

DEL NORTE LOCAL TRANSPORTATION COMMISSION
SPECIAL MEETING AGENDA: TUESDAY, NOVEMBER 7, 2023 AT 3 PM
DEL NORTE COUNTY BOARD OF SUPERVISORS CHAMBERS
FLYNN ADMINISTRATIVE CENTER, 981 H STREET, CRESCENT CITY, CA

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

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

CONSENT AGENDA for POLICY and ADMINISTRATIVE

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

- a) Minutes of August 1, 2023
Staff recommendation: By consensus, accept minutes of August 1, 2023.
- b) 2024 Regional Transportation Improvement Program
Requested action: By polled vote, approve the 2024 Regional Transportation Improvement Program by resolution 2023 13.
- c) CHP agreement
Staff recommendation: By polled vote, authorize the executive direct to execute the agreement with the California Highway Patrol for the call box system.
- d) Profile contract
Requested action: By polled vote, authorize the executive direct to execute the agreement with CSU Chico for the 2024 Economic and Demographic Profile.

POLICY and ADMINISTRATIVE

- e) Overall Work Program Amendment 1
TAC & Staff recommendation: Adopt resolution 2023 14 amending the 2023-24 Overall Work Program.

- f) Legal Review Policy for Contracting
TAC and Staff recommendation: By polled vote, approve the legal review policy for contracting.

 - g) Green DOT Transportation Solutions contract for the 2024 Regional Transportation Plan
TAC and Staff recommendation: By polled vote, authorize the executive director to sign the contract after approval by counsel.

 - h) Discussion items
 - US 199 at Elk Valley Crossroad and Safety Corridor update
 - US 197/199 operational improvement second quarter update
 - Last Chance Grade second quarter update
 - Caltrans Milestones report (attached)
 - Middle Mile project information
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, December 5, 2023 at 3 p.m.

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

CONSENT AGENDA ITEM A-D

DATE: NOVEMBER 7, 2023
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: CONSENT AGENDA ITEMS

- a) Minutes of August 1, 2023
Staff recommendation: By consensus, accept minutes of August 1, 2023.
- b) 2024 Regional Transportation Improvement Program
Requested action: By polled vote, approve the 2024 Regional Transportation Improvement Program by resolution 2023 13.

This product is usual and customary. There are no new projects.
- c) CHP agreement
Staff recommendation: By polled vote, authorize the executive direct to execute the agreement with the California Highway Patrol for the call box system.

This agreement is usual and customary. The CHP supports the Del Norte Service Authority for Freeway Emergencies (SAFE), the call box system.
- d) Profile contract

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

This product is usual and customary. DNLTC purchases this product annually, and it's approved in the Overall Work Program.

**DEL NORTE TRANSPORTATION COMMISSION
MEETING MINUTES: TUESDAY, AUGUST 1, 2023, AT 3:00 PM**

Present: Commissioner Ray Altman, City
Commissioner Blake Inscore, City, Chair
Commissioner Valerie Starkey, County
Commissioner Darrin Short, County

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

Also Present: Tatiana Ahlstrand, Caltrans, Policy Advisory Member
Susan Brown, Rural Approaches
Tamara Leighton, Local Transportation Commission
Jon Olson, County

1. CALL MEETING TO ORDER

Chair Inscore called the meeting to order at 3:01 p.m.

2. PLEDGE OF ALLEGIANCE

Chair Inscore led the Pledge of Allegiance.

3. PUBLIC COMMENT PERIOD

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

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

4. ADJOURN TO THE POLICY ADVISORY COMMITTEE

CONSENT AGENDA for POLICY and ADMINISTRATIVE

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

a) Minutes of May 2, 2023

Staff recommendation: By consensus, accept minutes of June 27, 2023.

b) Audit Engagement Letter

Staff recommendation: By polled vote, authorize the executive director to sign the engagement letter with O'Connor & Company for auditing services.

Public comment: None

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

POLICY and ADMINISTRATIVE

c) County request to generalize the Regional Surface Transportation Program (RSTP) funding already awarded to address the declared emergency for the failing culvert on Washington Boulevard.

TAC & Staff recommendation: Adopt resolution.

Tamera Leighton informed the commissioner that the resolution should read 'Adopt resolution 2023-12 allocating \$353,534 of Regional Surface Transportation Program funding for the Washington Boulevard Culvert replacement project'. The resolution combines the prior awarded funding into a single resolution that does not identify the phases of the project which gives the County more flexibility in implementing this project.

Jon Olson discussed the emergency repair needed on the Washington Boulevard Culvert. He also explained the County is not asking for additional funds right now. Contracted work will include utility relocation, bypass pumping of water and sewer, and making a large excavation for equipment. The County has a 48" culvert for the replacement. The total closure time on Washington Boulevard would be 7-10 days. Jon also stated this will be the solution for the failing culvert. Jon explained the Highway Improvement Program (HIP) funding that was previously awarded to the County. It was about \$200,000 combined with some Regional Surface Transportation Program (RSTP) funds of about \$300,000. HIP funds must follow a particular process and we have asked if those funds can be used for this project. The response was that they cannot be used for emergency work unless the processes are followed. The County should be able to repair the culvert with the RSTP funds, and the County or roads may have additional funds if needed. Tamera clarified to the Board that the HIP funds, not being used within the timeframe that was allotted, would be lost to the Commission for other projects.

Public comment: None

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

d) Discussion items

- US 199 at Elk Valley Crossroad and Safety Corridor update – Tamera Leighton did not have an update on Elk Valley but has information about the Safety Corridor project. Tamera will be meeting with Caltrans staff in a couple of weeks to be in Hiouchi for the crosswalk challenges. Tamera also reported they should be receiving an update on the STAA access project on US Highway 199 a

For the September meeting, she has also asked for an accounting of the cost of litigation. Tamera also stated that the STAA access project should be a standing item on the agenda for quarterly updates.

- Last Chance Grade – Tamera has nothing new to report and recommends moving this item to quarterly updates.

- Caltrans Milestones report

5. POLICY ADVISORY COMMITTEE COMMENTS AND REPORTS

Commissioner Starkey questioned the middle mile broadband project at Highway 199 and asked if Caltrans could provide information.

6. ACTION ON THE RECOMMENDATIONS OF THE POLICY ADVISORY COMMITTEE

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

Public Comment: None

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

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

With no further business before the Commission, Chair Inscore adjourned the regular meeting at 3:30 p.m., until the next regularly scheduled meeting on Tuesday, September 5, 2023, at 3:00 p.m.

Respectfully submitted

Tamera Leighton, Executive Director

RESOLUTION NO. 2023 13
 DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
 ADOPTING THE 2024 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, the Del Norte Local Transportation Commission (DNLTC) is the designated Regional Transportation Planning Agency for Del Norte County; and

WHEREAS, DNLTC has reviewed regional projects, considered comments from member jurisdictions, considered public comment and correspondence regarding transportation projects, and considered the priorities of the California Transportation Commission; and

WHEREAS, DNLTC is currently over-programmed due to an on-system bridge replacement project on US Highway 199; and

NOW, THEREFORE, BE IT RESOLVED THAT, DNLTC hereby certifies that the following project nominations and recommendations constitute the Del Norte County 2022 RTIP and that the Executive Director is authorized to submit the RTIP to the CTC:

DNLTC requests that the CTC maintain Planning, Programming and Monitoring activities:

Project Name and Location	Project Description	Requested RIP Amount
Planning, programing, and monitoring	Planning, programming and monitoring STIP projects which meet the goals, policies and objectives of the Regional Transportation Plan	- 2024-25 \$39,000 - 2025-26 \$38,000 - 2026-27 \$38,000 - 2027-28 \$38,000 - 2028-29 \$35,000

PASSED AND ADOPTED by the Del Norte Local Transportation Commission on the 7th day of November 2023, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

 Joey Borges, Chair
 Del Norte Local Transportation Commission

ATTEST:

 Tamera Leighton, Executive Director
 Del Norte Local Transportation Commission



2024 Regional Transportation Improvement Program

For the 2024 State Transportation Improvement Program

Adoption: November 7, 2023

Prepared by:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission
900 Northcrest Drive, PMB 16
Crescent City, California 95531
(707) 465-3878
www.DNLTC.org

November 7, 2023

Tanisha Taylor, Executive Director
California Transportation Commission
1120 N Street, Mail Station 52
Sacramento, CA 95814

RE: 2024 Regional Transportation Improvement Program for Del Norte County

Ms. Taylor,

Please find enclosed a copy of our proposed Regional Transportation Improvement Program for the Del Norte Local Transportation Commission.

We are only programming Planning, Programming and Monitoring funds to assist with our Regional Transportation Plan, project readiness and project delivery.

We acknowledge overprogramming for the bridge replacement and curve realignment on US Highway 199 in previous STIP cycles. Caltrans is delivering this on-system bridge replacement project for a bridge built in 1926 and in the top 1% of oldest bridges on the State Highway System with SHOPP funding since the courts ruled in our favor after a decade of litigation.

Please do not hesitate to contact me regarding to our proposed 2024 Regional Transportation Improvement Program or for any other matter concerning transportation projects in Del Norte County.

Sincerely,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

cc: Electronic copy to Kacey.Ruggiero@catc.ca.gov, Rambabu.Bavirisetty@dot.ca.gov; paper copy to Matthew Brady, Director, Caltrans District 1, Chief, Division of Financial Programming Attention: Office of Capital Improvement Program Department of Transportation

2024 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (2024 RTIP)

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A. Overview and Schedule

Section 1. Executive Summary

Insert executive summary narrative in the text field below.

The Del Norte region is scheduled to receive \$2,093,000 in formula share distribution through 2028-29 according to the 2024 STIP Fund Estimate Table 4. This Regional Transportation Improvement Program identifies the regional deficit from advanced share balance of \$5,670,000 for a net advance of \$3,577,000. The Region proposes to program STIP funds for Planning, Programming, and Monitoring only and subtract the remaining share balance from the regional advance.

Section 2. General Information

Insert contact information in the text fields below.

- **Regional Agency Name**
Del Norte Local Transportation Commission

- **Agency website links for Regional Transportation Improvement Program (RTIP) and Regional Transportation Plan (RTP).**

Regional Agency Website Link: <http://www.DNLTC.org>
RTIP document link: <http://www.DNLTC.org/RTIP>
RTP link: <http://www.DNLTC.org/RTP>

- **Regional Agency Executive Director/Chief Executive Officer Contact Information**

Name Tamera Leighton
Title Executive Director
Email TameraLeighton@DNLTC.org
Telephone (707) 465-3878

- **RTIP Manager Staff Contact Information**

Name	Tamara Leighton	Title	Executive Director
Address	900 Northcrest Drive, PMB 16		
City/State	Crescent City, California		
Zip Code	95531		
Email	Tamera@DNLTC.org		
Telephone	(707) 465-3878	Fax	N/A

- **California Department of Transportation Headquarter Staff Contact Information**

Name	Sudha Kodali	Title	Chief, Division of Financial Programming
Address	Department of Transportation. Mail Station 82. P.O. Box 942874		
City/State	Sacramento, CA		
Zip Code	94274		

Email sudha.kodali@dot.ca.gov
Telephone 916-216-2630

- **California Transportation Commission (CTC) Staff Contact Information**

Name Kacey Ruggiero Title Assistant Deputy Director
Address 1120 N Street
City/State Sacramento, CA
Zip Code 95814
Email Kacey.Ruggiero@catc.ca.gov
Telephone 916-707-1388

Section 3. Background of Regional Transportation Improvement Program (RTIP)

A. What is the Regional Transportation Improvement Program?

The Regional Transportation Improvement Program (RTIP) is a program of highway, local road, transit and active transportation projects that a region plans to fund with State and Federal revenue programmed by the California Transportation Commission in the State Transportation Improvement Program (STIP). The RTIP is developed biennially by the regions and is due to the Commission by December 15 of every odd numbered year. The program of projects in the RTIP is a subset of projects in the Regional Transportation Plan (RTP), a federally mandated master transportation plan which guides a region's transportation investments over a 20 to 25 year period. The RTP is based on all reasonably anticipated funding, including federal, state and local sources. Updated every 4 to 5 years, the RTP is developed through an extensive public participation process in the region and reflects the unique mobility, sustainability, and air quality needs of each region.

B. Regional Agency's Historical and Current Approach to developing the RTIP

Provide narrative on your historical and current approach to developing the RTIP in the text field below.

Del Norte Local Transportation Commission develops its RTIP by considering the highest priority unfunded projects in the Regional Transportation Plan and the STIP guidelines of the California Transportation Commission including the CTCs priorities for programming. Public outreach and priority setting take place within the context of the Regional Transportation Plan, and it has long been the policy for DNLTC to engage in extensive public outreach during the development of this document and the many planning documents that inform it. This extensive public outreach results in our ability to retain priorities over time, which is essential in regional mobility. Because Del Norte's access to funding is limited to Planning, Programming, and Monitoring funding, project vetting takes place with the Overall Work Program development.

Section 4. Completion of Prior RTIP Projects (Required per Section 78)

Provide narrative on projects completed between the adoption of the RTIP and the adoption of the previous RTIP in text field below as is required per Section 78 of the STIP Guidelines.

Planning, programming and monitoring funding becomes a fund source in the Overall Work Program. Given that the Regional Planning Assistance (RPA) funding hasn't increased since 2013, PPM funding is needed for planning, and it will primarily be used to develop and deliver the 2024 Regional Transportation Plan.

Insert project information for completed projects in table below.

Project Name and Location	Description	Summary of Improvements/Benefits
Planning, Programming & Monitoring	Planning, Programming and monitoring projects to meet the goals, policies and objectives of the Regional Transportation Plan.	PPM funding becomes a funding source for the Overall Work Program and is used for planning, programming and monitoring.

Section 5. RTIP Outreach and Participation

Insert dates below – Regional agencies can add rows to the schedule – Rows included below should remain for consistency.

A. RTIP Development and Approval Schedule

Action	Date
CTC adopts Fund Estimate and Guidelines	August 16-17, 2023
Caltrans identifies State Highway Needs	September 15, 2023
Caltrans submits draft ITIP	October 15, 2023
CTC ITIP Hearing, South	November 1, 2023
CTC ITIP Hearing, North	November 8, 2023
Regional Agency adopts 2024 RTIP	December 5, 2023
Regions submit RTIP to CTC	December 15, 2023
Caltrans submits ITIP to CTC	December 15, 2023
CTC STIP Hearing, North	January 25, 2024
CTC STIP Hearing, South	February 1, 2024
CTC publishes staff recommendations	March 1, 2024
CTC Adopts 2024 STIP	March 21-22, 2024

B. Community Engagement

Provide how community engagement was performed and the benefits the RTIP will achieve once implemented. The discussion should include any potential negative impacts and how these will be mitigated as well as how the mitigation strategy was developed in coordination with the impacted community (see section 23 and 24H).

The 2024 RTIP was prepared in accordance with DNLTC's Public Participation Plan (PPP). This process included development in open public forum via the DNLTC Technical Advisory Committee, which includes representatives from the City of Crescent City, County of Del Norte, Crescent City Harbor District, California Highway Patrol, Yurok Tribe, Redwood Coast Transit and Caltrans District 1. Because DNLTC is requesting Planning,

Programming, and Monitoring funding, the project of PPM takes place through the Overall Work Program development process. The public had, and will continue to have the opportunity to provide input in the planning and programming process at the TAC and DNLTTC meetings.

C. Consultation with Caltrans District (Required per Section 20)

Insert the Caltrans District Number in the text field below.

Caltrans District: 1

Provide narrative on consultation with Caltrans District staff in the text field below as is required per Section 20 of the STIP Guidelines.

The PPM becomes a fund source in the development of the Overall Work Program (OWP). Caltrans District 1 staff are voting members of both the Technical Advisory Committee (TAC) and the Del Norte Local Transportation Commission (DNLTTC) Policy Advisory Committee, which develops and approves the OWP.

B. 2024 STIP Regional Funding Request

Section 6. 2024 STIP Regional Share and Request for Programming

A. 2024 Regional Fund Share Per 2024 STIP Fund Estimate

Insert your agency’s target share per the STIP Fund Estimate in the text field below.

The 2024 STIP Fund Estimate identifies a regional formula distribution for Del Norte County of \$2,093,000 through 2026-27. However, the region has an advanced balance of \$5,670,000 leaving a net advance of \$3,577,000.

B. Summary of Requested Programming – Insert information in table below. Identify any proposals for the Advanced Project Development Element (APDE) share, if identified in the fund estimate, by including “(APDE)” after the project name and location. Identify requests to advance future county shares for a larger project by including “(Advance)” after the project name and location.

Project Name and Location	Project Description	Requested RIP Amount
Planning, programing, and monitoring	Planning, programming and monitoring STIP projects which meet the goals, policies and objectives of the Regional Transportation Plan	- 2024-25 \$39,000
		- 2025-26 \$38,000
		- 2026-27 \$38,000
		- 2027-28 \$38,000
		- 2028-29 \$35,000

Section 7. Overview of Other Funding Included With Delivery of Regional Improvement Program (RIP) Projects

Provide narrative on other funding included with the delivery of projects included in your RTIP. Discuss if project's other funds will require Commission approval for non-proportional spending allowing for the expenditure of STIP funds before other funds (sometimes referred to as sequential spending).

Notes: This section is not applicable as we are only programming Planning, Programming and Monitoring funds.

Section 8. Interregional Transportation Improvement Program (ITIP) Funding and Needs

The purpose of the Interregional Transportation Improvement Program (ITIP) is to improve interregional mobility for people and goods in the State of California. As an interregional program, the ITIP is focused on increasing the throughput for highway and rail corridors of strategic importance outside the urbanized areas of the state. A sound transportation network between and connecting urbanized areas ports and borders is vital to the state's economic vitality. The ITIP is prepared in accordance with Government Code Section 14526, Streets and Highways Code Section 164 and the STIP Guidelines. The ITIP is a five-year program managed by Caltrans and funded with 25% of new STIP revenues in each cycle. Developed in cooperation with regional transportation planning agencies to ensure an integrated transportation program, the ITIP promotes the goal of improving interregional mobility and connectivity across California.

If requesting ITIP funding, provide narrative on your request in the text field below. Or state that no ITIP funding was requested.

Not applicable.

Include a discussion of what the region believes are the most significant interregional highway and intercity rail needs within the region (see section 24G).

[Click here to enter text.](#)

Section 9. Projects Planned Within Multi-Modal Corridors

Provide a description of the project's impact on other projects planned or underway within the corridor as required per Section 24(e) of the STIP Guidelines.

Not applicable.

Section 10. Highways to Boulevards Conversion Pilot Program

Identify potential state routes within the region that might be potential candidates for a highways to boulevards conversion pilot program (see section 24G).

Not applicable.

11. Complete Streets Consideration (per Section 26)

Consistent with Caltrans' Complete Streets Action Plan, regions should consider incorporating complete streets elements in all highway projects proposed for funding in the STIP.

For local road improvements, regions should consider incorporating complete streets elements as part of their projects proposed for funding in the STIP.

Please describe any complete streets considerations (optional).

Not applicable.

C. Relationship of RTIP to RTP/SCS/APS and Benefits of RTIP

Section 12. Regional Level Performance Evaluation (per Section 22A of the guidelines)

Provide an evaluation of system performance and how your RTIP furthers the goals of the region's RTP, and if applicable, your Sustainable Communities Strategy as required per Section 22A of the STIP Guidelines. Each region that is a Metropolitan Planning Organization (MPO) or within an MPO shall include an evaluation of overall (RTP level) performance using, as a baseline, the region's existing monitored data. To the extent relevant data and tools area available, the performance measures listed in Table B1 below may be reported.

Regions outside a MPO shall include any of the measures listed in Table B1 (below) that the region currently monitors. A region outside a MPO (or a small MPO) may request, and Caltrans shall provide, data on these measures relative to the state transportation system in that region.

As an alternative, a region outside a MPO (or a small MPO) may use the Performance Monitoring Indicators identified in the Rural Counties Task Force's Rural and Small Urban Transportation Planning study dated June 3, 2015. These include: Total Accident Cost, Total Transit Operating Cost per Revenue Mile, Total Distressed Lane Miles, and Land Use Efficiency (total developed land in acres per population).

The evaluation of overall performance shall include a qualitative or quantitative assessment of how effective the RTIP or the ITIP is in addressing or achieving the goals, objectives and standards which correspond to the relevant horizon years within the region's RTP or Caltrans ITSP that covers the 5-year STIP period. Caltrans' evaluation of the ITIP shall also address ITIP consistency with the RTPs.

In addition, each region with an adopted Sustainable Communities Strategy (SCS) or Alternate Planning Scenario (APS) shall include a discussion of how the RTIP relates to its SCS or APS. This will include a quantitative or qualitative assessment of how the RTIP will facilitate implementation of the SCS or APS and also identify any challenges the region is facing in implementing its SCS or APS. In a region served by a multi-county transportation planning

organization, the report shall address the portion of the SCS or APS relevant to that region. As part of this discussion, each region shall identify any proposed or current STIP projects that are exempt from SB 375.

Planning, Programming and Monitoring funding is utilized by DNLTC to develop future projects, prepare programming documentation, and monitor projects. The PPM funding is an important factor in efficient project development and delivery in our region.

A. Regional Level Performance Indicators and Measures (per Appendix B of the STIP Guidelines).

Not applicable. DNLTC does not have any projects due to overprogramming on the State Highway System.

Section 13. Regional and Statewide Benefits of RTIP

Provide qualitative narrative on the Regional and Statewide benefits of RTIP in text field below.

Not applicable. DNLTC does not have any projects due to overprogramming on the State Highway System.

D. Performance and Effectiveness of RTIP

Section 14. Evaluation of Cost Effectiveness of RTIP (Required per Section 22B)

Per Section 22B and Appendix B of the STIP Guidelines, regions shall, if appropriate and to the extent necessary data and tools are available, use the performance measures in Table B2 or B2a below to evaluate cost-effectiveness of projects proposed in the STIP on a regional level.

Not applicable. DNLTC does not have any projects due to overprogramming on the State Highway System.

Per Section 22C and Appendix B of the STIP Guidelines, regions may, if appropriate and to the extent necessary data and tools are available, use the benefits or performance improvements in Table B3 below to evaluate the proposed changes to the built environment.

Not applicable. DNLTC does not have any projects due to overprogramming on the State Highway System.

Section 15. Project Specific Evaluation (Required per Section 22D)

Each RTIP shall include a project specific benefit evaluation for each new project proposed that estimates its benefits to the regional system from changes to the built environment, including, but limited to the items listed on page 9 of the STIP Guidelines. A project level evaluation shall be submitted for projects for which construction is proposed if:

- The total amount of existing and proposed STIP for right-of-way and/or construction of the project is \$15 million or greater, or
- The total project cost is \$50 million or greater.

The project level benefit evaluation shall include a Caltrans generated benefit/cost estimate, including life cycle costs for projects proposed in the ITIP. For the RTIP, the regions may choose between the Caltrans estimate and their own estimate (explain why the Caltrans estimate was not used). The project level benefit evaluation must explain how the project is consistent with Executive Order B-30-15 (Climate Change), including a description of any actions taken to protect the state's most vulnerable populations. The evaluation shall be conducted by each region and by Caltrans before the RTIPs and the ITIP are submitted to the Commission for incorporation into the STIP.

