Hydraulics	60	0.03412969
NR Env.	80	0.04550626
NR Right of Way	60	0.03412969
NR RWE	8	0.00455063
NR Design	16	0.00910125
NR Hydraulics/SW	80	0.04550626
NR Landscape	20	0.01137656
NR Materials	60	0.03412969
NR Construction	8	0.00455063
NR PPM	10	0.00568828
		0
		0

DES Functional Units	Hours	PY's
Misc. DES	40	0.02275313
		0
		0
		0

TOTAL DES (PYs) 0.023

TOTAL DISTRICT (PYs) 1.162

**NOTE C: ADDITIONAL SATELLITE ASSETS**

Assets	Program	Performance	Target	Unit
Satellite (4)				
Satellite (5)				
Satellite (6)				
Satellite (7)				
Satellite (8)				
Satellite (9)				
Satellite (10)				
Satellite (11)				
Satellite (12)				

NOTE C: OPTION-REFER TO SHOPP PERFORMANCE MEASURE REPORT (TYP)

**MAJOR PROJECT INITIATION PROPOSAL / PIP # 1653**

*To approve, please initial in the left-hand column*

SMB	PROJECT COORDINATION	<i>Scott Burger</i>
---	PROJECT COORDINATION	<i>Vacant</i>
VMF	ASSET MANAGEMENT	<i>Valency Fitzgerald</i>
TH	ADVANCE PLANNING	<i>Talitha Hodgson</i>
AK	COMPLETE STREETS	<i>Alexis Kelso</i>
YB for JJ	RIGHT OF WAY	<i>Jeremiah Joyner</i>
SCL	SHOPP TMS Coordinator	<i>Sean Larson</i>
DWB for RW	ENVIRONMENTAL	<i>Robert Wall</i>
NN	HYDRAULICS	<i>Nanette Nickerson</i>
BM	DDD PLANNING	<i>Brad Mettam</i>
TF	DDD MAINTENANCE	<i>Tom Fitzgerald</i>
DM	PROGRAM COORDINATOR / ADVISOR	<i>David Morgan</i>
DM	PROJECT MANAGER	<i>Dave Melendrez</i>
MS	CHIEF - PROJECT COORDINATION	<i>Mark Sobota</i>
JB	CHIEF - PROJECT MANAGEMENT	<i>Jen Buck</i>
RM	D1 PRINCIPAL ENGINEER	<i>Richard Mullen</i>

PROJECT TYPE: Safety Improvement (PC)

**PROJECT NICKNAME & TYPE OF WORK**

DN 199 Roundabout / Construct Roundabout

**CAPITAL COST ESTIMATE**

ROADWAY	\$2,500,000
STRUCTURES	\$0
ROW	\$15,000

**ENVIRONMENTAL CLEARANCE**

CEQA	CE
NEPA	CE
OTHER	

Please RETURN approved PIP to Betsy Bareilles	<i>Electronic Version Saved</i>	EA: 01-0L990_01-2200-0073
	<i>Built in PMCS</i>	

CO-RTE-PM LIMITS:	DN-199-PM T0.8
LOCATION DESCRIPTION & TYPE OF WORK:	In Del Norte County near Crescent City at Elk Valley Cross Road Construct Roundabout

DISTRICT 1 DIRECTOR APPROVAL / Matthew K Brady (or delegate)

**SIGNATURE:**

*Richard Mullen*

**DATE:**

**MAJOR PROJECT INITIATION PROPOSAL / PIP #1653**

**PURPOSE & NEED:**

The Purpose of this project is to reduce the frequency and severity of collisions at the Intersection of Route 199 and Elk Valley Cross Road. Between April 1, 2016 and March 31, 2021 there were 9 total collisions, including 6 injury collisions, at this intersection. The Traffic Safety Investigation for this project was initiated in response to a HQ Traffic Safety Table C Report.

**PERFORMANCE INDICATOR / ASSET MANAGEMENT INFO (or, attach a separate document):**


AMT Number 23327, 11 Collisions reduced over 20 year project life.

**PROPOSED IMPROVEMENTS:**

Construct a 4-legged, single lane roundabout within the limits of the existing pavement edges. The roundabout approaches, exits, and circulatory roadway will be constructed in hot mix asphalt on top of existing pavement. The truck apron will be constructed with jointed plain concrete pavement. Traffic will be guided through the approaches and exits by pavement delineation and rumble strips. No new pedestrian facilities will be constructed in conjunction with the roundabout.

IF URGENCY EXISTS, PLEASE EXPLAIN

**ORIGINATOR'S NAME, SIGNATURE AND DATE, PLEASE**

Dianne M. Edwards		12/1/2021
-------------------	--	-----------

Please list all personnel (besides the ones already listed on page 1) that you would like to attend the PIP meeting.

Brittany Wattle, Drainage	Sara Atchley Thomas, NA Liaison	Steve Hughes, Design
Sheri Rodriguez, Traffic Operations	Tim Keefe, NR Arch.	Tim Boese, NR OE
Clayton Malmberg, Construction	Rex Jackman/Tatiana Ahlstrand, Plng.	Kristina Walker, Construction
Mark Gorona, Maintenance Eng.	Darrell Cardiff, Dist. ENV Planning	Others upon request.

**RESPONSIBILITY FOR COMPLETING THE TPSIS:**

*The Native American Liaison, a Cultural Resources representative, Climate Change Liaison, Environmental Planner, Public Engagement Coordinator, District Asset Manager and Planning representative are responsible for providing information in the TPSIS. Please review the attached TPSIS for your component, and be prepared to provide your information during the PIP meeting. If the responsible staff for these functions are not included in the invite, please forward this invite to the appropriate staff.*

**MAJOR PROJECT INITIATION PROPOSAL / PIP #**

**COMMENTS (PLEASE PRINT YOUR NAME AND DATE YOUR COMMENTS)**

See Attachment.

## PIP 1653 Elk Valley Roundabout 0L990

2/3/2022 PIP Meeting - WebEx

### **Roundtable Comments (meeting roll call)**

**Alex Simmons:** Where crosses 101, would there be collision issue? David Morgan responded.

**Betsy Bareilles:** No comment

**Brad Mettam:** Consider temp signage during first couple of months for downhill leg.

**Brian Simon:** Likes idea. Concerns: application in a high-speed environment. Has something like this been used in a high-speed facility in the past? Complete streets element. Would like to take a look to address opportunity of multi modal. Should look at.

**Brittany Wattle:** Put her comments in the chat. Reiterating. Cross culvert in area postmile 0.78. Mile markers are skewed. Postmile 0.58 limits. Speeding issues with island? Big rigs go through quite a bit. Elevation changes.

**David Morgan:** No comment

**David Melendrez:** Second what Brittany said. Travelers see a straight road and want to increase speed. Increasing impervious surface. Complete streets – cyclists. Additional signage.

**Denise Walker-Brown:** Good strategy. Check in with storm water.

**Jen Buck:** 1) On the signed PIP form, it lists Jan 22 for begin environmental. Enough time for PAED? 2) Safety index, using local funds if absolutely have to. Prefer to keep in CT program.

**Lochana Poudyal:** No comment

**Mark Gorona:** in addition to westbound traffic, eastbound goes fast too. Large curve there. Roundabout with just stripes, not seeing anything to encourage traffic to slow down. Flat area with striping, not sure how many people will slow down.

**Mark Sobota:** Got to get it right. Pavement elevations look at. Drainage and safety features. Electrical work off pavement, lighting overhead sign other costs – advance signage. May need more trenching.

**Rex Jackman:** Slowing traffic down

**Sean Larson:** More compact radius, high speed coming in. Something that makes it rumble or bounce (armadillos). Example (presentation slides by Dianne) from 2015, something learned from roundabout? – Reach out to them to see their experience, and maintenance.

**Steve Hughes:** Gives him pause. Invited HQ roundabout person to this meeting, but they were unable to attend. Stop condition to a yield. Looking at drivers good will to travel the path (the wiggle lines). Grade problem with Elk Valley side of the road. Do some profile adjustments. How pedestrians and bicyclists will go through the roundabout.

**Talitha Hodgson:** No comment

**Tamera Leighton (DNLTC):** High priority for so long that reason to put local dollars on the table. Can't express enough priority for a decade. Doing nothing is not working on any level. Alleviate (design) concerns without ditching the project. Can do, not a can't do. Therefore 100% money available to push priority through for LTC.

**Whitney Petrey:** No TERO outside of tribal lands and roads. Slightly near to historic school site. No impacted at all. Wooden fence outside project area.

**Yvonne Becker:** No comment

**Scott Burger:** Recommend allowance for an educational public outreach component regarding the new roundabout as there will be changes to the intersection use.

## **DN-199-PM T0.8 PIP MEETING**

LOCATION: DN-199-PM T0.8

DESCRIPTOR: In Del Norte County, on Route 199, at Elk Valley Cross Road

ISSUE:

This project was initiated by TIR 211-0024A, in response to a Table C Report. The 5-year Table B for the period between 04/01/2016 and 03/31/2021 indicates there were 18 persons injured and 0 persons killed in 9 total collisions: 0 Fatal, 6 Injury, 6 Multi-vehicle, 5 Wet and 2 Dark. This location was previously investigated under TIRs 111-0006A, 114-0008A, 144-0017O, 163-0062A, 117-008A, and 174-0008P. Multiple incremental improvements have previously been implemented, including optical speed bars, radar feedback with reduced speed limits, and reconfiguration of the intersection geometry with pavement delineation and vertical elements.

PROPOSED IMPROVEMENT:

The existing intersection of Route 199 and Elk Valley Cross Road is classified as a suburban 4-way intersection with stop control on the minor legs. The District proposes to construct a single lane, 4-legged compact roundabout to reduce the frequency and severity of collisions at this location.

Compact roundabouts are a lower-cost alternative to the modern roundabouts previously constructed on Routes 20 and 29 in Lake County. The traffic will be guided by pavement delineation rather than by concrete curbs. There will be a concrete truck apron, but no slope paving wall. The structural section will be Hot Mix Asphalt overlaid on the existing pavement. There will be no expansion of paving beyond the existing pavement edges.

Cost:

The current estimated project cost is \$2,500,000 with \$2,485,000 for construction and \$15,000 for Environmental Permits, included in the Right of Way costs.

OTHER CONSIDERATIONS:

The Del Norte Council of Governments has pledged a contribution of \$500,000 for the project if Caltrans Department of Traffic Safety will provide the remaining \$2,000,000. A Cooperative Agreement will be required to secure these funds.



# Memorandum

*Making Conservation  
a California Way of Life*

**To:** TOM FITZGERALD  
DEPUTY DISTRICT DIRECTOR  
TRAFFIC OPERATIONS  
DISTRICT 01

**Date:** January 7, 2022  
**File:** 01 – DN - 199  
PM 0.8  
Construct Roundabout

Attention: David Morgan

**From:** ABDEL BESHAI  
*Abdelrahman Beshair*  
Highway Safety Improvement Program, Program Advisor  
Office of Strategic Safety and Implementation

**Subject: CONCEPTUAL APPROVAL FOR THE SHOPP FUNDING OF 201.010 – SAFETY  
IMPROVEMENT PROJECT**

Approval is granted for the project proposed for the State Highway Operation and Protection Program (SHOPP) 201.010 funding to construct a roundabout at PM 0.8 on Route 199 at the intersection of Route-199 and Elk Valley Cross Rd. in Del Norte County.

The project has a Safety Index of greater than 230 and is approved for \$2,500,000. The SHOPP Performance Measure for this location is 11 total collisions (0.28 Fataals and Serious Injuries Annually) reduced over the life of the project (20 years).

Please send the Project Initiation Document (PID) draft to the Office of Traffic Safety Programs for review and approval prior to signing the final PID. The district will need to create a project record in the Asset Management Tool prior to submitting the amendment request. This project will be amended into the SHOPP once the final PID has been approved and the project has been concurred by Headquarters in the Asset Management Tool.

If you have any questions, please contact Abdel Beshair at (916) 654-3748.

c: Jonathan Camp, Senior Transportation Planner, HQ  
Tareque Zabunneza, Acting Project Delivery Coordinator, HQ  
Abdelrahman Beshair, Highway Safety Improvement Program, HQ  
Nagi Pagadala, Chief, Office of Strategic Safety and Implementation, HQ

## Memorandum

*Serious drought.  
Help Save Water!*

To: ABDEL RAHMAN BESHAI  
Acting Chief of the Office of Performance

Date: December 2, 2021

ATTN: RAY ESTAKHRI



File: 01-DN-199-PM T0.8

EA: 01-TBD

Construct Roundabout

From: DIANNE M. EDWARDS  
Assistant Traffic Safety Engineer  
D1 - Traffic Safety Office

Subject: **PROPOSED 010 SAFETY IMPROVEMENT PROJECT**

The District 1 Traffic Safety Office submits for your review and concurrence the attached candidate safety improvement project for inclusion into the 20.XX.201.010 Safety Improvement Program. This project proposes to construct a roundabout on Route 199 in Del Norte County at PM 0.8, i.e.- at the intersection of DN-199 and Elk Valley Cross Rd.

This project was initiated by TIR 211-0024A, in response to a Table C Report. The 5-year Table B for the period between 04/01/2016 and 03/31/2021 indicates there were 18 persons injured and 0 persons killed in 9 total collisions: 0 Fatal, 6 Injury, 6 Multi-vehicle, 5 Wet and 2 Dark. This location was previously investigated under TIRs 111-0006A, 114-0008A, 144-0017O, 163-0062A, 117-008A, and 174-0008P. Multiple incremental improvements have previously been implemented, including optical speed bars, radar feedback with reduced speed limits, and reconfiguration of the intersection geometry with pavement delineation and vertical elements.

The existing intersection of Route 199 and Elk Valley Cross Road is a rural 4-way with stop control on the minor legs. To reduce the frequency and severity of collisions at this location, the District proposes to construct a single lane, 4-legged roundabout. The current estimated project cost is \$2,500,000 with \$2,485,000 for construction and \$15,000 for Right of Way. The Del Norte Council of Governments has pledged a contribution of \$500,000 for the project if Caltrans Department of Traffic Safety will provide the remaining \$2,000,000.

Roundabouts are a countermeasure to reduce collisions identified in the State Highway Safety Improvement Program Guidelines. The SHOPP Performance Measure is 1.0 Safety (SI) projects with 18 collisions reduced over 20 years. The benefit to cost ratio, calculated by the Intersection Control Evaluation Collision Cost Analysis (CCA) spreadsheet tool, is 6.86.

Upon conceptual approval of this project, please provide HQ Program Manager Concurrence in the SHOPP Tool. The Project ID is 23327.

If you have questions or need additional information, please contact me at (707) 498-7607.

ABDEL RAHMAN BESHAI

December 2, 2021

Page 2

Attachments:

PIP (unsigned) – including Quantities and Cost Estimate  
Table B  
ICE CCA Benefit to Cost Ratio  
Performance Measure

1- TFitzgerald 2- DMorgan 3- DPMcBride 4- File

# VICINITY MAP

No Scale



**PROJECT LOCATION**



ROUNDAABOUT  
01-DN-199-PM TO.8

**PROJECT  
PRELIMINARY COST ESTIMATE©**

EA: 01-0L990

EA: 01-0L990 PID: 0122000073

PID: 0122000073

District-County-Route: 01-DN-199

PM: T0.8

Type of Estimate : Project Initiation Proposal

Program Code : SHOPP SAFETY

Project Limits : At Elk Valley Cross Road

Project Description: Roundabout

Scope : Construct Roundabout

Alternative : Alternative # 1

**SUMMARY OF PROJECT COST ESTIMATE**

	<u>Current Year Cost</u>	<u>Escalated Cost</u>	
TOTAL ROADWAY COST	\$ 2,478,000	\$ 2,478,000	
TOTAL STRUCTURES COST	\$ -	\$ -	
SUBTOTAL CONSTRUCTION COST	\$ 2,478,000	\$ 2,478,000	
TOTAL RIGHT OF WAY COST	\$ 15,000	\$ 15,000	
<b>TOTAL CAPITAL OUTLAY COSTS</b>	<b>\$ 2,493,000</b>	<b>\$ 2,493,000</b>	
PA/ED SUPPORT	\$ -	\$ -	
PS&E SUPPORT	\$ -	\$ -	
RIGHT OF WAY SUPPORT	\$ -	\$ -	
CONSTRUCTION SUPPORT	\$ -	\$ -	
<b>TOTAL SUPPORT COST</b>	<b>\$ -</b>	<b>\$ -</b>	

<b>TOTAL PROJECT COST</b>	<b>\$ 2,500,000</b>	<b>\$ 2,500,000</b>	
---------------------------	---------------------	---------------------	--

Programmed Amount

Date of Estimate (Month/Year)                      Month / Year  
December / 2021

Estimated Construction Start (Month/Year)                      April / 2023

Number of Working Days = 100

Estimated Mid-Point of Construction (Month/Year)                      July / 2023

