

**TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING AT 2:00 P.M. TUESDAY, SEPTEMBER 28, 2021**

REGISTER IN ADVANCE FOR THIS WEBINAR:

[HTTPS://US02WEB.ZOOM.US/WEBINAR/REGISTER/WN_JNHUYCIIRIOGZOXHLX1AAG](https://us02web.zoom.us/webinar/register/wn_jnhuyciirioqzoxhlx1aag)

Registering in advance is a requirement of Zoom

1. Call Meeting to Order

2. Public comment period

Public comments are welcome and encouraged; however, no proposed action can be taken on any item not appearing on the agenda.

3. Minutes of August 31, 2021

Proposed action: By consensus, approve minutes.

4. 2021-22 Overall Work Program Amendment 1

Proposed action: Recommend DNLTC adopt resolution 2021 15 approving the 2021-22 Overall Work Program Amendment 1

5. Discussion items

- Triennial Performance Audit
- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC

6. Adjourn to the regularly scheduled meeting on October 26, 2021 at 2 p.m. by Zoom Webinar unless restrictions related to COVID19 are fully lifted.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Executive Director Tamera Leighton: Phone (707) 465-3878; email Tamera@DNLTC.org.

**MINUTES
TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING AT 2:00 P.M. ON AUGUST 31, 2021**

Present: Rosanna Bower, County
Andrew Leighton, City
Heidi Kunstal, County, Vice-Chair
Brandi Natt, Yurok Tribe
Jon Olson, City, Chair
Suresh Ratnam, Caltrans
Joe Rye, RCTA

Absent: John Couch, California Highway Patrol
Tim Petrick, Harbor

Also Present: Susan Brown, Rural Approaches
Tom Fitzgerald, Caltrans
Grant Klopmeier, Yurok Tribe
Tamera Leighton, DNLTC
Brad Mettam, Caltrans

1. CALL MEETING TO ORDER

Chair Olson called the meeting to order at 2:00 p.m.

2. PUBLIC COMMENT PERIOD

Public comments are welcome and encouraged; however, no proposed action can be taken on any item not appearing on the agenda. Public Comments are limited to three minutes.

The following person(s) addressed the Committee: None

3. MINUTES OF JULY 27, 2021

Proposed action: By consensus, approve minutes.

Public Comment: None

Jon Olson noted 'Chair' needs to be removed from Suresh Ratnam's name.

Heidi Kunstal moved to approve the minutes of July 27, 2021, with the noted change, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee approved the minutes of July 27, 2021, with the noted change.

4. AUDIT CONTRACT FOR 2020-21 YEAR

Proposed action: By consensus, recommend DNLTC authorize the executive director to extend the contract with Harshwal and Associates by one year for fiscal audit services. Tamera Leighton explained that normally this contract would be extended for one more year, however, the previous contract has expired and the new contract has two minor language changes in the new contract template. Jon Olson inquired about contracting versus RFP's. Tamera explained contracts normally cover work under \$100,000 and any work over \$100,000 would require an RFP process.

Heidi Kunstal moved to approve the recommendation DNLTC authorize the executive director to extend the contract with Harshwal and Associates by one year for fiscal audit services, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee approved the recommendation DNLTC authorize the executive director to extend the contract with Harshwal and Associates by one year for fiscal audit services.

5. US 199 AT ELK VALLEY CROSS ROAD

Discussion only: Review the Project Initiation Proposal for US 199 at Elk Valley Cross Road and consider assisting with project development and construction using the Del Norte CRRSAA funding.