Not applicable. DNLTC does not have any projects due to overprogramming on the State Highway System.

E. Detailed Project Information

Section 16. Overview of Projects Programmed with RIP Funding

Provide summary of projects programmed with RIP funding including maps in the text field below as required per the STIP Guidelines.

Planning, programming and monitoring is an essential role for DNLTC to ensure we meet our planning obligations and implement the Regional Transportation Plan.

F. Appendices

Section 17. Projects Programming Request Forms (Provide Cover Sheet) – Regional Agencies will add their PPRs in this section for each project included in the RTIP, whether it is a project reprogrammed from the 2022 STIP, or a new project.

Section 18. Board Resolution or Documentation of 2024 RTIP Approval (Provide Cover Sheet) – Agencies will add their resolution or meeting minutes.

Section 19. Fact Sheet (1-2 pages). (See Section 50). The fact sheet will be posted on the Commission's website and must comply with state and federal web accessibility laws and standards.

Section 20. Documentation on Coordination with Caltrans District (Optional) (With Cover Sheet)

Amendment (Existing Project) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				Date	09/28/2023 14:59:56
Programs <input type="checkbox"/> LPP-C <input type="checkbox"/> LPP-F <input type="checkbox"/> SCCP <input type="checkbox"/> TCEP <input checked="" type="checkbox"/> STIP <input type="checkbox"/> Other					
District	EA	Project ID	PPNO	Nominating Agency	
01			1032	Del Norte Local Transportation Commission	
County	Route	PM Back	PM Ahead	Co-Nominating Agency	
Del Norte County					
				MPO	Element
				NON-MPO	Capital Outlay
Project Manager/Contact			Phone	Email Address	
Tamera Leighton			707-465-3878	TameraLeighton@DNLTC.org	

Project Title

Planning, Programming and Monitoring

Location (Project Limits), Description (Scope of Work)

In Del Norte County, planning, programming and monitoring.

Component	Implementing Agency
PA&ED	
PS&E	
Right of Way	
Construction	Del Norte Local Transportation Commission

Legislative Districts

Assembly:	2	Senate:	2	Congressional:	2
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Project Milestone	Existing	Proposed
Project Study Report Approved		
Begin Environmental (PA&ED) Phase		
Circulate Draft Environmental Document Document Type		
Draft Project Report		
End Environmental Phase (PA&ED Milestone)		
Begin Design (PS&E) Phase		
End Design Phase (Ready to List for Advertisement Milestone)		
Begin Right of Way Phase		
End Right of Way Phase (Right of Way Certification Milestone)		
Begin Construction Phase (Contract Award Milestone)		
End Construction Phase (Construction Contract Acceptance Milestone)		
Begin Closeout Phase		
End Closeout Phase (Closeout Report)		

Date 09/28/2023 14:59:56

Purpose and Need

Planning, programming and monitoring STIP projects which meet the goals, policies and objectives of the Regional Transportation Plan.

NHS Improvements YES NO Roadway Class NA Reversible Lane Analysis YES NO
 Inc. Sustainable Communities Strategy Goals YES NO Reduce Greenhouse Gas Emissions YES NO

Project Outputs

Category	Outputs	Unit	Total

District	County	Route	EA	Project ID	PPNO
01	Del Norte County				1032

Project Title
 Planning, Programming and Monitoring

Existing Total Project Cost (\$1,000s)									Implementing Agency
Component	Prior	24-25	25-26	26-27	27-28	28-29	29-30+	Total	
E&P (PA&ED)									
PS&E									
R/W SUP (CT)									
CON SUP (CT)									Del Norte Local Transportation Comm
R/W									
CON									Del Norte Local Transportation Comm
TOTAL									

Proposed Total Project Cost (\$1,000s)									Notes
Component	Prior	24-25	25-26	26-27	27-28	28-29	29-30+	Total	
E&P (PA&ED)									
PS&E									
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON	56	39	38	38	38	35		244	
TOTAL	56	39	38	38	38	35		244	

Fund #1:	RIP - STIP PPM (Committed)								Program Code
Existing Funding (\$1,000s)									Funding Agency
Component	Prior	24-25	25-26	26-27	27-28	28-29	29-30+	Total	
E&P (PA&ED)									Del Norte Local Transportation Comm
PS&E									
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON									
TOTAL									

Proposed Funding (\$1,000s)									Notes
Component	Prior	24-25	25-26	26-27	27-28	28-29	29-30+	Total	
E&P (PA&ED)									
PS&E									
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON	56	39	38	38	38	35		244	
TOTAL	56	39	38	38	38	35		244	

RESOLUTION NO. 2023 13
 DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
 ADOPTING THE 2024 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, the Del Norte Local Transportation Commission (DNLTC) is the designated Regional Transportation Planning Agency for Del Norte County; and

WHEREAS, DNLTC has reviewed regional projects, considered comments from member jurisdictions, considered public comment and correspondence regarding transportation projects, and considered the priorities of the California Transportation Commission; and

WHEREAS, DNLTC is currently over-programmed due to an on-system bridge replacement project on US Highway 199; and

NOW, THEREFORE, BE IT RESOLVED THAT, DNLTC hereby certifies that the following project nominations and recommendations constitute the Del Norte County 2022 RTIP and that the Executive Director is authorized to submit the RTIP to the CTC:

DNLTC requests that the CTC maintain Planning, Programming and Monitoring activities:

Project Name and Location	Project Description	Requested RIP Amount
Planning, programing, and monitoring	Planning, programming and monitoring STIP projects which meet the goals, policies and objectives of the Regional Transportation Plan	- 2024-25 \$39,000 - 2025-26 \$38,000 - 2026-27 \$38,000 - 2027-28 \$38,000 - 2028-29 \$35,000

PASSED AND ADOPTED by the Del Norte Local Transportation Commission on the 7th day of November 2023, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

 Joey Borges, Chair
 Del Norte Local Transportation Commission

ATTEST:

 Tamera Leighton, Executive Director
 Del Norte Local Transportation Commission

2024 State Transportation Improvement Program (STIP)

Fact Sheet¹

Executive Summary

An executive summary of the Regional Transportation Improvement Program (RTIP) highlighting the region's top priorities (ref. Section 1 from the 2024 RTIP Template). Summary may include but not limited to: a list of projects with changes and estimated completion dates and a map.

The Del Norte region is scheduled to receive \$2,093,000 in formula share distribution through 2028-29 according to the 2024 STIP Fund Estimate Table 4. This Regional Transportation Improvement Program identifies the regional deficit from advanced share balance of \$5,670,000 for a net advance of \$3,577,000. The Region proposes to program STIP funds for Planning, Programming, and Monitoring only and subtract the remaining share balance from the regional advance.

Benefits

A summary of the most significant benefits the proposed RTIP will provide to the region(s), including the safety, environment, equity, and economic benefits to the community (ref. Section 12, 14, 15, and 16 from the 2024 RTIP Template).

Planning, Programming and Monitoring funding is utilized by DNLTC to develop future projects, prepare programming documentation, and monitor projects. The PPM funding is an important factor in efficient project development and delivery in our region.

Goals and Objectives

A description of how the RTIP is advancing the goals and objectives of the Regional Transportation Plan and, where applicable, the Sustainable Communities Strategy (ref. Section 12 from the 2024 RTIP Template) as well as other regional plans, such as Regional Bicycle Plans and the Comprehensive Multimodal Corridor Plans.

This RTIP is advancing the goals and objectives of the Regional Transportation Plan by updating the RTP, programming PPM funding, and monitoring projects.

A description of how the RTIP aligns with the State's goals regarding plans such as the Climate Action Plan for Transportation Infrastructure (CAPTI), Caltrans Race and Equity Action Plan (REAP), California Freight Mobility Plan (CFMP), etc.

The RTIP only programs PPM funding and will predominately be used to update the Regional Transportation Plan.

¹ The fact sheet (one- or two-page) will be posted on the Commission's website and must comply with state and federal web accessibility laws and standards.

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER 23R048002	PURCHASING AUTHORITY NUMBER (If Applicable)
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1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Department of California Highway Patrol

CONTRACTOR NAME

Del Norte County Service Authority for Freeway Emergencies (SAFE)

2. The term of this Agreement is:

START DATE

07/01/2023

THROUGH END DATE

06/30/2026

3. The maximum amount of this Agreement is:

\$600.00 (Six Hundred Dollars and Zero Cents)

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Agreement between Department of California Highway Patrol and Del Norte County Service Authority for Freeway Emergencies (SAFE)	6
Exhibit B	Budget Detail and Payment Provisions	2
Exhibit C *	General Terms and Conditions - 04/2017	*
Exhibit D	Special Terms and Conditions	1
Attachment 1	CHP/Caltrans Call Box and Motorist AID Guidelines, incorporated by reference. Referred to as "GUIDELINES" and provided by the California Department of Transportation to all SAFE participants	

Items shown with an asterisk (), are hereby incorporated by reference and made part of this agreement as if attached hereto.*

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Del Norte County Service Authority for Freeway Emergencies (SAFE)

CONTRACTOR BUSINESS ADDRESS

900 Northcrest Drive #16

CITY

Crescent City

STATE

CA

ZIP

95531

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

AGREEMENT BETWEEN
THE STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AND
DEL NORTE COUNTY SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

THIS AGREEMENT is made and entered into by and between the State of California acting by and through Department of California Highway Patrol, hereinafter called CHP, and Del Norte County Service Authority for Freeway Emergencies, acting in its capacity as the Del Norte County Service Authority for Freeway Emergencies, hereinafter called Del Norte County SAFE under provisions of California Vehicle Code Sections 2421.5 and 9250.10, and Streets and Highway Code Section 131.1 and Chapter 14 (commencing with Section 2550) to Division 3.

WITNESSETH: By and in consideration of the covenants and conditions herein contained, CHP and Del Norte County SAFE do hereby agree as follows:

1. The term of this agreement shall be July 1, 2023, through June 30, 2026.
2. This Agreement is for services and assistance provided by CHP in accordance with the "CHP/Caltrans Call Box and Motorist Aid Guidelines," as they may be revised from time to time, are incorporated herein by reference, and shall be referred to as the "GUIDELINES".
3. This Agreement shall not become effective until:
 - A. The Del Norte County SAFE has submitted to CHP a copy of the resolution, order, motion, or ordinance from Del Norte County SAFE approving execution of this agreement and identifying the individual authorized to sign on behalf of Del Norte County SAFE, and
 - B. That this Agreement is duly signed by both parties.
4. This Agreement may be modified in writing and signed by both parties and shall be modified by the parties to conform to any future changes to federal or state law which affect the terms of this Agreement.
5. That it may be canceled by either party with thirty (30) day advance written notice.
6. Notwithstanding subparagraph 5, CHP or Del Norte County SAFE may terminate this agreement upon thirty (30) days prior written notice to the other party should Del Norte County SAFE be financially unable to reimburse CHP for services under this Agreement.
7. For services and assistance herein, Del Norte County SAFE agrees to reimburse CHP quarterly, in arrears, and upon receipt of an itemized invoice, for charges identified in Section 17. Upon receipt, payment shall be made to CHP as invoiced within sixty (60) days. If payment is not submitted because of a dispute, Del Norte County SAFE shall submit the reasons for the dispute to CHP within sixty (60) days of receiving the invoice charges.

A. Payment shall be made to:

Department of California Highway Patrol
Fiscal Management Section
P.O. Box 942900
Sacramento, CA 94298-2900

Attn: Accounts Reimbursable Unit

B. Invoices shall be sent to:

Del Norte Local Transportation Commission
Attention: SAFE Program Manager
900 Northcrest Drive #16
Crescent City, CA 95531

8. The maintenance of the call box system (outside of CHP communications center), including telephone service and line costs, shall be the sole responsibility of Del Norte County SAFE.
9. Del Norte County SAFE may contract with the CHP to perform duties as mutually agreed by the parties. As long as Del Norte County SAFE operates a private Call Answer Center that initially answers motorist aid call box calls, CHP and Del Norte County SAFE agree that no CHP operator positions shall be charged to Del Norte County SAFE during the term of this Agreement. However, if billing is necessary, Annex G of the GUIDELINES shall be used for the billing purposes if a residual workload can be substantiated.
10. The Del Norte County SAFE shall pay for its proportional share of the actual wage rate for one (1/2) CHP SAFE Coordinator position, and Del Norte County SAFE's proportional share of computer equipment costs (including software), when applicable. The CHP SAFE Coordinator position, as well as the reimbursable computer equipment (including software), shall be used for the Del Norte County SAFE related business.
11. Each SAFE's proportional share billing "factor" shall be determined at the beginning of each fiscal year by comparing the number of motor vehicles registered within each SAFE's boundaries to the total number of motor vehicles registered in all counties who have entered into SAFE agreements with CHP: This proportional share shall be billed over four (4) fiscal quarters. The CHP shall include an estimation of Del Norte County SAFE Coordinator's personnel and computer equipment costs in the annual staffing estimation.
12. Call box calls shall be handled by CHP communications centers as third level priority after 9-1-1 (first priority) and allied agency (second priority) calls. The CHP statewide standard level of service for the handling of call box calls is as follows:
 - A. Call box calls shall be handled as rapidly as possible; however, they should be handled ideally no longer than sixty (60) seconds after the first ring at the communications center. Experience has shown that when emergency communications traffic becomes unusually heavy, call box traffic also increases. At these times, motorists may be required to wait several minutes for service.

- B. Call box calls should be handled ideally within a 3.5 minute (210 seconds) total call handling time. However, it is understood that the use of services such as the Translation Service Contractor, shall increase total call handling time to levels above this standard.
13. Call box/motorist aid system enhancements due to changing technology may require changes and/or upgrades to CHP Communications Center equipment. In such cases, the Del Norte County SAFE shall be responsible for the procurement, installation, and maintenance of all communications center equipment unless otherwise agreed to. All systems procured for CHP dispatch operation shall be designed jointly by CHP and Del Norte County SAFE. No equipment shall be installed in a CHP facility which does not meet all CHP operational and technical specifications.
 14. All communications center equipment purchased under this agreement shall become the sole property of CHP.
 15. The CHP shall review Del Norte County SAFE's plans and specifications for upgrading or modifying Del Norte County SAFE's call box system and provide written comments within sixty (60) days of submittal by Del Norte County SAFE. If the sixty (60) daytime frame cannot be met, CHP shall notify Del Norte County SAFE, in writing, specifying the reasons and indicating the additional time required. It is understood that all upgrades or modifications to Del Norte County SAFE's system shall be in accordance with the GUIDELINES.
 16. The CHP shall submit an itemized invoice quarterly to Del Norte County SAFE which may include the following ongoing charges:
 - A. The CHP SAFE Coordinator personnel costs shall be based on the actual step of the wage scale for SAFE Coordinator position at the time of invoicing. These costs are subject to change according to increases and/or decreases in State of California salary and benefit rates, which are beyond CHP's control.
 - B. Indirect Costs shall be applied to monthly personnel costs in accordance with California State Administrative Manual Section 8752 and 8752.1. The indirect cost rate is determined by CHP and approved by the California Department of Finance and is subject to change each state fiscal year. The re-evaluation of staffing requirements shall include an explanation of the projected upcoming fiscal year indirect cost rate.
 - C. Computer equipment costs (including software), when applicable, associated with CHP SAFE Coordinator position.
 - D. Telephone system costs (if applicable).
 17. The State shall provide a standard communication center telephone system which shall also be used to handle incoming call box calls. Any agreed upon changes above the standard phone system design, specifically requested by Del Norte County SAFE Program

shall be funded by Del Norte County SAFE.

18. The total amount of this agreement shall not exceed Six Hundred Dollars and Zero Cents (\$600.00)

FY 23/24 (7/1/23 through 6/30/24), not to exceed \$200.00

FY 24/25 (7/1/24 through 6/30/25), not to exceed \$200.00

FY 25/26 (7/1/25 through 6/30/26), not to exceed \$200.00

19. Except as otherwise provided in this agreement, any dispute concerning a question of fact arising under this agreement which is not disposed of by mutual agreement of the parties may be submitted to an independent arbitrator mutually agreed upon by CHP and Del Norte County SAFE. The arbitrator's decisions shall be non-binding and advisory only, and nothing herein shall preclude either party, at any time, from pursuing any other legally available course of action, including the filing of a lawsuit. Pending a final decision of a dispute hereunder, both parties shall proceed diligently with the performance of their duties under this agreement, and such continued performance shall not constitute a waiver of any rights, legal or equitable, of either party relating to the dispute.

20. All services under this Agreement shall be coordinated by:

Department of California Highway Patrol
Communications Centers Support Section - 048
601 N. 7th Street, Building C
Sacramento, CA 95811

The contact person shall be CHP SAFE Program Coordinator.

Telephone: (916) 843-4280

E-mail: bsweeny@chp.ca.gov

21. The auditing parties hereto shall be subject to the examination and audit of the State for a period of three (3) years after final payment under the contract. In addition, Del Norte

County SAFE and CHP may be subject to the examination and audit by representatives of either party. The examination and audit shall be confined to those matters connected with the performance of the contract including, but not limited to the costs of administering the contract. The Del Norte County SAFE and CHP agree to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records (Government Code Section 8546.7, Public Contract Code Section 10115 et seq., CCR Title 2, Section 1896). Del Norte County SAFE agrees to maintain such records for possible audit for a minimum of three (3) years after final payment.

22. This Agreement, and any attachments or documents incorporated herein by inclusion or reference, constitutes the complete and entire Agreement between CHP and Del Norte County SAFE and supersedes any prior representations, understandings, communications, commitments, agreements, or proposals, oral or written.
23. Under no circumstances shall Del Norte County SAFE or its subcontractor(s) use the name

California Highway Patrol or CHP to promote a product which is part of the call box system without the written consent of CHP.

24. This Agreement may be amended by written mutual consent of the parties hereto.
25. This Agreement is entered into by the parties listed below and shall be effective upon approval by the Department of General Services, Office of Legal Services, if applicable. By executing this Agreement, the representative of CHP and Del Norte County SAFE warrant that they have reviewed and fully understand all provisions of this Agreement and are authorized to bind their respective agencies to all terms of those provisions.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA
HIGHWAY PATROL

DEL NORTE COUNTY SERVICE
AUTHORITY FOR FREEWAY
EMERGENCIES (SAFE)

Jacquelyn Ngo
Commander
Business Services Section

Tamera Leighton
Executive Director

Date

Date

**EXHIBIT B
(Standard Agreement)**

BUDGET DETAIL AND PAYMENT PROVISIONS

INVOICING AND PAYMENT

1. For services and assistance herein, satisfactorily rendered and upon receipt and approval of invoices DEL NORTE COUNTY SAFE agrees to compensate California Highway Patrol (CHP) quarterly, in arrears for the rates specified herein. Upon receipt, payment shall be made to CHP as invoiced within thirty (30) days. If payment is not submitted because of a dispute, SAFE agrees to submit the reasons for the dispute to CHP within thirty (30) days or receiving the invoice charges.

The SAFE's proportional share billing "factor" shall be determined at the beginning of each fiscal year by comparing the number of motor vehicles registered within DEL NORTE COUNTY SAFE's boundaries to the total number of motor vehicles registered in all counties who have entered into SAFE agreements with CHP. This proportional share shall be billed over four (4) fiscal quarters annually.

- A. The CHP agrees to submit an itemized invoice quarterly to DEL NORTE COUNTY SAFE which may include and shall not exceed the following charges:
 - 1) The CHP SAFE Coordinator personnel costs shall be based on the actual step of the wage scale or CHP SAFE Coordinator position at the time of invoicing. These costs are subject to change according to increases and/or decreases in State of California salary and benefit rates, which are beyond CHP control.
 - 2) Indirect costs shall be applied to the monthly personnel costs in accordance with California State Administrative Manual Section 8752 and 8752.1. The indirect cost rate is determined by CHP and approved by the California Department of Finance and is subject to change each state fiscal year. The re-evaluation of staffing requirements shall include an explanation of the projected upcoming fiscal year indirect cost rate.
 - 3) Telephone system costs (if applicable). The State shall provide a standard communication center telephone system, which shall also be used to handle incoming call box calls. Any agreed upon changes above and beyond the standard phone system design specifically requested by DEL NORTE COUNTY SAFE Program shall be funded by DEL NORTE COUNTY SAFE.

- B. The fiscal year funding for this Agreement shall be as follows:

FY	Time Period	Amount	Quarters
23/24	70/1/2023 – 6/30/2024	\$200.00	4
24/25	7/01/2024 – 6/30/2025	\$200.00	4
25/26	7/01/2025 – 6/30/2026	\$200.00	4
TOTAL		\$600.00	12

- C. The total amount of this Agreement shall not exceed **Six Hundred Dollars and Zero Cents (\$600.00)**

**EXHIBIT B
(Standard Agreement)**

BUDGET DETAIL AND PAYMENT PROVISIONS

2. Each quarterly invoice shall include a thorough explanation and justification for any new additional charges or changes of the amounts of past charges (if applicable). Invoices shall include the Agreement Number and shall be submitted in triplicate not more frequently than semi-annually in arrears to:

DEL NORTE COUNTY SAFE
Attn: SAFE Program Manager
1301 B Northcrest Drive #16
Crescent City, CA 95531

A. Payment

Payment shall be made to:

Department of California Highway Patrol
P.O. Box 942900
Sacramento, Ca 94298-2900

Telephone: (916) 843-3583

Payment for these services may be made by corporate check, cashier's check, or money order in the invoiced amount. If a cashier's check, corporate check or money order is submitted, it must be made payable to: "CHP Accounting Section." Please note the contract number in the "memo" section of the check, and submit the check with a copy of the invoice so that it can be credited to your contract.

3. **BUDGET CONTINGENCY CLAUSE**

- A. It is mutually agreed that if the California State Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.

4. **PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

EXHIBIT D
(Standard Agreement)

SPECIAL TERMS AND CONDITIONS

1. Gifts, donations, or gratuities may not be accepted by CHP employees in their own behalf or in behalf of the Department, informal squad club, or other local funds.

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of</i>	

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full-time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,

or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

CONTRACT

REEMENT NUMBER SP-24-0113	AM. NO.
CONTRACTOR IDENTIFICATION NUMBER A22-0009	

THIS CONTRACT, made and entered into on the date of final signature in the State of California, by and between **Del Norte Local Transportation Commission**, hereafter called Funder, and

CONTRACTOR'S NAME

Chico State Enterprises

,hereafter called Contractor,

Contractor agrees at its own expense to furnish all equipment, labor and materials necessary to provide Funder with the services as follows:

The Center for Economic Development (CED), an auxiliary agency of the non-profit Chico State Enterprises (ENTERPRISES), agrees to prepare an economic, demographic, and labor statistical profile of Del Norte County as further detailed in Attachment A – Scope of Work

Attachment A – Scope of Work (1 page)


Attachment C – Contact Information (1 page)

Attachment D – CSE General Terms & Conditions (1 page)

The Term of this Contract shall commence 02/01/2024 and shall end 06/30/2024.

Funder agrees to pay Contractor a fixed price fee of \$5,900.00 upon execution of this contract.

