

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
REGULAR MEETING AGENDA: JANUARY 12, 2017 11 A.M.
DEL NORTE COUNTY BOARD OF SUPERVISORS CHAMBERS
FLYNN ADMINISTRATIVE CENTER, 981 H STREET, CRESCENT CITY, CA**

1. Call Meeting to Order

2. 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.

3. Closed Session Conference With Legal Counsel

Anticipated Litigation (Gov. Code section 54956.9 - one case): Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of 54956.9 based on receipt of claim under the Government Claims Act (54956.9(e)(3)), which claim is available for public inspection (54957.5).

4. Adjourn to the Policy Advisory Committee

CONSENT AGENDA

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

a) Minutes of December 8, 2016

Staff recommendation: By consensus, accept minutes of December 8, 2016.

b) Approve the revised Memorandum of Understanding Regarding the Transportation Assistance Program

Staff recommendation: By polled vote, approve the revised Memorandum of Understanding for the Transportation Assistance Program with Sutter Coast Hospital.

c) Accept the Redwood Coast Transit Authority 2015-16 Audit Report

Staff recommendation: By consensus, accept the Redwood Coast Transit Authority annual audit for FY 2015-16.

d) Accept the Del Norte Local Transportation Commission 2015-16 Audit Report

Staff and Finance Committee recommendation: By consensus, accept the Del Norte Local Transportation Commission annual audit for FY 2015-16.

POLICY and ADMINISTRATIVE

e) City request for \$200,000 for Cooper Avenue Emergency Repair and Reopening
Staff and TAC recommendation: By polled vote, adopt resolution 2017 1 authorizing \$200,000 for Cooper Avenue Emergency Repair and Reopening.

f) Discussion items

- US Highway 199 safety and project update
- Last Chance Grade

5. Commissioner comments and reports

6. Action on the recommendations of the Policy Advisory Committee

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

7. Adjourn to the regular meeting scheduled on February 9, 2017 at 11 a.m.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Executive Director Tamera Leighton, at (707) 465-3878, at least five (5) days prior to the meeting. For TDD use for speech and hearing impaired, please call (707) 464-2226.

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: DECEMBER 8, 2016 11 A.M.**

Present: Commissioner Alex Fallman, City
Commissioner Gerry Hemmingsen, County
Commissioner Heidi Kime, City
Commissioner Darrin Short, Vice-Chairman

Absent: David Finigan, County, Chairman
Chris Howard, County
Kevin Tucker, Caltrans, Policy Advisory Member

Also Present: Nicole Burshem, PS Business Services
Eileen Cooper, Friends of Del Norte
Kevin Heckman, Redwood Coast Transit Authority
Tamera Leighton, Local Transportation Commission
Jason Price, Caltrans, Alternate Policy Advisory Member
Eric Wier, City

1. Call Meeting to Order

Vice Chair Darrin Short brought the meeting order at 11:00 a.m.

2. 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 people addressed the Commission: None

3. Adjourn to the Policy Advisory Committee

Vice Chairman Short adjourned as the Del Norte Transportation Commission and immediately reconvened as the Policy Advisory Committee at 11:03 a.m.

CONSENT AGENDA

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

a) Minutes of November 10, 2016

Staff recommendation: By consensus, accept minutes of September 8, 2016.

b) Approve revised Redwood Coast Transit Authority expenditure plan for Prop 1B Public Transportation Modernization, Improvement, and Service Enhancement Account funds (PTMISEA)

Staff recommendation: By polled vote, adopt resolution 2016 24 approving the revised PTMISEA expenditure plan

c) Redwood Coast Transit Authority California Transit Security Grant Program Authorization

Staff recommendation: By polled vote, adopt resolution 2016 25 authorizing DNLTC Executive Director or the Redwood Coast Transit Authority General Manager to execute any

actions necessary for the purpose of obtaining financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.

d) Call box monitoring contract

Staff recommendation: Authorize staff to execute contract renewal for call box monitoring

On a motion by Commissioner Hemmingsen, seconded by Commissioner Fallman, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved and adopted items 3 a-d.

POLICY and ADMINISTRATIVE

e) Amendment 1 to the 2016-17 Overall Work Program

Staff and TAC recommendation: By polled vote, adopt resolution 2016 23 approving Amendment 1 to the 2016-17 Overall Work Program

Discussion was held in regards to Resolution 2016 23. Ms. Leighton explained the Overall Work Program process so the new Commissioners may better understand the Commission's budgeting and work process. In the agenda packet there is Amendment 1 and the following changes will be: to reduce funding to projected costs, interactive web-based tool, and call box upgrades. Vice Chair Short asked if the repairs of the call boxes come out of the SAFE funding. Ms. Leighton responded that yes those repairs will be coming out of SAFE funding. Ms. Leighton reported out on staff time reduction, county staff project delivery, and allowing for City Staff leadership for Pebble Beach Drive Project Initiation Documents. Ms. Leighton reported out on carryover from prior year, adding work element M, and adding carryover from 2015-16 year.