Tamera Leighton relayed the discussion with the Del Norte Local Transportation Commissioners regarding the use of the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) funds to inspire a collaboration with Caltrans on a safety project for this intersection, which is a high priority for the Commission. Tamera stated the funds are an opportunity to potentially move this project forward, and if the project cannot happen the CRRSAA funds can be allocated to another project, such as the Washington Boulevard Culvert Project. Tamera then introduced Tom Fitzgerald and Brad Mettam from Caltrans to share information on the US 199 at Elk Valley Cross Road project. Tom Fitzgerald shared a mock-up of a proposed round-a-bout that would be constructed at the US 199 and Elk Valley Cross Road. The proposed round-a-bout would fit within the paved area of the road and would slow traffic and lower the severity of accidents. Tom explained that the incident rate for this crossroad does not meet the threshold for major project work. Caltrans has been searching for a solution and found the round-a-bout may be a viable solution. The Safety Index for this crossroad is 230, which is the bare minimum to justify a project. The history of traffic incidents merits about \$2.1 million for project work. Combining Caltrans funding with the available Del Norte CRRSAA funds may bring this project to completion. Right now, Caltrans does not have enough information on estimated costs for the project but expects to have an estimate in December. The estimate will help Caltrans decide if the project is doable with Caltrans funds only, or Caltrans funds combined with CRRSAA funds, or if there are no funds from Caltrans for this project. The funding determination is scheduled to be decided by March of 2022. Currently, Caltrans would be looking at Safety Funding for the project. State Highway Operations and Protections Program (SHOPP) is being reorganized, however, there may be some proactive funding in reserve available as well. The project may have to look for funding through several different funding pots. Jon Olson inquired about what is driving the costs. Tom explained there may sections of the road which are not meant for traffic, there may be a need to pave more deeply and add drainage. Tom explained that other similar round-a-bout projects have costed much more; Lake County's project was around \$7 million and the East Lucerne project was \$5-6 million. Tom also went on to say that both projects had good results; increased safety, good traffic movement, and public acceptance. Rosanna Bower asked if a cost-benefit analysis has been done to

document reduced incidents by installing a round-a-bout. Tom responded there has not been an analysis done for round-a-bouts but explained that increased incidents are likely at first until there is acceptance and awareness of the round-a-bout. Andrew Leighton asked about the previous discussions around a curve realignment. Tom suggested that a curve realignment may not be the best solution. Tightening the curve may cause more accidents, and a curve realignment would be cost-prohibitive. Tom also explained that cost estimates for caution signs still need to be estimated and funds are not available for these unless some discretionary funds can be found.

6. 2021-22 OVERALL WORK PROGRAM AMENDMENT 1

Proposed action: Discuss and recommend DNLTC adopt resolution approving the 2021-22 Overall Work Program Amendment 1

Tamera Leighton explained there is more money than projects and she is looking for project ideas from the TAC members. The TAC members discussed potential projects but did not have enough information to submit ideas. Tamera asked the TAC to consider projects for these funds and bring project ideas to the next TAC meeting.

7. DISCUSSION

- DNLTC Crowdsourcing review with Green DOT Transportation Solutions – Jeff Schwein, Green DOT, gave an overview of the crowdsourcing platform located on the Del Norte Local Transportation’s website. The platform has a background of data from the previous collection site and now includes collision data from local law enforcement. The public can add comments and drop a pin at the site on the map relevant to their comments. Data can be filtered and viewed as needed, and all comments are moderated before they become visible on the site. The TAC members discussed the different aspects of data available and how the data can be utilized.
- Caltrans Safety Corridor study for US Highway 199 - Tamera Leighton gave an overview of the study and reported the ongoing litigation has affected the deadline. This discussion item will be moved to the next TAC meeting for any further updates.
- Caltrans milestones chart – Tamera Leighton referred to the information in the TAC packet and stated the Commission should receive quarterly reports tracking projects and their progress.
- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC – Joe Rye reported that during the June Board meeting the Board reinstated service, however staffing drivers remains a problem. Redwood Coast Transit is offering competitive wages and in-house training in the hopes it can attract good applicants. Brandi Natt reported that the Yurok Tribe is having the same issues finding drivers. Jon Olson reported that the Sunset Circle project is in the planning phase for using Measure S funds. Rosanna Bower reported the Clean California Initiative will be hosting informational webinars for their competitive and direct fund sources. There will be more information to come

regarding the use of funds and these funds are for non-traditional transportation needs. Suresh Ratnam reported he will send an update to the members regarding the US 199 Safety Study.

8. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON SEPTEMBER 28, 2021 AT 2:00 PM BY ZOOM WEBINAR UNLESS RESTRICTIONS RELATED TO COVID-19 ARE LIFTED.

With no further business to come before the TAC, the Chair adjourned the meeting at 3:30 p.m., to the next regularly scheduled meeting on September 28, 2021, at 2:00 p.m.

Respectfully submitted,

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission



Item 54 Staff Report

DATE: NOVEMBER 24, 2020
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: OVERALL WORK PROGRAM AMENDMENT 1

PROPOSED ACTION: Recommend DNLTC adopt resolution 2021 15 approving the 2021-22 Overall Work Program Amendment 1.

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

DISCUSSION: The following chart reflects the changes to the Overall Work Program, thus creating the necessity for Amendment 1.

Work Element:	Purpose of change:	Action taken:
A 4	Adds funding	Adds funding of \$38,470 to accommodate more mapping topics.
B 1	Adds funding	Adds staff services funding of \$2,000 to accommodate work products needed for the 2021-22 year.
C 1	Adds funding	Adds staff services funding of \$2,000 to accommodate work products needed for the 2021-22 year.
E 2	Adds funding	Adds \$25,000 for consultant auditor services to accommodate Triennial Performance Audit required for the 2021-22 year.
E 2	Reduces funding	Reduces funding for Auditor Office by \$400 to reflect expenditure history.
H 1	Changes funding source	Changes the funding source to accommodate by planning (RPA) and preliminary engineering (PPM). Increases consultant services by \$4,000.

The proposed resolution and amendments are attached.

RESOLUTION NO. 2021 15

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION APPROVING
AMENDMENT #1 OF THE 2021-22 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 2021-22 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 2021-22 OWP at the April 6, 2021 meeting; and

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

WHEREAS, Amendment #1 of the 2021-22 OWP makes the following changes:

Work Element:	Purpose of change:	Action taken:
A 4	Adds funding	Adds funding of \$38,470 to accommodate more mapping topics.
B 1	Adds funding	Adds staff services funding of \$2,000 to accommodate work products needed for the 2021-22 year.
C 1	Adds funding	Adds staff services funding of \$2,000 to accommodate work products needed for the 2021-22 year.
E 2	Adds funding	Adds \$25,000 for consultant auditor services to accommodate Triennial Performance Audit required for the 2021-22 year.
E 2	Reduces funding	Reduces funding for Auditor Office by \$400 to reflect expenditure history.
H 1	Changes funding source	Changes the funding source to accommodate by planning (RPA) and preliminary engineering (PPM). Increases consultant services by \$4,000.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the Del Norte Local Transportation Commission hereby approves Amendment #1 of the 2021-22 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 5th day of October 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jason Greenough, Chair
Del Norte Local Transportation Commission

Attest:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Del Norte Local Transportation Commission