This contract has been executed by the parties hereto, upon the date first above written

FUNDER		CONTRACTOR	
Del Norte Local Transportation Commission		CHICO STATE ENTERPRISES	
BY (AUTHORIZED SIGNATURE)	DATE	BY (AUTHORIZED SIGNATURE)	DATE
			10/10/23
PRINTED NAME AND TITLE OF PERSON SIGNING		PRINTED NAME AND TITLE OF PERSON SIGNING	
Tamera Leighton Executive Director		Mary Sidney CEO Chico State Enterprises	
ADDRESS/E-MAIL		ADDRESS/E-MAIL	
900 Northcrest Drive, #16, Crescent City, CA 95531 tamera@dnltc.org		25 Main Street, Suite 103, Chico, CA 95928-5388 msidney@csuchico.edu	
AMOUNT ENCUMBERED BY THIS DOCUMENT	TOTAL AMOUNT ENCUMBERED TO DATE	PROJECT CODE	
\$ 5,900.00	\$ 5,900.00	75-70000-00	

Attachment A

Scope of Work

The Center for Economic Development (CED), an auxiliary agency of the non-profit Chico State Enterprises (ENTERPRISES), agrees to prepare an economic, demographic, and labor statistical profile of Del Norte County, California, with all data current as of January 31, 2024. Profile sections will be based on those on the 2023 Del Norte County Economic and Demographic Profile.

Attachment C Contact Information

Funder Contacts	Contractor Contacts
<i>Administrative Contact</i>	
Name: Click or tap here to enter text. Title: Click or tap here to enter text. Address: Click or tap here to enter text. Telephone: Click or tap here to enter text. Fax: Click or tap here to enter text. Email: Click or tap here to enter text.	Name: Michele Flowerdew Title: Director, Sponsored Programs Administration Address: 25 Main Street, Suite 103 Chico, CA 95928-5388 Telephone: 530 898-4916 Fax: 530 898-6021 Email: mflowerdew@csuchico.edu
<i>Project Director/Principal Investigator</i>	
Name: Click or tap here to enter text. Title: Click or tap here to enter text. Address: Click or tap here to enter text. Telephone: Click or tap here to enter text. Fax: Click or tap here to enter text. Email: Click or tap here to enter text.	Name: Jason Schwenkler Title: Director Address: 35 Main Street Suite 132 Chico, CA 95928 Telephone: 530 898-4372 Fax: 530 898-6781 Email: jschwenkler@csuchico.edu
<i>Financial Contact</i>	
Name: Click or tap here to enter text. Title: Click or tap here to enter text. Address: Click or tap here to enter text. Telephone: Click or tap here to enter text. Fax: Click or tap here to enter text. Email: Click or tap here to enter text.	Name: Karen Hansen Title: Grant Specialist II Address: 25 Main Street Suite 103 Chico, CA 95928-5388 Telephone: 530 898-6286 Fax: 530 898-6021 Email: kthansen@csuchico.edu
<i>Authorized Signatory</i>	
Name: Tamera Leighton Title: Executive Director Address: 900 Northcrest Drive, #16 Crescent City, CA 95531 Telephone: 707 465-3878 Fax: Email: tamera@dnltc.org	Name: Mary Sidney Title: CEO Chico State Enterprises Address: 25 Main Street Suite 103 Chico, CA 95928-5388 Telephone: 530 898-3865 Fax: Click or tap here to enter text. Email: msidney@csuchico.edu

Attachment D

CSE General Terms and Conditions

1. **Term:** This contract will begin on 02/01/2024 and will end on 06/30/2024.
2. **Compensation:** As compensation for Contractor's service, Funder will pay a fixed price fee of \$5,900.00 upon execution of this contract.
3. **Invoicing:** If necessary, Contractor shall invoice Funder for the compensation amount stated above. Upon receipt of invoice, Funder will process payment to Contractor within 30 days of invoice date.
4. **Independent Contractor:** Contractor is an independent contractor, not an employee of Funder, however, the work or services to be provided by Contractor shall be provided in a manner consistent with reaching Funder's objectives in entering this Contract.
5. **Indemnification:** Each party agrees to defend, indemnify and hold harmless the other party, its officers, employees and agents from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of this contract, but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, agents or employees. Chico State Enterprises, as the indemnity, shall also include California State University, Chico, The Trustees of the CSU, and the State of California.
6. **Controlling Law Venue:** This Contract is made in the County of Butte, State of California. The parties specifically agree to submit to the jurisdiction of the Superior Court of California for the County of Butte.
7. **Cancellation:** Either party shall have the right to cancel this Contract upon 30 days advance written notice.
8. **Termination:** This Contract may be terminated immediately for cause if either party violates any of the terms or provisions of this Contract.
9. **Insurance:** In the absence of Attachment E, Specific Insurance Requirements, Contractor, at its own cost, agrees to maintain, for the duration of this Contract: Workers' Compensation Insurance and Employer's Liability Insurance for its employees in accordance with the laws of the State of California; general liability insurance in an amount of not less than \$1,000,000 per occurrence for bodily injury, personal injury, and property damage; and automobile liability insurance covering bodily injury and property damage for all activities of the contractor arising out of or in connection with the work to be performed under this Contract, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than \$1,000,000. Contractor shall furnish funder with a certificate of insurance upon request.
10. **Modification:** Any modifications of the terms and/or conditions of this contract shall be made in written agreement by both parties.

Item E Staff Report

DATE: NOVEMBER 7, 2023
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: OVERALL WORK PROGRAM AMENDMENT 1.

TAC & STAFF RECOMMENDATION: By polled vote, adopt resolution 2023 14 amending the 2023-24 Overall Work Program.

BACKGROUND: The Overall Work Program (OWP) is the primary management tool for the Del Norte Local Transportation Commission, identifying the activities and schedule of work for regional transportation planning in Del Norte County.

DISCUSSION: The attached draft resolution details the changes in the amendment and the pages following include the revised work elements.

RESOLUTION NO. 2023 14

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION APPROVING
AMENDMENT 1 OF THE 2023-24 OVERALL WORK PROGRAM

WHEREAS, the Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency, hereafter referred to as the RTPA, is responsible for the planning, allocating and programming of funds; and

WHEREAS, the 2023-24 Overall Work Program (OWP) is the primary management tool for the Del Norte Local Transportation Commission, identifies the activities and a schedule of work for regional transportation planning in Del Norte County, and is a requirement of the Memorandum of Understanding between Del Norte Local Transportation Commission and the California Department of Transportation; and

WHEREAS, the Del Norte Local Transportation Commission adopted the 2023-24 OWP at the May 2, 2023 meeting; and

WHEREAS, the work elements, expenditure detail, and revenue summary are attached to this resolution; and

WHEREAS, Amendment 1 of the 2023-24 OWP makes the following changes:

Work Element:	Purpose of change:	Action taken:
A 2	Removes product	Removes Last Chance Grade planning because the project is well beyond the planning phase.
A 3	Adds funding	Adds \$1,000 to accommodate the review process needed to deliver the product.
A 4	Reduces funding	Reduces funding \$22,239 to accommodate the match funding needed for work elements G and H. This work element was a placeholder for the match funding.
B 1	Adds funding	Adds \$1,000 to accommodate the work product needed for additional amendments for work element G.
B1	Moves funding	Moves funding for accounting services to E2.
C 1	Adds funding	Adds \$1,000 to better accommodate staffing.
C 3	Reduces funding	Reduces \$1,000 to better accommodate staffing.
E 1	Reduces funding	Reduces funding by \$1,000 for services not needed.

E 2	Adds funding from B 1	Adds funding that was in B 1 for accounting services.
F 1	Reduces funding	Reduces funding by \$32,500 to reflect the systems change accomplished in 2023-24.
G 1	Adds funding	Adds the CAP grant funding and all related match funding and Tasks; delineates tasks for two fiscal years.
H 1	Adds work element	Adds the work element to meet the timing requirements of the Regional Transportation Plan update.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Del Norte Local Transportation Commission hereby approves Amendment 1 of the 2023-24 Overall Work Program.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission, a Regional Transportation Planning Agency of the State of California on the 7th day of November 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

 Joey Borges, Chair
 Del Norte Local Transportation Commission

ATTEST:

 Tamera Leighton, Executive Director
 Del Norte Local Transportation Commission



MPO/RTPA OWP Amendment Transmittal Memo

This form is required for all administrative and formal Overall Work Program (OWP) amendments. Refer to the MPO/RTPA OWP and Grant Amendment Guidelines for assistance with submitting your request.

OWP Amendment Information

OWP Amendment Information			
MPO/RTPA Name		Fiscal Year (FY)	
Amendment Type	Choose an item.	Amendment #	

OWP Amendment Checklist

Reason for an Administrative Amendment (select all that apply)

- Clarify an already approved task in the executed OWP (Examples: clarifying responsible parties or correction of errata)
- Enhance already approved activities or tasks in the executed OWP (Examples: adding outreach sessions or meetings to a Work Element activities)
- Shift funds between Work Elements as long as there is no change to scope of work or total programmed amount of CPG/RPA/SPR/SB 1 funds
- Combine already approved activities
- Changes to non-CPG/RPA/SPR/SB 1 funds (adding/deleting a Work Element) that don't affect transportation planning funds, activities or products and don't result in redirection of staff time or aren't a detriment to previously approved transportation planning activities and products
- Grant amendment that includes revisions to approved tasks, Project Cost and Schedule, or project title change to use an AKA (no changes to project deliverables or total project cost)
- Other: _____

Administrative Amendment Package Required Documents

Please submit in one email	<ul style="list-style-type: none"> <input type="checkbox"/> MPO/RTPA OWP Amendment Transmittal Memo (this form) that clearly outlines the revisions to the OWP and/or OWP budget <input type="checkbox"/> All revised Work Elements and any other affected pages within the OWP <input type="checkbox"/> Revised OWP Budget Revenue Summary <input type="checkbox"/> Grant Amendment: Completed Change in Grant Agreement Terms (CAT) form, revised Scope of Work/Project Cost and Schedule, and revised SB 1 Sustainable Communities Formula List of Projects, as applicable (associated Work Element task schedule/budget table should mirror the revised grant Scope of Work/Project Cost and Schedule)
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Reason for a Formal Amendment (select all that apply)

- Increase/decrease in total CPG/RPA/SPR/SB 1 funds
- Program carry-over CPG/RPA/SPR/SB 1 funds from previous fiscal years
- Program new FHWA Strategic Partnerships, FTA § 5304/SHA Sustainable Communities Grants, SB 1 Competitive Grants and SB 1 Formula Grant Funds
- Add/delete a Work Element (Federal approval required if CPG - see below) and/or Work Element tasks/activities (CPG/RPA/SPR/SB 1 funds)
- Grant Amendment that increases/decreases total project cost
- Other: _____

Requiring Federal Approval (MPO Only)

- Significant changes to the Scope of Work of a Work Element
- 20% increase or decrease in CPG funds (cumulative or in a single change)
- Add/delete a CPG-funded Work Element

Formal Amendment Package Required Documents

Please submit in one email

- MPO/RTPA OWP Amendment Transmittal Memo (this form) that clearly outlines the revisions to the OWP and/or OWP budget
- All revised Work Elements and any other affected pages within the OWP
- Revised OWP Budget Revenue Summary
- If there is an increase or decrease in the total amount of CPG/RPA/SPR/SB 1 funds, include amended and fully executed OWPA
- Board Resolution or minutes from the board meeting approving the amendment
- Grant Amendment:** Completed CAT form, revised Scope of Work/Project Cost and Schedule, and SB 1 Sustainable Communities Formula List of Projects included as applicable (associated Work Element task schedule/budget table should mirror the revised grant Scope of Work/Project Cost and Schedule)

Amendment Details (insert additional sheets as needed)

Include affected Work Element number(s) and name(s), specific fund source(s), the amount of funding increase/decrease for each Work Element, and justification for the change(s)

Work Element #		Work Element Name	
Fund Source		Amount of Funding Increase/Decrease	
Justification			

Work Element #		Work Element Name	
Fund Source		Amount of Funding Increase/Decrease	
Justification			

Work Element #		Work Element Name	
Fund Source		Amount of Funding Increase/Decrease	
Justification			

Work Element #		Work Element Name	
Fund Source		Amount of Funding Increase/Decrease	
Justification			

Work Element #		Work Element Name	
Fund Source		Amount of Funding Increase/Decrease	
Justification			

Work Element #		Work Element Name	
Fund Source		Amount of Funding Increase/Decrease	
Justification			

MPO/RTPA Signature

This form is required for all OWP amendments and must be signed by the MPO/RTPA Executive Director or designated staff.

MPO/RTPA Executive Director (or Designated Staff)			
Full Name			
Signature		Date	

WORK ELEMENT A Long Range Planning Coordination

2023-24 Overall Work Program

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
DNLTC	Amount	RPA	STIP/PPM	RSTP	Other
DNLTC Staff Services	\$ 41,000.00	41,000.00		\$ -	\$ -
Consultant	\$ 79,237.55	\$ 79,237.55	\$ -	\$ -	\$ -
TOTAL	\$ 120,237.55	\$ 120,237.55	\$ -	\$ -	\$ -

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

Objective

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

Discussion

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

Previous Accomplishments

- Regular Participation in the US Highway 197/199 Project Delivery Team
- Commented on STIP and SHOPP projects for Caltrans and California Transportation Commission
- Participated in Last Chance Grade planning, programming and monitoring
- Support the Demographic and Economic Profile for Del Norte County
- 2020 Regional Transportation Plan and Environmental Documents
- Advocated for the US Highway 101 urban area pedestrian improvement projects
- Partnering with Elk Valley Rancheria to fund the Humboldt Road/Sandmine Roundabout
- Participating in Dr. Fine Bridge replacement project delivery team meetings
- Participating in Regional Transportation Planning Agency meetings that establish programs impacting the Del Norte region.
- Develop shapefiles for GIS database regional mapping
- Participating in the US 199 Safety Audit
- Participating in the Tolowa Dee-ni' Nation Connected Communities Plan
- Develop and submit Climate Change Adaptation Planning Grant application

Product 1: Regional Transportation Plan Development

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

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

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

Product 2: 2024 Economic and Demographic Profile

With the assistance of the Center of Economic Development, CSU Chico, provide the 2024 Economic and Demographic Profile to inform the Regional Transportation Plan and other planning documents.

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

Product 3 Estimate	Amount	RPA	STIP/PPM	RSTP
DNLTC Staff Services	\$ 4,000	\$ 4,000	\$ -	\$ -
Consultant	\$ 5,900	\$ 5,900	\$ -	\$ -
Total	\$ 9,900	\$ 9,900	\$ -	\$ -

Product 3: Regional Mapping

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

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

2

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

Shapefiles, field data, data dictionaries, map packages and all analysis layers for future
July - June

Product 1 Estimate	Amount	RPA	STIP/PPM	RSTP
Staff	\$ 3,000	\$ 3,000	\$ -	
Consultant	\$ 73,338	\$ 73,337.55	\$ -	\$ -
Total	\$ 76,338	\$ 76,338	\$ -	\$ -

WORK ELEMENT B Overall Work Program Development

2023-24 Overall Work Program

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

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

Objective

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

Discussion

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

Previous Accomplishments

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

Product 1: Overall Work Program

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

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

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

WORK ELEMENT C Public Participation and Information Dissemination

2023-24 Overall Work Program

Expenditures		Revenue by Fund Source			
Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 34,250.00	\$ 34,250.00	-	\$ -	\$ -
Consultant	\$ 16,000.00	\$ 16,000.00	\$ -	\$ -	\$ -
Dues			\$ 2,500.00		
Travel Reimbursement (staff/commission)	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -
TOTAL	62,750.00	\$ 50,250.00	2,500.00	\$ 10,000.00	\$ -

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

Objective

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

Discussion

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

Previous Accomplishments

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

Product 1: Informed Local Transportation Commission

Task/Activity	Products	Schedule
1 Sponsor or attend various meetings to advance agency policies and programs such as Caltrans District 1 meetings, California Transportation Commission meetings (as necessary) and Redwood Coast Transit Authority (as necessary). Responsible party: DNLTC.	Agendas, minutes, notes	As needed
2 Monitor and respond to key state and federal legislative and policy changes. Prepare informational updates and action items for presentation to the public and Del Norte Local Transportation Commission and its committees. Note: DNLTC does not fund any lobbying activities. Responsible party: DNLTC.	Agendas, minutes, notes	Monthly or as needed

3	Hold Technical Advisory Committee and Del Norte Local Transportation Commission meetings for decision making, priority setting and sharing and receiving public information. Responsible party: DNLTC.	Agendas, minutes, notes	Monthly or as needed
3	Facilitate public meetings and prepare draft minutes and notes. Responsible party: Consultant.	Minutes, notes	Monthly or as needed
4	Receive board direction on transportation policies, strategies, programs and actions to enhance the regional transportation planning process. Responsible party: DNLTC.	Minutes	Monthly or as needed
5	Post transportation articles and documents to the website that inform the public regarding regional planning meetings and activities. Responsible party: DNLTC.	Up-to-date website	As needed

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

Product 2: Partnerships and Planning Agreements

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

Product C2 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 7,750	\$ 7,750	\$ -	\$ -	\$ -
Dues	\$ 2,500		\$ 2,500	\$ -	\$ -
Meeting Access & Travel	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -

Total \$ 20,250 \$ 7,750 \$ 2,500 \$ 10,000 \$ -

Product 3: Website & Crowdsourcing Information

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

Product 3 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 4,000	\$ 4,000	\$ -	\$-	\$-
Consultant	\$ 10,000	\$ 10,000	\$ -	\$-	\$-
Total	\$ 14,000	\$ 14,000	\$ -	\$ -	\$-

WORK ELEMENT E Transportation Development Act Administration and Fiscal Management

2023-24 Overall Work Program

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 30,500.00	\$ -	-	\$ 30,500.00	
Consultant/Auditor	\$ 73,100.00	\$ -	\$ -	\$ 73,100.00	
TOTAL	\$ 103,600.00	-	-	103,600.00	

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

Previous Accomplishments:

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

Discussion

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

Product 1: Office Operations

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

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

E1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 12,000	\$ -	\$ -	\$ 12,000
Contracting Expense	\$ 500	\$ -	\$ -	\$ 500
Consultant	\$ 11,000	\$ -	\$ -	\$ 11,000
Total	\$ 23,500	\$ -	\$ -	\$ 23,500

Product 2: Fiscal Management

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

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

E2 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 16,000	\$ -	\$ -	\$ 16,000
Accounting Services	\$ 21,000			\$ 21,000
Auditors Office	\$ 4,600		\$ -	\$ 4,600
Consultant Auditor	\$ 36,000	\$ -	\$ -	\$ 36,000
Total	\$ 77,600	\$ -	\$ -	\$ 77,600

Product 3: Social Services Transportation Advisory Council support

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

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

E3 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Service	\$ 2,500	\$ -	\$ -	\$ 2,500
Consultant	\$ -	\$ -	\$ -	
Total	\$ 2,500	\$ -	\$ -	\$ 2,500

WORK ELEMENT G Climate Change Adaptation Planning

2023-24 Overall Work Program

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	TDA	PPM	CAP Grant
DNLTC Staff Services	\$ 24,500.00	\$ 19,500.00	\$ -	\$ -	\$ 5,000.00
Consultant	\$ 85,000.00	\$ -		\$ -	\$ 85,000.00
TOTAL	\$ 109,500.00	\$ 19,500.00		\$ -	\$ 85,000.00

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

Objective

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

Discussion

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

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

The risks to US 101 in the South Beach area from more intense storms and sea level rise pose a significant risk to the safety and commerce in the Del Norte region. When US 101 is closed, all the traffic is diverted to local roads, primarily Elk Valley Road, which already has significant safety concerns with local traffic. The South Beach Climate Resilience Plan is critical to both the local and traveling public. It's our only north/south route and our lifeline highway. The scope of work is for two years. Year 1 is in this work plan and year 2 is shaded.

Previous Accomplishments

1998 South Beach Multiuse Trail Feasibility Study, 2010 US 101 Traffic Calming and Gateway Study, 2011 Pedestrian Evacuation Time Analysis, 2011 Gateway Traffic Calming Project, 2011 South Beach Trails Connector Project, 2012 US 101 Crescent City Gateway Traffic Calming Project/Project Study Report, 2015 Climate Change and Stormwater Management Plan.