Estimated Construction End (Month/Year)                      December / 2023

Number of Plant Establishment Days

**Estimated Project Schedule**

- PID Approval
- PA/ED Approval
- PS&E
- RTL
- Begin Construction

Reviewed by District O.E. or  
Cost Estimate Certifier

	xx/xx/xxxx	(xxx) xxx-xxxx	
Office Engineer / Cost Estimate Certifier	Date	Phone	

Approved by Project Manager

	xx/xx/xxxx	(xxx) xxx-xxxx	
Project Manager	Date	Phone	

## I. ROADWAY ITEMS SUMMARY

	Section		Cost
1	Earthwork	\$	39,500
2	Pavement Structural Section	\$	659,000
3	Drainage	\$	15,000
4	Specialty Items	\$	15,000
5	Environmental	\$	65,000
6	Traffic Items	\$	412,000
7	Detours	\$	-
8	Minor Items	\$	60,300
9	Roadway Mobilization	\$	126,600
10	Supplemental Work	\$	123,200
11	State Furnished	\$	178,400
12	Time-Related Overhead	\$	76,000
13	Total Roadway Contingency	\$	708,000
<b>TOTAL ROADWAY ITEMS</b>		<b>\$</b>	<b>2,478,000</b>

Estimate Prepared By :

Name and Title	Date	Phone

Estimate Reviewed By :

Name and Title	Date	Phone

**By signing this estimate you are attesting that you have discussed your project with all functional units and have incorporated all their comments or have discussed with them why they will not be incorporated.**

**SECTION 1: EARTHWORK**

Item code		Unit	Quantity		Unit Price (\$)		Cost
190101	Roadway Excavation	CY	270	x	60.00	= \$	16,200
19010X	Roadway Excavation (Insert Type) ADL	CY		x		= \$	-
19801X	Imported Borrow	CY/TON		x		= \$	-
194001	Ditch Excavation	CY		x		= \$	-
192037	Structure Excavation (Retaining Wall)	CY		x		= \$	-
193013	Structure Backfill (Retaining Wall)	CY		x		= \$	-
193031	Pervious Backfill Material (Retaining Wall)	CY		x		= \$	-
17010X	Clearing & Grubbing	LS/ACRE		x		= \$	-
100100	Develop Water Supply	LS		x		= \$	-
19801X	Imported Borrow	CY	310	x	75.00	= \$	23,250
21012X	Duff	ACRE/SQFT		x		= \$	-
XXXXXX	Some Item	Unit		x		= \$	-

<b>TOTAL EARTHWORK SECTION ITEMS</b>	<b>\$ 39,500</b>
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**SECTION 2: PAVEMENT STRUCTURAL SECTION**

Item code		Unit	Quantity		Unit Price (\$)		Cost
401050	Jointed Plain Concrete Pavement	CY	100	x	500.00	= \$	50,000
400050	Continuously Reinforced Concrete Pavement	CY		x		= \$	-
390132	Hot Mix Asphalt (Type A)	TON	3,000	x	200.00	= \$	600,000
26020X	Class 2 Aggregate Base	CY	150	x	60.00	= \$	9,000
250401	Class 4 Aggregate Subbase	CY		x		= \$	-
414240	Isolation Joint Seal (Asphalt Rubber)	LF		x		= \$	-
414241	Isolation Joint Seal (Silicone)	LF		x		= \$	-
280010	Rapid Strength Concrete Base	CY		x		= \$	-
410096	Drill and Bond (Dowel Bar)	EA		x		= \$	-
390137	Rubberized Hot Mix Asphalt (Gap Graded)	TON		x		= \$	-
391006	Asphalt Concrete (Asphalt Concrete Pavement Interlayer)	TON		x		= \$	-
290201	Asphalt Treated Permeable Base	CY		x		= \$	-
374002	Asphaltic Emulsion (Fog Seal Coat)	TON		x		= \$	-
397005	Tack Coat	TON		x		= \$	-
377501	Slurry Seal	TON		x		= \$	-
374493	Polymer Asphaltic Emulsion (Seal Coat)	TON		x		= \$	-
370001	Sand Cover (Seal)	TON		x		= \$	-
731530	Minor Concrete (Textured Paving)	CY		x		= \$	-
731502	Minor Concrete (Miscellaneous Construction)	CY		x		= \$	-
39407X	Place Hot Mix Asphalt Dike (Insert Type)	LF		x		= \$	-
398100	Remove Asphalt Concrete Dike	LF		x		= \$	-
420201	Grind Existing Concrete Pavement	SQYD		x		= \$	-
398300	Remove Base and Surfacing	CY		x		= \$	-
390095	Replace Asphalt Concrete Surfacing	CY		x		= \$	-
41800X	Remove Concrete Pavement	SQYD/CY		x		= \$	-
394090	Place Hot Mix Asphalt (Miscellaneous Area)	SQYD		x		= \$	-
398200	Cold Plane Asphalt Concrete Pavement	SQYD		x		= \$	-
846046	6" Rumble Strip (Asphalt Concrete Pavement)	STA		x		= \$	-
846049	6" Rumble Strip (Concrete Pavement)	STA		x		= \$	-
846051	12" Rumble Strip (Asphalt Concrete Pavement)	STA		x		= \$	-
846052	12" Rumble Strip (Concrete Pavement)	STA		x		= \$	-
420102	Groove Existing Concrete Pavement	SQYD		x		= \$	-
394095	Roadside Paving (Miscellaneous Areas)	SQYD		x		= \$	-
390136	Minor Hot Mix Asphalt	TON		x		= \$	-
XXXXXX	Some Item	Unit		x		= \$	-

<b>TOTAL PAVEMENT STRUCTURAL SECTION ITEMS</b>	<b>\$ 659,000</b>
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**SECTION 3: DRAINAGE**

Item code	Unit	Quantity	Unit Price (\$)	Cost
71013X	Remove Culvert	EA/LF	x	= \$ -
710240	Modify Inlet	EA	x	= \$ -
710370	Sand Backfill	CY	x	= \$ -
71010X	Abandon Culvert	EA/LF	x	= \$ -
710196	Adjust Inlet	LF	x	= \$ -
710262	Cap Inlet	EA	x	= \$ -
510501	Minor Concrete	CY	x	= \$ -
510502	Minor Concrete (Minor Structure)	CY	x	= \$ -
731627	Minor Concrete (Curb, Sidewalk, and Curb Ramp)	CY	x	= \$ -
6101XX	XX" Alternative Pipe Culvert (Insert Type)	LF	x	= \$ -
6411XX	XX" Plastic Pipe	LF	x	= \$ -
65XXXX	XX" Reinforced Concrete Pipe (Insert Type)	LF	x	= \$ -
6811XX	XX" Plastic Pipe (Edge Drain)	LF	x	= \$ -
6901XX	XX" Corrugated Steel Pipe Downdrain (0.XXX" Thick)	LF	x	= \$ -
7006XX	XX" Corrugated Steel Pipe Inlet (0.XXX" Thick)	LF	x	= \$ -
7032XX	XX" Corrugated Steel Pipe Riser (0.XXX" Thick)	LF	x	= \$ -
7050XX	XX" Steel Flared End Section	EA	x	= \$ -
703233	Grated Line Drain	LF	x	= \$ -
72XXXX	Rock Slope Protection (Type and Method)	CY/TON	x	= \$ -
72901X	Rock Slope Protection Fabric (Insert Class)	SQYD	x	= \$ -
721420	Concrete (Ditch Lining)	CY	x	= \$ -
721430	Concrete (Channel Lining)	CY	x	= \$ -
750001	Miscellaneous Iron and Steel	LB	x	= \$ -
XXXXXX	Additional Drainage	LS	1 x 15,000.00	= \$ 15,000

<b>TOTAL DRAINAGE ITEMS</b>	<b>\$</b>	<b>15,000</b>
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**SECTION 4: SPECIALTY ITEMS**

Item code	Unit	Quantity	Unit Price (\$)	Cost
520103	Bar Reinforced Steel (Retaining Wall)	LB	x	= \$ -
5100XX	Structural Concrete	CY	x	= \$ -
510060	Structural Concrete, Retaining Wall	CY	x	= \$ -
5201XX	Bar Reinforcing Steel	LB	x	= \$ -
080050	Progress Schedule (Critical Path Method)	LS	1 x 10,000.00	= \$ 10,000
582001	Sound Wall (Masonry Block)	SQFT	x	= \$ -
510530	Minor Concrete (Wall)	CY	x	= \$ -
60005X	Remove Sound Wall	LF/LS/SQFT	x	= \$ -
070030	Lead Compliance Plan	LS	1 x 5,000.00	= \$ 5,000
141120	Treated Wood Waste	LB	x	= \$ -
839750	Remove Barrier	LF	x	= \$ -
839752	Remove Guardrail	LF	x	= \$ -
710167	Remove Flared End Section	EA	x	= \$ -
8000XX	Chain Link Fence (Insert Type)	LF	x	= \$ -
80XXXX	XX" Chain Link Gate (Type CL-X)	EA	x	= \$ -
8320XX	Midwest Guardrail System (Insert Type)	LF	x	= \$ -
839301	Single Thrie Beam Barrier	LF	x	= \$ -
839310	Double Thrie Beam Barrier	LF	x	= \$ -
839521	Cable Railing	LF	x	= \$ -
839566	Terminal System (Type CAT)	EA	x	= \$ -
839584	Alternative In-line Terminal System	EA	x	= \$ -
839585	Alternative Flared Terminal System	EA	x	= \$ -
4906XX	XX" Cast-In-Drilled-Hole Concrete Piling	LF	x	= \$ -
8396XX	Crash Cushion (Insert Type)	EA	x	= \$ -
8331XX	Concrete Barrier (Insert Type)	LF	x	= \$ -
475010	Retaining Wall (Masonry Wall)	SQFT	x	= \$ -
511035	Architectural Treatment	SQFT	x	= \$ -
780460	Anti-Graffiti Coating	SQFT	x	= \$ -
780450	Rock Stain	SQFT	x	= \$ -
4730XX	Reinforced Concrete Crib Wall (Insert Type)	SQFT	x	= \$ -
83954X	Transition Railing (Insert Type)	EA	x	= \$ -
780440	Prepare and Stain Concrete	SQFT	x	= \$ -
839561	Rail Tensioning Assembly	EA	x	= \$ -
83958X	End Anchor Assembly (Insert Type)	EA	x	= \$ -

<b>TOTAL SPECIALTY ITEMS</b>	<b>\$</b>	<b>15,000</b>
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Effective immediately, districts must input estimated item quantities in blue text above in the PRSM database for the pay items listed in the Design Memo, dated April 9, 2018, when Project Report is approved (Milestone 200). [Link to Design Memo.](#)



**SECTION 5: ENVIRONMENTAL**

**5A - ENVIRONMENTAL MITIGATION**

Item code	Unit	Quantity	Unit Price (\$)	Cost
	LS	x	= \$	-
80010X Biological Mitigation (on-site)	LF	x	= \$	-
130670 Temporary Fence (Insert Type)	LF	x	= \$	-
130670 Temporary Reinforced Silt Fence				
<i>Subtotal Environmental Mitigation</i>				\$ -

**5B - LANDSCAPE AND IRRIGATION**

Item code	Unit	Quantity	Unit Price (\$)	Cost
20XXXX Highway Planting	LS	1 x	30,000.00 = \$	30,000
20XXXX Irrigation System	LS	x	= \$	-
204099 Plant Establishment Work	LS	x	= \$	-
20XXXX Follow-up Landscape Project	LS	x	= \$	-
206405 Remove Irrigation Facility	LS	x	= \$	-
204096 Maintain Existing Planted Areas	LS	x	= \$	-
206400 Check and Test Existing Irrigation Facilities	LS	x	= \$	-
21011X Imported Topsoil	CY/TON	x	= \$	-
200114 Rock Blanket	SQFT/SQYD	x	= \$	-
200122 Weed Germination	SQYD	x	= \$	-
995100 Water Meter Charges	LS	x	= \$	-
2087XX XX" Conduit (Use for Irrigation x-overs)	LF	x	= \$	-
20890X Extend X" Conduit (Use for Extension of Irrigation)	LF	x	= \$	-
<i>Subtotal Landscape and Irrigation</i>				\$ 30,000

**5C - EROSION CONTROL**

Item code	Unit	Quantity	Unit Price (\$)	Cost
211111 Permanent Erosion Control Establishment Work	LS	x	= \$	-
210010 Move-In/Move-Out (Erosion Control)	EA	1 x	1500.00 = \$	1,500
210350 Fiber Rolls	LF	x	= \$	-
210360 Compost Sock	LF	x	= \$	-
2102XX Rolled Erosion Control Product (Insert Type)	SQFT	x	= \$	-
21025X Bonded Fiber Matrix	SQFT/ACRE	x	= \$	-
210300 Hydromulch	SQFT	x	= \$	-
210420 Straw	SQFT	x	= \$	-
210430 Hydroseed	LS	1 x	15000.00 = \$	15,000
210610 Compost	CY	x	= \$	-
210630 Incorporate Materials	SQFT			
<i>Subtotal Erosion Control</i>				\$ 16,500

**5D - NPDES**

Item code	Unit	Quantity	Unit Price (\$)	Cost
130300 Prepare SWPPP	LS	x	= \$	-
130200 Prepare WPCP	LS	1 x	3,500.00 = \$	3,500
130100 Job Site Management	LS	1 x	15,000.00 = \$	15,000
130330 Storm Water Annual Report	EA	x	= \$	-
130310 Rain Event Action Plan	EA	x	= \$	-
130320 Storm Water Sampling and Analysis Day	EA	x	= \$	-
130520 Temporary Hydraulic Mulch	SQYD	x	= \$	-
130550 Temporary Hydroseed	SQYD	x	= \$	-
130505 Move-In/Move-Out (Temporary Erosion Control)	EA	x	= \$	-
130640 Temporary Fiber Roll	LF	x	= \$	-
130900 Temporary Concrete Washout	LS	x	= \$	-
130710 Temporary Construction Entrance	EA	x	= \$	-
130610 Temporary Check Dam	LF	x	= \$	-
130620 Temporary Drainage Inlet Protection	EA	x	= \$	-
130730 Street Sweeping	LS	x	= \$	-
<i>Subtotal NPDES</i>				\$ 18,500

<b>TOTAL ENVIRONMENTAL</b>	<b>\$ 65,000</b>
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**Supplemental Work for NPDES**

066595 Water Pollution Control Maintenance Sharing*	LS	1 x	5,000.00 = \$	5,000
066596 Additional Water Pollution Control**	LS	1 x	500.00 = \$	500
066597 Storm Water Sampling and Analysis***	LS	x	= \$	-
XXXXXXXX Some Item	LS	x	= \$	-
<i>Subtotal Supplemental Work for NDPS</i>				\$ 5,500

\*Applies to all SWPPPs and those WPCPs with sediment control or soil stabilization BMPs.

\*\*Applies to both SWPPPs and WPCP projects.

\*\*\* Applies only to project with SWPPPs.

**SECTION 6: TRAFFIC ITEMS**

**6A - Traffic Electrical**

Item code	Unit	Quantity		Unit Price (\$)	= \$	Cost
870200	Lighting System	LS	1	x	150,000.00	150,000
870300	Sign Illumination System	LS		x		-
870400	Signal and Lighting System	LS		x		-
870510	Ramp Metering System	LS		x		-
87181X	Interconnection Conduit and Cable	LF/LS		x		-
5602XX	Furnish Sign Structure (Insert Type)	LB		x		-
5602XX	Install Sign Structure (Insert Type)	LB		x		-
4980XX	XX" CIDHC Pile (Sign Foundation)	LF		x		-
87011X	Inductive Loop Detector	EA/LS		x		-
870600	Traffic Monitoring Station System	LS		x		-
56804X	Remove Sign Structure	EA/LS		x		-
568054	Reconstruct Sign Structure	EA		x		-
568060	Modify Sign Structure	EA		x		-
870009	Maintaining Existing Traffic Management System	LS		x		-
86XXXX	Fiber Optic Conduit System	LS		x		-
XXXXX	Some Item	Unit		x		-
<b>Subtotal Traffic Electrical</b>						<b>\$ 150,000</b>

**6B - Traffic Signing and Striping**

Item code	Unit	Quantity		Unit Price (\$)	= \$	Cost
820840	Roadside Sign - One Post	EA	32	x	300.00	9,600
820850	Roadside Sign - Two Post	EA	4	x	1,000.00	4,000
5602XX	Furnish Sign Structure (Insert Type)	SQFT		x		-
820890	Install Sign Panel on Existing Frame	SQFT		x		-
846020	Remove Painted Traffic Stripe	LF		x		-
141102	Remove Yellow Painted Traffic Stripe (Hazardous V	LF		x		-
846025	Remove Painted Pavement Marking	SQFT		x		-
820250	Remove Roadside Sign	EA		x		-
820530	Reset Roadside Sign	EA		x		-
820610	Relocate Roadside Sign	EA		x		-
8101XX	Delineator (Insert Class)	EA		x		-
840502	Thermoplastic Traffic Stripe (Enhanced Wet Night \	LF	6,470	x	5.00	32,350
846012	Thermoplastic Crosswalk and Pavement Marking	SQFT		x		-
120090	Construction Area Signs	LS		x		-
84XXXX	Permanent Pavement Delineation	LS		x		-
<b>Subtotal Traffic Signing and Striping</b>						<b>\$ 45,950</b>

**6C - Traffic Management Plan**

Item code	Unit	Quantity		Unit Price (\$)	= \$	Cost
12865X	Portable Changeable Message Sign	LS	1	x	\$ 16,000	16,000
<b>Subtotal Traffic Management Plan</b>						<b>\$ 16,000</b>