Vice chair Short asked if there was any public input: Eileen Cooper, Friends of Del Norte, commented she was hoping there would be enough money for the crowd sourcing to have a screen showing the results for the community to address the issues without having to use a computer or phone. Ms. Cooper asked how high is the call box use and if there was a diminishing trend since everyone has the use of cell phones.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Fallman, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved and adopted Resolution 2016 23 approving Amendment 1 to the 2016-17 Overall Work Program.

f) Discussion items

- US Highway 199 safety and project update – Ms. Leighton asked Jason Price if he knew where we are on the safety project of the High Friction Surface Treatment. Mr. Price responded that he does not know at this time. Ms. Leighton stated she would contact David Morgan and email all the Commissioners with an update. Ms. Leighton reported Caltrans and NOAA Fisheries (National Oceanic and Atmospheric Administration - Fisheries) are submitting the Biological Assessment (BA) soon. Ms. Leighton noted that she also met with State Senators about the delays in the BA submission. Ms. Leighton reported that she may have Autumn Luna, Legal Council, come to a future DNLTC to explain the litigation, which is vastly different from what is reported or printed in local media. Vice Chairman Short commented that sounds like a good idea for Ms. Luna to come to a meeting, especially after the rest of the Commission members are chosen. Commissioner Hemmingsen commented that the lack of delivery of the BA is disappointing and that he regularly requests updates in the DEAL meetings. Now they say it wont happen until March of next year. Commissioner Hemmingsen is very frustrated

with the partners and that he is not sure where the process is being held up, with Caltrans or NOAA/Fisheries or both.

- Last Chance Grade – Ms. Leighton reported that she has a call into Congressman Huffman’s staff about the 2017-18 work program year. The Commission holds the contract for the consultant services supporting the stakeholder process. Ms. Leighton is trying to determine what is the most productive way to include Last Chance Grade in the Overall Work Program.
- 2017-18 Overall Work Program –Ms. Leighton is taking a look at the list of needed work developed by the TAC and will have a preliminary budget in February 2017. Ms. Leighton anticipates the budget to be available for approval in April or May 2017. Ms. Leighton noted right now the 2015-16 Overall Work Program Audit is underway and that she doesn’t anticipate any concerns.
- DNLTC mailing address: 900 Northcrest Drive, PMB 16 – Ms. Leighton reported the mailing address has changed due to The Mail Room relocating. There will be a period of two months to get everything caught up with the new address.
- Public comment: Eileen Cooper, Friends of Del Norte, reported that she hopes she can reach out to the new members of the Commission regarding Highway 199. The Friends of Del Norte has worked to collect approximately 1000 signatures to not have the STAA trucks on Highway 199. The reason for this is we do not feel it is a safe road for commercial trucks to be traveling on Highway 199.

4. Commissioner comments and reports

The following Commissioners reported on the following: Commissioner Hemmingsen asked if the traffic counts have been conducted. Ms. Leighton responded that the traffic count in September has been completed and that the results are likely to be evaluated after all the traffic counts are complete at this location.

5. 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 items listed above.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Fallman, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved the actions taken on above items 3 a-f.

6. Adjourn to the regular meeting scheduled on January 8, 2017 at 11 a.m.

Vice Chairman Short Adjourned the Del Norte Local Transportation Commission meeting at 12:06 p.m.

Ms. Leighton requested the Commission consider reopening the meeting for a discussion item that was inadvertently omitted yet necessary. Del Norte Local Transportation Commission meeting was reopened at 12:07 p.m. by unanimous consensus by DNLTC.

Eric Wier, City of Crescent City, reported that Cooper Street is currently closed – not because of a clogged storm drain as originally thought but because of a failed storm drain system.

Approximately three weeks ago there was flooding near Home Depot and a closure of Cooper Street and that it’s showing significant structural deficiencies and the road has begun to show some depressions. The infrastructure, including water and sewer mains and gas lines, are along side or under the road and this is an emergency for the City. Commissioner Kime asked if there was an estimated time of completion. Mr. Wier responded it is an emergency and we are working hand in hand with the county with hopes to have this completed within 6-8 weeks. The