Product 1: South Beach Climate Resilience Plan

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

Task/Activity 2023-24	Product	Schedule
1 Grant agreement processing with Caltrans and sub-applicants, and establish accounting and reporting systems. Responsible party: DNLTC.	Final agreements.	November - December

2	2023-24 Administration: DNLTC will manage and administer the grant project according to the Grant Application Guidelines, Regional Planning Handbook, and the executed grant contract with Caltrans. DNLTC will submit quarterly invoices and reports to Caltrans, including detailed progress reports. Responsible Party: DNLTC.	Meeting notes, quarterly invoices, progress reports	November - June
3	Develop a Request for Proposals in partnership with the Crescent City Harbor District and the Elk Valley Rancheria, and administer a consultant selection process. Responsible party: DNLTC.	RFP, proposal scoring, contract, meeting notes	November - February
6	Existing Conditions: Review and summarize all available previous studies, literature, and data sources, and prepare a summary report documenting the existing conditions and delivering the Summary of Existing Conditions Report. Responsible party: Consultant.	Summary and complete Existing Conditions Report, meeting	February - June
7	Analysis including a review of the existing conditions project area and considering the projections, Consultant will prepare and aerial exhibit of the project area that shows the extent of the climate change. After receiving public feedback, Consultant will develop adaptation strategies. Each strategy will include an aerial exhibit and total project cost estimates. The developed near-, mid-, and long-term adaptation strategies with a scoring matrix will be presented to the public. Prepare the developed strategies and supporting analysis reports. Responsible party: Consultant.	Existing Project Area Exhibit, Adaptation Strategy Exhibits and Cost Estimates, Summary of Analysis Report, Meeting	March - June
8	2023-24 Public Outreach: The consultant will implement the Collaboration model for public outreach and develop a stakeholder list and lead all public participation activities. The public will be involved in each aspect of the decision process, including development of adaptation strategies and identification of preferred strategies. With the collaboration of DNLTC, the consultant will update the reporting module for the existing crowdsourcing tool. DNLTC and the sub-applicants will actively encourage public participation. The consultant shall schedule, organize, prepare materials, and facilitate all public workshops. The consultant shall keep records of all public outreach materials, public comments, and community survey results and incorporate those into the Draft and Final Plan.	Stakeholder list, crowdsourcing update, outreach materials, presentations, exhibits, posters, sign-in sheets, comment cards, survey material and results, bilingual services	January - June

9	<p>An Advisory Committee including Del Norte Local Transportation Commission, Crescent City Harbor District, Elk Valley Rancheria, and Caltrans District 1 shall be created and oversee the development of the project. Consultant shall schedule, organize, and lead the Advisory Committee meetings at least quarterly. The consultant shall prepare the agendas and meeting notes. Consultant shall create and maintain an updated action item list of deliverables with schedule for the duration of the project and distribute to the Advisory Committee monthly. Consultant shall present to, and receive approval from, the Advisory Committee all project materials before distribution to the stakeholder groups and to the public. Consultant's project management activities performed during the Advisory Committee efforts are included in this task. The Advisory Committee members will review and comment on all materials.</p>	<p>Agendas, Meeting notes, List of attendees, Action items list, Project Schedule</p>	<p>December - June</p>
10	<p>Project administration, including invoice processing, quarterly reporting, and project closeout for 2024-25. DNLTC will manage and administer the grant project according to the Grant Application Guidelines, Regional Planning Handbook, and the executed grant contract with Caltrans. DNLTC will submit quarterly invoices and reports to Caltrans, including detailed progress reports and close-out documents. Responsible party: DNLTC.</p>	<p>Meeting notes, quarterly invoices, progress reports, project closeout.</p>	<p>July 2024 - June 2025</p>
11	<p>2024-25 Public Outreach: The consultant will implement the Collaboration model for public outreach and develop a stakeholder list and lead all public participation activities. The public will be involved in each aspect of the decision process, including development of adaptation strategies and identification of preferred strategies. With the collaboration of DNLTC, the consultant will update the reporting module for the existing crowdsourcing tool. DNLTC and the sub-applicants will actively encourage public participation. The consultant shall schedule, organize, prepare materials, and facilitate all public workshops. The consultant shall keep records of all public outreach materials, public comments, and community survey results and incorporate those into the Draft and Final Plan.</p>	<p>Outreach materials, presentations, exhibits, posters, sign-in sheets, comment cards, survey material and results, bilingual services</p>	<p>July 2024 - June 2025</p>
12	<p>2024-25 Consultant shall schedule, organize, and lead the Advisory Committee meetings at least quarterly. The consultant shall prepare the agendas and meeting notes. Consultant shall create and maintain an updated action item list of deliverables with schedule for the duration of the project and distribute to the Advisory Committee monthly. Consultant shall present to, and receive approval from, the Advisory Committee all project materials before distribution to the stakeholder groups and to the public. Consultant's project management activities performed during the Advisory Committee efforts are included in this task. The Advisory Committee members will review and comment on all materials.</p>	<p>Agendas, Meeting notes, List of attendees, Action items list, Project Schedule</p>	<p>July 2024 - June 2025</p>

- 13 The consultant will define the major design elements of the project and refine the project's scope, schedule and budget. The Consultant shall include 10% and 30% design schematics within the project limits to address climate risks, conceptual drawings for alternative design concepts, proposed locations of improvements to transportation infrastructure, prioritized list of project alternatives, GIS data and mapping of the proposed improvement area, determine land acquisition needs, provide preliminary cost estimates, and present the information to the Advisory Committee for review.
- Summary of opportunities and constraints, 10% and 30% design schematics, maps and conceptual drawings for alternatives, preliminary cost estimates.
- December 2024 - June 2025
- 14 The consultant shall provide the final Plan, prepare project presentation materials, and present the project to the DNLTC, the Crescent City Harbor District, and the Elk Valley Rancheria boards. Del Norte Local Transportation Commission, Elk Valley Rancheria, and Crescent City Harbor District will coordinate with the Consultant to provide a presentation for their boards and the public attending their meetings. They will place the final plan on their meeting agendas in a manner that is usual and customary for each of them to provide a path that leads to adoption.
- Board(s) supporting materials, presentation materials, meeting minutes with board approval, final plan.
- August 2024 - May 2025

G1 Estimate Year 1	Amount	RPA	TDA	PPM	CAP Grant
Staff Admin	\$ 5,000	\$ -	\$ -		\$ 5,000
Staff Match	\$ 19,500	\$ 19,500	\$ -	\$ -	
Consultant	\$ 85,000	\$ -	\$ -	\$ -	\$ 85,000
Total	\$ 109,500	\$ 19,500	\$ -	\$ -	\$ 90,000

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

WORK ELEMENT H 2024 Regional Transportation Plan

2020-21 Overall Work Program Amendment 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	RSTP	
DNLTC Staff Services	\$ 4,500	\$ 4,500	\$ -		
Consultant	\$ 40,000	\$ 18,000	\$ 22,000	\$ -	
TOTAL	\$ 44,500	\$ 22,500	\$ 22,000	\$ -	

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

Previous Accomplishments

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

Objective

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

Discussion

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

Product 1 2024 Regional Transportation Plan

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

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

5	Update the Existing Conditions and Modal Discussion section, including Native American Tribes, roadway transportation system descriptions, transit services, active transportation facilities, aviation, goods movement, Crescent City harbor, operations and management, teletransportation and air quality.	Chapter update	January - June
6	Update the policy element, including regional transportation needs and issues, local and regional needs and issues, goals, policies and objectives.	Policy Element update	January - June
7	Update the Action Element including plan assumptions, safety, security, emergency preparedness, system improvements, environmental mitigation and strategies to reduce emissions.	Action Element update	July - October
8	Update the financial element, including roadway improvement funding, transit improvement funding, aviation, projected revenues and financial strategies.	Financial Element update	July - October
9	Update Top Priority Project chapter to provide a focused list of financially constrained regional transportation capital improvement projects which are viewed by DNLTC and the community as the highest priority for the region. A top priority list provides DNLTC and staff with direction for moving projects efficiently through funding, environmental, design and construction phases.	Priority Project chapter update	July - October
10	Adopt 2024 Regional Transportation Plan.	Regional Transportation Plan 2024	December

Product 1 Estimate	Amount	RPA	STIP/PPM	RSTP
Staff	\$ 4,500	\$ 4,500	\$ -	
Consultant	\$ 40,000	\$ 18,000	\$ 22,000	\$ -
Total	\$ 44,500	\$ 22,500	\$ 22,000	\$ -

**This work be completed in the 2024-25 year.*

**OVERALL WORK PROGRAM AGREEMENT (OWPA)
Del Norte Local Transportation Commission**

FY: 2023-24 OWP Board Approval Date: Draft Amendment #: 1

- The undersigned signatory hereby commits to complete this Fiscal Year (FY) the Annual Overall Work Program (OWP), which has been approved by the Department of Transportation (Caltrans), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) and is attached as part of this OWPA.
- All of the obligations, duties, terms and conditions set forth in the Master Fund Transfer Agreements (MFTA) that was executed January 1, 2015 through December 31, 2024 with Caltrans are incorporated by reference as part of this OWPA for this FY.
- Match amounts, sources, and eligibility for Regional Transportation Planning Funds listed below, must be in compliance with Federal, State, or contractually agreed upon requirements.
- Subject to the availability of funds this FY OWPA funds encumbered by Caltrans include, but may not exceed, the following:

CFDA #	Funding Source	MIN Required Match %	CURRENT FY Allocated Programmed Amount	CARRYOVER Programmed Amount	Toll Credit Match	Local/In-Kind Match	TOTAL Estimated Expenditures
20.205	FHWA PL (Toll Credit)	11.47%					\$0.00
20.205	FHWA PL (Local/In-kind Match)	11.47%					\$0.00
20.205	FHWA PL-Complete Streets	0.00%					\$0.00
20.505	FTA 5303 (Toll Credit Match)	11.47%					\$0.00
20.505	FTA 5303 (Local/In-kind Match)	11.47%					\$0.00
20.505	FTA 5304	11.47%					\$0.00
20.205	FHWA SPR	20.00%					\$0.00
	RPA	0.00%	\$230,000.00	\$6,487.55			\$236,487.55
	RPA Grants	0.00%					\$0.00
	SHA Grants	11.47%					\$0.00
	SB1 Formula & Competitive	11.47%					\$0.00
	Climate Adaptation	11.47%	\$90,000.00			\$19,500.00	\$109,500.00
	Total Programmed Amount		\$320,000.00	\$6,487.55	\$0.00	\$19,500.00	\$345,987.55

Agency Certification of Programmed Funds
The Agency certifies that programmed amounts are representative of eligible and approved activities. Any expenses in excess of available and programmed funds will be borne solely by the agency.
Authorized Signature _____ Date _____
Tamera Leighton, Executive Director
Printed Name and Title

District Approval of Programmed Funds
The District has reviewed and approves the OWPA as submitted. Programmed amounts are representative of eligible and approved activities and is consistent with all obligations as approved in the OWP.
Authorized Signature _____ Date _____
Printed Name and Title

(HQ Department of Transportation Use Only)					
The total amount of FEDERAL funds encumbered by this document are: \$ _____					
Fund Title: _____	Item: _____	Chapter Statute: _____	Fiscal Year: _____		
The total amount of STATE funds encumbered by this document are: \$ _____					
Fund Title: _____	Item: _____	Chapter Statute: _____	Fiscal Year: _____		
Encumbrance Details:					
Fed/State	CT	Acct Line #	Project ID	Phase/Fund	Amount \$

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and expenditure purpose stated above.

Signature of Department of Transportation Resources/Accounting Officer _____

Date _____

Del Norte Local Transportation Commission

Overall Work Program Expenditure Detail

2023-24 Overall Work Program

Work Element	Description	Funding Sources	DNLTC	Consultant/ Other
A	Long Range Planning Coordination	RPA	\$ 41,000	\$ 79,238
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other/RSTP	\$ -	\$ -
Total A	\$120,238		\$41,000	\$79,238
B	Overall Work Program Development	RPA	\$ 24,000	\$ -
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
Total B	\$24,000		\$ 24,000	\$ -
C	Public Participation and Information Dissemination	RPA	\$ 34,250	\$ 16,000
		PPM	\$ 2,500	\$ -
		TDA	\$ -	\$ 10,000
		Other:	\$ -	\$ -
Total C	\$62,750		\$ 36,750	\$ 26,000
D	Regional Transportation Improvement Program (RTIP) Development	RPA	\$ -	\$ -
		PPM	\$ 8,000	\$ 55,000
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
Total D	\$63,000		\$ 8,000	\$ 55,000
E	Transportation Development Act Administration and Fiscal Management	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ 30,500	\$ 73,100
		Other	\$ -	\$ -
Total E	\$103,600		\$ 30,500	\$ 73,100
F	SAFE: Service Authority for Freeway Emergencies	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		SAFE	\$ 7,000	\$ 25,000
Total F	\$32,000		\$ 7,000	\$ 25,000
G	Climate Change Adaptation Planning	RPA	\$ 0	\$ -
		PPM	\$ -	\$ -
		Match RPA	\$ 19,500	\$ -
		Other: CAP	\$ 5,000	\$ 85,000
Total G	\$109,500		\$ 24,500	\$ 85,000
H	2024 Regional Transportation Plan	RPA	\$ 4,500	\$ 18,000
		PPM	\$ -	\$ 22,000
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total H	\$44,500		\$ 4,500	\$ 40,000

Del Norte Local Transportation Commission

Overall Work Program Revenue Summary

2023-24 Overall Work Program

Work Element	Description	RPA	TDA	STIP PPM	SAFE/Special	Work Element Total
A	Long Range Planning Coordination					
Product 1	Regional Transportation Plan Development	\$ 34,000.00	\$ -	\$ -	\$ -	
Product 2	2024 Economic and Demographic Profile	\$ 9,900.00	\$ -			
Product 3	Regional Mapping	\$ 76,337.55				
	Total Work Element A	\$ 120,237.55	\$ -	\$ -	\$ -	\$ 120,237.55
B	Overall Work Program Development					
Product 1	Overall Work Program	\$ 24,000.00	\$ -	\$ -	\$ -	
	Total Work Element B	\$ 24,000.00	\$ -	\$ -	\$ -	\$ 24,000.00
C	Information Dissemination					
Product 1	Commission	\$ 28,500.00	\$ -	\$ -	\$ -	
Product 2	Partnerships and Planning Agreements	\$ 7,750.00	\$ 10,000.00	\$ 2,500.00	\$ -	
Product 3	Website & Crowdsourcing Information	\$ 14,000.00		\$ -		
	Total Work Element C	\$ 50,250.00	\$ 10,000.00	\$ 2,500.00	\$ -	\$ 62,750.00
D	Regional Transportation Improvement Program (RTIP) Development					
Product 1	Develop and Maintain TIP	\$ -	\$ -	\$ 8,000.00	\$ -	
Product 2	Project Representation	\$ -	\$ -	\$ 55,000.00	\$ -	
	Total Work Element D	\$ -	\$ -	\$ 63,000.00	\$ -	\$ 63,000.00
		0	0			
E	Transportation Development Act Administration and Fiscal Management					
Product 1	Office Operations	\$ -	\$ 23,500.00	\$ -	\$ -	
Product 2	Fiscal Management	\$ -	\$ 77,600.00	\$ -	\$ -	
Product 3	SSTAC Support	\$ -	\$ 2,500.00	\$ -	\$ -	
	Total Work Element E	\$ -	\$ 103,600.00	\$ -	\$ -	\$ 103,600.00
F	SAFE: Service Authority for Freeway Emergencies					
Product 1	Call Box System Maintenance & Reporting	\$ -	\$ -	\$ -	\$ 32,000.00	
	Total Work Element F	\$ -	\$ -	\$ -	\$ 32,000.00	\$ 32,000.00
G	Climate Change Adaptation Planning					

Product 1	South Beach Climate Resilience Plan	\$ 19,500.00	\$ -	\$ -	\$ 90,000.00	
	Total Work Element G	\$ 19,500.00	\$ -	\$ -	\$ 90,000.00	\$ 109,500.00

H	2024 Regional Transportation Plan					
Product 1	2024 Regional Transportation Plan	\$ 22,500.00		\$ 22,000.00		
	Total Work Element H	\$ 22,500.00		\$ 22,000.00		\$ 44,500.00

TOTAL LABOR AND EXPENSES		\$ 236,487.55	\$ 113,600.00	\$ 87,500.00	\$ 122,000.00	\$ 559,587.55
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Item F Staff Report

DATE: NOVEMBER 7, 2023
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: LEGAL REVIEW POLICY FOR CONTRACTING

TAC & STAFF RECOMMENDATION: By polled vote, approve the legal review policy for contracting.

BACKGROUND: A legal review policy is a set of guidelines and procedures that DNLTC follows to ensure that its contracts are reviewed and approved by qualified people. The purpose of a legal review policy is to minimize legal risks, ensure compliance with applicable laws and regulations, and protect DNLTC's interests. The draft policy addresses the recommended items listed here.

DISCUSSION:

Why a Legal Review Policy is Important:

- 1 Minimizing legal risks: A thorough legal review can identify potential legal risks and liabilities that may arise from a contract. By addressing these risks before the contract is finalized, an organization can minimize its exposure to disputes, litigation, and financial losses.
- 2 Ensuring enforceability: A legally sound contract is more likely to be enforceable. A legal review can help ensure that a contract contains all the necessary elements to be considered legally binding and enforceable.
- 3 Compliance with laws and regulations: Organizations must comply with various laws and regulations that may impact their contracts. A legal review can help identify any potential compliance issues and suggest necessary modifications to ensure compliance.
- 4 Protecting the organization's interests: A legal review can help ensure that a contract is in the organization's best interests, with fair and balanced terms that protect the organization's rights and interests.

Recommendations for Implementing a Legal Review Policy:

- 1 Develop a standardized contract template: Utilizing a standardized contract template that has been pre-approved by legal counsel can streamline the review process and minimize the need for extensive legal review of each individual contract.
- 2 Prioritize contracts for review: Not all contracts pose the same level of risk or complexity. Establish a system for prioritizing contracts for legal review based on factors such as the value of the contract, the potential risks involved, and the complexity of the terms.

Draft for approval on November 7, 2023

Del Norte Local Transportation Commission Legal Review Policy for Contracting

The executive director of Del Norte Local Transportation Commission has the option to present a contract for approval by the Commission only when the following three conditions are met:

- 1 The Technical Advisory Committee reviews contracts and recommends approval to the Del Norte Local Transportation Commission.
- 2 The contract is under \$100,000.
- 3 The contract uses standard language provided by its legal counsel.

All contracts not meeting these conditions will be reviewed by legal counsel and approved as to form prior to the signature of the executive director.

Item F Staff Report

DATE: NOVEMBER 7, 2023
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: CONTRACT FOR THE 2024 REGIONAL TRANSPORTATION PLAN UPDATE

TAC & STAFF RECOMMENDATION: By polled vote, authorize the executive director to sign the contract with Green DOT Transportation Solutions after approval by counsel.

BACKGROUND: The Regional Transportation Plan is a mandate of the State for all Regional Transportation Planning Agencies, and it must be updated every 4 years to also meet the needs of the City and County planning cycles.

After gathering several ideas for streamlining the Regional Transportation Plan update, the attached proposal meets the best fit for a “mini update”. This streamlined approach meets the requirements of the California Transportation Commission and keeps the 4-year cycle on track to meet the needs of the City and County. DNLTC anticipates a comprehensive update for 2028 with an estimated cost of \$150,000.

From the introduction to the draft 2024 Regional Transportation Plan guidelines:

Every Regional Transportation Planning Agency (RTPA) that has the appropriate planning and programming role for their particular county is required by law to conduct long-range **transportation** planning to ensure the region’s vision and goals are clearly identified. The long-range plan, known as the Regional Transportation Plan (RTP), is an important policy document that is based on the unique needs and characteristics of a as enumerated in California

The California Transportation Commission (Commission or CTC) is authorized to develop the following guidelines by GC Section 14522, which reads:

In cooperation with the regional transportation planning agencies (RTPA), the commission may prescribe study areas for analysis and evaluation by such agencies and

guidelines for the preparation of the RTPs.

Alpine County Transportation Commission (CTC), Amador CTC, Calaveras Council of Governments (COG), Colusa CTC, Del Norte Local Transportation Commission (LTC), El Dorado CTC, Glenn CTC, Humboldt County Association of Governments, Inyo LTC, Lake County/City Area Planning Council, Lassen CTC, Mariposa LTC, Mendocino COG, Modoc CTC, Mono LTC, Transportation Agency for Monterey County, Nevada CTC, Placer County Transportation Planning Agency, Plumas CTC, Council of San Benito County Governments, Santa Cruz County Regional Transportation Commission, Sierra LTC, Siskiyou CTC, Tehama CTC, Trinity CTC, and Tuolumne CTC.

While the guidelines include both state and federal requirements, RTPAs have the flexibility to be creative in selecting transportation planning options that best fit their regional needs. The guidelines recognize that “one size does not fit all.” Solutions and techniques used by a larger RTPA will be different than those used by a smaller RTPA.

The full document is located here: <https://catc.ca.gov/-/media/ctc-media/documents/programs/transportation-planning/2024-rtp-guidelines/2024--rtp-guidelines-rtpas-final.pdf>.

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
PROFESSIONAL SERVICES AGREEMENT WITH
GREEN DOT TRANSPORTATION SOLUTIONS**

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into and effective as of November 7, 2023 ("Effective Date"), by and between the Del Norte Local Transportation Commission ("DNLTC") and Green DOT Transportation Solutions ("Consultant") (collectively, the "Parties").

WHEREAS, the Parties enter into this Agreement for the purpose of Consultant providing professional transportation planning services to DNLTC under the terms and conditions set forth in this Agreement.

THEREFORE, in consideration of the mutual covenants contained in this Agreement, the Parties agree as follows:

1. Services. Consultant will provide the professional services as described in and in accordance with the Scope of Services and Fees set forth in Exhibit A, attached hereto and incorporated herein ("Services"). As needed by DNLTC, Services will be ordered by DNLTC by specifying the task to be performed ("Task Orders"). Task Order #1 is attached as Exhibit B. Additional Task Orders may be agreed to by the Parties and these must be numbered in series and will be set forth in similar format and attached to and become part of this Agreement.

2. Compensation.

A. For the full performance of the Services described in Exhibit A, DNLTC will compensate Consultant on a time-and-materials basis at the compensation rates specified in Consultant's Services Rate Schedule included in Exhibit A; provided, however, that total compensation for the full performance by Consultant of all Services under all Task Orders must not exceed sixty-eight thousand five hundred (\$68,500), the "not-to-exceed" amount.

B. Consultant must submit detailed monthly invoices reflecting all services performed during the preceding month, including a revised or re-stated schedule for performance and any additional documentation requested by DNLTC.

C. Consultant will be compensated for services in addition to those described in Exhibit A, only if Consultant and DNLTC execute a written amendment to this Agreement describing the additional services to be performed and the compensation to be paid for those services. In no case will the total compensation under this Agreement exceed the "not-to-exceed" amount specified in Paragraph A,

above, without prior written authorization from DNLTC.

D. DNLTC's obligation to pay compensation to Consultant is contingent upon Consultant's performance of the Services pursuant to the terms and conditions of this Agreement and any amendments. Before payment is disbursed, Consultant must be in compliance with Paragraph 19 of this Agreement.

3. Term. The term of this Agreement commences on the Effective Date, and terminates on January 31, 2025 unless sooner terminated in accordance with Section 4. Upon termination, any and all of DNLTC's documents or materials provided to Consultant and any and all of the documents or materials prepared for DNLTC or relating to or derived from the performance of the Services, must be delivered to DNLTC as soon as possible, but not later than fourteen (14) days after termination of the Agreement.

4. Termination. DNLTC may terminate this Agreement without cause upon ten (10) days' written notice. DNLTC may immediately terminate or suspend this Agreement for cause. Cause for immediate termination or suspension includes, but is not be limited to, any breach of this Agreement by Consultant or Consultant's bankruptcy or insolvency. Upon receipt of notice of termination or suspension for cause, Consultant must immediately stop all work in progress under this Agreement. In the event of early termination of this Agreement by DNLTC, Consultant is entitled to payment for all Services performed to the date of termination to the extent the Services were performed to the satisfaction of DNLTC in accordance with the terms and conditions of this Agreement. If DNLTC terminates this Agreement for cause, Consultant is liable to DNLTC for any excess cost DNLTC incurs for completion of the Services.

5. Consultant's Representation; Independent Contractor. Consultant represents that Consultant possesses distinct skills for performing the Services. DNLTC has relied upon that representation as a material inducement to enter into this Agreement. Consultant must, therefore, provide properly skilled and technical personnel to perform all Services. It is expressly understood that Consultant, its agents, and employees act in an independent capacity and as an independent contractor and not as officers, employees or agents of DNLTC. This Agreement may not be construed as an agreement for employment.

6. Facilities and Equipment. Consultant must, at its sole cost and expense, furnish all facilities and equipment that may be required for furnishing Services under this Agreement. DNLTC will furnish to Consultant no facilities or equipment, unless DNLTC otherwise agrees in writing to provide them.

7. Licenses, Permits, Etc. Consultant must, at Consultant's sole cost and expense, keep in effect and require its subcontractors, if any, to keep in effect at all times during the term of this Agreement any licenses, permits or other approvals that are legally required for performing the Services.

8. Time. Consultant will devote enough time to the performance of the Services as may be reasonably necessary for satisfactory performance of Consultant's obligations under this Agreement.

9. Inspection. Consultant must provide DNLTC every reasonable opportunity to ascertain that the Services are being performed in accordance with the requirements and intentions of this Agreement. All work done and materials furnished, if any, are subject to inspection and approval by DNLTC. The inspection of the work does not relieve Consultant of any of its obligations under this Agreement.

10. Progress Reports. Upon DNLTC's request, Consultant must provide, in a form acceptable to DNLTC, written progress reports of all oral and written observations, opinions, recommendations, analyses, progress and conclusions related to Consultant's performance of the Services.