**6C - Stage Construction and Traffic Handling**

Item code	Unit	Quantity		Unit Price (\$)	= \$	Cost
120198	Plastic Traffic Drums	EA		x		-
12016X	Channelizer (Insert Type)	EA		x		-
120116	Type II Barricade	EA		x		-
120120	Type III Barricade	EA		x		-
129100	Temporary Crash Cushion Module	EA		x		-
120100	Traffic Control System	LS	1	x	200,000.00	200,000
129110	Temporary Crash Cushion	EA		x		-
129000	Temporary Railing (Type K)	LF		x		-
120149	Temporary Pavement Marking (Paint)	SQFT		x		-
120152	Temporary Pavement Marking (Tape)	SQFT		x		-
8101XX	Delineator (Insert Class)	EA		x		-
<b>Subtotal Stage Construction and Traffic Handling</b>						<b>\$ 200,000</b>

<b>TOTAL TRAFFIC ITEMS</b>	<b>\$ 412,000</b>
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**SECTION 7: DETOURS**

Includes constructing, maintaining, and removal

Item code	Unit	Quantity	Unit Price (\$)	Cost
190101	Roadway Excavation	CY	x	= \$ -
19801X	Imported Borrow	CY/TON	x	= \$ -
390132	Hot Mix Asphalt (Type A)	TON	x	= \$ -
26020X	Class 2 Aggregate Base	CY/TON	x	= \$ -
250401	Class 4 Aggregate Subbase	CY	x	= \$ -
130620	Temporary Drainage Inlet Protection	EA	x	= \$ -
129000	Temporary Railing (Type K)	LF	x	= \$ -
128601	Temporary Signal System	LS	x	= \$ -
120149	Temporary Pavement Marking (Paint)	SQFT	x	= \$ -
80010X	Temporary Fence (Insert Type)	LF	x	= \$ -
XXXXXX	Some Item	LS	x	= \$ -
<b>TOTAL DETOURS</b>				<b>\$ -</b>

SUBTOTAL SECTIONS 1 through 7      \$      1,205,500

**SECTION 8: MINOR ITEMS**

**8A - Americans with Disabilities Act Items**

ADA Items      1.0%      \$      12,055

**8B - Bike Path Items**

Bike Path Items      1.0%      \$      12,055

**8C - Other Minor Items**

Other Minor Items      3.0%      \$      36,165

Total of Section 1-7      \$      1,205,500      x      5.0%      =      \$      60,275

**TOTAL MINOR ITEMS      \$      60,300**

**SECTIONS 9: ROADWAY MOBILIZATION \***

Item code					
999990	Total Section 1-8	\$	1,265,800	x	10% = \$ 126,580

**TOTAL ROADWAY MOBILIZATION      \$      126,600**

**SECTION 10: SUPPLEMENTAL WORK**

Item code	Unit	Quantity	Unit Price (\$)	Cost
066670	Payment Adjustments For Price Index Fluctuations	LS	1 x 50,000.00	= \$ 50,000
066094	Value Analysis	LS	x	= \$ -
066070	Maintain Traffic	LS	1 x 5,000.00	= \$ 5,000
066919	Dispute Resolution Board	LS	x	= \$ -
066921	Dispute Resolution Advisor	LS	x	= \$ -
066015	Federal Trainee Program	LS	x	= \$ -
066610	Partnering	LS	1 x 12,000.00	= \$ 12,000
066204	Remove Rock and Debris	LS	x	= \$ -
066222	Locate Existing Crossover	LS	x	= \$ -
XXXXXX	Some Item	Unit	x	= \$ -

*Cost of NPDES Supplemental Work specified in Section 5D*      =      \$      5,500

Total Section 1-8      \$      1,265,800      4%      =      \$      50,632

**TOTAL SUPPLEMENTAL WORK      \$      123,200**

**SECTION 11: STATE FURNISHED MATERIALS AND EXPENSES**

Item code		Unit	Quantity		Unit Price (\$)	=	Cost
066105	Resident Engineers Office	LS	1	x	50,000.00	=	\$50,000
066063	Traffic Management Plan - Public Information	LS	1	x	2,000.00	=	\$2,000
066901	Water Expenses	LS		x		=	\$0
8609XX	Traffic Monitoring Station (X)	LS		x		=	\$0
066841	Traffic Controller Assembly	LS		x		=	\$0
066840	Traffic Signal Controller Assembly	LS		x		=	\$0
066062	COZEEP Contract	LS	1	x	100,000.00	=	\$100,000
066838	Reflective Numbers and Edge Sealer	LS		x		=	\$0
066065	Tow Truck Service Patrol	LS		x		=	\$0
066916	Annual Construction General Permit Fee	LS	1	x	1,000.00	=	\$1,000
XXXXXX	Some Item	Unit		x		=	\$0
Total Section 1-8			\$ 1,265,800		2%	= \$	25,316

<b>TOTAL STATE FURNISHED</b>	<b>\$178,400</b>
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**SECTION 12: TIME-RELATED OVERHEAD**

Total of Roadway and Structures Contract Items excluding Mobilization \$1,265,800 (used to calculate total TRO)

Estimated Time-Related Overhead (TRO) Percentage (0% to 10%) = 6%

Item code		Unit	Quantity		Unit Price (\$)	=	Cost
090100	Time-Related Overhead	WD	100	X	\$760	=	\$76,000

<b>TOTAL TIME-RELATED OVERHEAD</b>	<b>\$76,000</b>
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**SECTION 13: ROADWAY CONTINGENCY\***

Risk Amount from Risk Register		(for Known Risks)			
Additional or Residual Contingency		(for Unknown/Undefined Risks)	40%		\$708,000
Total Section 1-12	\$ 1,770,000	x	<span style="border: 1px solid black; padding: 2px;">40%</span>	=	\$708,000

<b>TOTAL CONTINGENCY*</b>	<b>\$708,000</b>
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**II. STRUCTURE ITEMS**

	<b>Bridge 1</b>		<b>Bridge 2</b>		
DATE OF ESTIMATE	00/00/00		00/00/00		00/00/00
Bridge Name	XXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX
Bridge Number	57-XXX		57-XXX		57-XXX
Structure Type	XXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX
Width (Feet) [out to out]	0	LF	0	LF	0 LF
Total Bridge Length (Feet)	0	LF	0	LF	0 LF
Total Area (Square Feet)	0	SQFT	0	SQFT	0 SQFT
Structure Depth (Feet)	0	LF	0	LF	0 LF
Footing Type (pile or spread)	XXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX
Cost Per Square Foot	\$150		\$150		\$0
<b>COST OF EACH</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>

	<b>Building 1</b>				
DATE OF ESTIMATE	00/00/00		00/00/00		00/00/00
Building Name	XXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX
Bridge Number	57-XXX		57-XXX		57-XXX
Structure Type	XXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX
Width (Feet) [out to out]	0	LF	0	LF	0 LF
Total Building Length (Feet)	0	LF	0	LF	0 LF
Total Area (Square Feet)	0	SQFT	0	SQFT	0 SQFT
Structure Depth (Feet)	0	LF	0	LF	0 LF
Footing Type (pile or spread)	XXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX
Cost Per Square Foot	\$300		\$0		\$0
<b>COST OF EACH</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>

<b>TOTAL COST OF BRIDGES</b>	<b>\$0</b>
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<b>TOTAL COST OF BUILDINGS</b>	<b>\$0</b>
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<b>Time-Related Overhead</b>	10%	<b>\$0</b>
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<b>STRUCTURES MOBILIZATION</b>	10%	<b>\$0</b>
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<b>STRUCTURES CONTINGENCY*</b>	25%	<b>\$0</b>
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<b>TOTAL COST OF STRUCTURES</b>	<b>\$0</b>
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Estimate Prepared By: \_\_\_\_\_  
 XXXXXXXXXXXXXXXXXXXX ----- Division of Structures

\_\_\_\_\_  
 Date

### III. RIGHT OF WAY

Fill in all of the available information from the Right of Way Data Sheet.

			<i>Current Value Future Use</i>		<i>Escalated Value</i>
A)	A1)	Acquisition, including Excess Land, Fees, Damages, Goodwill	\$ 0	\$	0
	A2)	Acquisition of Offsite Mitigation	\$ 0	\$	0
	A3)	Railroad Acquisition	\$ 0	\$	0
B)	B1)	Utility Relocation (State Share)	\$ 0	\$	0
	B2)	Potholing (Design Phase)	\$ 0	\$	0
C)		Utility - Advance Engineering Estimate (Encumber with State Only Funds)	\$ 0	\$	0
D)		RAP and/or Last Resort Housing	\$ 0	\$	0
E)		Clearance & Demolition	\$ 0	\$	0
F)		Relocation Assistance (RAP and/or Last Resort Housing Costs)	\$ 0	\$	0
G)		Title and Escrow	\$ 0	\$	0
H)		Environmental Review	\$ 15,000	\$	0
I)	Condemnation Settlements	<u>0%</u>	\$ 0	\$	0
J)	Design Appreciation Factor	<u>0%</u>	\$ 0	\$	0
K)		Utility Relocation (Construction Cost)	\$ 0	\$	0
L)	<b>TOTAL RIGHT OF WAY ESTIMATE</b>				<b>\$15,000</b>
M)	<b>TOTAL R/W ESTIMATE: Escalated</b>				<b>\$15,000</b>
N)	<b>RIGHT OF WAY SUPPORT</b>				<b>\$0</b>

Support Cost Estimate  
Prepared By \_\_\_\_\_ Project Coordinator<sup>1</sup> Phone \_\_\_\_\_

Utility Estimate Prepared  
By \_\_\_\_\_ Utility Coordinator<sup>2</sup> Phone \_\_\_\_\_

R/W Acquisition Estimate  
Prepared By \_\_\_\_\_ Right of Way Estimator<sup>3</sup> Phone \_\_\_\_\_

Note: Items G & H applied to items A + B

<sup>1</sup> When estimate has Support Costs only

<sup>2</sup> When estimate has Utility Relocation

<sup>3</sup> When R/W Acquisition is required



Dist	COUNTY	ROUTE	POST MILES TOTAL PROJECT	SHEET TOTAL SHEETS
01	DN	199	<b>T0.8</b>	
REGISTERED CIVIL ENGINEER No. _____ Exp. _____ CIVIL STATE OF CALIFORNIA				

PRELIMINARY DESIGN  
 FOR REVIEW ONLY

SCALE: 1" = 50 FT

**LAYOUT  
L-1**

LAST REVISION      DATE PLOTTED => 8/27/2021  
 00-00-00      TIME PLOTTED => 5:15:09 PM

Dist	COUNTY	ROUTE	POST MILES TOTAL PROJECT	SHEET TOTAL SHEETS
01	DN	199	T0.8	

REGISTERED CIVIL ENGINEER	DATE
PLANS	PROJ. NO.
I, THE ENGINEER, OR ITS OFFICERS OR AGENTS SHALL BE RESPONSIBLE FOR THE ACCURACY AND COMPLETENESS OF SCANNED COPIES OF THIS PLAN SHEET.	

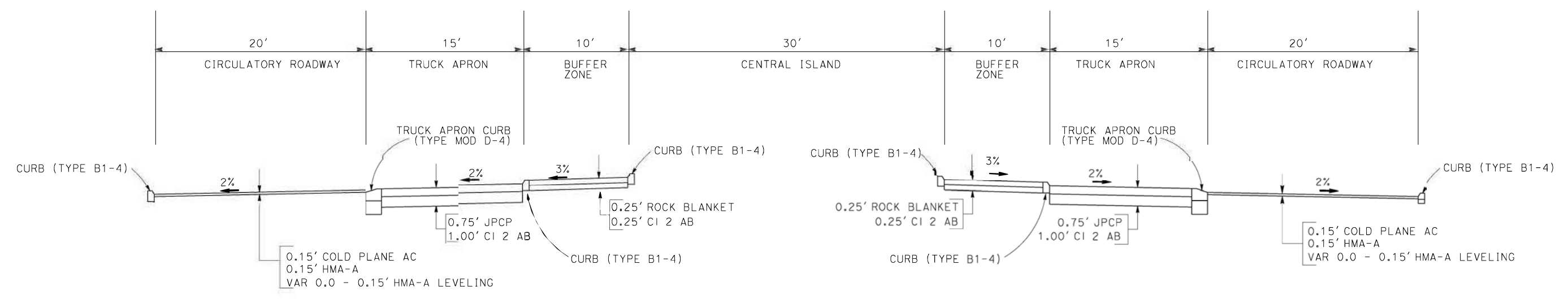


**NOTES:**

- FOR ACCURATE RIGHT OF WAY DATA, CONTACT RIGHT OF WAY ENGINEERING AT THE DISTRICT OFFICE.
- DIMENSIONS OF THE PAVEMENT STRUCTURE (STRUCTURAL SECTIONS) ARE SUBJECT TO TOLERANCES SPECIFIED IN THE STANDARD SPECIFICATIONS.

**ABBREVIATIONS:**

HMA-A HOT-MIX ASPHALT (TYPE A)



**TYPICAL CROSS SECTIONS X-2**  
NO SCALE

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION  
 FUNCTIONAL - SUPERVISOR  
 CALCULATED - DESIGNED BY  
 CHECKED BY  
 REVISED BY  
 DATE REVISED  
 ESTIMATED  
 DATE  
 TIME

LAST REVISION    DATE PLOTTED => 12/1/2021    TIME PLOTTED => 7:42:125 PM



# 01-DN-199 Elk Valley Cross Rd

**NB PM T.06**



**NB PM T0.797**



# 01-DN-199 Elk Valley Cross Rd

**SB PM T0.9**



**SB PM T0.8**



# 01-DN-199 Elk Valley Cross Rd

**WB PM T0.797**



**EB PM T0.797**



# 01-DN-199 Elk Valley Cross Rd

**WB Sight Distance to the Left**



**WB Sight Distance to the Right**



# 01-DN-199 Elk Valley Cross Rd

**EB Sight Distance to the left**



**EB Sight Distance to the right**



DIST 01 RTE 199

DIR S-N

CO.	CITY	POSTMILE	PT	LENGTH	DESCRIPTION
DN		T 000.506	RH	00.178	RTE 199/101 SEP 01-58L
DN		T 000.684	RH	00.100	
DN		T 000.784	RH	00.000	END INDEP ALIGN-RT
DN		T 000.506	LH	00.033	BEG RTE LT LN-JCT 101/
DN		T 000.539	LH	00.145	END BR 01-58L
DN		T 000.684	LH	00.100	
DN		T 000.784	DH	00.013	END INDEP ALIGN-LT
DN		T 000.797	DH	00.226	ELK VALLEY CROSS RD
DN		T 000.797	DI		ELK VALLEY CROSS RD
DN		T 001.023	DH	00.037	KINGS VALLEY RD
DN		T 001.023	DI		KINGS VLLY-L;PARKWAY-RT
DN		T 001.060	DH	00.065	
DN		T 001.125	EQUATES TO		
DN		000.799	E UH	03.422	
DN		002.820	UI		WALKER RD-RD 429
DN		004.221	UH	00.130	SMITH RIVER 1 6
DN		004.351	UH	00.019	END BR 1-06
DN		004.370	UH	00.441	JCT 197 N
DN	---	004.370	UI -		**RTE 197 R000.000**
DN		004.811	DH	00.077	PARK ENTRANCE ON RIGHT
DN		004.811	DI		ENT TO JED SMITH ST PK
DN		004.888	DH	00.112	
DN		005.000	UH	00.505	
DN		005.090	UI		EVERGREEN GLADE TLR PK
DN		005.505	DH	00.395	
DN		005.505	DI		PHARR LANE
DN		005.890	DI		ROAD 8031
DN		005.900	DH	00.266	HIOUCHI VILLAGE
DN		005.940	DI		HIOUCHI DR-RD 435
DN		006.166	UH	00.920	BEG FH 1
DN		007.086	UH	00.001	BR 1-7 REPLACED 8-29-84
DN		007.087	UH	00.047	MYRTLE CRK BB 1-07
DN		007.134	UH	00.435	EB 1-07
DN		007.190	UI		SOUTH FORK RD-RD 426
DN		007.569	* UH	00.015	BB MYRTLE CRK VIA 1-78
DN		007.584	* UH	00.316	END VIA 01-78
DN		007.900	UH	00.760	TURNOUT RT & LT
DN		008.660	UH	00.031	SIGNALPEAK VIA(RT) 1-70
DN		008.691	UH	00.328	EB 01-70
DN		009.019	UH	00.104	BEGIN TURNOUT, NB
DN		009.123	UH	00.827	END TURNOUT
DN		009.950	UH	01.061	400"TURNOUT,RT(22'TW)
DN		011.011	* UH	00.001	HARDSCRABBLE CR 01-40
DN		011.012	UH	00.024	
DN		011.036	UH	00.782	END BR 01-40
DN		011.765	UI		FOREST SERVICE RD LT
DN		R 011.818	UH	00.130	
DN		R 011.948	UH	00.071	SMITH RIVER BB 1-09
DN		R 012.019	UH	00.177	END BRIDGE 1-09
DN		012.196	UH	00.802	
DN		012.210	UI		FRENCH HILL RD-RD 420
DN		012.998	DH	00.144	
DN		013.040	DI		GASQUET FLAT RD-RD 412
DN		013.142	DH	00.692	
DN		013.834	DH	00.688	
DN		013.860	DI		FIREHOUSE RD
DN		014.270	DI		MIDDLE FORK GASQUET RD
DN		014.437	DI		GASQUET RANGER STA
DN		T 014.522	DH	00.114	
DN		T 014.555	DI		DIV OF HWYS GASQUET
DN		T 014.636	DH	00.207	
DN		T 014.843	DH	00.017	
DN		R 014.860	DH	01.878	
DN		R 015.630	DI		LADO DEL RIO DR-RD 327
DN		R 016.505	DI		PIONEER RD 323
DN		R 016.738	DH	00.171	
DN		R 016.750	DI		PANTHER FLAT CAMPGND
DN		R 016.909	DH	00.151	
DN		R 017.060	DH	00.106	MIDDLE FK SMITH RV 1-44
DN		R 017.166	DH	00.292	END BR 1-44
DN		R 017.220	DI		OLD HWY TO RESORT AREA

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION  
**St. Gobans**  
 FUNCTIONAL SUPERVISOR  
 CALCULATED-D  
 DESIGNED BY  
 CHECKED BY  
 DIANNE M. EDWARDS  
 REVISED BY  
 DATE REVISED

DIST	COUNTY	ROUTE	POST MILES TOTAL PROJECT	SHEET TOTAL SHEETS
01	DN	199	T0.8	

REGISTERED CIVIL ENGINEER DATE  
 PLANS SHEET NO. 1  
 No. \_\_\_\_\_  
 Exp. \_\_\_\_\_  
 CIVIL  
 STATE OF CALIFORNIA

**PRELIMINARY DESIGN FOR REVIEW ONLY**

THE ENGINEER OR ARCHITECT SHALL BE RESPONSIBLE FOR THE ACCURACY AND COMPLETENESS OF SCANNED COPIES OF THIS PLAN SHEET.