Overall Work Program Revenue Summary

2021-22 Overall Work Program Draft 1

Work Element	Description	RPA	TDA	STIP PPM	SAFE/RSTP/ RPA Grant	Work Element Total
A	Long Range Planning Coordination					
Product 1	Regional Transportation Plan Development	\$ 26,000.00	\$ -	\$ -	\$ -	
Product 2	Last Chance Grade Update	\$ 5,000.00		\$ -	\$ -	
Product 3	2022 Economic and Demographic Profile	\$ 8,900.00	\$ -			
Product 4	Regional Mapping	\$ 102,469.50				
	Total Work Element A	\$ 142,369.50	\$ -	\$ -	\$ -	\$ 142,369.50
B	Overall Work Program Development					
Product 1	Overall Work Program	\$ 28,000.00	\$ 10,000.00	\$ -	\$ -	
	Total Work Element B	\$ 28,000.00	\$ 10,000.00	\$ -	\$ -	\$ 38,000.00
C	Information Dissemination					
Product 1	Commission	\$ 28,000.00	\$ -	\$ -	\$ -	
Product 2	Partnerships and Planning Agreements	\$ 8,000.00	\$ 10,000.00	\$ 2,500.00	\$ -	
Product 3	Website & Crowdsourcing Information	\$ 17,000.00				
	Total Work Element C	\$ 53,000.00	\$ 10,000.00	\$ 2,500.00	\$ -	\$ 65,500.00
D	Regional Transportation Improvement Program (RTIP) Development					
Product 1	Develop and Maintain TIP	\$ -	\$ -	\$ 28,000.00	\$ -	
Product 2	Project Representation	\$ -	\$ -	\$ 50,000.00	\$ -	
	Total Work Element D	\$ -	\$ -	\$ 78,000.00	\$ -	\$ 78,000.00
E	Transportation Development Act Administration and Fiscal Management					
Product 1	Office Operations	\$ -	\$ 20,500.00	\$ -	\$ -	
Product 2	Fiscal Management	\$ -	\$ 56,000.00	\$ -	\$ -	
Product 3	SSTAC Support	\$ -	\$ 2,500.00	\$ -	\$ -	
	Total Work Element E	\$ -	\$ 79,000.00	\$ -	\$ -	\$ 79,000.00
F	SAFE: Service Authority for Freeway Emergencies					
Product 1	Call Box System Maintenance & Reporting	\$ -	\$ -	\$ -	\$ 26,000.00	
	Total Work Element F	\$ -	\$ -	\$ -	\$ 26,000.00	\$ 26,000.00

G	Safety & Security Planning					
Product 1	Evacuation and Transportation Annex Pla	\$ 25,000.00	\$ -	\$ -	\$ -	
Product 2	Local Roadway Safety Plan Match	\$ 14,000.00				
	Total Work Element G	\$ 39,000.00	\$ -	\$ -	\$ -	\$ 39,000.00

H	Transit Planning					
Product 1	Transit Hub Planning & Development	\$ 12,000.00		\$ 20,000.00		
	Total Work Element H	\$ 12,000.00		\$ 20,000.00		\$ 32,000.00

TOTAL LABOR AND EXPENSES		\$ 274,369.50	\$ 99,000.00	\$ 100,500.00	\$ 26,000.00	\$ 499,869.50
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Del Norte Local Transportation Commission

Overall Work Program Expenditure Detail

2021-22 Overall Work Program Draft 1

Work Element	Description	Funding Sources	DNLTC	Consultant/ Other
A	Long Range Planning Coordination	RPA	\$ 38,000	\$ 104,370
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other/RSTP	\$ -	\$ -
Total A	\$142,370		\$38,000	\$104,370
B	Overall Work Program Development	RPA	\$ 18,000	\$ 10,000
		PPM	\$ -	\$ -
		TDA	\$ -	\$ 10,000
		Other	\$ -	\$ -
Total B	\$38,000		\$ 18,000	\$ 20,000
C	Public Participation and Information Dissemination	RPA	\$ 35,000	\$ 18,000
		PPM	\$ -	\$ 2,500
		TDA	\$ -	\$ 10,000
		Other:	\$ -	\$ -
Total C	\$65,500		\$ 35,000	\$ 30,500
D	Regional Transportation Improvement Program (RTIP) Development	RPA	\$ -	\$ -
		PPM	\$ 8,000	\$ 70,000
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
Total D	\$78,000		\$ 8,000	\$ 70,000
E	Transportation Development Act Administration and Fiscal Management	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ 28,500	\$ 50,500
		Other	\$ -	\$ -
Total E	\$79,000		\$ 28,500	\$ 50,500
F	SAFE: Service Authority for Freeway Emergencies	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		SAFE	\$ 6,000	\$ 20,000
Total F	\$26,000		\$ 6,000	\$ 20,000
G	Safety & Security Planning	RPA	\$ 7,000	\$ 32,000
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total G	\$39,000		\$ 7,000	\$ 32,000
H	Transit Planning	RPA	\$ 2,000	\$ 10,000
		PPM	\$ -	\$ 20,000
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total H	\$32,000		\$ 2,000	\$ 30,000

WORK ELEMENT A Long Range Planning Coordination

2021-22 Overall Work Program Draft 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
DNLTC	Amount	RPA	STIP/PPM	RSTP	Other
DNLTC Staff Services	\$ 38,000.00	38,000.00		\$ -	\$ -
Consultant	\$ 104,369.50	\$ 104,369.50	\$ -	\$ -	\$ -
TOTAL	\$ 142,369.50	\$ 142,369.50	\$ -	\$ -	\$ -

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 Project Initiation Delivery and Economic Impact of Closure studies
- 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.
- Participated in California Active Transportation Plan
- 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.