11. Confidentiality. In the course of providing services for DNLTC, Consultant may have access to trade secrets and confidential information, disclosure of which is protected or limited by law. Consultant will not directly or indirectly disclose or use any confidential information, except as required for the performance of the Services.

12. Conflict of Interest. Consultant represents that it presently has no interest, and covenants that it will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the Services. Consultant further covenants that, in the performance of this Agreement, it will not employ any subcontractor or person having a conflict of interest. Consultant represents that no one who has or will have any financial interest under the Agreement is an officer or employee of DNLTC. If a conflict of interest arises during this Agreement or any extension, Consultant will immediately advise DNLTC and DNLTC may, at its sole discretion, immediately terminate this Agreement.

13. Consultant No Agent. Except as DNLTC may specify in writing, Consultant has no authority, express or implied, to act on behalf of DNLTC in any capacity whatsoever as an agent. Consultant has no authority, express or implied, under this Agreement to obligate DNLTC in any way.

14. Standard of Performance. Consultant must perform all the Services in a manner consistent with the standards of Consultant's profession. If there is no professional standard applicable to the Services, Consultant must perform in a manner consistent with the standards applicable to Consultant or the type of work. All instruments of service, as defined by the American Institute of Architects, that Consultant delivers to DNLTC under this Agreement, must be prepared to comply with and conform to the standards of Consultant's type of work. All instruments of service become the sole and exclusive property of DNLTC upon delivery.

15. Assignment/Transfer. Consultant will make no assignment or transfer in whole or in part of this Agreement without the prior written consent of DNLTC.

16. Subcontractors. Consultant must directly perform all Services, and may not subcontract any portion of performance of the Services without the prior written consent of DNLTC. Any approved subcontractors are required to comply, to the full extent applicable, with the terms and conditions of this Agreement. Upon execution of this Agreement, Consultant must furnish a separate schedule of names and addresses of subcontractors, if any, and must notify DNLTC in advance if changes in subcontractors occur.

17. Internal Revenue Service Form W-9. Consultant will provide an Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification, as required by DNLTC to comply with regulations of the United States Department of the Treasury. DNLTC's Finance Department will provide Consultant with the required form. Consultant must complete and file the form with DNLTC before any payment for Services may be made.

18. Business License. Consultant must file and require all its subcontractors to file, a Business License Application as required by the appropriate local government agency. Consultant must file and require all its subcontractors to complete and file the form with the appropriate local government agency and must pay or cause to be paid the business license fee before any payment for Services under this Agreement is rendered.

19. Compliance with All Laws. Consultant and any subcontractors must comply fully with all applicable local, state and federal rules, laws, regulations and ordinances pertaining to performance of the Services, including the Americans with Disabilities Act and any copyright, patent or trademark law. To the extent that any other government agency or entity provides compensation for any Services, Consultant must comply with all rules and regulations applicable to that fiscal assistance. Consultant's failure to comply with any law(s) or regulations(s) applicable to the performance of the Services hereunder may be declared, at the discretion of DNLTC, a breach of contract.

These laws include, but are not limited to, the California Prevailing Wage Law; California Labor Code section 1720 et seq. Because the services described in Exhibit A include "work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work," the services constitute public works within the definition of section 1720(a)(l) of the California Labor Code.

Therefore, the services described in Exhibit A must be performed in accordance with all applicable requirements of the California Prevailing Wage Law including, but not limited to, all applicable requirements contained in Exhibit C, which is attached to and made a part of this Agreement. To the extent that any other government agency or entity provides compensation

for any services, consultant must comply with all rules and regulations applicable to the fiscal assistance.

20. Discrimination. During the performance of this Agreement, Consultant must not discriminate against any employee or applicant for employment because of race, religion, creed, color, national origin, ancestry, gender, sexual orientation, age or physical or mental disability in violation of any applicable law.

21. Notice. Except as otherwise specified in this Agreement, all notices to be sent pursuant to this Agreement must be made in writing, and sent to the Parties at their respective addresses specified below or to any other address a Party may designate by written notice delivered to the other Party in accordance with this Section. All notices must be sent by:

- A. Personal delivery, in which case notice is effective upon delivery; or
- B. Certified or registered mail, return receipt requested, in which case notice will be deemed delivered on receipt if delivery is confirmed by a return receipt; or
- C. Nationally recognized overnight courier, or USPS Express or Priority Mail, with tracking, with charges prepaid or charged to the sender's account, in which case notice is effective on delivery if delivery is confirmed by the delivery service; or
- D. Facsimile transmission, in which case notice is deemed delivered upon transmittal, provided that (a) a duplicate copy of the notice is promptly delivered by first-class or certified mail or by overnight delivery, or (b) a transmission report is generated reflecting the accurate transmission thereof. Any notice given by facsimile is considered to have been received on the next business day if it is received after 5:00 p.m. recipient's time or on a non-business day.

DNLTC:

Tamera Leighton, Executive Director
900 Northcrest Drive #16
Crescent City, CA 95531
tameraleighton@dnltc.org
Mobile: 707-218-6424

Consultant:

Green DOT Transportation Solutions
Jeff Schwein, President
627 Broadway, Suite 220
Chico, CA 95928
Mobile: 530-781-2499
jeff@greendottransportation.com

22. Ownership of Documents. All original papers, documents or computer material on disk or microfilm, and copies thereof, produced as a result of this Agreement (collectively "Project Documents"), are the property of DNLTC and may not be used by Consultant without the written consent of DNLTC. Consultant will provide documents in electronic form in a format required by DNLTC. Copies of these documents or papers must not be disclosed to others without the written consent of the Director or their designated representative. DNLTC agrees

to indemnify and hold Consultant harmless for claims resulting from DNLTC's alteration of the Project Documents for another DNLTC project.

23. Internet-Ready Deliverables. If applicable to this Agreement, each contract deliverable must be delivered as a data file suitable for publication on the Internet. The following specifications define the formats that satisfy this requirement:

- A. Brochures, reports, plan documents, catalogues, flyers with graphics included, and forms are to be formatted as screen-optimized ".pdf " files, if possible.
- B. Freestanding, individual graphics such as logos, small maps and photos are to be formatted as ".tif " files, with the largest side no larger than four inches.
- C. Large maps are to be formatted as ".jpg" files with the largest side no larger than four inches, unless mutually agreed otherwise by the Parties.
- D. Short text documents with no graphics are to be in MS Word.
- E. Freestanding charts, graphs and listings are to be in MS Excel.

24. Indemnification. To the fullest extent allowed by law, Consultant will indemnify, defend with counsel acceptable to DNLTC, and hold harmless DNLTC and its officers, officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, suits, actions, arbitrations proceedings, administrative proceedings, regulatory proceedings, civil penalties and fines, expenses and costs (including, without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature, whether actual, alleged or threatened, arising out of or in connection with Consultant's performance of the Services or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of DNLTC.

The Consultant's obligation to defend and indemnify will not be excused because of the Consultant's inability to evaluate Liability or because the Consultant evaluates Liability and determines that the Consultant is not liable to the claimant. The Consultant must respond within thirty (30) days to the tender of any claim for defense and indemnity by DNLTC, unless this time has been extended by DNLTC. If the Consultant fails to accept or reject a tender of defense and indemnity within thirty (30) days, in addition to any other remedy authorized by law, so much of the money due the Consultant under and by virtue of this Agreement as is necessary for DNLTC may be retained by DNLTC until disposition has been made of the claim or suit for damages, or until the Consultant accepts or rejects the tender of defense, whichever occurs first. Furthermore, Consultant and Subcontractors' obligations to indemnify and defend DNLTC are binding on their successors and assigns and will survive the termination or completion of this Agreement for the fullest extent and duration allowed by law.

With respect to third party claims against the Consultant, the Consultant waives any and all rights of any type to express or implied indemnity against the Indemnitees.

Notwithstanding the foregoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code section 2783, as may be amended from time to time, such duties of Consultant to indemnify will not apply when to do so would be prohibited by California Civil Code Section 2782.

Notwithstanding the foregoing, to the extent that this Agreement includes design professional services under Civil Code Section 2782.8, as may be amended from time to time, such duties of Consultant to indemnify will only be to the full extent permitted by Civil Code Section 2782.8.

The defense and indemnification obligations of this Agreement are undertaken in addition to, and will not in any way be limited by, the insurance obligations contained in this Agreement. If any term or portion of this section is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, said section will be interpreted to allow the broadest indemnity permitted by law.

25. Insurance. Consultant must procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, Consultant's agents, representatives and employees.

A. Minimum Scope of Insurance. Coverage must be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 12/90) covering Automobile Liability, code 1(any auto), or code 8, 9 if no owned auto.
3. Workers' Compensation Insurance as required by the State of California and Employers' Liability Insurance. If no employees are utilized, the Consultant will provide a signed declaration as described in California Health and Safety Code Section 19825.
4. Professional liability insurance appropriate to the Consultant's profession. Architects' and Engineers' coverage is to be endorsed to include contractual liability.

B. Minimum Limits of Insurance. Consultant will maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury,

personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit must apply separately to this project/location or the general aggregate limit must be twice the required occurrence limit.

2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Workers ' Compensation: statutory limit; Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
4. Professional liability: \$1,000,000 per occurrence or claim.

C. Umbrella or Excess Insurance. The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance must contain or be endorsed to contain a provision that this coverage also apply on a primary and non-contributory basis for the benefit of DNLTC before DNLTC's insurance or self-insurance is called upon to protect it as a named insured.

D. Deductibles and Self-Insured Retention. Any deductibles or self-insured retentions must be declared to and approved by DNLTC and do not reduce the limits of liability. Policies containing any self-insured retention provision must provide or be endorsed to provide that the self-insured retention may be satisfied by either the named Insured or DNLTC. At the option of DNLTC, either: the insurer must reduce or eliminate the deductibles or self-insured retentions as respects DNLTC, its officers, officials, employees and volunteers, or the Consultant must provide a financial guarantee satisfactory to DNLTC guaranteeing payment of losses and related investigations, claim administration and defense expenses. DNLTC reserves the right to obtain a full certified copy of any insurance policy and endorsements. Failure to exercise this right does not constitute a waiver of right to so exercise later.

E. Other Insurance Provisions.

1. The Commercial General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

a. DNLTC, its officers, officials, employees and volunteers (the "Additional Insureds") are to be covered as insureds as respects: liability arising out of work or operations as performed by or on behalf of the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant.

b. For any claims related to this project, the Consultant's insurance coverage is primary insurance as respects DNLTC, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by DNLTC, its officers, officials, employees or volunteers is in excess of the Consultant's insurance and does not contribute with it. The Additional Insured coverage under the Consultant's policy must be at least as broad as ISO Form CG 20 01 04 13.

c. Each insurance policy required by this clause must be endorsed to state that coverage will not be canceled by either Party, unless thirty (30) days prior written notice by certified mail, return receipt requested, has been given to DNLTC.

2. The Workers' Compensation endorsement must contain a Waiver of Subrogation against DNLTC. The Consultant will provide to DNLTC an endorsement from the Workers' Compensation insurer, if any, agreeing to waive all rights of subrogation against DNLTC for injuries to employees of the Insured resulting from work for DNLTC.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise agreed to by DNLTC.

G. Verification of Coverage. Consultant must furnish DNLTC with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by DNLTC or on other than DNLTC's forms provided those endorsements conform to DNLTC's requirements. All certificates and endorsements are to be received and approved by DNLTC before work commences.

H. Subcontractors. Consultant must include all subcontractors as insureds under its policies or furnish separate certificates and endorsements for each subcontractor prior to commencement of subcontractor's work. Consultant agrees that all contracts with subcontractors will include the same requirements stated in this Agreement with respect to indemnity and insurance. Subcontractors hired by Consultant must agree to be bound contractually to Consultant and DNLTC in the same manner and to the same extent as Consultant is bound to DNLTC under this Agreement. Subcontractors must further agree to include these same provisions with any Sub-subcontractor. A copy of these indemnity and insurance provisions must be furnished by Consultant to any subcontractor. The Consultant must require all subcontractors to provide a valid certificate of insurance and the required endorsements prior to commencement of any work by that subcontractor and Consultant will provide proof of compliance to DNLTC. If DNLTC is not furnished

separate endorsements for each subcontractor prior to the commencement of subcontractor's work, then Consultant must include all subcontractors as insureds under its policies.

26. Amendment. This Agreement may be amended only by a written instrument executed by both Parties.

27. Litigation. If litigation ensues between DNLTC and a third-party, which pertains to the subject matter of Consultant's services hereunder, Consultant, upon request from DNLTC, agrees to testify therein at a reasonable and customary fee.

28. Construction. This Agreement is the product of negotiation and compromise on the part of both Parties and that the Parties agree that, notwithstanding Civil Code Section 1654, any uncertainty in the Agreement may not be construed against the drafter of the Agreement.

29. Governing Law; Venue. This Agreement must be enforced and interpreted under the laws of the State of California. Any action arising from or brought in connection with this Agreement must be venued in the Superior Court for the County of Del Norte, State of California.

30. Non-Waiver. DNLTC's failure to enforce any provision of this Agreement or the waiver thereof in a particular instance is not a general waiver of any part of that provision. The provision will remain in full force and effect.

31. Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement continue in full force and effect.

32. No Third-Party Beneficiaries. The Parties do not intend to create, and nothing in this Agreement creates, any benefit or right in any third party.

33. Mediation. The Parties agree to make a good faith attempt to resolve any dispute arising out of this Agreement through mediation prior to commencing litigation. The Parties must mutually agree upon the mediator and divide the costs of mediation equally.

34. Consultant's Books and Records.

A. Consultant must maintain any and all ledgers, books of accounts, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to DNLTC for a minimum period of three (3) years or for any longer period required by law, from

the date of final payment to Consultant under this Agreement.

B. Consultant must maintain all documents and records which demonstrate performance under this Agreement for a minimum period of three (3) years or for any longer period required by law, from the date of termination or completion of this Agreement.

C. Any records or documents required to be maintained under this Agreement must be made available for inspection or audit, at any time during regular business hours, upon written request by the Director or their designated representative. Copies of these documents will be provided to DNLTC when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records must be available at Consultant's address indicated for receipt of notices in this Agreement.

D. If DNLTC has reason to believe that records or documents may be lost or discarded due to dissolution, disbandment or termination of Consultant's business, DNLTC may, by written request by the Director, require that custody of the records be given to DNLTC and that the records and documents be maintained by DNLTC. Access to these records and documents will be granted to any party authorized by Consultant, Consultant's representatives, or Consultant's successor in interest.

35. Headings. The headings used in this Agreement are for convenience only and are not intended to affect the interpretation or construction of any provisions herein.

36. Survival. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between DNLTC and Consultant will survive the termination or completion of this Agreement.

37. Entire Agreement. This Agreement, including the exhibits attached hereto and incorporated herein, constitutes the entire agreement between the Parties with respect to the Services, and supersedes all prior agreements or understandings, oral or written, between the Parties in this regard.

[Signature page to follow]

IN WITNESS WHEREOF, the Parties have executed this document the day, month and year first above written.

DEL NORTE LOCAL TRANSPORTATION
COMMISSION:

By: _____
Tamera Leighton, Director

By: _____
Blake Inscore, Chair

Approved as to form:

By: _____
[name], Attorney

CONSULTANT:

By: _____
Jeff Schwein, President



October 24, 2023

Tamera Leighton
Executive Director
Del Norte Local Transportation Commission

RE: Preparation of the 2024 Del Norte Regional Transportation Plan Update for the Del Norte Local Transportation Commission

Dear Tamera,

Regional Transportation Planning Agencies play a critical role in shaping our communities. They guide our transportation investments for many modes of travel, including public transit, automobiles, trucks, trains, bicycles, pedestrians and to some extent airplanes. The Regional Transportation Plan provides the framework for prioritizing projects and developing a planning level schedule for implementation. This document has become increasingly important as funding programs morph to address future needs.

Green DOT has worked and played in Del Norte County for more than 20 years and understand the opportunities and challenges associated with aging infrastructure, extreme topography, sensitive environment, valuable resources, and vulnerability. We also understand the investments and care going into local communities and the transportation infrastructure that services residents and visitors. This RTP effort is sure to play a critical role in Del Norte's future.

Green DOT Transportation Solutions was founded on the principle of helping regional transportation planning agencies develop projects and programs that are progressive, coordinated, and implementable. We also assist RTPAs and local agencies with administrative work associated with the delivery of transportation projects. This allows us to have a comprehensive vision of transportation projects from inception through programming and delivery.

Please find the enclosed proposal to prepare a light 2024 Del Norte Regional Transportation Plan Update.

Sincerely,

A handwritten signature in black ink that reads "Jeff Schwein". The signature is written in a cursive, flowing style.

Jeff Schwein, AICP CTP
President-Green DOT Transportation Solutions
jeff@greendottransportation.com
530-781-2499

627 Broadway, Suite 220, Chico, CA 95928
530-781-2499

DEL NORTE LOCAL TRANSPORTATION COMMISSION

PROPOSAL FOR 2024 REGIONAL TRANSPORTATION PLAN UPDATE

Presented by



Presented to



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A. STATEMENT OF UNDERSTANDING & APPROACH

UNDERSTANDING OF PROJECT

Del Norte's unique landscape from rugged coast, old growth redwood forests, and pristine rivers is cherished by its residents and many annual visitors. Del Norte has many opportunities to continue to improve mobility and transportation safety throughout the region. Rural transportation projects are unique, because often a 'small' project in a rural community can have a large impact on the quality of life for its residents and visitors. Each new intersection improvement, transit route adjustment, or pedestrian project can greatly impact the way people travel throughout the region. The DNLTTC is well positioned to build off the recent grant success of the Caltrans Sustainable Transportation Planning grant (South Beach Climate Resilience Plan). With additional discretionary funding becoming available through the Infrastructure Investment and Jobs Act, this update of the Regional Transportation Plan comes at a critical time. Since typical transportation funding programs are constrained, it is important to be diligent in understanding incoming opportunities. We believe our team can help the DNLTTC with a progressive approach to the 2024 RTP Update.

Regional Transportation Plans (RTPs) are the "general plan" of a region's transportation program for short and long-term projects. The RTP documents the policy direction, actions, and funding strategies designed to maintain and improve the regional transportation system using the following methods: Assessing the current modes of transportation and the potential of new travel options.

- Identifying projected growth corridors and predicting the future improvements and needs for travel and goods movement.
- Identifying and documenting specific actions necessary to address the region's mobility and accessibility needs and establishing short-term and long-term goals to facilitate these actions.
- Identifying and integrating public policy decisions made by local, regional, State, and Federal officials regarding transportation expenditures and financing.

This document is required by statute and takes direction from the guidelines prepared by the California Transportation Commission (CTC) on a regular basis. The statutory guidance requires RTPAs to adopt RTPs every 5 years. In order to qualify for State and Federal transportation funds, projects must be in the Regional Transportation Plan. In addition to updating the project list for the region, new practices in developing performance measures and the cost benefit of transportation projects will be important to update throughout the RTP elements. The updated RTP will maintain and improve the quality of life for residents and visitors in the Del Norte region by guiding the development of a balanced, multi-modal transportation system.

PROJECT MANAGEMENT

KICK-OFF MEETING

Upon contract initiation, Green DOT will schedule a Kick-Off meeting with the Del Norte Local Transportation Commission (DNLTC) staff to refine the project scope, schedule and budget. During this meeting, we will discuss regional issues and background information pertinent to assisting in the development of the 2024 RTP Update and its associated environmental document. At the kickoff meeting, we will explore appropriate levels of stakeholder engagement. The Stakeholders will be kept abreast of project updates, and collaboration and outreach opportunities throughout the RTP development.

ONGOING PROJECT MANAGEMENT

As determined during the Kick-Off meeting, we will adhere to a schedule of virtual monthly project meetings throughout the development of the RTP and during key points of the planning process such as before community meetings. Project team meetings with DNLTC staff will be used to monitor project progress, prepare for upcoming tasks, debrief on completed tasks, conduct problem-solving and ensure the project remains on schedule and within budget. Green DOT will maintain weekly communication with the DNLTC, as well as keep the line of communication open with local partners and key stakeholders.

Deliverables

- Meeting Agenda & Minutes

EXISTING CONDITIONS & DATA ANALYSIS

REVIEW OF EXISTING DOCUMENTS

The Green DOT team will work closely with existing planning and technical documents through collection, review and incorporation of relevant data. Technical data collection will include current safety data, traffic volumes, collision data and pavement conditions for the entire region. The project team will consolidate transportation projects identified in city, county, tribal and state planning documents. This will include but not be limited to:

- Del Norte 2020 Regional Transportation Plan
- Del Norte Active Transportation Plan
- Del Norte County General Plan (Circulation Element)
- Tolowa Dee-ni' Nation Connected Communities Plan
- Redwood Coast Transit Short Range Transit Plan
- Crescent City Local Road Safety Plan

DATA UPDATE

The project team will compile, analyze and review existing conditions and technical data developed in the 2020 RTP and identify areas in need of a data update. Data updates could include collision data, traffic volumes, VMT, socioeconomic data and population.

FUTURE CONDITIONS & NEEDS

Our project team will explore the transportation system needs for Del Norte through an analysis of existing conditions, projected conditions and goals. The project team will analyze each component that makes up the entire transportation network, access to recreation areas, State Highways, local roadways, public transit, bicycle and pedestrian facilities, aviation and goods movement. We will establish a growth metric agreed upon by the client and project future needs of the region.

Deliverables

- Existing Conditions Technical Memorandum
- Data - Update
- Future Conditions & Needs Projections - Update

PUBLIC OUTREACH

PUBLIC PARTICIPATION PLAN

Green DOT will utilize and build upon the Public Participation Plan developed for the 2020 RTP. The updated outreach campaign approach can include but not be limited to one community workshop, one Commission meeting, stakeholder outreach, a project specific website and questionnaire.

COMMUNITY WORKSHOP

As this RTP update is minor, we propose hosting one community meeting at the initial RTP stage to document comments and concerns regarding transportation in Del Norte. Additionally, Green DOT will participate in one Commission meeting in addition to stakeholder communication for this RTP effort. Meeting agendas, minutes and summaries will be compiled for all outreach events which will also serve as a reference for potential grant applications. Green DOT will provide all advertising and materials for outreach events including sign-in sheets, comment cards, large scale maps and other exhibits and materials as deemed necessary.

COMMISSION MEETING

The project team will prepare an agenda item, staff report and presentation to present during one regularly scheduled meeting of the Del Norte Local Transportation Commission (DNLTC) during the development and at the adoption of the RTP.

STAKEHOLDER OUTREACH

Utilizing the stakeholder members from the 2016 and 2020 RTPs, Green DOT will send meeting

advertisements and invitations to upcoming outreach events and Commission meetings for the RTP.

OUTREACH SUMMARY

Once community and stakeholder outreach has concluded, Green DOT will summarize and compile all input received into an Outreach Summary. The Outreach Summary will include meeting attendance, comments, methods of engagement and questionnaire results demonstrated through graphics and data. All input will be reviewed for incorporation into the Draft RTP, and an Outreach summary will be included in the Final RTP.