SCALE: 200 FT

**POST MILES  
 PM-1**

LAST REVISION: DATE PLOTTED => 1/19/2022 TIME PLOTTED => 9:58:38 AM

## Transportation Planning Scoping Information Sheet

### Proposed Project Summary

<b>EA #</b>	01-0L990	<b>AM Tool ID #</b>	#23327	<b>EFIS Project ID #</b>	01 2200 0073
<b>County-Route-PM</b>	DN – 199 – PM T0.8				
<b>Anchor Asset</b>	Safety 010				
<b>Proposed Project Scope</b>	Approval is granted for the project proposed for the SHOPP 201.010 funding to construct a roundabout at PM T0.8 on US 199 at the intersection of US 100 with Elk Valley Cross Road in Del Norte County. To reduce the frequency and severity of collisions at this location, the District proposes to construct a single-lane, 4-legged roundabout. No new pedestrian facilities will be constructed in conjunction with the roundabout.				
<b>Proposed Fund Type</b>	SHOPP 201.010				

### Section 1: TPSIS Summary Statements & Recommended Actions



## Transportation Planning Scoping Information Sheet

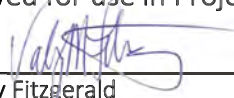
<b>1-1 Project Needs/Opportunities:</b>	Refer to TPSIS Section: <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10
<p><b>1-1-1 Scope:</b> The scope proposes to construct a roundabout on US 199 in Del Norte County at PM T0.8 at the intersection of US 199 with Elk Valley Cross Road. Opportunities include:</p> <ul style="list-style-type: none"> <li>• Opportunities to plan for bicyclists               <ul style="list-style-type: none"> <li>○ Opportunities to evaluate if the west/southbound cyclists will access Parkway Drive via Elk Valley Road or Elk Valley Cross Road.</li> </ul> </li> <li>• Opportunities to fulfill projects identified in current community plans (See Section 3):               <ul style="list-style-type: none"> <li>○ Elk Valley Cross Road Corridor Plan (2020)</li> <li>○ Del Norte Local Transportation Commission (DNLTC) Regional Transportation Plan (RTP, 2020)</li> </ul> </li> </ul> <p><b>1-1-2 Schedule:</b></p> <p><b>1-1-3 Cost/Funding:</b> \$2,500 SHOPP</p>	
<b>1-2 Project Risks/Challenges:</b>	Refer to TPSIS Section: <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10
<p><b>1-2-1 Scope:</b> The scope proposes to construct a roundabout on US 199 in Del Norte County at PM T0.8 at the intersection of US 199 with Elk Valley Cross Road. Risks/challenges include:</p> <ul style="list-style-type: none"> <li>• This is a sensitive area and has been a crossroads between likely historic trails (see Section 3). It is located approximately 0.2-miles from the boundary of Redwood National and State Park. It is a gateway between Jedediah Smith Redwood State Park and Crescent City residential areas. It is a transition between freeway and conventional highway (see Section 6).</li> <li>• This area is a temperate rainforest and a subsurface archeological survey will be necessary.</li> <li>• All Tolowa groups will need to be consulted/engaged</li> <li>• Archard trees and other items in the area suggest the potential for historic archaeological sites and deposits and therefore a full suite of studies will be required.</li> <li>• RCTA line 199 passes through the project twice daily. Coordination recommended.</li> <li>• Jedediah Smith Redwood State Park is designated critical habitat core for:               <ul style="list-style-type: none"> <li>○ The federally listed Coastal DPS of Pacific Marten</li> <li>○ Supports suitable habitat for federally listed northern spotted owl</li> <li>○ Numerous other sensitive biological resources associated with adjacent protected lands</li> </ul> </li> <li>• The area is at moderate risk for wildfire and will see increased precipitation. Consider appropriate drainage materials.</li> </ul> <p><b>1-2-2 Schedule:</b></p> <p><b>1-2-3 Cost/Funding:</b> \$2,500 SHOPP</p>	

## Transportation Planning Scoping Information Sheet

<b>1-3 Recommended Actions:</b>	Refer to TPSIS Section: <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10
---------------------------------	--

*1-3-1 Provide justification if none of identified Complete Streets needs/opportunities are included in project scope.*

1-3-2 County-Route-PM	Description of Identified Action/Planning Consideration	Justification
See Section 3	Early and continuous consultation with Tribal Governments is required.	Project occurs within a culturally sensitive area.
See Section 3	A full suite of archaeological studies will be required.	Archard trees and other items in the area suggest the potential for historic sites and deposits.
See Section 3	Coordination with Redwood Coast Transit Authority (RCTA) is recommended.	RCTA line 199 passes twice daily through the project and offers inter-regional connections.
See Section 6	Consider adding signage for cyclists/wayfinding.	Project occurs within a gateway between the State Park and community and is used by cyclists.
See Section 6	Provide a separate bicycle route through the roundabout.	Project used by cyclists and is identified in the Elk Valley Cross Road Corridor Plan.
See Section 8	Environmental consultation will be required.	Project is adjacent to an environmentally sensitive area. Area adjacent supports habitat to many federally listed species.
See Section 8	A field investigation will be required.	Jurisdictional features could occur as roadside ditches or drainages.
See Section 8	Consider climate risks when developing this project.	Project occurs in area with moderate climate risks. This section of highway serves as an evacuation route.

<b>Prepared for use in Project Nomination by:</b> <i>Tatiana Ahlstrand</i> 01/21/2022 Tatiana Ahlstrand District Planning Representative      (Date)	<b>Received for use in Project Nomination by:</b>  01/21/2022 Valency Fitzgerald District Asset Manager      (Date)
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Transportation Planning Scoping Information Sheet

Section 2: Tribal Government, Local Partners, and Public Engagement Coordination

2-1 TRIBAL GOVERNMENT COORDINATION		
<p>2-1-1 Tribal Lands – <i>Is the proposed project:</i></p> <p><input type="checkbox"/> within or near an Indian Reservation Rancheria, or Tribal Trust Land? <b>No</b></p> <p><input type="checkbox"/> involves trust lands (including tribal and individual allotted lands) outside of a reservation or Rancheria <b>No</b></p>	<p><i>If so, indicate if:</i></p> <p><input type="checkbox"/> Tribe(s) or individual allotment holders have been notified</p> <p><input type="checkbox"/> The Bureau of Indian Affairs (BIA) has been notified (if trust lands and/or a Reservation/Rancheria is involved)</p> <p><input type="checkbox"/> All applicable tribal laws and regulations been reviewed for required coordination</p>	<p><i>Provide names of reservations, Rancherias, tribal trust lands and describe concerns/topics discussed.</i></p>
<p>2-1-2 Does the Tribe have a Tribal Employment Rights Office/Ordinance (TERO)?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>No</b></p>	<p><i>If so, indicate if:</i></p> <p><input type="checkbox"/> The TERO been reviewed for required coordination</p> <p><input type="checkbox"/> There is a related Memorandum of Understanding (MOU) between the District and the Tribe</p> <p><input type="checkbox"/> Caltrans has other MOUs with the Tribe; <i>Provide title and description or content</i></p>	
<p>2-1-3 Have any tribes expressed concern about areas of cultural sensitivity that may be affected by this project?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>No</b></p>	<p><i>Provide Tribal name(s) and details</i></p>
<p>2-1-4 Has the Tribal Government been contacted or are you aware of any Tribal concerns related to the project?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>No</b></p>	<p><i>Who was contacted? Describe concerns/topics discussed.</i></p> <p><b>PID Letters not yet sent.</b></p>
2-2 DISADVANTAGED COMMUNITIES		
<p>2-2-1 Is the project located in or benefit a disadvantage community?</p> <p><i>You can use these links to identify if project is located in DAC area:</i></p> <p><a href="https://map.healthyplacesindex.org/">https://map.healthyplacesindex.org/</a><a href="https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30">https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30</a> and <a href="#">web service link to the statewide DAC data</a></p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><i>Describe any concerns.</i></p>
2-3 IDENTIFIED LOCAL PARTNERS/STAKEHOLDERS /PUBLIC	SOURCE/ DATE CONTACTED	COMMITMENT/OUTCOME/CONCERNS & COMMUNITIES' PRIORITIES
Del Norte Local Transportation Commission		
County of Del Norte		
2-4 PRELIMINARY PROPOSED PUBLIC ENGAGEMENT STRATEGY	OPTIONS	
<p>2-4-1 What is the preliminary recommended Public Engagement Strategy for this project?</p>	<p><input type="checkbox"/> Inform</p> <p><input type="checkbox"/> Consult</p>	<p><input type="checkbox"/> Collaborate</p> <p><input type="checkbox"/> Involve</p> <p><input checked="" type="checkbox"/> No Recommendation <b>This needs to be discussed with the PDT</b></p>

## Transportation Planning Scoping Information Sheet

### Section 3: Plan and Document Review

3-1 PLANNING DOCUMENTS AND SCOPING TOOLS	SUMMARY OF RECOMMENDATIONS & CONSIDERATIONS
<b>3-1-1 Active Transportation Plans:</b> <input checked="" type="checkbox"/> California Active Transportation Plan (CAT Plan) <input type="checkbox"/> District Bike and Ped Plan <input type="checkbox"/> Regional/Local Plan	<b>D1 Active Transportation Plan</b> <ul style="list-style-type: none"> <li>• Bicycle need</li> <li>• Medium priority segment</li> </ul>
<b>3-1-2 Broadband:</b> <input type="checkbox"/> <a href="#">Caltrans Broadband Partnership Opportunity Map</a>	<input type="checkbox"/> Priority1 <input type="checkbox"/> Priority2 <input type="checkbox"/> Priority3
<b>3-1-3 Climate Change Planning:</b> <input checked="" type="checkbox"/> Caltrans District Vulnerability Assessment <input checked="" type="checkbox"/> Caltrans Climate Change Adaptation Priority Plans <input checked="" type="checkbox"/> Local Climate Action Plan/ GHG reduction plan <input type="checkbox"/> Greenhouse gas section of EIR for RTP/SCS <input type="checkbox"/> Locally Adopted Transportation Adaptation Plan	<ul style="list-style-type: none"> <li>• <a href="#">Caltrans District Vulnerability Assessment</a></li> <li>• <a href="#">Caltrans Climate Change Adaptation Priority Plans</a></li> <li>• <a href="#">GHG reduction plan</a></li> </ul>
<b>3-1-4 Cultural/Historic Preservation Scoping Tools:</b> <input checked="" type="checkbox"/> Caltrans Cultural Resources Database <input type="checkbox"/> Caltrans Historic Bridge Inventory <input checked="" type="checkbox"/> Archaeological Site Sensitivity Model <input checked="" type="checkbox"/> AB52 Letter	<p>This area has a monument dedicated to Fort Lincoln, which is further to the north. The area is sensitive as a cross roads between likely trails and then the infrastructure that we see today. Due to this area being a temperate rainforest, subsurface archaeological survey will be necessary. All of the Tolowa Groups will need to be engaged in Consultation; some individuals may not know the monument is not at the location of the Fort. Archard trees and other old items on the landscape in the area suggest that there is a potential for historic archaeological sites and deposits. A full suite of studies will be necessary.</p>
<b>3-1-5 Freight Planning:</b> <input type="checkbox"/> California Freight Mobility Plan <input type="checkbox"/> California Sustainable Freight Action Plan <input type="checkbox"/> Caltrans Safety Roadside Rest Areas (SRRRA) <input type="checkbox"/> Truck Parking Study <input type="checkbox"/> Regional/Local Plan	
<b>3-1-6 Project Planning:</b> <input type="checkbox"/> District 10 Year Project Book <input type="checkbox"/> MONSTER List <input type="checkbox"/> Preliminary Investigation/Feasibility Study	

## Transportation Planning Scoping Information Sheet

<b>3-1-7 Rail and Mass Transportation Planning:</b> <input checked="" type="checkbox"/> California State Rail Plan <input type="checkbox"/> Statewide Transit Strategic Plan	RCTA line 199 passes twice daily through project location and offers inter-regional connections from Crescent City to Southern Oregon (Oregon Point) and Arcata (Greyhound, Amtrak bus). Thus, is relevant to the State Rail and Transit Strategic Plan.
<b>3-1-8 Regional &amp; Local Planning:</b> <input checked="" type="checkbox"/> Regional Transportation Plan <input type="checkbox"/> Sustainable Community Strategy <input checked="" type="checkbox"/> General and Local Plans <input type="checkbox"/> Regional Concept of Transportation Operations <input type="checkbox"/> Local Coastal Program Plan	Regional Systemic Safety Analysis Report 2019: <a href="S:\Transportation Planning\Project Development\TPSIS Library\Del Norte County\Local Plans\Del Norte County">S:\Transportation Planning\Project Development\TPSIS Library\Del Norte County\Local Plans\Del Norte County</a> - Elk Valley Cross Road identified as an area of concern  Elk Valley Cross Road Corridor Plan 2020: <a href="S:\Transportation Planning\Project Development\TPSIS Library\Del Norte County\CT Planning Grants">S:\Transportation Planning\Project Development\TPSIS Library\Del Norte County\CT Planning Grants</a> – Project alternatives identified for this location to improve safety and address traffic crash rates (including pedestrian and bicycle facilities, lateral sight distance, and intersection improvement alternatives).  Regional Transportation Plan 2020: <a href="S:\Transportation Planning\Project Development\TPSIS Library\Del Norte County\RTP">S:\Transportation Planning\Project Development\TPSIS Library\Del Norte County\RTP</a>
<b>3-1-9 System Planning:</b> <input type="checkbox"/> Interregional Transportation Strategic Plan (ITSP) <input type="checkbox"/> Corridor Plans (TCR, CSMP, CMCP)	
<b>3-1-10 Tribal Planning:</b> <input type="checkbox"/> Tribal Transportation Plan	
<b>3-1- 11 Other (Identify):</b> <input type="checkbox"/> _____	

### Section 4: Caltrans Stakeholder Information (OPTIONAL)

4-1 Title	Name	Phone Number
4-1-1 Complete Street/Bicycle and Pedestrian Coordinator	Alexis Kelso / Lisa Hockaday	(707) 498-0536 / (707) 684-6883
4-1-2 Climate Change Coordinator/Liaison	Clancy DeSmet	(707) 572-7933
4-1-3 District Native American Coordinator and/or District Cultural Resources PQS Staff (Environmental/Cultural Resources) <small>PQS = Professionally Qualified Staff: Caltrans cultural resources staff who meet the Secretary of Interior's Professional Qualifications Standards for Historic Preservation disciplines</small>	Darrell Cardiff	(707) 298-0904
4-1-4 District Native American Liaison (Transportation Planning)	Sara Atchley-Thomas	(707) 834-1486
4-1-5 Environmental Planner		
4-1-6 Freight Planner	Jacob Rightnar	(707) 684-6895

## Transportation Planning Scoping Information Sheet

4-1-7 Local Development Intergovernmental Review (LD-IGR) Planner	Jesse Robertson	(707) 684-6879
4-1-8 Park and Ride Coordinator	NA	
4-1-9 Regional Planner	Suresh Ratnam	(707) 684-6880
4-1-10 Sustainable Planning Grant Coordinator	Suresh Ratnam	(707) 684-6880
4-1-11 System Planner	Rex Jackman	(707) 834-2413
4-1-12 Rail & Transit Planner	Suresh Ratnam	(707) 684-6884
4-1-13 Other Coordinators		

### Section 5: System Planning (OPTIONAL)

5-1 ROUTE DESIGNATIONS			
5-1-1 Freeway and Expressway	Choose an item.	5-1-8 Scenic Highway	Choose an item.
5-1-2 National Highway System	Choose an item.	5-1-9 National Highway Freight Network	
5-1-3 Federal Functional Classification		5-1-10 Critical Urban Freight Corridor	
5-1-4 Strategic Highway Network	Choose an item.	5-1-11 Critical Rural Freight Corridor	
5-1-5 Strategic Interregional Corridor		5-1-12 NHS and STAA Route Classification	
5-1-6 Interregional Road System	Choose an item.	5-1-13 Truck Network Designation	
5-1-7 Priority Interregional Facility		5-1-14 Other	
5-2 FACILITY TYPE			
5-2-1 Current			
5-2-2 Concept			
5-2-3 Ultimate			