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 the District 1 region and to 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, and comment letters	As needed, approximately six times per year.
5	Engage and coordinate the goods movement industry (Lily bulb growers, dairy/cheese, solid waste management, wood products, etc.) 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.

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|---|--|---|----------------------|
| 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 |
| 8 | Support Border Coast Regional Airport Authority activities that increase transportation options with a focus on access to the airport including multi-modal access. Attend Boarder Coast Regional Airport Authority meetings as topics of relevance arise. | Meeting notes, agendas, and comment letters | As needed |
| 9 | 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	\$ 26,000	\$ 26,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -
Total	\$ 26,000	\$ 26,000	\$ -	\$ -

Product 2: Last Chance Grade Update

Advocate for long term solutions to the instability of Last Chance Grade on US Highway 101, including reviewing and commenting on Caltrans documents and disseminating community information.

Task/Activity	Products	Schedule
1 Public information available on website.	Updated website	July - June
2 Advocate for long term solutions to the instability of Last Chance Grade on US Highway 101 by participating in regional and State meetings to support the project. This work supports Caltrans' efforts and informs the Regional Transportation Plan.	Meeting comments as appropriate.	July - June

Product 2 Estimate	Amount	RPA	STIP/PPM	RSTP
DNLTC Staff Services	\$ 5,000	\$ 5,000	\$-	\$-
Consultant and Printing	\$ -	\$ -		\$ -
Total	\$ 5,000	\$ 5,000	\$ -	\$ -

Product 3: 2022 Economic and Demographic Profile

With the assistance of the Center of Economic Development, CSU Chico, provide the 2022 Economic and Demographic Profile to inform the Regional Transportation Plan and other planning documents.

Task/Activity	Products	Schedule
1 Contract management for 2021 Economic and Demographic Profile	Executed contract	July - November
2 Develop the 2021 Databook, including chapter development, document review, final approval and post to website.	2021 Databook	February - May

Product 2 Estimate	Amount	RPA	STIP/PPM	RSTP
DNLTC Staff Services	\$ 3,000	\$ 3,000	\$ -	\$ -
Consultant	\$ -	\$ 5,900	\$ -	\$ -
Total	\$ 3,000	\$ 8,900	\$ -	\$ -

Product 4 Regional Mapping

The scope of work begins with County and City maintained mileage mapping, which is a requirement, and it can be expanded into many areas to more accurately and efficiently inform planning processes. The shapefile mapping will inform many regional planning documents, including the Regional Transportation Plan. This work will extend into the 2021-22 year based on the consultant proposal and funding availability. Priority areas include:

County maintained mileage: Completed in 2020-21
 City maintained mileage: Completed in 2020-21
 Bus Routes, stops and shelters: Completed in 2020-21

1. Elk Valley Rancheria Indian Reservation Roads.
2. Resighini Rancheria Indian Reservation Roads.
3. Tolowa Dee-ni Nation Indian Reservation Roads.
4. Yurok Tribe Indian Reservation Roads.
5. Right-of-way references for Minor Arterials roads.
6. Right-of-way references for Major Collectors roads.
7. Right-of-way reference for Minor Collectors roads.
8. Right-of-way reference for Local roads.
9. Bike routes and lanes.
10. Local trails (no state or federal).
11. Call box system mapping.
12. Transit service area analysis and basemap.
13. Transit ADA service area.
14. Cartographic products to show routes/stops.
15. Sidewalks.
16. Off Highway Vehicle (OHV) use areas.
17. Drainage facilities within right-of-way.
18. Driveways.
19. Curb ramps.
20. Centralized clearing house for regional transportation related GIS information.
21. Pavement Condition Index.
22. Road maintenance areas.
23. Vehicle Miles Traveled (SB 743) encumbrances