Deliverables

- Public Participation Plan - Update
- Outreach Materials - Exhibits, Forms, Maps, Presentations, Etc.
- Outreach Summary

ACTION ELEMENT

UPDATE PROJECT COST ESTIMATES

As this light RTP Update will not include any new RTP projects, the Action Element effort will be minimal. Our team will ensure that each project cost estimate is updated from the previous RTP.

Deliverables

- Project Cost Estimates - Update

FINANCIAL ELEMENT

FUNDING MATRIX

The RTP financial element will identify and define potential future funding sources for various transportation projects included in the RTP. Projects identified in the RTP will be vetted by stakeholders on one of the two required financial platforms; constrained and un-constrained. Green DOT's approach to developing the financial element uses historic or "known" funding resources and projected funding levels for each accessible fund type.

The project team will compile a list of several state and federal funding programs from various agencies that are available for the identified needs included in the RTP. Potential funding sources will be catalogued and will include categories such as grant types, deadlines, project call dates, minimum and maximum funding amounts and key program requirements. We will create a draft funding matrix for eventual inclusion in the final RTP.

Deliverables

- Funding Matrix

PRIORITY PROJECT LIST

UPDATE PRIORITY PROJECT LIST

Green DOT will utilize the existing project list in the 2020 RTP and update the project list as necessary without new projects. The updated project lists will include project list from the DNLTC, Caltrans District 1, Crescent City, Redwood Coast Transit, Tolowa Dee-ni' Nation, Yurok Tribe, Elk Valley Rancheria and the Resighini Rancheria. The project team will label projects in order of priority level and provide recommendations to progress projects through environmental, funding, design and construction phases.

Deliverables

- Priority Project List - Update

DRAFT REGIONAL TRANSPORTATION PLAN

DEVELOP DRAFT REGIONAL TRANSPORTATION PLAN

Green DOT will compile a draft Regional Transportation Plan. The initial draft RTP document will include but not be limited to the following sections:

- Introduction
- Existing Conditions
 - Economic/Demographic Data
 - Transportation Conditions
 - Disadvantaged Communities
- Future Conditions
 - Future Economic/Demographic Data
 - Transportation Forecast
- Public Outreach
 - Outreach Summary
 - Input Received
- Policy Element
 - Goals and Objectives
 - Performance Measures & Targets

- Action Element
 - Regional Priorities
 - Performance Measures
 - List of Priority Projects
- Financial Element
 - Project Cost Estimates
 - Funding Opportunities
 - Funding Matrix
 - Projected Revenues

PRESENT DRAFT REGIONAL TRANSPORTATION PLAN

The Green DOT team will organize a presentation and deliver the requested number of copies and electronic copies of the draft RTP to the DNLTC for review.

In order to comply with state and federal guidelines, the project team will provide a 30-day comment period prior to adoption of the RTP. The project website will assist in the distribution of the draft RTP to the public and stakeholders. This will include input received from stakeholders and Tribal governments. The public comment period shall be noticed in regional newspapers, project website and other regionally significant mass media available. At the conclusion of the review period, provided comments will be reviewed thoroughly and implemented into the Final RTP as applicable.

FINAL REGIONAL TRANSPORTATION PLAN

FINAL REGIONAL TRANSPORTATION PLAN

The project team will review all public comments received during public hearings, public workshops and CEQA review to determine changes required for the Final RTP. Additional comments will be reviewed thoroughly and implemented into the Final RTP if applicable.

PRESENT FINAL PLAN

Once the Final RTP is completed, Green DOT will deliver the requested number of hard copies of the Plan along with digital files of the Plan in Word and pdf format. We will deliver a data library that includes all data and figures associated with the RTP such as GIS and excel files.

Deliverables

- Final 2024 RTP Update
- Data Library

ENVIRONMENTAL CONSIDERATION

If no new projects are proposed for inclusion in the 2024 RTP Update, environmental documentation from the 2020 RTP should be sufficient for reference. Should the DNLTC need updated environmental documentation, Green DOT will provide those updates following CEQA and State Clearinghouse guidelines.



B. CONSULTANT FIRM INFORMATION

Green DOT Transportation Solutions was established in 2011 to fill a niche role in transportation planning services. Our goal is to improve transportation facilities and the associated human travel experience through progressive planning approaches, comprehensive project development, and aggressive project delivery strategies. We work with built, natural, and human environments to develop effective transportation plans and programs that ultimately create safe, efficient, inclusive, and effective transportation solutions. The Green DOT team has extensive experience monitoring and programming transportation projects while navigating the complex local, state, and federal processes.

Green DOT Transportation Solutions is a financially stable California S-Corporation and a California-registered small business. We are a small stable firm of nine dedicated staff, strategically located in Chico, California providing services to public agencies and Tribal entities throughout northern California. We are constantly involved with State and Federal funding programs and legislation that affects our clients and our communities. We are actively involved in the Rural Counties Task Force, and the Regional Transportation Planning Agency Group and frequently attend meetings of the California Transportation Commission. Each staff member of Green DOT Transportation Solutions is properly licensed to practice in California.

Green DOT Transportation Solutions
Jeff Schwein, AICP CTP - President
627 Broadway Suite 220
Chico, CA 95928
jeff@greendottransportation.com
www.greendottransportation.com



C. CONSULTANT FIRM PERSONNEL



Jeff Schwein
Project Manager



Sofia Lepore
Senior Planner



Nathaniel Redmond
Senior Planner



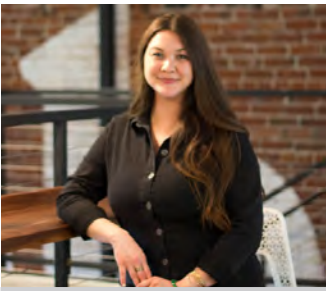
Kelly Rice
Associate Planner

Green DOT owner, Jeff Schwein, is a Certified Transportation Planner (CTP) with the American Institute of Certified Planners (AICP). Jeff has worked in the transportation planning field since 2001 on projects ranging from financial programming to multi-modal planning. His specialty is moving projects from the shelf to the ground with accessible and creative funding and delivery strategies. Jeff works with communities to define projects based on identifiable need as well as project type, in relation to available funding resources. In addition to project level transportation planning, Jeff helps communities prepare transportation plans that improve mobility options and create active transportation opportunities. Jeff is committed to progressive transportation planning and stays involved in statewide transportation circles.

Sofia is a Senior Transportation Planner at Green DOT and is passionate about promoting active transportation and multi-modal access to equitably serve all communities. She is involved in coordinating project development and communicating with clientele, authoring planning documents, leading grant development, guiding outreach, and engaging with diverse communities to ensure full representation throughout the planning process. She is a graduate of California State Chico with a double BA in Geography & Planning and Spanish. She fervently believes that promoting active transportation and multi-modal access plays an integral role in improving equitable mobility and reducing the impacts of climate change and enjoys working directly with communities to envision positive change.

Nathaniel is a Senior Transportation Planner at Green DOT. Nathaniel graduated from San Francisco State University with a B.A. in Urban Studies and Planning and is a graduate of the Masters in Urban Planning (MUP) program at San Jose State University with a concentration in transportation planning. He has experience working with community stakeholders in the Bay Area and rural northern California envisioning safer and more sustainable mobility options and aims to reduce the dependency on single-occupant vehicles for daily commuters. Nathaniel strives to bring communities safer active transportation facilities and stresses the connection between public health and travel decisions.

Kelly Rice is an Associate Transportation Planner at Green DOT with a passion for sustainable transportation projects and the technical skills necessary to create valuable technical transportation analysis for our projects. Her integration of data driven solutions and artistically developed outputs in maps, charts, and graphics lead to comprehensive report development. Kelly is also a natural communicator which provides a nexus between complex transportation challenges and community understanding.



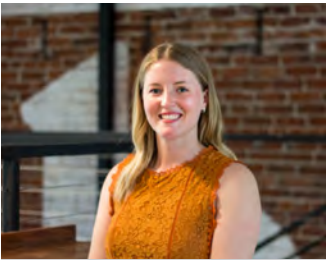
Aleisha Wright
Associate Planner

Aleisha (she/her) is an Associate Transportation Planner at Green DOT Transportation Solutions. She graduated from San José State University with a M.A. in Urban and Regional Planning and a focus in Transportation and Land-Use Planning. Aleisha is committed to bridging the gap between communities' transit needs and the available resources provided to them on the local and regional level. She further strives to serve as a reliable liaison and creative consultant to the public. Aleisha has experience with site-surveying, community outreach, authoring planning reports through Adobe InDesign, and zoning and land-use mapping through ArcGIS Pro.



Sylinda Villado
Associate Planner

Sylinda graduated from California State University, Chico with a B.A in Geography and Planning, with a concentration in Human Geography. Sylinda is heavily involved in community outreach and is dedicated to ensuring equitable and accessible public involvement in the planning process. She has experience coordinating outreach events, authoring planning reports, preparing informational and report graphics through Adobe. Sylinda finds purpose in developing innovative transportation solutions to various barriers and providing transportation infrastructure in disadvantaged communities.



Kailey Flynn
Associate Planner

Kailey (she/her) is an Associate Transportation Planner at Green DOT Transportation Solutions. She graduated from the University of California, Davis with a B.S. in Environmental Policy Analysis and Planning with an emphasis in Urban and Regional Planning. She also graduated with a B.A. in Economics. Kailey has a passion for transportation equity and strives to use her skills as a transportation planner to better serve communities and all users of the road. She utilizes this passion when establishing relationships with the public to garner meaningful feedback for projects and plans.



Aidan Roth
Assistant Planner

Aidan (he/him) is an Assistant Transportation Planner at Green DOT. He graduated from the University of California, Irvine with a B.S. in Civil Engineering. Aidan has been a part of the Green DOT team for 1 year and has been an integral part of the Local Assistance Consulting team. Aidan has worked extensively with Alpine County, providing program management and local assistance consulting services to aid in development of ongoing and planned infrastructure projects. He has also provided transportation planning services to multiple communities, drafting concept designs and cost estimates for grant applications.



Koya Oki
Assistant Planner

Koya is an Assistant Planner at Green DOT Transportation Solutions. He is a graduate from UC Berkeley with a B.A. in Sustainable Environmental Design and a minor in Geographic Information Science and Technology. Koya is excited about developing progressive transportation options that allow for equitable access to healthy and active living. Utilizing GIS and remote sensing in transportation planning, he is passionate about bridging the gap between science and decision-making groups.

D. RELEVANT EXPERIENCE

Green DOT has prepared multiple Regional Transportation Plans for rural northern California agencies in the past decade and is currently in the planning phase of the 2025 Plumas County RTP Update. Green DOT was the primary consultant in the development of the 2016 and 2020 Del Norte RTPs.

GREEN DOT HAS COMPLETED REGIONAL TRANSPORTATION PLANS (RTPS) FOR THE FOLLOWING AGENCIES:

- 2022 Trinity County RTP
- 2021 Siskiyou County RTP
- 2020 Plumas County RTP
- 2020 Alpine County RTP
- 2020 Del Norte RTP
- 2019 Glenn County RTP
- 2019 Tehama County RTP
- 2018 Lassen County RTP
- 2017 Calaveras County RTP
- 2016 Del Norte RTP
- 2015 Alpine County RTP
- 2015 Glenn County RTP

DEL NORTE 2016 REGIONAL TRANSPORTATION PLAN UPDATE

Green DOT played a central role in the development of the 2016 Del Norte Regional Transportation Plan (RTP). This comprehensive undertaking was marked by an extensive and inclusive community engagement process. Our approach encompassed various avenues for stakeholder input, including community meetings, one-on-one interviews with key stakeholders, collaboration with the Technical Advisory Committee, community-wide surveys, and a strategically crafted social media campaign. One of the notable challenges encountered during the project was the task of projecting revenue in the financial estimate. This complexity stemmed from the prevailing funding crisis affecting programs like the State Transportation Improvement Program (STIP) and others. Despite these challenges, Green DOT devised an innovative formula to address the ongoing STIP shortfall over the next two years while simultaneously maintaining revenue projections and project feasibility within the constrained timeframe. In addition to the planning aspects, our team also managed the environmental documentation process, which involved an addendum to an earlier programmatic Environmental Impact Report (EIR). This meticulous approach ensured that the environmental considerations were thoroughly addressed in alignment with regulatory requirements. Ultimately, the 2016 Del Norte RTP, a product of our concerted efforts, was successfully adopted by the Del Norte Local Transportation Commission (DNLTC) on March 17, 2016. This accomplishment stands as a testament to our commitment to facilitating collaborative planning and sustainable transportation solutions that benefit the community.

KEY PERSONNEL:

Jeff Schwein – Principal Transportation Planner

PROJECT DURATION:

June 2015 - June 2016

2016 Regional Transportation Plan

Del Norte Local Transportation Commission



November, 2016

DEL NORTE 2020 REGIONAL TRANSPORTATION PLAN UPDATE

Green DOT was chosen as the lead consultant tasked with updating the 2020 Del Norte Regional Transportation Plan (RTP). Our collaborative efforts involved partnering with De Novo Planning Group, which took charge of developing the environmental documentation essential for the project's success. Throughout the planning process, our project team maintained a strong and productive partnership with the Technical Advisory Committee (TAC) and engaged extensively with key stakeholders to identify transportation project needs projected for the region over the ensuing two decades. A critical aspect of our work involved a rigorous assessment of numerous transportation projects. We carefully prioritized these projects, drawing on valuable insights from the TAC, stakeholders, and the broader public. To ensure a sustainable and effective strategy for the region's transportation development, we created a funding and implementation plan. This comprehensive plan was thoughtfully designed to guide the practical execution of the identified projects. The culmination of our efforts came to fruition when the 2020 Del Norte RTP received formal adoption in March 2021. This updated plan now stands as a blueprint for the region's transportation future, reflecting our commitment to developing solutions that align with the community's evolving needs and priorities.

KEY PERSONNEL:

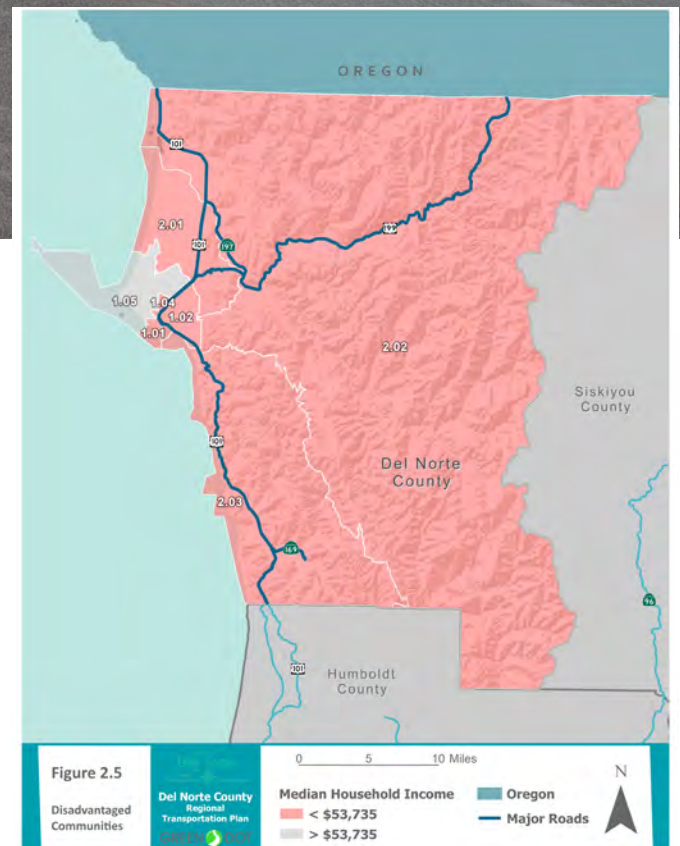
Jeff Schwein – Principal Transportation Planner

Sofia Lepore – Senior Transportation Planner

Nathaniel Redmond – Senior Transportation Planner

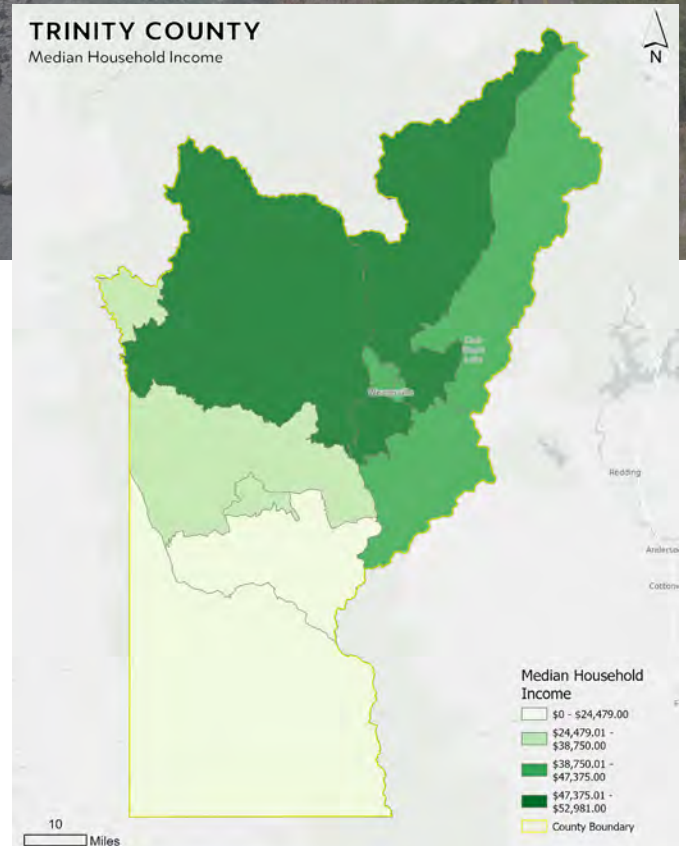
PROJECT DURATION:

December 2019 - December 2020



TRINITY COUNTY 2022 REGIONAL TRANSPORTATION PLAN UPDATE

Green DOT's role as the sole consultant to develop the 2022 Trinity Regional Transportation Plan Update was to improve upon past efforts and ensure compliance with the 2017 Regional Transportation Plan Guidelines. The purpose of the RTP is to identify transportation infrastructure needs in Trinity County through 2038 and prepare the County to seek funding for projects that will meet the identified needs. The RTP will include updated project lists for Trinity County and programs for these projects in the short term and long term based on funding sources and amounts. The RTP development process included extensive analysis of existing conditions, demographics research, community outreach, and stakeholder engagement to determine the need of the Trinity County community.



KEY PERSONNEL:

- Jeff Schwein – Principal Transportation Planner
- Sofia Lepore – Senior Transportation Planner
- Nathaniel Redmond – Senior Transportation Planner

PROJECT DURATION:

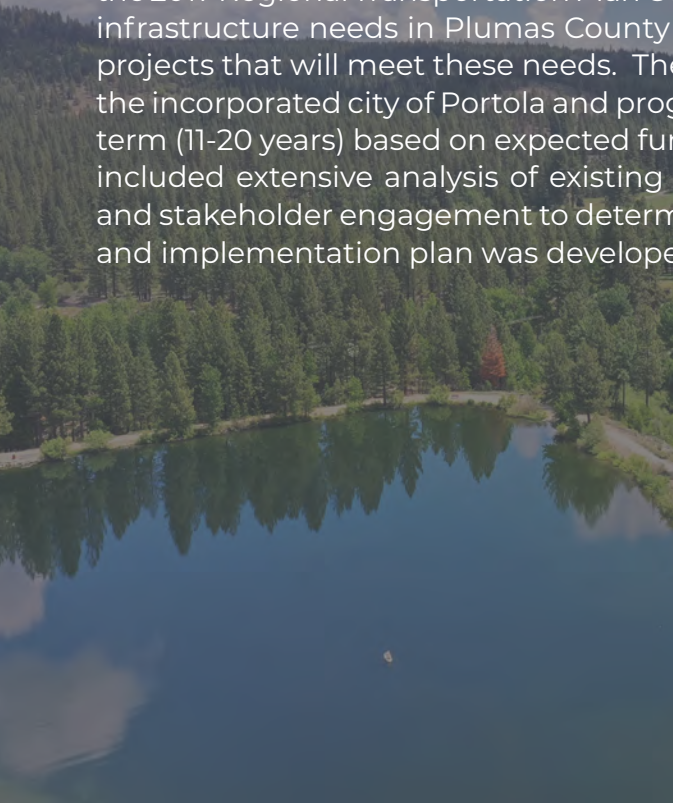
November 2021 - January 2023

CLIENT CONTACT:

Sarah Saad - Trinity County Transportation Commission
ssaad@trinitycounty.org
530.623.1365

PLUMAS COUNTY 2020 REGIONAL TRANSPORTATION PLAN UPDATE

Green DOT Transportation Solutions was contracted to prepare the 2020 Plumas County Regional Transportation Plan (RTP). The 2020 RTP improves upon past efforts and ensures compliance with the 2017 Regional Transportation Plan Guidelines. The purpose of the RTP is to identify transportation infrastructure needs in Plumas County through 2040 and prepare the County to seek funding for projects that will meet these needs. The RTP includes updated project lists for Plumas County and the incorporated city of Portola and programs these projects in the short term (0-10 years) and long-term (11-20 years) based on expected funding sources and amounts. The RTP development process included extensive analysis of existing conditions, demographics research, community outreach, and stakeholder engagement to determine the needs of the Plumas County community. A funding and implementation plan was developed, and the 2020 Plumas RTP was adopted in January 2020.



KEY PERSONNEL:

Jeff Schwein – Principal Transportation Planner

PROJECT DURATION:

January 2019 - January 2020

CLIENT CONTACT:

Jim Graham - Executive Director
Plumas County Transportation Commission
jimgraham@countyofplumas.com
530.283.6268

FEE PROPOSAL

Task Hours		Total
2024 RTP Update		
Existing Conditions & Data Analysis		\$12,000.00
Public Outreach		\$18,000.00
RTP Elements		\$25,000.00
Priority Project List		\$3,500.00
Draft and Final RTP		\$10,000.00
Total Costs		0
		\$68,500.00

Indirect Costs

The mileage Reimbursement Rate is based on the Federal rate at the time of service.

Travel costs will be reimbursed at the rate of receipt.

Fee Schedule	
POSITION	Rate
Principal Planner	\$252.00
Project Manager	\$210.00
Senior Planner	\$194.00
Associate Planner	\$171.00
Assistant Planner	\$155.00
GIS Technician	\$155.00
Field Technician	\$155.00
Drone Use	\$250.00

ATTACHMENT A - RESUMES

JEFF SCHWEIN AICP CTP

PRINCIPAL TRANSPORTATION PLANNER

530-781-2499

jeff@greendottransportation.com



SUMMARY

Green DOT owner, Jeff Schwein, is a Certified Transportation Planner (CTP) with the American Institute of Certified Planners (AICP). Jeff has worked in the transportation planning field since 2001 on projects ranging from financial programming to multi-modal planning. His specialty is moving projects from the shelf to the ground with accessible and creative funding and delivery strategies. Jeff works with communities to define projects based on identifiable need as well as project type, in relation to available funding resources. Jeff is committed to progressive transportation planning and is involved in statewide transportation circles.