### Section 6: Smart Mobility, Active Transportation and Transit (OPTIONAL)

6-1 APPLICABILITY OF CHECKLIST	
<p>6-1-1 Is the project located entirely on a facility where bicyclists and pedestrians are legally prohibited and the project does not involve a shared use path, pedestrian/bicycle structure or work impacting a local road crossing or interchange? <i>(i.e. project including freeway mainline and ramp work where the project freeway segment legally prohibits bicyclists and pedestrians per the MUTCD.)</i></p> <p>If no, continue, if yes, you may stop here.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>6-1-2 Is the primary project purpose to address assets that are outside of the roadbed where pedestrian and bicycle travel is not affected, and construction will not affect future pedestrian and bicycle facilities? <i>(i.e. culvert outfalls, storm water treatment facilities, bridge substructure or scour mitigation, planting or vegetation removal, retaining walls, etc.)</i></p> <p>If no, continue, if yes, you may stop here.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## Transportation Planning Scoping Information Sheet

6-2 PLACE TYPES	Comment/Action			
6-2-1 Identify the Smart Mobility Framework Place Type(s) surrounding the project limits.	<input type="checkbox"/> Central Cities <input type="checkbox"/> Urban Communities <input type="checkbox"/> Suburban Communities		<input checked="" type="checkbox"/> Rural Areas <input checked="" type="checkbox"/> Protected Lands and Special Use Areas	
6-2-2 Are there any -existing or proposed- Pedestrian/ Bicyclist/ Passenger Rail/Transit Trip Generators in or adjacent to the project area?	<input checked="" type="checkbox"/> Residential Areas <input checked="" type="checkbox"/> Parks <input checked="" type="checkbox"/> Recreational Areas <input type="checkbox"/> Religious Facilities	<input type="checkbox"/> Schools <input type="checkbox"/> Town Centers <input type="checkbox"/> Shopping Centers <input type="checkbox"/> Bus Stops	<input type="checkbox"/> Large Employment Businesses <input type="checkbox"/> Shared-use trail access/parking. <input type="checkbox"/> Public Transit /Passenger Rail Facilities <input type="checkbox"/> Health/Medical Facilities <input type="checkbox"/> Other	
6-2-3 Check all that apply: <input type="checkbox"/> the highway segment functions as a "Main Street" or a "Safe Route to School" <input checked="" type="checkbox"/> the project provides unique or primary access into or out of any of the trip generators or between communities <input type="checkbox"/> the project provides unique or primary access across a river, highway corridor or other natural and/or man-made barrier				
6-2-4 Summary of place type related considerations (see Smart Mobility Framework Guide) This location is a gateway between Jed Smith Redwoods State Park and Crescent City residential areas. Also transitioning between freeway and conventional highway.				
6-3 BICYCLE, PEDESTRIAN, RAIL AND TRANSIT CONDITIONS	Comment/Action			
6-3-1 Identify existing bicycle and pedestrian facilities within project limits.	<input type="checkbox"/> Bicycle/Pedestrian Accessibility <input type="checkbox"/> Bicycle Lane Choose an item. <input type="checkbox"/> Backpacking/Hiking/Equestrian Trail <input checked="" type="checkbox"/> Shoulder <input type="checkbox"/> Sidewalks <input type="checkbox"/> Other:		<input type="checkbox"/> Curb Ramps <input type="checkbox"/> California Coastal Trail <input type="checkbox"/> Signage <input type="checkbox"/> Green Striping <input type="checkbox"/> Bike Boxes <input type="checkbox"/> Two-Stage Turn Boxes	
6-3-2 Identify physical and/or perceived impediments for bicyclists and pedestrians.	<input checked="" type="checkbox"/> Narrow Shoulders <input type="checkbox"/> Narrow Sidewalks <input type="checkbox"/> Connectivity Gaps <input type="checkbox"/> Curbs and Gutters		<input type="checkbox"/> Utility Boxes <input checked="" type="checkbox"/> High Vehicle Speeds <input checked="" type="checkbox"/> AADT <input checked="" type="checkbox"/> Other:	
6-3-3 Identify complete Street existing Asset Inventory and Condition in the project area	Bikeway (Class I) Bikeway (Class II) Bikeway (Class III) Bikeway (Class IV) Sidewalk Crosswalk	Miles:      % Poor:      % Fair:      % Good: Miles:      % Poor:      % Fair:      % Good: Miles:      % Poor:      % Fair:      % Good: Miles:      % Poor:      % Fair:      % Good: Miles:      % Poor:      % Fair:      % Good: Miles:      % Poor:      % Fair:      % Good:		
6-3-4 Design Year ADT	<input type="checkbox"/> <2,500 <input checked="" type="checkbox"/> 2,500-5,000 <input type="checkbox"/> 5,000-10,000 <input type="checkbox"/> >10,000			
6-3-5 Posted Speed	<input type="checkbox"/> 15-20 <input type="checkbox"/> 25-30 <input type="checkbox"/> 35-40 <input checked="" type="checkbox"/> >45			
6-3-6 Level of Traffic Stress (LTS)	Bicycle LTS: 4 Pedestrian LTS: Unknown			

### Transportation Planning Scoping Information Sheet

6-3-7 Identify existing Rail and transit facilities within the project vicinity/ corridor.	<input type="checkbox"/> Rail and Transit Stops <input checked="" type="checkbox"/> Active Rail/Transit Line <input type="checkbox"/> Park and Ride Lot <input type="checkbox"/> Connections to other services <input type="checkbox"/> Signal Priority <input type="checkbox"/> Seamless Transfer Opportunities <input type="checkbox"/> Other: RCTA line 199 from Crescent City to Gasquet (and back) passes through the project location. No transit stops in project location.	
<b>6-4 BICYCLE, PEDESTRIAN &amp; TRANSIT NEEDS/OPPORTUNITIES</b>	<b>Comment/Action</b>	
6-4-1 Are there opportunities to improve safety for bicyclists and pedestrians with Complete Street features?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>There are existing bicycle lanes on Parkway Drive. For west/southbound cyclists, Parkway Drive may serve as a lower-stress alternate to US 101 into Crescent City. The project should evaluate if west/southbound cyclists will access parkway via Elk Valley Road or Elk Valley Cross Road. The project roundabout may create a more comfortable crossing environment for cyclists than crossing at Elk Valley Road due to slower speeds and fewer conflicts. Provide signage indicating this preferred route for cyclists.</i>
6-4-2 Identify any pedestrian, bicycle or transit needs in/linking to the project area as identified in an existing Bicycle/Pedestrian Plan or comprehensive planning study for the corridor.	<i>Need lower stress bicycle facilities</i>	
6-4-3 Is there a public/partner identified need for bicycle/pedestrian/ transit or "way finding" signs that could be incorporated into the project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Not public/partner identified, but see 6-4-1 for potential wayfinding need
6-4-4 Provide recommendations to address physical and/or perceived impediments for bicyclists and pedestrians (identified in 6-3-2) within project limits".	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Provide a separate bicycle route through the roundabout
6-4-5 Is there any opportunity to improve transit on state owned roads or improve access to transit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap here to enter text.
6-4-6 Preferred Bikeway Facilities	<input type="checkbox"/> Class I <input checked="" type="checkbox"/> Class II (on Elk Valley X) <input type="checkbox"/> Class III <input checked="" type="checkbox"/> Class IV (through roundabout) <input checked="" type="checkbox"/> Standard Shoulder or Shared Lane (on 199)	

## Section 7: Local Development – Intergovernmental Review (OPTIONAL)

<b>7-1 LOCAL DEVELOPMENTS IMPACTING PROJECT</b>		
Project Title: <i>Add Title</i>		Encroachment Permit Required <input type="checkbox"/>
Project Location: <i>Lat/Long or Street address/ County-Route-PM and APN(s)</i>		
GTS link: <i>Add Link</i>		
7-1-1 Project Description:		
7-1-2 Distance to Caltrans Project:		
7-1-3 Summary of Mitigation Measures:		
7-1-4 Mitigation Funding Source(s)	7-1-5 Amount of Available Funding	7-1-6 Summary of Caltrans Concerns:



*Transportation Planning Scoping Information Sheet*


Transportation Planning Scoping Information Sheet

Section 8: Climate Change, Planning and Environmental Linkage Considerations (OPTIONAL)

8-1 AIR QUALITY, WILDLIFE, AND NATURAL HABITAT CONSIDERATIONS	
<p><b>8-1-1 Check all that apply:</b></p> <p><input type="checkbox"/> Air Quality – proposed project is located in a Federal non-attainment or attainment maintenance area</p> <p><input type="checkbox"/> Project is within identified Wildlife Corridors in a Habitat Conservation Plan, South Coast Wildlife Linkage or California Essential Habitat Connectivity Plan.</p> <p><input checked="" type="checkbox"/> Proposed project is located within or near any lands protected under a National Scenic Rivers Act, US Fish and Wildlife Services such as Critical Habitat, National Wildlife Refuge System, etc., or within the boundaries of other resource agencies such as HCPs, USFS or BLM designated critical habitat areas or Habitat Conservation Plans</p>	
<p><b>8-1-2 Are any of the following Officially Designated Habitat Types located within or near the proposed Project Location?</b></p> <p><input type="checkbox"/> Wetlands</p> <p><input type="checkbox"/> Riparian or Stream Habitats</p> <p><input type="checkbox"/> Jurisdictional Waters</p> <p><input checked="" type="checkbox"/> Important Bird Areas</p> <p><input checked="" type="checkbox"/> Important Rare Plants Areas</p> <p><input checked="" type="checkbox"/> Natural Communities of Conservation Concern</p> <p><input type="checkbox"/> Environmentally Sensitive Habitat Areas</p>	<p><i>If so, describe here: Project is located approx. 1,000 feet (0.2 mi ) from boundary of Redwood National and State Park (Jedediah Smith Redwoods State Park), which is designated critical habitat for the federally listed marbled murrelet and a habitat core for the federally listed Coastal DPS of Pacific Marten. Also supports suitable habitat for federally listed northern spotted out. There are numerous other sensitive biological resources associated with adjacent protected lands but few, if any, expected to occur at the project location or that could be affected by project activities. No wetlands mapped in National Wetland Inventory at the project site but jurisdictional features could occur as roadside ditches and drainages - TBD by field investigation.</i></p>
<p><b>8-1-3 Is there an identified fish passage barrier(s)?</b> <a href="http://www.cafishpac.org">www.cafishpac.org</a></p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p><i>Describe.</i></p>
<p><b>8-1-4 Is the project located in the Coastal Zone Boundary, Local Coastal Program Area</b> (<a href="https://www.coastal.ca.gov/maps/">https://www.coastal.ca.gov/maps/</a>), or within the San Francisco Bay Conservation and Development Commission (BCDC)? <a href="https://bcdc.ca.gov/bcdc-cities-jurisdiction.html">https://bcdc.ca.gov/bcdc-cities-jurisdiction.html</a></p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p><i>Describe.</i></p>
8-2 CLIMATE CHANGE CONSIDERATIONS	
<b>Comment/Action</b>	
<p><b>8-2-1 Caltrans climate change considerations tool kit – forthcoming or remove if not relevant:</b> <i>Attach toolkit as an appendix and check GHG reduction measures that could apply to the proposed project for consideration.</i></p>	<p><a href="#">Caltrans District 1 Vulnerability Assessment Map</a></p>
<p><b>8-2-2 Using the District Vulnerability Assessment appropriate for the proposed project area, identify the potential climate stressors that could affect transportation assets within the project limits.</b> <i>Using the vulnerability assessment interactive Webmap; print and attach map of potential project site vulnerability</i></p>	<p><input type="checkbox"/> Temperature</p> <p><input checked="" type="checkbox"/> Precipitation</p> <p><input checked="" type="checkbox"/> Wildfire</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Sea-Level Rise</p> <p><input type="checkbox"/> Storm Surge</p> <p><input type="checkbox"/> Cliff Retreat</p>
<p><b>8-2-3 Are there potential climate risks to major assets within the project area?</b> <i>(e.g. Bridge potentially at risk of SLR inundation, stretch of highway at risk for high temp, and wildfire- consider appropriate materials)</i></p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><i>The area is at moderate risk for wildfire and will see increased precipitation. Please consider appropriate drainage materials.</i></p>
8-3 ADVANCE BIOLOGICAL MITIGATION OPPORTUNITIES	
<b>Comment/Action</b>	



*Transportation Planning Scoping Information Sheet*

# PIP\_1653\_01-0L990\_Elk\_Valley\_Roundabout

Final Audit Report

2022-02-05

Created:	2022-02-05
By:	Scott Burger (s138720@dot.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAC4XxeN2EP133ICA1ncz4EMddkAvrluCk

## "PIP\_1653\_01-0L990\_Elk\_Valley\_Roundabout" History

-  Document created by Scott Burger (s138720@dot.ca.gov)  
2022-02-05 - 0:29:30 AM GMT
-  Document emailed to Richard Mullen (richard.mullen@dot.ca.gov) for signature  
2022-02-05 - 0:30:47 AM GMT
-  Email viewed by Richard Mullen (richard.mullen@dot.ca.gov)  
2022-02-05 - 0:33:21 AM GMT
-  Document e-signed by Richard Mullen (richard.mullen@dot.ca.gov)  
Signature Date: 2022-02-05 - 0:34:13 AM GMT - Time Source: server
-  Agreement completed.  
2022-02-05 - 0:34:13 AM GMT



POWERED BY  
Adobe Sign

**Item E Staff Report**

**DATE:** SEPTEMBER 6, 2022  
**TO:** TECHNICAL ADVISORY COMMITTEE  
**FROM:** TAMERA LEIGHTON, EXECUTIVE DIRECTOR  
**SUBJECT:** CONTRACT ADDENDUM FOR EXECUTIVE DIRECTOR SERVICES

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**STAFF RECOMMENDATION:** By polled vote, authorize the Chair to approve the contract addendum.

**BACKGROUND:** There was an inadvertent omission to the staff services contract with the executive director. The annual cost adjustment was omitted. A 5% cost adjustment has been in the contract since 2006 but is not in the current contract. The attached addendum addresses this oversight. The existing contract is also attached.

ADDENDUM NO. 1  
AGREEMENT FOR EXECUTIVE DIRECTOR SERVICES  
DEL NORTE LOCAL TRANSPORTATION COMMISSION

This Addendum No. 1 is entered into this 6th day of September 2022 by and between the Del Norte Local Transportation Commission ("DNLTC") and Tamera Leighton ("Leighton"), an independent Contractor.

WHEREAS, DNLTC and Leighton entered into an Agreement for Executive Director Services on July 1, 2021; and

WHEREAS, the Agreement states, inter alia, that Leighton is the duly authorized Executive Director of LTC/RTPA/SAFE and must provide administration, planning, and coordination services in connection with its functions, as described in the annual Del Norte Regional Transportation Agency Overall Work Program (OWP) as adopted and from time to time revised and updated by the Del Norte Local Transportation Commission; and

WHEREAS, without otherwise altering the terms and conditions of the Agreement, there is a need to adjust the compensation for inflation.

NOW, THEREFORE, THE PARTIES HERETO DO MUTUALLY AGREE AS FOLLOWS:

A. Cost Proposal

Beginning on September 7, 2022, the compensation will be \$110.25 per hour and adjusted by 5% each subsequent fiscal year beginning on July 1, 2023. The hours will not exceed 1,456 hours per fiscal year.

B. Terms and Conditions

Except as otherwise modified in this Addendum No. 1, the terms and conditions of the Agreement and the rights, duties, and obligations of the parties thereunder are unchanged and remain in full force and effect beginning September 7, 2022.

The above statements are understood and accepted, and the parties hereby cause this Addendum No. 1 to the Agreement for Executive Director Services to be executed by the signatures below.

ATTEST:

\_\_\_\_\_  
Darrin Short, Chair  
Local Transportation Commission

Date: \_\_\_\_\_

\_\_\_\_\_  
Tamera Leighton, Executive Director

Date: \_\_\_\_\_



**AGREEMENT FOR EXECUTIVE DIRECTOR SERVICES  
DEL NORTE LOCAL TRANSPORTATION COMMISSION**

THIS AGREEMENT is made and entered into this 1<sup>st</sup> day of July, 2021, by and between the Del Norte Local Transportation Commission (DNLTC) and Tamera Leighton ("Leighton"), an independent Contractor.

WHEREAS, DNLTC has an ongoing need to contract with a person or persons to furnish services as a Executive Director in transportation administration, planning, and coordination matters, services that Leighton is specially trained and experienced and competent to perform; and

WHEREAS, Leighton has fulfilled the duties of DNLTC Executive Director since August 4, 2006 and is fully competent to perform the special services described in this Agreement; and

WHEREAS, DNLTC issued a Request for Proposals on February 5, 2021, and has selected Leighton to continue to render transportation administration, planning, and coordination services in connection with DNLTC activities and in the capacity of Executive Director.

WHEREAS, the parties hereto agree that the Request for Proposals for Executive Director Services issued on February 5, 2021, and the successful proposal in response to the RFP submitted by Leighton, will be incorporated by this reference and be considered a part of this Agreement.