Task/Activity	Products	Schedule
1 Continue GIS data sets based on the priorities established by partner agencies: Local bridges, Tribal reservation roads, bike routes and lanes, Rights-of-Way along frontage parcels, local trails, call box system.	Downloadable files to partner agencies	July - October
2 Contract administration and closeout.	Invoice processing, closeout.	July - December

Product 1 Estimate	Amount	RPA	STIP/PPM	RSTP
Staff	\$ 4,000	\$ 4,000	\$ -	
Consultant	\$ 98,470	\$ 98,470	\$ -	\$ -
Total	\$ 102,470	\$ 102,470	\$ -	\$ -

WORK ELEMENT B

Overall Work Program Development

2021-22 Overall Work Program Draft 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
DNLTC	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 18,000.00	\$ 18,000.00	-		
Consultant	\$ 20,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	
TOTAL	\$ 38,000.00	\$ 28,000.00	\$ -	\$ 10,000.00	

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

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		Products	Schedule
Task/Activity			
1	Compile daily and monthly reports as necessary to provide quarterly progress reports and year-end packages for the current year Overall Work Program.	Meeting notes, quarterly progress reports, year-end packages, requests for reimbursement, correspondence and documentation.	Daily
2	With the assistance of an accounting firm, maintain an accounting system that directly reflects all consultant services in a timely manner and meets reporting requirements, including time tracking systems and contract oversight.	Quarterly requests for reimbursement.	Monthly
3	Amend current year Overall Work Program as necessary.	Overall Work Program amendments.	As needed
4	Develop and submit draft Overall Work Program for 2021-22 and present to DNLTC for adoption prior to June 30, 2021.	2021-22 Overall Work Program development and adoption	Annually

Product B1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 18,000	\$ 18,000	\$ -	\$ -
Consultant	\$ 20,000	\$ 10,000	\$ -	\$ 10,000
Total	\$ 38,000	\$ 28,000	\$ -	\$ 10,000

WORK ELEMENT C Public Participation and Information Dissemination

2021-22 Overall Work Program Draft 1

Expenditures		Revenue by Fund Source			
Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 35,000.00	\$ 35,000.00	-	\$ -	\$ -
Consultant	\$ 20,500.00	\$ 18,000.00	\$ 2,500.00	\$ -	\$ -
Travel Reimbursement (staff/commission)	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -
TOTAL	65,500.00	\$ 53,000.00	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, Smith River Rancheria 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 agendas in compliance with the Brown Act.
- 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.

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	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.	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. This work includes consultant assistance for posting agendas and drafting minutes.	Agendas, minutes, notes	Monthly or as needed
4 Receive board direction on transportation policies, strategies, programs and actions to enhance the regional transportation planning process.	Minutes	Monthly or as needed

5	Post transportation articles and documents to the website that inform the public regarding regional planning meetings and activities.	Up-to-date website	As needed			
	Product C1 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
	DNLTC Staff Services	\$ 22,000	\$ 22,000	\$ -	\$ -	\$ -
	Consultant	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -
	Total	\$ 28,000	\$ 28,000	\$ -	\$ -	\$ -

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	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 <u>and comments on RCTF projects</u>	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.	Record of meetings.	As needed				
3 Attend California Regional Transportation Planning Agency (RTPA), California Transportation Commission meetings and workshops.	Record of meetings.	As needed				
4 Provide travel reimbursement to meetings and necessary software to hold and access meetings.	Record of meetings.	As needed				
	Product C2 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
	DNLTC Staff Services	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -
	Consultant Dues	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ -
	Meeting Access & Travel	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -
	Total	\$ 20,500	\$ 8,000	\$ 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.	Website that is current and relevant	July - June				
2 Project initiation meeting with Technical Advisory Committee to identify key outputs and reports for electronic platform development for use on smartphones, tablets, and computers.	Meeting minutes	July - August				
3 Provide a web based feedback and data collection platform to enable public input by computer or smart phone.	Data collection tool and year-end data	July - June				
	Product 3 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP

DNLTC Staff Services	\$ 5,000	\$ 5,000	\$ -	\$-	\$-
Consultant / Software	\$ 12,000	\$ 12,000	\$ -	\$-	\$-
Total	\$ 17,000	\$ 17,000	\$ -	\$ -	\$-

WORK ELEMENT E Transportation Development Act Administration and Fiscal Management

2021-22 Overall Work Program Draft 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 28,500.00	\$ -	-	\$ 28,500.00	
Consultant/Auditor	\$ 50,500.00	\$ -	\$ -	\$ 50,500.00	
TOTAL	\$ 79,000.00	-	-	79,000.00	

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 posting such as requests for proposal in local newspaper.

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	\$ 8,000	\$ -	\$ -	\$ 8,000
Total	\$ 20,500	\$ -	\$ -	\$ 20,500

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	\$ 14,000	\$ -	\$ -	\$ 14,000
Auditors Office	\$ 4,600		\$ -	\$ 4,600
Consultant	\$ 37,400	\$ -	\$ -	\$ 37,400
Total	\$ 56,000	\$ -	\$ -	\$ 56,000

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

Old WORK ELEMENT H Transit Planning

2021-22 Overall Work Program Draft 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff	\$ 2,000	\$ 2,000	\$ -	\$ -	
Consultant / Match	\$ 30,000	\$ 10,000	\$ 20,000	\$ -	
TOTAL	\$ 32,000	\$ 12,000	\$ 20,000	\$ -	

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

Objective

To develop the Transit Hub Location Plan for the Redwood Coast Transit Authority. This project will involve preliminary engineering and design concepts with a core project development team. A consultant and a local project development team will consider the recent Transit Development Plan, the needs of the community, and strengths and limitations of available locations.

Discussion

All four city transit routes currently meet to transfer passengers alongside the curb in front of the Cultural Center, a twenty-minute walk from the transit Operations and Maintenance Facility at 140 Williams Drive. There is no ability for purchasing tickets and passes at the Cultural Center hub, nor is there a driver rest area or amenities that promote biking/transit transfers. The project would use a consultant to harness community input and technical staff suggestions to improve the transit-friendliness of the system. The plan resulting should develop options, evaluate practicality and recommend a preferred site, with conceptual drawings and planning level (0-30%) preliminary engineering.

Previous Accomplishments

Short Range Transit Development Plan, Front Street planning and design, Beachfront Park Master Plan

Product 1: Transit Hub Planning & Development

Task/Activity		Products	Schedule
1	Consultant procurement process. Prepare Request for Proposals, execute contract, pay invoices, provide quarterly information for RPA reporting. (Redwood Coast Transit Authority & Del Norte Local Transportation Commission)	Consultant procurement documents, contract.	July - June
2	Kickoff: Establish work development team, document plan and information needs, set project meeting schedule, ongoing	Meeting summary	July - September
3	Develop plan options, evaluate practicality, and select a preferred site. (Consultant)	Site selection.	September - November
4	Develop conceptual drawings and preliminary engineering. (Consultant)	Conceptual drawings.	October - February
5	Prepare Draft Plan and Final Plan. Present in public meeting. (Consultant)	Draft, Final.	March - June

Product 1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 2,000	\$ 2,000	\$ -	\$ -
Consultant services	\$ 30,000	\$ 10,000	\$ 20,000	\$ -
Total	\$ 32,000	\$ 12,000	\$ 20,000	\$ -

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

Appendix A Work Schedule

2021-22 Overall Work Program Draft 1

Work Element

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

Product 1													
Product 2													
Product 3													
Product 4													

B Overall Work Program Development

Product 1													
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C Public Participation and Information Dissemination

Product 1													
Product 2													
Product 3													

D Regional Transportation Improvement Program (RTIP) Development

Product 1													
Product 2													

E Transportation Development Act Administration and Fiscal Management

Product 1													
Product 2													
Product 3													

F SAFE: Service Authority for Freeway Emergencies

Product 1													
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G Safety & Security Planning

Product 1													
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H Transit Planning

Product 1													
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KEY  Anticipated major milestones.  Anticipated project maintenance work.