QUALIFICATIONS

California State University, Chico
1999-2001

Masters in Geography and
Planning

California State University, Chico
1992-1996

BA in Geography and Planning

AFFILIATIONS

American Institute of Certified
Planners (AICP)

Certified Transportation
Planner (CTP)

American Planning
Association

Sac Valley APA Section

Mentor - 2014

CSU Chico Department of
Geography and Planning
Advisory Board

Member and Chairperson

PROJECT EXPERIENCE

Transportation Planning

- Fair Oaks Recreation & Park District Wayfinding Strategy, 2022
- Chester State Route 36 Complete Streets and Context Sensitive Streetscape Plan, 2022
- Trinity County Regional Transportation Plan, 2022
- Placer County Mobility and Infill Acceleration Study, Placer County, 2021
- Siskiyou County wide Active Transportation Plan, SCLTC, 2021
- Alpine County Regional Transportation Plan Update, 2020
- Plumas County Regional Transportation Plan Update, Plumas County Transportation Commission, 2019
- Tuolumne Active Transportation Plan, Tuolumne County Transportation Council, 2019
- Mechoopda Long Range Transportation Plan, Mechoopda Indian Tribe, 2019
- San Andreas Pope Street Class I Facility and Safe Routes Gap Fill Plan, Calaveras Council of Governments, 2019/20
- South Avenue Access Study, Tehama County Transportation Commission, 2018/19
- Happy Camp Complete Streets Project, Karuk Tribe, 2018
- Pebble Beach Drive Improvement Project Initiation Document, City of Crescent City, 2018

Funding Strategies

- Clean California Local Grant Program Applications, 2022
- Rebuilding American Infrastructure with Sustainability and Equity (RAISE), Tolowa Dee-ni' Nation, 2021
- Hazard Mitigation Grant Program Grant Writing, Mechoopda Tribe, 2019
- Active Transportation Program Project Application Development, Various Agencies, ATP Cycle 2-5

SOFIA LEPORE

SENIOR TRANSPORTATION PLANNER

831-345-6805

sofia@greendottransportation.com



SUMMARY

Sofia is a Senior Transportation Planner at Green DOT and is passionate about promoting active transportation and multi-modal access to equitably serve all communities. She is involved in most aspects of Green DOT delivery including coordinating project development and communicating with clientele, authoring planning documents, leading grant development, guiding outreach, and engaging with diverse communities to ensure full representation throughout the planning process. She fervently believes that promoting active transportation and multi-modal access plays an integral role in improving equitable mobility and reducing the impacts of climate change.

QUALIFICATIONS

California State University, Chico
2016-2020

Double Bachelor of Arts in
Geography & Planning and
Spanish

AFFILIATIONS

American Planning
Association Member Northern
California & Oregon / Small
Town & Rural Planning
Divisions

Young Professionals in
Transportation Member

SPUR Member

PROJECT EXPERIENCE

Transportation Planning

- Plumas County Regional Transportation Plan, 2023
- Trinity County General Plan Update Circulation Element, 2023
- City of Tehama Community Transportation Plan, 2022
- Fair Oaks Recreation & Park District Wayfinding Strategy, 2022
- Chester State Route 36 Complete Streets and Context Sensitive Streetscape Plan, 2022
- Trinity County Regional Transportation Plan, 2022
- Tehama County Safety, Secondary Access and Evacuation Routes Plan, 2022
- El Dorado Pedestrian and Bicycle Safety Program, County of El Dorado, 2021
- Placer County Mobility and Infill Acceleration Study, Placer County, 2021
- Siskiyou Countywide Active Transportation Plan, SCLTC, 2021
- Alpine County Regional Transportation Plan Update, Alpine County Local Transportation Commission, 2020
- Siskiyou County Regional Transportation Plan Update, Siskiyou County Local Transportation Commission, 2020

Funding Strategies

- Clean California Local Grant Program Applications, 2022 and 2023
- Clean Transportation Program Rural Electric Vehicle (REV) Charging Grant Application, 2022
- Active Transportation Program, Cycles 5 and 6
- Rebuilding American Infrastructure with Sustainability and Equity (RAISE), Tolowa Dee-ni' Nation, 2021
- Caltrans Sustainable Transportation Planning Grants, Ongoing
- Affordable Housing & Sustainable Communities Grant Writing, Ongoing
- Low or No Emission Bus Funding Grant Development, Ongoing

Project Development

- Connected Communities Plan, Tolowa Dee-ni' Nation, 2022
- San Andreas Pope Street Class I Facility and Safe Routes Gap Fill Plan, Calaveras Council of Governments, 2019/20
- Connected Communities Transportation Plan, Sonoma County Human Services Department, 2020

NATHANIEL REDMOND

SENIOR TRANSPORTATION PLANNER

530-492-9775

nathaniel@greendottransportation.com



SUMMARY

Nathaniel is a Senior Transportation Planner at Green DOT. Nathaniel graduated from San Francisco State University with a B.A. in Urban Studies and Planning and is a graduate of the Masters in Urban Planning (MUP) program at San Jose State University with a concentration in transportation planning. He has experience working with community stakeholders in the Bay Area and rural northern California envisioning safer and more sustainable mobility options and aims to reduce the dependency on single-occupant vehicles for daily commuters. Nathaniel strives to bring communities safer active transportation facilities and stresses the connection between public health and travel decisions.

QUALIFICATIONS

San Jose State University
2017-2019
Masters in Urban Planning

San Francisco State University
2011-2015
Bachelor of Arts in Urban Studies
& Planning

AFFILIATIONS

American Planning
Association Member Northern
California / Small Town & Rural
Planning Divisions

Young Professionals in
Transportation Member

SPUR Member

ITE Member

PROJECT EXPERIENCE

Transportation Planning

- Placer County Mobility and Infill Acceleration Study, 2022-23
- Tehama County Safety and Secondary Access Evacuation Routing Project, 2023
- Tolowa Dee-Ni' Connected Communities Plan, Tolowa Dee-Ni' Nation, 2022-23
- Trinity County General Plan Update Circulation Element, 2023
- City of Susanville General Plan Update Circulation Element, 2023
- Butte County Wayfinding Program, 2023
- Mission Oaks Recreation & Park District Wayfinding Strategy, 2023
- Chester State Route 36 Complete Streets Plan, 2022-23
- City of Tehama Community Transportation Plan, 2022-23
- Fair Oaks Recreation & Park District Wayfinding Strategy, 2022
- Trinity County Regional Transportation Plan, 2021-22
- Emerging Mobility Services and Technologies, San Francisco County Transportation Authority, 2019
- District 10 Mobility Study, San Francisco County Transportation Authority, 2019
- SoMa Freeway Ramp Intersection Safety Study, San Francisco County Transportation Authority, 2019

Funding Strategies

- Caltrans Sustainable Communities Competitive Planning Grant Application, Markleeville, 2023
- Successful grant application/funds awarded for Clean Transportation Program Rural Electric Vehicle (REV) Charging grant program, City of Susanville, 2022
- Successful grant application/funds awarded for Clean California Local Grant Program, Don't Trash Tuolumne County-wide program, Tuolumne County, 2022
- Successful grant application/funds awarded for Clean California Local Grant Program, Groveland, Tuolumne County, 2022
- Successful grant application/funds awarded for Clean California Local Grant Program, Jamestown, Tuolumne County, 2022
- Successful ATP Cycle 6 grant application/funds awarded for the Hetch Hetchy Railroad Trail Project, Groveland, 2022

KELLY RICE

ASSOCIATE TRANSPORTATION PLANNER

831-324-3000

kelly@greendottransportation.com



SUMMARY

Associate Planner Kelly Rice (she/her) is a UC Berkeley graduate. With a double major in Conservation and Resource Studies B.S. and Environmental Design B.A., Kelly has a working knowledge of the intersection between the human and natural environment. She works as our team's graphic designer and also has the technical skills necessary to create valuable technical transportation analyses for our projects. Her integration of data-driven solutions and artistically developed outputs in maps, charts, and graphics lead to comprehensive report development.

QUALIFICATIONS

University of California, Berkeley
2018-2022

Bachelor of Arts in Environmental
Design (Honors)

BS in Conservation and Resource
Studies (Honors)

Honors Melis Medalist

AFFILIATIONS

American Planning
Association Member Northern
California

Association of Environmental
Professionals (AEP) Member

PROJECT EXPERIENCE

Transportation Planning

- SFMTA Residential Parking Permit Plan 2021-2022
- Fair Oaks Recreation & Park District Wayfinding Strategy, 2022
- Mission Oaks Recreation & Park District Wayfinding Strategy, 2022
- Chester State Route 36 Complete Streets and Context Sensitive Streetscape Plan, 2022
- Redwood Coast Transit Hub Relocation, 2022
- Trinity County Regional Transportation Plan, 2022
- Trinity County Negative Declaration/Initial Study, 2022
- Tolowa Dee-ni' Connected Communities Plan, 2022
- Placer County Mobility and Infill Acceleration Study, Placer County, 2021
- Tehama County Evacuation Plan, 2022
- City of Tehama Community Transportation Plan, City of Tehama, 2022
- Trinity General Plan, Circulation Element, 2021

Funding Strategies

- Caltrans Sustainable Transportation Planning Grants, Various Agencies, Ongoing
- Low or No Emission Bus Funding Grant Development, Various Agencies, Ongoing
- Trinity County Regional Transportation Plan Financial and Action Plan, 2022
- Markleeville Community Planning Grant
- Caltrans Sustainable Communities Grant, 2023
- Tuolumne Road North RAISE Grant, 2023
- La Grange Road RAISE Grant, 2023
- Redwood Coast Transit TIRCP Grant, 2023

ALEISHA WRIGHT

ASSOCIATE TRANSPORTATION PLANNER

831-297-2226

aleisha@greendottransportation.com



SUMMARY

Aleisha (she/her) is an Associate Transportation Planner at Green DOT Transportation Solutions. She graduated from San José State University with a M.A. in Urban and Regional Planning and a focus on Transportation and Land-Use Planning. Aleisha is committed to bridging the gap between communities' transit needs and the available resources provided to them on the local and regional levels. She further strives to serve as a reliable liaison and creative consultant to the public. Aleisha has experience with site surveying, community outreach, authoring planning reports through Adobe InDesign, and zoning and land-use mapping through ArcGIS Pro.

QUALIFICATIONS

San José State University

2020-2022

Master in Urban and Regional Planning

Winthrop University

2008-2012

Bachelor of Arts in Environmental Studies

AFFILIATIONS

American Planning

Association Member Northern California

PROJECT EXPERIENCE

Transportation Planning

- Trinity County Regional Transportation Plan, 2022
- Chester State Route 36 Complete Streets and Context Sensitive Streetscape Plan, 2022
- Tolowa Dee-ni' Connected Communities Plan, Tolowa Dee-ni' Nation, 2022
- Mission Oaks Wayfinding Plan, Mission Oaks, 2022
- City of Tehama Community Transportation Plan, 2022
- Placer County Mobility and Infill Acceleration Study, Placer County, 2021
- Trinity County Regional Transportation Plan, 2022
- Chester State Route 36 Complete Streets and Context Sensitive Streetscape Plan, 2022
- Tolowa Dee-ni' Connected Communities Plan, Tolowa Dee-ni' Nation, 2022
- Mission Oaks Wayfinding Plan, Mission Oaks, 2022
- City of Tehama Community Transportation Plan, 2022
- Placer County Mobility and Infill Acceleration Study, Placer County, 2021
- Tehama County Evacuation Plan, 2022
- Other

Other

- Tehama County Safety, Secondary Access & Evacuation Routing Project, 2022

KAILEY FLYNN

ASSOCIATE TRANSPORTATION PLANNER

732-486-5910

kailey@greendottransportation.com



SUMMARY

Kailey (she/her) is an Associate Transportation Planner at Green DOT Transportation Solutions. She graduated from the University of California, Davis with a B.S. in Environmental Policy Analysis and Planning with an emphasis in Urban and Regional Planning. She also graduated with a B.A. in Economics. Kailey has a passion for transportation equity and strives to use her skills as a transportation planner to better serve communities and all users of the road. She utilizes this passion when establishing relationships with the public to garner meaningful feedback for projects and plans.

QUALIFICATIONS

University of California,
Davis
2018-2022

Bachelors of Science in
Environmental Policy Analysis and
Planning Honors

Bachelors of Arts in Economics
Honors

AFFILIATIONS

American Planning
Association Member Northern
California

APA Young Planner's Group

Program Coordinator
Sacramento Valley

PROJECT EXPERIENCE

Transportation Planning

- Placer County Mobility and Infill Acceleration Study, Placer County, 2021
- Tehama County Safety, Secondary Access, and Evacuation Routing Project, 2023
- Alpine County Overall Work Program, 2023
- Sierra County Overall Work Program, 2023
- City of Susanville General Plan Update Circulation Element, 2023
- Trinity County General Plan Update Circulation, 2023
- Kennedy Community Complete Streets Plan, 2023
- Plumas County Regional Transportation Plan Update, 2023

Funding Strategies

- Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT) Program, Tehama County, 2023
- Clean California Local Grant Program Application, Tuolumne County, 2023
- Rebuilding American Infrastructure with Sustainability and Equity (RAISE), Tuolumne County, 2023
- Caltrans Sustainable Transportation Planning Grants, Various Agencies, 2023
- Transit and Intercity Rail Capital Program (TIRCP), Redwood Coast Transit, 2023

Other

- Alpine County Procedures Manual, 2022
- Don't Trash Tuolumne County-wide Education Program 2023

SYLINDA VILLADO

ASSOCIATE TRANSPORTATION PLANNER

559-362-4569

sylinda@greendottransportation.com



SUMMARY

Sylinda graduated from California State University, Chico with a B.A in Geography and Planning, with a concentration in Human Geography. Sylinda is heavily involved in community outreach and is dedicated to ensuring equitable and accessible public involvement in the planning process. She has experience coordinating outreach events, authoring planning reports, preparing informational and report graphics through Adobe. Sylinda finds purpose in developing innovative transportation solutions to various barriers and providing transportation infrastructure in disadvantaged communities.

QUALIFICATIONS

California State University, Chico
2022

Bachelor of Arts in Geography &
Planning

AFFILIATIONS

American Planning
Association Member Northern
California

APA Young Planner's Group
Sacramento Valley

PROJECT EXPERIENCE

Transportation Planning

- Placer County Mobility and Infill Acceleration Study, 2022
- Fair Oaks Recreation & Park District Wayfinding Strategy, 2022
- Chester Main Street Community Connectivity Plan, 2022
- Trinity County Regional Transportation Plan, 2022
- Tolowa Dee-ni' Connected Communities Plan, 2022
- Tehama County Evacuation Routing & Secondary Access Plan, 2023
- City of Tehama Community Transportation Plan, 2023
- Tehama County Overall Work Program, 2023

Funding Strategies

- Rebuilding American Infrastructure with Sustainability and Equity (RAISE), Various Agencies
- Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT) Program, Tehama County, 2023
- Active Transportation Program, Various Agencies, Ongoing
- Caltrans Sustainable Transportation Planning Grants, Various Agencies, Ongoing
- Clean California Local Grant Program Applications, Various Agencies, Ongoing
- Redwood Coast Transit TIRCP Grant, 2023

Other

- Del Norte County Media Project, 2022
- Trinity County Regional Transportation Plan, 2022
- Don't Trash Tuolumne County-wide Education Program 2023

AIDAN ROTH

ASSISTANT TRANSPORTATION PLANNER

310-344-2138

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SUMMARY

Aidan (he/him) is an Assistant Transportation Planner at Green DOT. He graduated from the University of California, Irvine with a B.S. in Civil Engineering. Aidan has been a part of the Green DOT team for 1 year and has been an integral part of the Local Assistance Consulting team. Aidan has worked extensively with Alpine County, providing program management and local assistance consulting services to aid in development of ongoing and planned infrastructure projects. He has also provided transportation planning services to multiple communities, drafting concept designs and cost estimates for grant applications.

QUALIFICATIONS

University of California, Irvine
2017-2021

Bachelor of Science in Civil
Engineering

AFFILIATIONS

American Society of Civil
Engineers

Institute of Transportation
Engineers

PROJECT EXPERIENCE

Transportation Planning

- Mission Oaks Recreation & Park District Wayfinding Strategy, 2022
- Chester State Route 36 Complete Streets and Context Sensitive Streetscape Plan, 2022
- Redwood Coast Transit Hub Relocation, 2022
- Tolowa Dee-ni' Connected Communities Plan, 2022
- Tolowa Dee-ni' Bike Level of Stress Analysis, 2022

Other

- Alpine County Program Management, 2022
- Alpine County Program Management, 2022
- Zero Emissions Bus Funding Grant Development, Redwood Coast Transit, 2023

Funding Strategies

- Markleeville Community Planning Grant
- Caltrans Sustainable Communities Grant, 2023
- Tuolumne Road North RAISE Grant, 2023
- La Grange Road RAISE Grant, 2023
- Redwood Coast Transit TIRCP Grant, 2023

KOYA OKI

ASSISTANT TRANSPORTATION PLANNER

831-331-7615

koya@greendottransportation.com



SUMMARY

Koya is an Assistant Planner at Green DOT Transportation Solutions. He is a graduate from UC Berkeley with a B.A. in Sustainable Environmental Design and a minor in Geographic Information Science and Technology. Koya is excited about developing progressive transportation options that allow for equitable access to healthy and active living. Utilizing GIS and remote sensing in transportation planning, he is passionate about bridging the gap between science and decision-making groups.

QUALIFICATIONS

University of California, Berkeley
2018- 2022

Bachelor of Arts in Sustainable
Environmental Design

Minor in Geographic Information
Science and Technology

AFFILIATIONS

American Planning
Association Member Northern
California

PROJECT EXPERIENCE

Transportation Planning

- Trinity County Regional Transportation Plan, 2022
- Chester State Route 36 Complete Streets and Context Sensitive Streetscape Plan, 2022
- Tolowa Dee-ni' Connected Communities Plan, Tolowa Dee-ni' Nation, 2022
- Mission Oaks Wayfinding Plan, Mission Oaks, 2022
- City of Tehama Community Transportation Plan, 2022
- Placer County Mobility and Infill Acceleration Study, Placer County, 2021

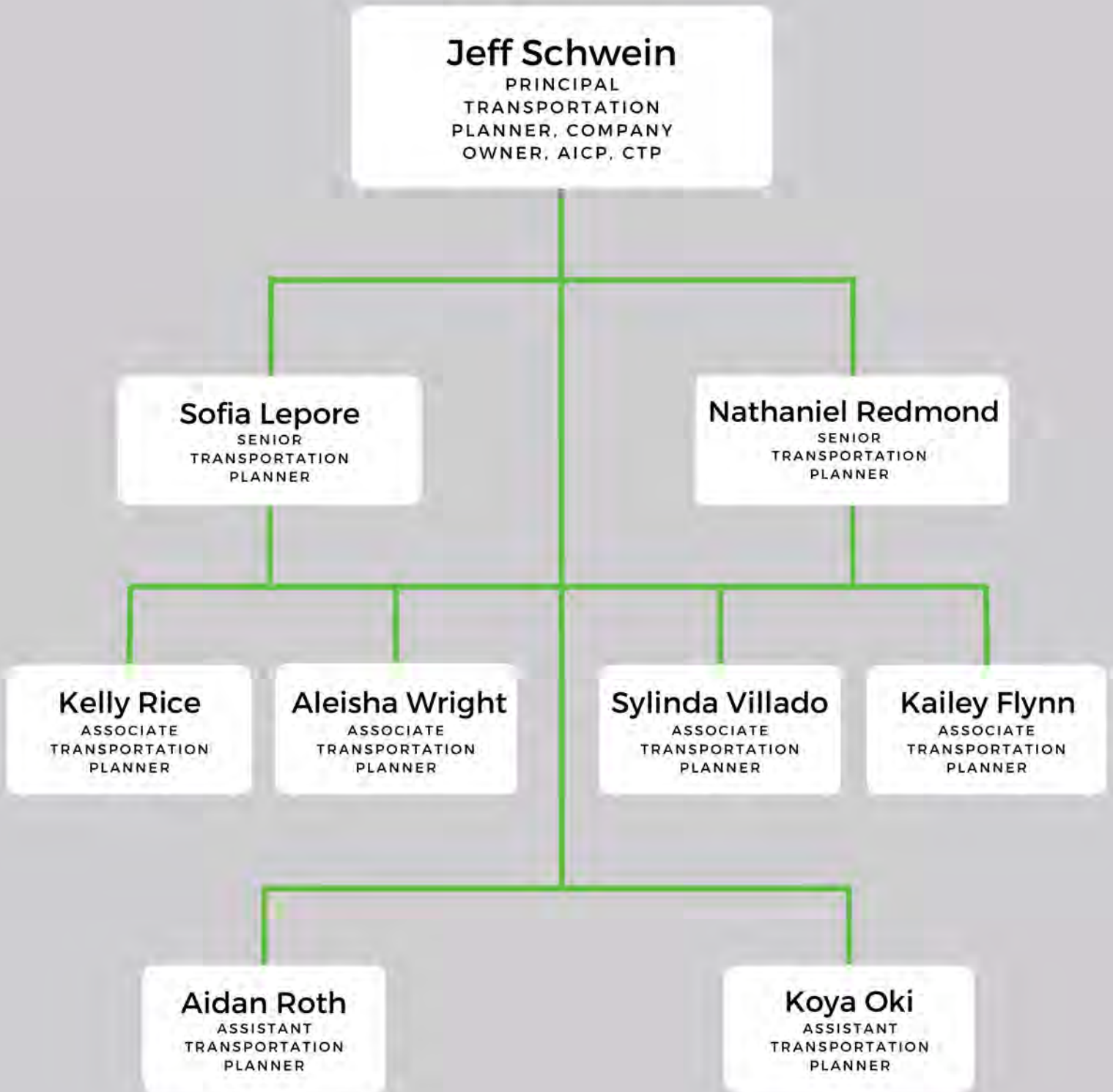
Funding Strategies

- Caltrans Sustainable Communities Grant, 2023
- Tuolumne Road North RAISE Grant, 2023
- La Grange Road RAISE Grant, 2023
- Redwood Coast Transit TIRCP Grant, 2023