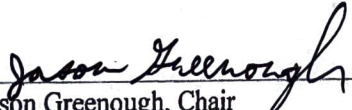
NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Leighton is engaged by this Agreement as the duly authorized Executive Director of DNLTC and she must provide administration, planning, and coordination services in connection with its functions, as described in the annual Del Norte Regional Transportation Agency Overall Work Program (OWP) as adopted and from time to time revised and updated by the Del Norte Local Transportation Commission.
2. Leighton is an independent contractor and not an employee of DNLTC. At all times during the term of this Agreement, Leighton will be responsible for her own property and income taxes, worker's compensation insurance, and any other costs and expenses in connection with the performance of services under this Agreement. DNLTC does not have the right to control the means by which Contractor accomplishes services rendered pursuant to this Agreement.
3. The professional services Leighton will provide are set forth in the annual Overall Work Program, which is updated annually by resolution, as well as in the Scope of Services section of Leighton's response to the RFP.


4. Leighton will be compensated in accordance with the Cost Proposal in Leighton's proposal submitted in response to Request for Proposals for
5. Leighton must provide all her own general overhead necessary to perform the required services, including but not limited to office equipment, clerical assistance, utilities, telephone charges, local travel, insurance, and office supplies, and she is not entitled to reimbursement for these.
6. This Agreement is effective on July 1, 2021 and, unless extended by mutual written agreement of DNLTC and Leighton, it continues until June 30, 2026. This Agreement may be terminated by either party upon 45 calendar days' written notice of intent to terminate, or as may be otherwise agreeable to both parties. This Agreement may be extended for an additional five one-year periods by mutual written agreement of the parties.
7. Leighton must file and keep all records pertinent to DNLTC activities. These are the property of DNLTC and Leighton must transfer all records to DNLTC as directed upon termination of the contract.
8. During the term of this Agreement, Leighton must maintain in full force and effect the following types of insurance in the amounts specified. Certificates of insurance in the form approved by the Risk Manager of Del Norte County must be filed with the County Risk Manager concurrent with the execution of this Agreement. The insurance must name DNLTC as an additional insured on a primary basis for General Liability Insurance and must state that the policy will not be canceled nor the scope of coverage reduced by the insurer except after filing written notice thereof with DNLTC 30 days in advance. No work is authorized until the insurance certificates are filed.
  - a. Public Liability. During the term of this Agreement, Leighton must maintain in full force and effect a policy of public liability insurance with minimum coverage of \$100,000/\$300,000 for personal and bodily injury and \$50,000 for property damage per incident. This policy must include coverage for the costs of replacing important papers of DNLTC in the event of loss.
  - b. Worker's Compensation. During the term of this Agreement, Leighton must comply with the laws of California concerning Worker's Compensation. "Compliance" includes, maintaining in full force and effect one or more policies of insurance insuring against any liability Leighton may have for Worker's Compensation. The insurer must agree to waive all rights to subrogation against DNLTC its officers, officials, employees, volunteers, or agents for losses arising from work performed by Leighton for DNLTC.

- c. Automobile Liability Insurance. During the term of this Agreement, Leighton must maintain in full force and effect a policy of automobile liability insurance with minimum coverage of \$100,000/\$300,000 for bodily injury and \$50,000 for property damage per accident for any automobile used for any service required or provided under the terms of this contract.
7. Leighton may hire an independent contractor(s) to perform up to 40% of the work to assist her in providing administration, planning, and coordination services in a fiscal year while the total cost of the work performed is unchanged. Nothing in this clause alleviates Leighton's responsibility for the Overall Work Program or any other work performed for DNLTC pursuant to this Agreement.
8. Leighton must perform all services in a manner and according to the standards observed by competent practitioners of the profession in which she is engaged.
9. This Agreement is the entire agreement between the parties with respect to its subject matter. This Agreement may be amended from time to time by the written approval of both parties; however, neither party is required to approve any proposed amendment.


Date: June 29, 2021

  
Jason Greenough, Chair  
Del Norte Local Transportation Commission

APPROVED AS TO FORM

  
Autumn E. Luna, Counsel

Date: June 25, 2021

  
Tamera Leighton, Executive Director  
Del Norte Local Transportation Director

# TAMERALEIGHTON

Transportation Planning & Community Development

## 1. Title page.

Proposal in response to the request issued February 5, 2021 for Executive Director services for Del Norte Local Transportation Commission prepared by the Del Norte County Counsel's Office

by  
Tamera Leighton  
Transportation Planning & Community Development  
900 Northcrest Drive, #74  
Crescent City, California 95531

I hereby certify that I have authority to bid and enter into a contract with Del Norte Local Transportation Commission if successful.

  
\_\_\_\_\_  
Tamera L. Leighton

## 2. Executive Summary.

I have been working on community development projects in the Del Norte region as an independent consultant since 2001 and as executive director of Del Norte County Local Transportation Commission (DNLTC) since 2006.

As executive director, my role is both to implement the priorities that DNLTC has set on behalf of the public and to maintain these priorities over time, with a high value for the costs paid. At the core of my work ethic is a motivation to make progress toward and to deliver the DNLTC priorities. I have been able to make significant progress on DNLTC goals in fourteen years as executive director.

All of the Commission's work is in partnership with others. In the winter of 2019, I successfully negotiated and hosted the first ever California Transportation Commission Town Hall meeting in Del Norte over a two day period, giving all of the region's partners an opportunity to share both their successes and challenges. The CTC members who attended openly talked about the success of this meeting for months following.

Transportation projects typically take a long time from project identification to completion. For example, the Active Transportation Program Grant for the City's Sunset Circle was funded in 2013 and the project is just now in construction. All projects are in partnership with local agencies and Tribes, and together we have progressed or completed many of these top-priority projects, including:

### California Coastal Trail

- **Starfish Way:** In 2015, the Crescent City Harbor District received funding in partnership with additional secured grants to complete the Starfish Way section of the California Coastal Trail.
- **Sunset Circle Active Transportation project:** In 2015, DNLTC and the City of Crescent City submitted a grant application, and the City was awarded funding to connect Starfish Way to downtown Crescent City. The project is currently in construction.
- **Howe Drive Coastal Access:** In 2017, the City of Crescent City completed the Howe Drive Coastal Access project with additional secured grants. This project provides beach access that meets Americans with Disabilities Act regulations.
- **Pebble Beach Drive:** In 2018, the County of Del Norte completed pedestrian and bike improvements on Pebble Beach Drive

Like all projects, the California Coastal Trail work is in partnership with other agencies who have jurisdiction over the infrastructure. I work well with all partners to complete DNLTC's priorities for the benefit of the region, regardless of jurisdiction. Furthermore, I walk the projects continuously. I can personally attest that the solutions are successful and that some problems still exist. I enjoy walking the solutions and am keenly aware of the problems such as the City's 6<sup>th</sup> Street to Preston Island section along Pebble Beach Drive.

### **Crescent City Gateway**

In 2006, the Crescent City Gateway was a concept of the Chamber of Commerce and a smattering of volunteers over time. After analyzing collision data on the State Highway System at our gateway areas, I determined that this was a transportation infrastructure project that needed to be implemented in partnership with Caltrans. I discussed the project with the Chamber of Commerce, Caltrans and statewide colleagues and they all agreed. We are now making meaningful progress. We have completed a pedestrian crossing at the north entrance and have slowed down the approaching traffic from the north. In partnership with the County, we are working on a pedestrian path alongside the onramp at Washington Boulevard and we are connecting to the sidewalk leading to Walmart. At the south end of the gateway, we have planning and design work that slows traffic down and provides a safer path to cross US 101 to connect to the Harbor through a Caltrans, County, and Harbor partnership. The American with Disabilities Act (ADA) will finally be met on US Highway 101 from the south to the north gateway areas of Crescent City. I brought the Harbor and Caltrans together to develop an agreement for a pedestrian bridge that crosses the deep drainage ditch near the Harbor that aligns with a pedestrian path that crosses US 101, which will connect the sidewalk system to the harbor and the Coastal Trail.

### **Safe STAA Access on 197/199 Corridor**

In 2006, this project was a conversation without any grounding. The four projects that exist today to accomplish this essential goal were not defined by the State – no one was working on it. As the priority-setting body, the Commission directed me to deliver this regional goal. Through my efforts in countless meetings at the regional and State levels, the necessary projects to accomplish this STAA access were developed by Caltrans, the owner and operator of the State Highway System and the mandatory partner agency. A funding strategy (programming) was developed and successfully implemented and the DNLTC-funded portion has progressed through environmental, design and right-of-way phases of highway development, and is now in the final phase, construction. The other three projects are in various stages of development for a total of approximately \$34 million of improvements along the 197/199 Corridor. As with all significant transportation construction projects on the North Coast at this time, this project is stymied by a court case. The court case is not unique, but DNLTC's level of participation is. I have successfully raised the level of awareness of DNLTC's unique position as the funding partner at the regional, State and federal levels, and the Court has awarded DNLTC intervenor status, so we have a formal place at the Court's table on behalf of the project. I have provided Extra Record Evidence at the request of DNLTC's legal counsel to support our position to the Courts. I fully intend to deliver the construction phase of this project.

### **Last Chance Grade**

The Last Chance Grade alternatives feasibility study is a complex project for a failing section of US Highway 101 and it has been established as a top priority by DNLTC, and the \$55 million environmental phase is fully funded. A colleague dubbed me "Last Chance Leighton," saying that half the State knows where Last Chance Grade is because of my advocacy in State meetings. I've worked with US Congressman

Huffman and his staff to fund a consultant team to convene stakeholder meetings intended to bring agencies with diverse priorities together for an outcome that meets the needs of the region. I researched approaches to obtaining answers to key questions asked by the community and in 2015, Caltrans agreed to provide both economic analysis of a full closure and a full feasibility study for alternatives. The facts put forth in these two documents are what eventually led to the full funding of the environmental phase of the project.

The diversity of my work keeps me engaged with the community on different levels and knowledgeable about key community topics. I have developed mutually respectful professional relationships with local, state and federal agencies, regional Tribes, and countless organizations involved in community development. These relationships help foster clear and open communication regarding transportation needs, challenges and proposed solutions.

As executive director, I understand the importance of administrative duties. The administrative process for each funding source is complex and unique; for example, there are seven back-and-forth steps required to obtain Planning, Programming and Monitoring funding. Any missed step can result in delayed or lost funding. I am reliable. I never miss a deadline and I have never defaulted on funding. Over the past 14 years, I have consistently provided all Commission management services, including the development of the agenda and related materials for Commission meetings. I have posted the DNLTC, Technical Advisory Committee (TAC) and Social Services Transportation Advisory Council meeting agendas and full packets 72 hours prior to the meeting without delay for all meetings since 2006. I understand the value of the Public Records Act compliance and have successfully developed the first Record Retention Policy for the Commission, better protecting the Commission from costly request abuses.

I negotiate contracts with expert consultants and ensure agency compliance, having successfully managed approximately eight contracts per year with a variety of consultants during my time as executive director. I established a proposal review and scoring process for the TAC that meets the needs of the committee and the regulations of the state, and I have initiated formal project-specific agreements with Caltrans. During my tenure, DNLTC has been one of very few Regional Transportation Planning Agencies to develop and institute a Project Charter with Caltrans District 1 to help protect our investments on the State Highway System. I have attended several state level meetings to discuss the ever-changing interpretation of existing statute and new guidance such as the California Road Repair and Accountability Act of 2017 (SB 1).

During my tenure as executive director, we have been successful in obtaining non-traditional funding from The California Endowment (TCE) and were the only rural transportation planning agency receiving TCE funding. I was one of 8 recipients of 89 total applications submitted for Active Transportation Program funds. I have been awarded Regional Blueprint Planning Grant funds and Transportation Planning Grant/Partnership. Outside of transportation, I have secured Community Development Block Grants (general, set-aside and technical assistance), Federal Workplace

Investment Act Title II funds, independent foundation grants and local bequests.

I have a combination of knowledge and work experience that makes me uniquely qualified for this position. I have fourteen years of executive-level experience advocating for the transportation needs of Del Norte County and seeing complex, controversial transportation projects through to completion. I have attended over 100 webinars and in-person training on transportation, planning and funding management. My resume is in the Additional Materials section and provides additional details of my work history, education and training.

As executive director, I will continue to deliver the scope of the Overall Work Program in a timely and professional manner. I will meet all mandatory and necessary requirements for the Commission with a focus on services with a high value for the costs paid, whether these costs are for my work or for other consultants working for the Commission.

Please consider this proposal a commitment to continue to work hard and provide a high value to the Commission, to provide reliable and accurate administrative services and to advance the priorities of the Commission.



### 3. Qualifications.

I exceed the minimum qualifications for this position through a combination of education, training and experience. I am a reader, a thinker, a collaborator and a writer, which are primary work activities that I do for DNLTC to accomplish the goals of the commission and to meet the obligations of agency.

#### 3.1 Knowledge

- a. **Local and regional transportation planning.** In the past 14 years I have gained the technical knowledge necessary to be efficient and proficient as an administrator and planner for DNLTC. I have attended over 100 webinars and in-person training on focused topics including week-long California Transportation Planning Academy, Funding and Programming Transportation Projects in California, federal funding management, Blueprint planning, Pedestrian Facility Planning and Management, Highway Safety Improvement Programs, Active Transportation Plans, State of California Outcomes Assessments, and State grant administration training. I attend the relevant training on transportation planning and fund source requirements for which DNLTC and its partner agencies are eligible. I am familiar with the Transportation Development Act, which directs transit funds and the many other statutes that create the interlocking web of transportation planning and funding administration.
- b. **Program development and project management.** I have developed the annual work program and budget for the commission and have completed the projects as planned. All of the Commission's State and Federal requirements for funding eligibility are current, which makes our partner agencies eligible. I have successfully moved forward with atypical planning documents that are specific to our region such as the Storm Water Management Plan, by researching existing programs and persuading funding agencies of the relevancy of this document to our region. Even though the State reports no other Regional Transportation Planning Agency has produced such a study with transportation planning funding it now recognizes that Del Norte has a lot of stormwater water to manage.
- c. **Managing and facilitating agency relationships.** My leadership has been requested to resolve issues with partner agencies, including the City, County, Harbor, Elk Valley Rancheria, Redwood National and State Parks, and Caltrans to establish a neutral and regionally-focused project development for Del Norte. Of particular importance, we now have a commitment from Caltrans for DNLTC inclusion in Caltrans Project Delivery Team meetings, which is leading to successful partnerships and better project delivery. While this inclusion may seem natural, for Caltrans it is not, and some project managers are still resistant.
  - This participation has led to a significantly better ADA pedestrian path on US 101 in the urban area. Caltrans was proposing to correct sidewalk issues but not to address the problems with sidewalks crossing US 101, and to move forward without any consultation with the City of Crescent City. This type of project development results in inadequate projects simply because Caltrans is used to working in isolation. With DNLTC input, the project will be more complete.

- Participation on the Project Delivery Team for the US 101 north gateway path leading to Washington Boulevard will result in a less expensive and more effective project that will actually connect the sidewalks. Caltrans originally proposed a project so elaborate that it could not be funded. With DNLTC participation, County staff was included and a buildable and funded project is being developed.
- Participation on the Project Delivery Team for Dr. Fine Bridge replacement can easily be titled Crisis Averted. There was a disconnect between the PDT staff and homeowners regarding right-of-way that was leading to a costly project delay of at least one year. When I learned of this crisis, I contacted my Commissioner who represented this area and he successfully negotiated a reasonable agreement with the homeowners, thus avoiding significant and costly delays and serious public mistrust.

**d. Principles of public administration and policy development.** The two most relevant principles of public administration for DNLTC are to remember the Executive Director role in the process, and to deliver necessary transportation planning services with a high value for the costs paid. Other important principles include responsiveness to public needs, equal treatment, and citizen involvement in government decisions.

1. The Executive Director does not set priorities but rather administers the Commission's priorities. There are some occasions when DNLTC has asked for my perspective on certain topics or projects and I strive to deliver information that is factual and informative but without persuasion.
2. The differences between value and cost is an overall consideration for what services are being provided for the funding and how well they will meet the needs of the Commission. While there are always budgetary limitations, the cost for poor quality work can be extreme. The Executive Director is responsible in whole or in part for delivering much more than the funding in the Overall Work Program. The ED is a partner in many city, county, Tribe and State projects and is in a position to advance a project when high quality work is provided or delay or disqualify a project with poor work performance.

**e. Brown Act and Public Records Act compliance.** I know and understand the importance of the Brown Act and Public Records compliance. Through research and by obtaining guidance from the State, I developed the first Record Retention Policy for the Commission. The Commission is subject to the Public Records Act, and by implementing a policy for all records we are better protected by request abuses that can be costly and unproductive.

**f. Complex budget development and administration of funding sources.** Through a combination of coursework, study and experience, I know the reporting obligations of a complex array of local, state and federal funding. As a requirement of statute and good stewardship of public funds, I have delivered annual fiscal audits and triennial performance audits without negative findings. On behalf of DNLTC, sometimes I am both a fund-seeker and a provider. Having experience on both sides of this transaction provides me with a level of knowledge about the challenges of both positions.