Other

- Tehama County Safety, Secondary Access & Evacuation Routing Project, 2022

TEAM ORGANIZATION CHART



Past Due		Due in 3 Months			Complete		CT Milestone Report - Del Norte County - October 10, 2023														
District	Project ID	Project Number	Program ^a	Project Manager	County	Route	Post Mile start/end	Nick Name	Legal Description	Work Description	Capital Construction Estimate	Capital Right-of-Way Estimate	Support Cost Estimate	Total Project Estimate	Current Phase ^b	Program Project	Project Approval & Environmental Document (PA&ED)	Right-of-Way Certification (RW Cert)	Ready to List (RTL)	Begin Construction	End Construction
01	0100000193	01-43640	SHOPP	MELENDREZ, DAVID L	DN	101	35.8/36.5	Dr. Fine Bridge Replacement	IN DEL NORTE COUNTY NEAR CRESCENT CITY FROM 0.3 MILE SOUTH OF SMITH RIVER BRIDGE TO 0.4 MILE NORTH OF SMITH RIVER BRIDGE	REPLACE BRIDGE	\$86,565,000	\$6,499,000	\$13,140,924	\$106,204,924	CONST	05/22/2006	03/19/2020	04/15/2021	05/03/2021	08/02/2022	10/03/2026
01	0100020444	01-0B090	SHOPP	MELENDREZ, DAVID L	DN	101	8.2/8.7	Hunter/Panther Creek Bridge Replacement	IN DEL NORTE COUNTY NEAR KLAMATH AT PANTHER CREEK BRIDGE #01-0025 AND AT HUNTER CREEK BRIDGE #01-0003	REPLACE BRIDGE	\$21,171,000	\$2,230,000	\$2,136,751	\$25,537,751	CONST	07/01/2014	07/05/2018	04/16/2019	10/14/2019	05/08/2020	07/30/2024
01	0114000052	01-44260	SHOPP MINOR B	COONROD, CAREN E	DN	101	0/25	Develop Disposal Site	IN DEL NORTE COUNTY FROM THE HUMBOLDT-DEL NORTE COUNTY LINE TO 0.6 MI SOUTH OF SAND MIND RD-RD 112	DEVELOP DISPOSAL SITE	\$15,000	\$0	\$328,620	\$343,620	PAED		12/31/2024	01/15/2025	03/01/2025	06/01/2025	12/30/2026
01	0115000099	01-0F280	SHOPP	MATTEOLI, JAIME C	DN	101	12.7/16.5	LAST CHANCE GRADE Permanent Restoration	IN DEL NORTE COUNTY FROM WILSON CREEK BRIDGE TO 3.8 MILES NORTH OF WILSON CREEK BRIDGE	REPAIR SLIDES; CONSTRUCT BYPASS	\$1,693,642,000	\$148,649,000	\$225,930,950	\$2,068,221,950	PAED	06/01/2018	11/17/2025	07/01/2030	09/02/2030	06/16/2031	10/14/2039
01	0116000060	01-0F760	SHOPP	MELENDREZ, DAVID L	DN	199	28.1/28.1	REHAB IDLEWILD MAINT STATION	IN DEL NORTE COUNTY NEAR GASQUET AT THE IDLEWILD MAINTENANCE STATION	REHAB MAINTENANCE STATION	\$8,180,000	\$8,000	\$1,774,900	\$9,962,900	CONST	08/16/2018	05/12/2020	01/25/2023	06/27/2022	03/02/2023	10/03/2024
01	0117000015	01-0G530	SHOPP MINOR B	COONROD, CAREN E	DN	101	27/27	CRESCENT CITY MTCE. YARD	IN DEL NORTE COUNTY IN CRESCENT CITY AT THE JUNCTION OF ROUTE 101 AND NORTHCREST DRIVE AT THE CRESCENT CITY MAINTENANCE STATION	PROPERTY PURCHASE	\$250,000	\$2,312,000	\$20	\$2,562,020	PSE		11/29/2016	04/01/2024			
01	0118000103	01-0H770	SHOPP MINOR B	COONROD, CAREN E	DN	199	28.06/28.06	01-0H770-MNRB-IDLEWILD MS PAVING	IN DEL NORTE COUNTY NEAR IDLEWILD AT THE IDLEWILD MAINTENANCE STATION	REPLACE ASPHALT	\$264,000	\$0	\$893	\$264,893	CONST		05/06/2020	07/25/2022	01/06/2023	06/08/2023	12/01/2024
01	0118000190	01-0J210	SHOPP	WILCOX, GRANT M	DN	101	R2.6/23.81	KLAMATH CAPM	IN DEL NORTE COUNTY IN & NEAR KLAMATH FROM 1.2 MILES SOUTH OF KLAMATH RIVER OVERFLOW TO 1.1 MILE NORTH OF HAMILTON ROAD	CAPM	\$33,065,000	\$49,000	\$3,756,240	\$36,870,240	PSE	06/24/2020	03/23/2023	07/01/2024	07/15/2024	01/28/2025	12/01/2026
01	0119000014	01-0J350	SHOPP MINOR A	FLOYD, KIMBERLY R	DN	199	33.41/33.41	COLLIER SRRA WATER UPGRADE	IN DEL NORTE COUNTY NEAR THE OREGON STATE LINE AT COLLIER SAFETY ROADSIDE REST AREA	UPGRADE WATER SYSTEM	\$1,080,000	\$0	\$2,727,247	\$3,807,247	PAED	08/08/2023	12/01/2024	12/01/2026	07/01/2026	11/01/2026	12/01/2029
01	0120000028	01-0B091	SHOPP	FALK-CARLSEN, KARL	DN	101	8.2/8.7	Hunter-Panther Mitigation	IN DEL NORTE COUNTY NEAR KLAMATH AT PANTHER CREEK BRIDGE #01-0025 AND AT HUNTER CREEK BRIDGE #01-0003	LONG TERM MITIGATION	\$0	\$0	\$312,202	\$312,202	PSE	07/01/2014	07/05/2018	04/16/2019	12/01/2023	06/15/2024	06/01/2030
01	0120000033	01-0K140	SHOPP	WILCOX, GRANT M	DN	101	12.6/13.2	Wilson Creek Restoration & SPGA Wall	IN DEL NORTE COUNTY NEAR KLAMATH FROM WILSON CREEK BRIDGE TO 0.5 MILE NORTH OF WILSON CREEK BRIDGE	REALIGNMENT & SPGA WALL	\$24,894,000	\$673,000	\$7,146,723	\$32,713,723	PAED	10/21/2020	04/15/2025	07/19/2026	08/19/2026	02/02/2027	12/01/2028
01	0120000053	01-0F311	SHOPP	FALK-CARLSEN, KARL	DN	101	39.8/39.8	Dominie Fish Passage Mitigation	IN DEL NORTE COUNTY NEAR SMITH RIVER AT DOMINIE CREEK	ENVIRONMENTAL MITIGATION	\$200,000	\$0	\$320,728	\$520,728	CONST	10/19/2015	01/15/2019	12/11/2019	02/03/2020	07/04/2020	12/01/2027
01	0120000129	01-0K640	SHOPP	WILCOX, GRANT M	DN	199	24.11/24.267	Middle Fork Smith River Curve Improvement	IN DEL NORTE COUNTY FROM MIDDLE FORK SMITH RIVER BRIDGE TO 0.2 MILE NORTH OF MIDDLE FORK SMITH RIVER BRIDGE	CONSTRUCT CURVE IMPROVEMENT & UPGRADE ROADSIDE PAVEMENT	\$1,248,000	\$0	\$1,761,574	\$3,009,574	PSE	06/23/2021	02/06/2023	10/03/2023	12/29/2023	04/01/2024	12/01/2025
01	0120000135	01-0K690	SHOPP	WILCOX, GRANT M	DN	101	M0/46.5	Culvert Rehabilitation & Fish Passage	IN DEL NORTE COUNTY ON ROUTE 101 FROM THE HUMBOLDT COUNTY LINE TO THE OREGON STATE LINE	DRAINAGE REHAB & FISH PASSAGE	\$14,802,000	\$2,992,000	\$9,793,379	\$27,587,379	PAED	06/29/2022	11/02/2025	05/03/2027	08/03/2027	02/01/2028	12/01/2029
01	0121000034	01-0K950	SHOPP	WILCOX, GRANT M	DN	101	15.6/16.2	Damnation Creek Safety	IN DEL NORTE COUNTY ABOUT 10 MILES SOUTH OF CRESCENT CITY FROM 3 MILES NORTH TO 3.6 MILES NORTH OF WILSON CREEK BRIDGE	SUPER EL IMPROVEMENTS AND MGS	\$8,049,000	\$147,000	\$4,134,890	\$12,330,890	PAED	01/26/2022	04/04/2024	02/28/2025	03/17/2025	09/02/2025	12/01/2028
01	0121000044	01-0L040	SHOPP	GOFF, TREVOR	DN	101	12/16.5	LCG Landslide Repair	IN DEL NORTE COUNTY ABOUT 8 MILES SOUTH OF CRESCENT CITY FROM 0.2 MI SOUTH OF LAGOON CR CO PK TO BEG PASSING LN LT	LANDSLIDE REPAIR	\$19,100,000	\$2,000	\$2,097,804	\$21,199,804	CONST	02/15/2021	02/15/2021	02/15/2024	02/16/2021	02/17/2021	07/04/2024
01	0121000047	01-0L050	SHOPP MINOR B	COONROD, CAREN E	DN	199	11/11.5	Hardscrabble Creek HFST	IN DEL NORTE COUNTY FROM HARDCRABBLE CREEK BRIDGE #01-40 TO 0.5 MILE NORTH OF HARDCRABBLE CREEK BRIDGE	HFST	\$330,000	\$0	\$0	\$330,000	CONST		10/14/2021	10/19/2021	12/15/2021	06/23/2022	12/01/2023
01	0121000070	01-43641	SHOPP	FALK-CARLSEN, KARL	DN	101	36.056/36.056	Smith River Bridge On Site Mitigation	IN DEL NORTE COUNTY NEAR CRESCENT CITY FROM 0.3 MILE SOUTH TO 0.4 MILE NORTH OF SMITH RIVER BRIDGE #01-0020	ON SITE MITIGATION & MONITORING	\$500,000	\$0	\$1,459,490	\$1,959,490	PSE	04/07/2021	03/10/2020		07/01/2025	12/01/2025	10/01/2027
01	0121000071	01-43642	SHOPP	MELENDREZ, DAVID L	DN	101	25.84/25.84	Smith River BR/HAMBRO Off Site Mitigation	IN DEL NORTE COUNTY NEAR CRESCENT CITY AT ELK VALLEY ROAD	OFFSITE MITIGATION	\$300,000	\$0	\$243,643	\$543,643	CONST	04/07/2021		07/15/2025	05/03/2021	12/01/2025	12/01/2027
01	0121000075	01-0L140	OTHER-LOCAL	MELENDREZ, DAVID L	DN	101	3.72/3.78	Resighini Encroachment Permit	In Del Norte County at Klamath River Overflow	Oversite	\$0	\$0	\$165,124	\$165,124	PAED		04/01/2024	09/01/2024	09/01/2024	02/14/2025	10/01/2025
01	0121000086	01-0L230	SHOPP	GOFF, TREVOR	DN	101	15.1/15.5	LCG Landslide Repair	IN DEL NORTE COUNTY ABOUT 10 MILES SOUTH OF CRESCENT CITY FROM 1.3 MI TO 1.9 MI NORTH OF RUDISILL RD	LANDSLIDE REPAIR	\$6,500,000	\$0	\$1,237,626	\$7,737,626	CONST	05/12/2021	05/12/2021	05/12/2021	05/12/2021	06/21/2021	07/04/2024
01	0122000010	01-0L430	SHOPP	MELENDREZ, DAVID L	DN	101	39.2/39.6	Timbers Blvd Safety	IN DEL NORTE COUNTY NEAR SMITH RIVER FROM 0.5 MILE SOUTH OF ROWDY CREEK BRIDGE TO ROWDY CREEK BRIDGE	LEFT TURN CHANNELIZATION	\$3,402,000	\$110,000	\$3,153,107	\$6,665,107	PAED	10/12/2022	07/19/2024	09/30/2025	10/15/2025	05/05/2026	12/01/2027
01	0122000073	01-0L990	SHOPP	MELENDREZ, DAVID L	DN	199	T.8/T.8	DN 199 Roundabout	IN DEL NORTE COUNTY NEAR CRESCENT CITY AT ELK VALLEY CROSS ROAD	CONSTRUCT ROUNDABOUT	\$3,499,000	\$23,000	\$3,814,698	\$7,336,698	PAED	03/22/2023	06/03/2024	06/10/2025	07/01/2025	01/27/2026	12/01/2027
01	0122000074	01-0M000	OTHER STATE FUNDS	COONROD, CAREN E	DN	101	R28.1/28.1	CHP Transfer of Jurisdiction	IN DEL NORTE COUNTY NEAR CRESCENT CITY AT FRONTAGE (FR) EAST WASHINGTON BOULEVARD	TRANSFER OF JURISDICTION	\$0	\$0	\$245	\$245	PSE		06/29/2022	12/01/2023			
01	0122000075	01-0M010	MAINTENANCE	COONROD, CAREN E	DN	197	R0/7.1	Smith River Micro-Surfacing	IN DEL NORTE COUNTY NEAR HIOUCHI FROM ROUTE 199 TO ROUTE 101	MICRO-SURFACING	\$1,528,000	\$0	\$64,559	\$1,592,559	CONST		08/17/2022	08/17/2022	10/14/2022	03/27/2023	11/01/2023

CT Milestone Report - Del Norte County - October 10, 2023

Past Due		Due in 3 Months			Complete																		
District	Project ID	Project Number	Program ^a	Project Manager	County	Route	Post Mile start/end	Nick Name	Legal Description	Work Description	Capital Construction Estimate	Capital Right-of-Way Estimate	Support Cost Estimate	Total Project Estimate	Current Phase ^b	Program Project	Project Approval & Environmental Document (PA&ED)	Right-of-Way Certification (RW Cert)	Ready to List (RTL)	Begin Construction	End Construction		
01	0122000105	01-0M120	SHOPP	WILCOX, GRANT M	DN	101	18.4/19.3	Mill Creek Safety	IN DEL NORTE COUNTY FROM 1.8 MILE SOUTH OF MILL CREEK PARK ENTRANCE - ROAD 8068 TO 1.0 MILE SOUTH OF MILL CREEK PARK ENTRANCE	SUPER ELEVATION IMPROVEMENT, SHOULDERS AND HFST	\$5,297,000	\$3,000	\$4,104,066	\$9,404,066	PAED	07/10/2023	05/19/2025	06/10/2026	07/15/2026	12/01/2026	12/01/2027		
01	0122000123	01-0M200	OTHER STATE FUNDS	FINCK, BRIAN T	DN	199	T.506/36.408	DN-199 MMBN	MIDDLE MILE BROADBAND 33.06 MILES IN DEL NORTE COUNTY NEAR CRESCENT CITY FROM THE ROUTE 199/101 SEPARATION TO THE OREGON STATE LINE	MIDDLE MILE BROADBAND	\$12,611,000	\$0	\$3,818,358	\$16,429,358	PAED	08/29/2022	06/01/2024	08/01/2024	08/01/2024	12/03/2024	11/01/2026		
01	0123000012	01-0M420	OTHER STATE FUNDS	FINCK, BRIAN T	DN	169	R0/2.895	HUM-169 Klamath MMBN	MIDDLE MILE BROADBAND XX MILES IN DEL NORTE COUNTY NEAR KLAMATH FROM THE ROUTE 101/169 SEPARATION TO ARROW MILLS ROAD 8073	MIDDLE MILE BROADBAND	\$0	\$0	\$1,183,305	\$1,183,305	PAED	08/29/2022	06/01/2024	08/01/2024	08/01/2024	12/03/2024	11/01/2026		
01	0123000016	01-0M460	SHOPP	GOFF, TREVOR	DN	101	26.95/26.95	CC MS fuel facility install	IN DEL NORTE COUNTY IN CRESCENT CITY AT THE CRESCENT CITY MAINTENANCE STATION	Construct Fuel Facility	\$388,000	\$0	\$126,277	\$514,277	CONST	08/08/2022	08/08/2022	08/08/2022	08/08/2022	08/08/2022	08/01/2024		
01	0123000054	01-0M670	MAINTENANCE	COONROD, CAREN E	DN	101	R27.9/31.2	Crescent City Freeway Micro-Surfacing	IN DEL NORTE COUNTY NEAR CRESCENT CITY FROM WASHINGTON BOULEVARD OVERCROSSING TO ELK VALLEY CROSS ROAD	MICRO-SURFACING	\$1,557,000	\$0	\$208,400	\$1,765,400	PSE		07/13/2023	10/01/2023	12/29/2023	05/01/2024	11/01/2024		
01	0123000058	01-0M710	MAINTENANCE	COONROD, CAREN E	DN	101	46.18/46.18	Smith River Ag Station Resurface	IN DEL NORTE COUNTY NEAR SMITH RIVER AT THE SMITH RIVER AGRICULTURE INSPECTION STATION	RESURFACE INSPECTION STATION	\$200,000	\$0	\$30,098	\$230,098	PSE		07/18/2023	10/01/2023	12/29/2023	05/01/2024	11/01/2024		
01	0123000059	01-0M720	MAINTENANCE	COONROD, CAREN E	DN	199	18.8/35.9	2024 PAVEMENT MARKINGS	IN DEL NORTE COUNTY FROM 0.1 MILE SOUTH OF GRASSY FLAT CAMPGROUND TO 0.6 MILE SOUTH OF THE OREGON BORDER	PAVEMENT MARKINGS	\$200,000	\$0	\$28,438	\$228,438	PSE		07/13/2023	10/01/2023	12/29/2023	05/01/2024	11/01/2024		
01	0123000076	01-0M850	SHOPP	GOPANA, KIRAN K	DN	101	39.6/39.9	Rowdy Creek Road Left Turn Channelization	IN DEL NORTE COUNTY IN SMITH RIVER FROM ROWDY CREEK BRIDGE TO FRED HAIGHT DRIVE		\$2,247,000	\$31,000	\$2,613,102	\$4,891,102	PID	12/07/2023	02/10/2025	02/10/2026	06/30/2026	02/02/2027	06/30/2028		
01	0123000170	01-0M251	OTHER STATE FUNDS	FINCK, BRIAN T	DN	101	0/8.2	Middle Mile Broadband Network	MIDDLE MILE BROADBAND 59.694 MILES IN HUMBOLDT AND DEL NORTE COUNTIES NEAR ORICK FROM 0.1 MILE SOUTH OF PRAIRIE CREEK BRIDGE TO END OF HUMBOLDT COUNTY LINE AND FROM THE DEL NORTE - HUMBOLDT COUNTY LINE TO THE OREGON STATE LINE		\$6,759,000	\$0	\$623,147	\$7,382,147	PAED	06/17/2022	01/15/2024	09/30/2024	09/30/2024	09/30/2024	11/01/2026		
01	0123000200	01-0N270	SHOPP	WILCOX, GRANT M	DN	101	27.04/42.54	Crescent City to Smith River Pavement	In Del Norte County near Crescent City from 0.1 mile south of Williams Drive to 0.4 mile south of Rowdy Creek Bridge.	Rehabilitation of Asphalt Pavement from North of Crescent City to the Smith River, proposed scope includes Crack Seal, Asphalt Overlay, Shoulder Backing, Replace Median Barrier, Remove/Replace Guardrail, Roadside Rehabilitation and Sign Replacement.	\$10,000	\$0	\$2,933,753	\$2,943,753	PID	06/18/2024	12/18/2025	08/20/2027	09/02/2027	03/29/2028	09/17/2029		
01	0123000202	01-0N290	SHOPP	MELENDREZ, DAVID L	DN	197	3.2/4.5	Del Norte STAA Improvements	IN DEL NORTE COUNTY NEAR CRESCENT CITY ON ROUTE 197 FROM KASPAR/KEENE ROAD TO RUBY VAN DEVENTER COUNTY PARK AND ON ROUTE 199 FROM 0.7 MILE NORTH OF PATRICK CREEK BRIDGE TO 1.1 MILE NORTH OF SISKIYOU FORK ROAD		\$41,631,000	\$200,000	\$12,082,019	\$53,913,019	PAED	10/16/2023	10/16/2023	07/31/2024	10/15/2024	05/01/2025	12/04/2028		
01	0123000209	01-0N390	SHOPP	GOFF, TREVOR	DN	101	22.5/26.5	Culvert Repairs	N DEL NORTE COUNTY IN AND NEAR CRESCENT CITY FROM 0.2 MILE SOUTH OF HAMILTON ROAD TO 6TH STREET NORTHBOUND		\$1,000,000	\$0	\$301,889	\$1,301,889	CONST	06/28/2023	06/28/2023	06/28/2023	06/28/2023	06/29/2023	11/01/2024		
01	0124000017	01-0N400	SHOPP	GOFF, TREVOR	DN	101	0/4	Pavement Repair	IN DEL NORTE COUNTY NEAR KLAMATH FROM THE HUMBOLDT DEL NORTE COUNTY LINE TO THE KLAMATH RIVER BRIDGE.		\$1,000,000	\$0	\$257,476	\$1,257,476	CONST	07/07/2023	07/07/2023	07/07/2023	07/07/2023	07/24/2023	11/01/2024		
01	0124000047	01-0N460	OTHER STATE FUNDS	PETERSON, JULIA	DN	101	46.49/46.49	Clean CA DN 101 Welcome (Day Labor)	IN DEL NORTE COUNTY NEAR CRESCENT CITY AT OREGON STATE LINE		\$0	\$0	\$82,442	\$82,442	PSE		09/18/2023	10/15/2023	11/01/2023	01/02/2024	07/01/2024		
01	0124000048	01-0N490	OTHER STATE FUNDS	PETERSON, JULIA	DN	199	36.28/36.28	Clean CA DN 199 Welcome (MNRB)	IN DEL NORTE COUNTY NEAR IDLEWILD AT OREGON STATE LINE		\$0	\$0	\$102,418	\$102,418	PSE		09/18/2023	12/05/2023	12/31/2023	04/15/2024	07/01/2024		
01	0124000053	01-0N540	SHOPP	GOFF, TREVOR	DN	199	7/36.4	Fire Damage Repairs	IN DEL NORTE COUNTY NEAR HIOUCHI FROM 0.8 MILE NORTH OF MYRTLE CREEK BRIDGE TO THE OREGON STATE LINE		\$0	\$0	\$1,477,914	\$1,477,914	CONST	08/17/2023	08/17/2023	08/17/2023	08/17/2023	08/17/2023	11/01/2024		

Field Descriptions for RTPA CT Milestones Reports

Footnote	Column	Description
a)	Program	The funding source for the project.
	LOCAL ASSISTANCE	This funding comes from various Federal and State programs specifically designed to assist the transportation needs of local agencies.
	MAINTENANCE	Highway maintenance is the preservation, upkeep, and restoration of the roadway structures as nearly as possible in the condition to which they were constructed.
	OTHER STATE FUNDS	Miscellaneous State funds.
	OTHER-LOCAL	Miscellaneous Local funds.
	PLANNING	During the PID phase (see below) prior to the project being programmed into either SHOPP or STIP.
	SAFE ROUTES	Safe Routes to Schools- Part of the Active Transportation and Complete Streets Program
	SHOPP	State Highway Operation and Protection Program - The SHOPP consists of safety projects and preservation projects necessary to maintain and preserve the existing State Highway System.
	SHOPP MINOR A	A SHOPP project that has a construction capital limit between \$291,001 and \$1,250,000.
	SHOPP MINOR B	A SHOPP project that has a construction capital limit of \$291,000 or less.
	STIP	State Transportation Improvement Program - The STIP primarily consists of capacity enhancing or increasing projects, but it can also include local road rehabilitation projects.
b)	Current Phase	The stage of progress of the project. Post-construction (close-out) projects are not included in this report.
	PID	Project Initiation Documents - Establishes a well-defined purpose and need statement, proposed project scope tied to a reliable cost estimate and schedule. Prior to the project being programmed.
	PAED	Project Approval and Environmental Document - Complete detailed environmental and engineering studies for project alternatives (as needed); approve the preferred project alternative.
	PSE	Plans, Specifications and Estimate - Conduct detailed project design; prepare and advertise project contract.
	CONST	Period from approval of the construction contract to final acceptance and payment of the work performed by the contractor.