### 3.2 Ability

a. **Organize and direct essential functions of a local transportation agency.** I have demonstrated an ability to organize and direct the essential functions of the Regional Transportation Planning Agency, including preparing and adopting planning and programming documents required by law and allocating funds and administering various funding programs that primarily involve the City, County, Tribes, and Redwood Coast Transit Authority. The core document is the Regional Transportation Plan, which is direction for local, state and federal decision makers. I prepare and adopt the Regional Transportation Improvement Program, the Overall Work Program, allocate Transportation Development Act funds, meet audit requirements, and comment on Caltrans planning documents. In partnership with the DNLTC members, agencies and Tribes, I have funded or advanced our top priority projects, including Safe STAA access on the 197/199 corridor, California Coastal Trail, Crescent City Gateway, Front Street redesign, and Last Chance Grade.

b. **Build consensus on complex and controversial issues.** I am able to build consensus on complex and controversial issues. When State Parks unexpectedly closed the Simpson-Reed trail, removed the restrooms and put up barriers for parking and walking, all parties (the County, Caltrans and Parks) came to me to help facilitate meetings that were professional, neutral and fairly documented. This experience demonstrates the trust that a variety of agencies have in my ability to convene meetings on sensitive topics.

Just weeks ago, the City Manager came to me with a proposal to complete the Front Street redevelopment project, and he asked me to convene a meeting for informal discussion. While I don't know what the conclusion will be, we now have people talking together with a willingness to consider and potentially support the City's proposal. The "willingness to consider" is important in developing consensus on complex and controversial issues such as the fair allocation of preferred funding.

c. **Develop and administer local transportation planning work program.** The Overall Work Program (OWP) is a complex budgeting document subject to myriad levels of review and interpretation by the State. Each fiscal year I've served as executive director, I have successfully worked with the Technical Advisory Committee to develop the program and have successfully delivered the program to the Commission and the community. I have never defaulted on funding.

d. **Effectively represent DNLTC to a wide variety of agencies and groups.** To help deliver the 197/199 corridor projects, I've represented the commission in a wide variety of meetings with Morning Rotary, City Council, County Supervisors, Curry County Board of Commissioners, Caltrans District 1 and California Transportation Commission in combination with Caltrans headquarters staff. While not sensitive at a regional level, this project can be sensitive at a State

level, where there is limited knowledge of the challenges in the Del Norte region. My experience dealing with so many agencies and groups at the regional and State level has helped keep the project moving forward.

- e. **Conduct meetings with community groups, organizations and government officials.** In addition to attending meetings, I often conduct meetings on behalf of the Commission. In any given year, we have 10 to 12 Commission meetings, 7 to 10 Technical Advisory Committee (TAC) meetings, 1 to 3 Social Services Transportation Advisory Council (SSTAC) meetings, and then a variety of meetings that come up as needed, such as hosting the California Transportation Commission for a Town Hall meeting and the North State Super Region. Most meetings are formal, subject to the Brown Act and include agendas and packet information explaining complex topics in a way that is direct and understandable to most. I have posted the DNLTC, TAC and SSTAC meeting agendas and full packets 72 hours prior to the meeting on time since 2006. I have never been late.
- f. **Prepare and administer budget.** I have demonstrated an ability to prepare and administer the Commission's budget. I have successfully prepared the Overall Work Program, which is the budget and detailed work product description for the year. Any single budget year takes over two years to draft, deliver and audit. I successfully administer the overlapping years: While auditing a past year, we develop the future year, all while delivering the current year. As a requirement of statute and good stewardship of public funds, I have delivered annual fiscal audits and triennial performance audits without negative findings. Through a combination of coursework, study and experience, I know the administration and reporting obligations of a complex array of local, state and federal funding.
- g. **Monitor agency compliance with pertinent laws.** I monitor agency compliance with all applicable laws by reading statute, participating in training, researching best practices, and developing new best practices when none exist. Compliance is a moving target as interpretations change for existing laws and new laws are passed. Being in attendance for meetings and workshops provides me an understanding of the laws and current interpretation and ensures the Commission's compliance. I have also assisted the Redwood Coast Transit with the interpretation of regulations, and I have worked with the Redwood Coast Transit Authority and Transit Manager to keep the organization compliant with reporting requirements and to maintain eligibility for relevant funding sources.
- h. **Communicate effectively, both orally and in writing.** I have demonstrated proficiency in communicating effectively, both orally and in writing. I believe that communicating effectively is among the most important skills of the executive director.
  - i. I have provided many presentations in the Chamber of Commerce's Economic Summit, including the 2013 presentation on Last Chance Grade that included a projected timeline of project completion by 2032, which left many in the community disconcerted. My presentations are memorable factual, and honest. While my message may not be welcome news, I have been invited by name to give presentations on behalf of the rural regions

in many State meetings the California Transportation Commission. My presentation style is to show and not tell. The California Transportation Commission was expecting a 6 hour meeting full of talk-talk-talk, but we more effectively provided the information through in-the-field information sessions at Last Chance Grade, US 197/199 STAA access areas, Dr. Fine Bridge replacement, Bluff Stabilization, California Coastal Trail and Front Street. Colleagues from across the State have show (and not tell) style, which is noted in both of the letters of recommendation in the attachments.

- ii. My presentation in a County Board of Supervisors meeting about the impacts on our transportation infrastructure if the Del Norte region were to become the State of Jefferson addressed an important and a divisive topic in our community. I limited my presentation to current facts about the costs of our transportation infrastructure, analyzed the ratio of state and federal funding and gave a clear and concise presentation to a contentious standing-room-only audience who became fully and uncharacteristically silent and who had no questions.
  - iii. Throughout my workday, I spend much of my time writing, and I have been a writer for nearly all of my professional life. While my focus has been on transportation planning, programming and monitoring for the past 14 years, I still spend much of my time as a reader, writer, thinker and editor. I write, participate in the writing, and edit every document produced by DNLTC. Even when we have significant consultant assistance for focused planning documents, I am still extensively involved in the writing and editing. I research and write the requests for proposals, the scope of services needed, the Overall Work Program, the Regional Transportation Improvement Program, resolutions, agendas and agenda packets on a regular and daily basis. In addition to transportation planning work, I sometimes engage in other important community issues such as establishing a plan for sustainable funding for the fairgrounds and fair and analyzing the viability of the Visitors Bureau.
- i. **Establish and maintain cooperative relationships with government agencies, officials, and the public.** I have maintained cooperative relationships with government agencies, including the Technical Advisory Committee membership, the current Commissioners, County Supervisors and City Councilmembers, and all area Tribes by focusing on the principles of public administration: I do not set policy or priorities and I provide a high-value service. By way of example, early in my tenure, I worked with the Tolowa Dee-ni' Nation to communicate their community needs to Caltrans, who at that time was pressing for a four-lane freeway through the community. I communicated the policy and priorities of the Commission and I did so in a manner that provided value to all parties, while successfully securing the goal of the Commission: Slow traffic through the Smith River community. The Tribe's staff have recently contacted me to support additional planning work for an even safer and more walkable Tribal and Smith River community.

### 3.3 Experience

- a. **Advocating for specialized transportation needs and issues of rural communities.** During my tenure as executive director I have represented Rural Counties Task Force in the Statewide Transportation Needs Assessment and as the Chair of the North State Super Region (twice). I have attended hundreds of meetings to learn about the mandatory processes necessary to secure funding for our region and build relationships with key decision makers, resulting in an awareness of transportation challenges in Del Norte and other rural areas. In the process, I have gained the trust and support of my peers, which led to the invitation by the California Transportation Commission to host a Town Hall meeting in 2019.
- b. **Five years of executive level experience in transportation planning and administration.** I have 14 years of experience as the executive director for Del Norte Local Transportation Commission.
- c. **Graduation from a four-year college or university with major coursework in fields related to the executive director position.** I have two Bachelor of Arts degrees from Radford University in Virginia (Journalism/Public Relations and French). While I was attending, Radford University was among the top ten journalism schools in the nation. I learned to read, write and think analytically. Since becoming executive director, I have attended approximately hundreds of webinars and in-person training on focused topics related to transportation planning and public administration. I attend the relevant training on transportation planning and fund source requirements for which DNLTC and its partner agencies are eligible. My core academic skills and transportation planning and administration coursework, in combination with my work experience and community knowledge, make me uniquely qualified to provide executive director services for the Commission.

#### 4. Scope of services.

The Del Norte Local Transportation Commission (DNLTC), as a Regional Transportation Planning Agency in California, has the primary obligations of planning, programming and monitoring. As the executive director for DNLTC for the past eight years, and in partnership with the Commission members, the City, County, Tribal and State governments, I have demonstrated an ability to plan, program and monitor transportation projects that forward the Commission's goals.

Each year I develop the Overall Work Program to address the goals of the Commission and the mandates of the State. The work program is funded with a complex array of funding sources, each with unique statutory requirements. The Overall Work Program project priority is to first meet the requirements of state and federal funding and then to meet the unique needs of the region. As directed by the Commission, I prepare and adopt planning and programming documents required by law and I allocate funds and administer various funding programs that involve the City, County, Tribes, and transit operator. I prepare and adopt the Regional Transportation Plan, which is direction for local, state and federal decision makers. I prepare and adopt the Regional Transportation Improvement Program, the Overall Work Program, allocate Transportation Development Act funds, meet audit requirements, and comment on Caltrans planning documents. In partnership with the DNLTC members, agencies and Tribes, I work to fund and advance our top priority projects to meet transportation needs in the region.

In section 3, I outlined my experience providing the services described in the Scope of Work; here I will describe my process and approach to these services:

##### 4.1 Administrative management.

- a. **Provide all Commission management services.** I am reliable and will continue to be reliable. I have never defaulted on funding. I have never missed a deadline. I will continue to provide all Commission management services, including the development of the agenda and related materials for Commission meetings, as I have been doing for all DNLTC, Technical Advisory Committee and Social Services Transportation Advisory Council meeting agendas and full packets since 2006.
- b. **Prepare and ensure agency compliance with contracts.** Using the proposal review and scoring process that I established for the Technical Advisory Committee, I will continue to ensure agency compliance with contracts, including funding agreements, agency-to-agency agreements and vendor contracts. I have successfully managed approximately eight contracts per year with a variety of service providers and will continue to contract service providers as needed.
- c. **Establish and maintain relationships with local, state and federal agencies.** Everything the Del Norte Local Transportation Commission does is in partnership with other organizations, and these partnerships are key to our success. I will continue to manage and facilitate relationships between federal, state, regional

and local transportation planning partners. I am a collaborator at every level. All of the work of DNLTC is a contribution to others' projects: the City, County, Harbor, Parks, Tribes, Caltrans and every funding source has a regional, state or federal fund source. DNLTC provides the products and relationships necessary to advance regional transportation.

- d. **Provide for citizen involvement in the planning process when required or appropriate.** I have utilized diverse methods for citizen involvement. I have worked with citizens to maintain support for Safe STAA Access on the 197/199 corridor by providing to them the materials they need to enable them to help us. The Commission website has been redeveloped three times to use new tools to meet specific communication goals. I post agendas, hold public information sessions, communicate with media, distribute surveys and speak at other agency and club meetings. I negotiate the often delicate unmet needs process with community members and have informed the participants in a way that demystifies the process.
- e. **Assist the Redwood Coast Transit Authority in transit contract negotiations and with the interpretation of transit contracts and pertinent regulations.** I have assisted the Redwood Coast Transit Authority with the interpretation of regulations, but more so, I have worked the Redwood Coast Transit Authority board and transit manager to keep the organization compliant with reporting requirements and eligible for relevant funding sources. I will continue to be a resource for RCTA.
- f. **Advise the commission with respect to the availability of grants and procedures for obtaining grants and when so directed prepare grant applications.** As executive director, I have successfully secured both traditional and non-traditional funding for DNLTC, including funding from The California Endowment, the Active Transportation Program, the Regional Blueprint Planning Grant and the Transportation Planning Grant/Partnership, plus various funding sources outside of transportation. I will continue to advise the Commission on the availability of grants, both traditional and non-traditional, and with the guidance from the Technical Advisory Committee. Transportation planning grants often come with many limitations and a significant administrative burden. I will continue to evaluate the value of the funding opportunity to the Commission and to the partner agencies.
- g. **Coordinate with all agencies involved in transportation planning in Del Norte County.** I will continue to coordinate with all governments and agencies in the Del Norte region and with our neighboring governments and agencies. Through the Technical Advisory Committee, partner agencies are increasingly collaborative in addressing their needs for transportation planning. This is important because collaborative efforts have more overall value and are significantly more effective. I believe that only through partnerships, mutual respect, support and collaboration will we accomplish our regional transportation and many other community goals.



## 4.2 Financial Management

- a. **Prepare and submit reports of financial and administrative activities to the Commission.** The preparation and submission of reports of financial and administrative activities happens through the Overall Work Program amendment process. Because I have received positive feedback from the Commission regarding the amendment process, I plan to continue as I have in the past to provide a basic chart indicating the work element and work product areas of change and the reason or purpose of the change. I will also continue to work with Cholwell, Benz and Hartwick and the Finance Committee to prepare financial reports for the Commission upon request.
- b. **Advise the Commission on a timely basis of the financial condition, programs progress and the present and future needs of the agency.** Through the Overall Work Program amendment process, the Commission is advised on a timely basis of the financial condition of the agency, and the progress we are making with the current Overall Work Program. I will continue to seek partnership with the Technical Advisory Committee to develop and prioritize the planning work necessary to keep the Commission and partner agencies within compliance of laws and eligible for funding.
- c. **Administer all grant monies and oversee grant reporting requirements and audits.** Through a combination of coursework, study and experience, I know the reporting obligations of a complex array of local, state and federal funding. On behalf of DNLTTC and through other work experience, I am sometimes a fund-seeker and sometimes a provider. Having experience on both sides of this transaction provides me with a level of knowledge about the challenge of both positions. In partnership with our accountant and auditor, I will continue to administer all funding and will oversee or directly provide the reporting requirements and audits.
- d. **Develop and present an annual budget to the Commission for approval; monitor the budget throughout the year.** The budget for the Commission is the Overall Work Program, which I develop each year with the Commission. I will continue to monitor and deliver this budget. My approach to developing, implementing and monitoring the budget is described in item 3a below.
- e. **Determine the need and timing of audits, arrange for them, and determine conformance.** As a requirement of statute and good stewardship of public funds, I have delivered and will continue to deliver annual fiscal audits and triennial performance audits without negative findings. On behalf of the Commission and the public, I will also continue to monitor transit funds and the progress of projects for which the Commission has a financial contribution.

### 4.3 Strategic management

- a. **Work with the Commission to develop, implement and monitor the Overall Work Program.** I will continue to work with the Technical Advisory Committee and the Commission to develop, implement and monitor the Overall Work Program. In the months of November, December and January, we are typically completing the audit process for the prior year, delivering the work program for the current year and planning the work program for the future year, so we are working on three work programs for at least a quarter of the time. There is a complex set of requirements in the Regional Planning Handbook that directs these activities. This handbook is updated on a regular basis and I will continue to monitor the evolving interpretation of the guidance and statute. I attend all meetings on the Regional Planning Handbook requirements and legislative interpretation at a regional and state level, and have led the Rural Counties Task Force conversations with the State to help alleviate some of the administrative burdens on rural regions. All rural regions in the state have benefitted from this effort.
- b. **Maintain a Regional Transportation Plan.** We are now required to update the Regional Transportation Plan (RTP) every four years, to give the City and County the opportunity to update their housing element every eight years. The RTP is a continuous improvement project; as an example, the Baseline Data work performed from 2015 informed the 2016 and the 2020 RTP, which will be adopted in March. Our new Regional Mapping work that we just initiated will inform the 2024 RTP. By this collaborative process, we are able to keep the update at a manageable level and without having a significant spike in workload every four years.
- c. **Ensure that public transit systems in Del Norte County are operated efficiently and effectively. Maximize use of federal funds available for specialized and public transportation:** The Redwood Coast Transit Authority is the administrative body that holds the obligation for the efficient and effective operation of the transit system. Through the audit process, DNLTC ensures the Redwood Coast Transit Authority meets the Fare Box Ratio requirements. In partnership with Redwood Coast Transit Authority, we ensure that the transit planning requirements are up to date so the RCTA remains eligible for State and Federal funding. All work is collaborative with Redwood Coast Transit Authority.
- d. **Analyze the highway system, determine needs and deficiencies, and support development of highway improvement programs in the region.** In partnership with the California Highway Patrol and Caltrans, I will continue to analyze the highway system, identify needs and deficiencies and support an appropriate highway development program. We currently have four focus projects: Safe STAA access on the 197/199 corridor, Last Chance Grade, and Traffic Calming and Gateway Treatment to Crescent City urban area, and complete streets implementation on US Highway 101 in between the gateway areas.

- e. **Ensure that all legal requirements of the Transportation Development Act are met and that funds are disbursed in a timely and effective manner.** In partnership with the accountants and auditors, I will continue to ensure that all legal requirements are met and that funds are disbursed in a timely manner. While a portion of this work is monitoring activities of the Redwood Coast Transit Authority, I will continue to assist in allocating funding within the limits of my position and the Transportation Development Act.
- f. **Enable the Del Norte region of the Service Authority for Freeway Emergencies Program to generate revenue.** The revenue generation for the Service Authority for Freeway Emergencies (SAFE) is set by statute. In combination with the statewide SAFE collaborative, I have worked to maintain the current levels of funding for Del Norte. While many systems are becoming obsolete, the Del Norte SAFE program is one of the most successful in the state and I will ensure it remains successful. We have the highest call volume per box and I will continue to work to maintain the successful system we have developed over time. I will continue to advocate for sustainable funding and will continue to evaluate the current system for efficiencies.
- g. **Conduct special transportation studies as needed.** Through the Overall Work Program process, I will continue to conduct special transportation studies as needed. The Elk Valley Cross Road Corridor Plan and the Stormwater Management Plan are examples of a specialized study that meets our unique needs. We have twice the average rainfall of Portland, Oregon and the impacts on our transportation infrastructure are unique and severe. It took two years of advocacy with the state and teamwork with the City, County and Tribes to accomplish the approval for this scope of work. It is a special need and it is important to our region.

In addition to the services outlined in the request and detailed above, I would like the Commission to consider an annual performance review process or some informal meeting with the chair and vice-chair for providing feedback to the executive director. As the Commission members change over time, the needs may also change. There is no existing forum for a conversation about suggestions for changes in project delivery. If not formalized in the contract, I would like the commission to consider this as an option at any time.

## 5. Cost Proposal.

### 5.1 Method of analysis

My proposal is to meet the requirements of the position for a 70% of full time at my hourly rate of \$105 totaling an amount not to exceed \$152,880. The time is based on billable hours necessary and the cost is based on the limits of the not to exceed amount. It's important to note that the Overall Work Program further defines and limits compensation. This not-to-exceed amount is currently reduced by \$11,763 in the draft Overall Work Program for 2021-22 year. The accounting is complicated, and I prefer to balance this by keeping the invoicing simple. This is why the hourly rate proposed includes all costs. The only reimbursable expense is for Commission-approved travel.

2,080.00	Hours Per Full-Time Year
1,456.00	70% Full Time Year (approximate)
\$105	Hourly rate for billable hours
\$152,880	Not to exceed compensation

There are often unexpected additional requirements to address situations that arise, and I have always given a full measure of effort and have annually done so beyond the point at which the amount payable under a work element has been expended. It is the both the way I earn a living and the way in which I work for the benefit of the community.

The future year's Overall Work Program is the controlling document for the detail of the work products to be delivered in the work year. When a work program is revised, this will constitute a revision of work to be delivered. The role of the executive director is to deliver the Overall Work Program and this proposal presumes a work program year that is comparable to prior years in scope. Commission approved travel will be reimbursed per the Commission's travel policy and as approved in the Overall Work Program.

### 5.2 Independent consideration

All necessary costs for delivering the services including wages, insurance, office expenses, etc. are included. The method for delivering the work program is at the discretion of the executive director. While the Overall Work Program defines necessary products, the Commission will not control the actual services performed, per the IRS definition of independent contractor. The Del Norte Local Transportation Commission has the right to control or direct only the result of the work and not the details of what will be done and how it will be done. I currently maintain a standard professional liability policy and will continue to maintain this policy.

I propose to continue to work without continuous additional staff, but will contract for specialized services when appropriate and at my discretion, but not to exceed 40% in a contract year.

### **5.3 Future years**

I propose that the Commission remains open to negotiate some method of acknowledgment that the real value of compensation decreases with inflation and the increase in direct costs (i.e. health insurance costs have increased 22% since 2014). If I am the successful applicant, I recommend the Commission work with me to develop a succession and transition plan. While I do not have a clear retirement plan, I may have one in 2026.

## **6. References.**

**6.1 Marcella May, Executive Director, Humboldt County Association of Governments (Retired January 2021)**

**6.2 Cindy Vosburg, Executive Director, Crescent City/Del Norte County Chamber of Commerce**

February 13, 2021

Marcella May  
1319 Wood Street  
Eureka, CA 95501

Del Norte Local Transportation Commission  
c/o Tamera Leighton  
900 Northcrest Drive, PMB 74  
Crescent City, CA 95531

Dear Commissioners,

I am pleased to write a recommendation for Tamara Leighton. I met Tamera in 2009 when I was hired as a transportation planner for the Humboldt County Association of Governments. Although at that time I had extensive experience as a land use planner, the transition to regional transportation planning was challenging and at times daunting. Since that time, Tamara has been there for me with sage advice and transportation knowledge. My promotion to Executive Director a year and a half later may not have happened without her assistance and guidance. Now as a retiree, I marvel that she handles the multitude of duties and requirements of a Regional Transportation Planning Agency in California without support staff. Tamara's professionalism and dedication to transparency are two of many are qualities that I admire about her. These qualities that are also key to success in any type of government planning.

I have attended numerous Del Norte Local Transportation Commission town hall meetings over the years. The California Transportation Commission town hall held in the fall of 2019 made a lasting impression. This is not only true from my prospective as a neighboring county representative, but on the statewide level. Her approach to show more than tell leaves pictures in peoples head rather than relying on speeches and reports. I admire her for this approach and did my best to emulate her in my position.

Tamara's participation in the Rural County Task Force, the North State Super Region and the California Regional Transportation Planning Agency group has sustained a rural perspective on statewide issues. I can attest that the rural voice was heard at these meetings and they have directly resulted in amended statewide guidelines that now require local partnerships, public participation and rural funding set asides. Tamara took lead at these discussions.

During my acquaintance with Tamara, she has been efficient, professional, organized, and a fantastic regional partner. I consider her a mentor in regional transportation planning and administration. Please feel free to contact me at 707-599-5080 or marcellamay88@gmail.com if you need any additional information regarding Tamara's knowledge, ability or experience.

Sincerely,



Marcella May



CRESCENT CITY - DEL NORTE  
CHAMBER OF COMMERCE

1001 Front Street ▪ Crescent City, CA 95531  
(707) 464.3174 ▪ [delnorte.org](http://delnorte.org)

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February 10, 2021

Cindy Vosburg  
Crescent City/Del Norte Chamber of Commerce  
1001 Front Street  
Crescent City, CA 95531

Dear Tamara,

It is my understanding that your Del Norte Local Transportation Commission contract is up for its five-year renewal. Please consider this recommendation as full support in your effort to continue as our Executive Director for the Del Norte Local Transportation Commission.

It has been an extreme pleasure to work with you on all transportation matters that affect our citizens and travelers into our region. Your ability to know detailed facts affecting our county, our Last Chance Grade situation and our Hwy 199 challenges instills great confidence in your ability to be the perfect person to see us into the future. As the Director of our local Chamber and prior to this, the publisher of our local newspaper, I know firsthand your capabilities in managing complex issues.

The Crescent City/Del Norte Chamber of Commerce has featured you a guest speaker each year during the Annual Economic Summit to interact with our audience on Last Chance Grade. You are always prepared and able to address their questions and concerns, even when the answers are not what they want to hear. You have earned the respect from the community and your peers for your great talent in managing multiple issues and details.

If anyone would like to discuss this further, please feel free to reach out to me at (541) 251-0591 or email me at [director@delnorte.org](mailto:director@delnorte.org).

Sincerely,

Cindy Vosburg  
Chamber of Commerce  
Executive Director



## **7. Additional Materials**

### **7.1 Resume**

Tamera Leighton  
Transportation Planning & Development Consultant  
900 Northcrest Drive, #74  
Crescent City, California 95531  
O: 707 465 3878 C: 707 218 6424

**Summary Objective:** Provide planning and research resulting in actual solutions for community development in Del Norte County. My goal is to advance our region and my work products consistently provide programs and projects that move us forward.

## 2001 – Present

### Transportation Planning and Community Development. Clients include:

#### ***Del Norte Local Transportation Commission, Executive Director services, 2006 to present.***

I currently serve as Executive Director for the Del Norte Local Transportation Commission. I prepare and adopt planning and programming documents required by law, and I allocate funds and administer various funding programs that involve the City, County, Tribes, and transit operators. I prepare and adopt the Regional Transportation Plan, which is direction for local, state and federal decision makers. I prepare and adopt the Regional Transportation Improvement Program, the Overall Work Program, allocate Transportation Development Act funds, meet audit requirements, and comment on Caltrans planning documents. In partnership with the DNLTC members, agencies and Tribes, I have funded or advanced our top priority projects including Safe STAA access on the 197/199 corridor, Crescent City Gateway, Front Street redesign and Last Chance Grade alternatives feasibility study.

#### ***41<sup>st</sup> District Agricultural Association (Del Norte County Fair Board of Directors)***

I provided a research and planning document to guide the Fair Board to viable options for sustainability. *Reinvent the Wheel, Planning for a sustainable fair in Del Norte County, California* outlines steps that have since been taken by the Fair Board, including Public Opinion Polling and Assessment with a focus on the fairgrounds as a necessary community resource. The successful 2014 ballot measure passing by a supermajority vote was the result of the cumulative work.

#### ***Feasibility Research for Wild Rivers Community Foundation & Jim and Gail Griggs***

Provided a feasibility research document that established the viability of a School-Community Demonstration Project in Del Norte County that enhances and secures supplemental school programs but does not supplant public school funds or public school obligations. The research only examined programs requiring community collaboration to succeed. The result was a public/private partnership and project charter for an early literacy program with partners Jim and Gail Griggs, Wild Rivers Community Foundation and Del Norte Unified School District.

#### ***County of Del Norte, California***

I wrote the first and second Comprehensive Economic Development Strategy (CEDS) for the County of Del Norte. Development of the original CEDS included compilation and analysis of several hundred pages of information, meeting notes and interviews into an economic development strategy approved by the County Board of Supervisors and the U.S. Department of Commerce, Economic Development Administration (EDA). The original EDA notification letter of approval commented that the CEDS was a "well organized analysis."

### ***Smith River Rancheria (now Tolowa Dee-Ni' Nation), Smith River, California***

The Smith River Rancheria is a federally recognized Indian tribe. I was contracted to write its Socio-economic Needs Assessment, which included drafting and conducting a Tribal Member Survey, analyzing survey data and writing a Tribal member needs assessment based on the data analysis. In addition, I authored the Administration for Native Americans Comprehensive Economic Development Strategy (ANA CEDS), which was approved by the U.S. Department of Commerce, Economic Development Administration.

### ***Council of Economic Advisors, Del Norte County***

I provided the White Paper "Economic Evaluation of Public Investment in Tourism Marketing" as requested by the Council of Economic Advisors. The report addressed the validity of investing public funds in tourism marketing, including realistic methods for measuring return on investment. Tiffany Urness, Research Manager for the California Travel and Tourism Commission, reported that she has never seen a county attempt to analyze the validity of an investment in travel and tourism through such comprehensive and analytical methods. George Goldman, Professor Emeritus of Agricultural and Resource Economics at UC Berkeley, says, "I believe the conceptual framework laid out in the White Paper is quite good," even though Dr. Goldman self-reports to be a "critic and a skeptic" on this topic.

### ***Tri-Agency Economic Development Authority, Del Norte County***

I wrote the successful Airport Industrial Park Feasibility Study CDBG/PTA application for Tri-Agency Economic Development Authority and secured \$35,000 to complete the project. I reviewed the Airport Improvement Plan, successfully researched potential community partners, established a working partnership with a consultant and developed a cooperative plan for project completion.

### ***Crescent City/Del Norte Chamber of Commerce, Board of Directors***

I drafted the Del Norte County Travel and Tourism Marketing Plan documenting a series of eight community input meetings, aligning information from the meetings with the agreed-upon investment criteria, and conducting additional research to meet all criteria. The end result of this project is a joint funding for a visitors bureau and marketing plan through contributions from several private businesses, Elk Valley Rancheria, Smith River Rancheria, the Yurok Tribe, the City of Crescent City and the County of Del Norte.

### ***Del Norte County Office of Education***

I authored a comprehensive report for the School District and two evaluations for the local *Blue Ribbon Program Committee*, a group of key stakeholders concerned with the education of children in Del Norte County. According to the Superintendent, since the Castle Rock Charter School report was presented by the Blue Ribbon Committee, all of its recommendations have been implemented. Following implementation, the Western Association of Schools and Colleges, the accrediting body for the charter school, gave a positive evaluation and reported its "strong concurrence" with changes that were recommended and completed.

### ***Wild Rivers Community Foundation, Crescent City, California***

My primary duties include developing and implementing a communications plan for the new community foundation. The plan includes all Foundation communication tools: logo development, publications, press releases and video production. I serve as the Director of the Del Norte County Non-profit Resource center, a project of Wild Rivers Community Foundation and Humboldt Area Foundation. In this capacity, I provide nonprofit planning and technical assistance to the region's nonprofit organizations.

***Del Norte County Public Library, Crescent City, California***

The Library progressed from 5 percent to 45 percent of its funding coming from grants and bequests as a direct result of my work. Despite funding shortages, my proposal writing success enabled the opening of the Smith River Community Library and Klamath Community Library. The Library Services Technology Act funding application I designed and wrote became a statewide model for ADA program compliance and has since enabled our public library, and many other libraries across the State, to provide core programs and services to individuals with disabilities. My direct collaboration with the California State Library has helped our community develop sustainable funding that was not previously awarded to Del Norte County.

***Association of Regional Center Agencies Board President and Redwood Coast Regional Center, Board of Directors, Del Norte, Humboldt, Lake and Mendocino Counties***

I served as the board president of ARCA, which represents 21 private nonprofit organizations receiving over \$4 billion in State and Federal funding. I served as the board president and treasurer for the Board of Directors of the Redwood Coast Regional Center (RCRC) serving people with developmental disabilities. The organization was responsible for allocating approximately \$78 million annually. RCRC is the entry point through which residents with developmental disabilities and their families can obtain community supports and services in Del Norte, Humboldt, Lake and Mendocino Counties.

***1992-1994 Public Relations Director, Mountain Empire Community College, Big Stone Gap, Virginia***

Primary responsibilities include promoting the college within a three-county region, communicating and interpreting college issues to the media and producing all college publications including admissions recruitment tools, annual reports and academic catalogues.

***1990-1992 Publications Manager, Interface Graphics, Staunton, Virginia***

***1988-1990 Macintosh Computer Specialist/Systems Division, Lewan and Associates, Colorado Springs, Colorado.***

***1987-1988 Director of Information Services, Mary Baldwin College, Staunton, Virginia***

***Education***

**1987** Bachelor of Arts, Radford University, Radford, Virginia.

Two Degrees: Journalism/Public Relations; French.

**Professional Development includes:** Over 100 webinars and in-person training on focused topics including California Transportation Planning Academy, Funding and Programming Transportation Projects in California, federal funding management, Blueprint planning, Pedestrian Facility Planning and Management, Highway Safety Improvement Programs, Active Transportation Plans, State of California Outcomes Assessments, Council on Foundations Institute for Board Members.

**Volunteer Community Contributions:** I am currently the board president for Redwood Coast Regional Center and am a founding board member of Del Norte Mission Possible.



Tamera Leighton &lt;tameraleighton@gmail.com&gt;

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## Redwood National and State Parks News Release

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Taylor, Patrick S &lt;Patrick\_Taylor@nps.gov&gt;

Tue, Aug 30, 2022 at 12:20 PM

### REDWOOD NATIONAL AND STATE PARKS

#### FOR IMMEDIATE RELEASE:

August 30, 2022

#### Contact:

Patrick Taylor, Redwood National and State Parks Public Information Officer, [Patrick\\_taylor@nps.gov](mailto:Patrick_taylor@nps.gov)

### Temporary Closures to Enderts Beach Road and Newton B. Drury Scenic Parkway

**Crescent City, CA** – In order to safely perform maintenance on a large culvert, there will be temporary delays on Enderts Beach Road, three miles south of Crescent City. Starting Sept. 1, traffic will be one-way from Crescent Beach Day Use Area to the end of the road with delays up to 15 minutes.

A full road closure beyond Crescent Beach Day Use Area will occur Sept. 8 – Oct. 15. The only access beyond the construction site during this time will be via hiking the Coastal Trail. The culvert replacement will help ensure long term safety and stability of the Enderts Beach Road. False Klamath Cove and Damnation Creek both offer alternative tide pooling experiences similar to Enderts Beach.

Additionally, from October through May, on the first Saturday of the month, Redwood National and State Parks will be closing the Newton B. Drury Scenic Parkway in Prairie Creek Redwoods State Park to all motorized vehicles as part of the annual Hike and Bike Day. Access to the Elk Prairie Campground and visitor center will remain open. Hike and Bike days are on the first Saturday of every month from Oct. 2022 - May 2023 (10/1/22, 11/5/22, 12/3/22, 1/7/23, 2/4/23, 3/4/23, 4/1/23, 5/6/23).

Closing the 10-mile through route to motorized vehicles provides an opportunity for park visitors to experience the parkway without the noise and sounds of cars and trucks. Come explore by foot, bicycle, skateboard, rollerblades or any other non-motorized vehicle. Dogs-on-leash are also welcome on the parkway, although they are prohibited on the trails for the safety of pets and wildlife.

Please stop by any Redwood National and State Park visitor center for current conditions and to find other opportunities to enjoy your parks. Explore more at the Redwood National and State Park website at: [www.nps.gov/redw](http://www.nps.gov/redw). Be sure to download the new NPS App, currently available through the Apple App Store and Google Play.

*Redwood National and State Parks share in the perpetual stewardship of ancient coast redwood forests, streams, coastal ranges, and coastline; for the enjoyment, education, and inspiration of people forever; with a commitment to watershed-scale restoration of damaged landscapes.*

Patrick Taylor  
Interpretation and Education Program Manager  
Redwoods National and State Parks

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It's a magical world, Hobbes, ol' buddy...Let's go exploring!  
~Bill Watterson