City is looking at solutions and wanted to inform the public and Commission of this issue as well. Ms. Leighton notes that this is a significant transportation problem for the region. Mr. Wier reported that Harding Street has a similar problem with a storm drain that has created structural issues and that there is a plate over the roadway right now. The City is looking at this as well and discussing with the County what can be done. Commissioner Hemmingsen asked if Harding Street was still open. Mr. Wier responded there is a ditch plate installed but the road is currently still open to traffic. Commissioner Hemmingsen asked if the utilities were protected and serviceable at this time. Mr. Wier noted that on Cooper Street there is still discussion of how to keep the utilities covered while the pipe is being worked on. Commissioner Fallman asked what could be done to predict future problems like this. Mr. Wier responded the issue with this spot is the infrastructure was put in many decades ago and it was a challenge to find out the exact date of initial construction. Mr. Wier noted the City received an EMPG (Emergency Management Program Grant) that will fund inspections. Commissioner Hemmingsen asked if there was a record of when the infrastructure was put in. Mr. Wier responded most of these were put in so long ago that the City does not even know the year and the future inspections may provide the information that is needed. Ms. Leighton noted that there is an opportunity for the County Road Division to do this work, which benefits all parties. There is a potential that a special meeting may be needed.

With no further business before the Commission, Vice-Chairman Short adjourned the meeting at 12:24 P.M., until the next regularly scheduled meeting on January 12, 2017 at 11:00 a.m.

Respectfully submitted

Tamera Leighton, Executive Director

CONSENT AGENDA ITEMS A-D

DATE: JANUARY 12, 2017
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: CONSENT AGENDA ITEMS

a) Minutes of December 8, 2016

Staff recommendation: By consensus, accept minutes of December 8, 2016.

The minutes are attached.

b) Approve the revised Memorandum of Understanding Regarding the Transportation Assistance Program

Staff recommendation: By polled vote, approve the revised Memorandum of Understanding for the Transportation Assistance Program with Sutter Coast Hospital.

The MOU is an administrative obligation of Sutter Coast Hospital and the change initiating this new agreement is a change in the partners but not a change in the total program funding nor in DNLTC's portion of program funding. DNLTC has authorized funding by resolution and this commitment remains until rescinded.

c) Accept the Redwood Coast Transit Authority 2015-16 Annual Audit Report

Staff recommendation: By consensus, accept the Redwood Coast Transit Authority annual audit for FY 2015-16.

This audit is usual and customary and an obligation of the Redwood Coast Transit Authority.

d) Accept the Del Norte Local Transportation Commission 2015-16 Audit Report

Staff and Finance Committee recommendation: By consensus, accept the Del Norte Local Transportation Commission annual audit for FY 2015-16.

This audit is usual and customary. The DNLTC finance committee reviewed the audit in detail in December and recommends its acceptance by the Commission.

Memorandum of Understanding

Regarding the Transportation Assistance Program Between

Del Norte Local Transportation Commission, Open Door Community Health Centers and Sutter Coast Hospital

This Memorandum of Understanding (“*MOU*”) dated _____, 2016 (“*Effective Date*”) is entered into by Del Norte Local Transportation Commission (“*DNLTC*”), Open Door Community Health Centers (“*Open Door*”) and Sutter Coast Hospital, a California nonprofit public benefit corporation (“*Hospital*”), and together with DNLTC and Open Door, the “*Parties*”) to memorialize the Parties’ agreement for the creation and administration of a patient transportation assistance program.

Hospital operates a general acute care hospital located in Crescent City, California. Hospital and the other Parties to this MOU agree to contribute funds and/or in kind contributions to support the post-discharge transportation of patients back to residences in Hospital’s service area when such patients are transferred out of the area for specialty or emergency services not available at Hospital (the “**Transportation Assistance Program**”).

Funding:

The following amounts (or in-kind contributions as noted) will be contributed by each Party:

Sutter Coast Hospital	No less than \$27,000, but not to exceed \$40,500
Del Norte Local Transportation Commission	Up to \$27,000 (per CA statute, based on 5% of the State TDA fund estimate)
Open Door Community Health Centers	Services

The monetary contributions will be made either in a lump sum within thirty (30) days after the Effective Date of this MOU, or in equal monthly installments over the twelve (12) month period following the Effective Date of this MOU. The monetary contributions will be maintained and administered by Hospital solely for the Transportation Assistance Program. The Parties agree that the funds shall be administered by Hospital until the funds are expended unless otherwise agreed by the Parties. The Parties agree to reassess whether the Transportation Assistance Program will be funded again or discontinued when the total funds available equal \$10,000.00 or two (2) years following the Effective Date, whichever event occurs first. If the Transportation Assistance Program is discontinued, the funds not expended (if any) will be returned to the contributor(s) in proportion to their respective contributions.

Transportation Assistance Program Summary:

Hospital will administer the funds and facilitate post-discharge patient transportation services, subject to available resources, for patients who reside in the Hospital service area who are transferred out of the area for specialty or emergency services not available at Hospital. The Parties agree that the transportation services will only be available to individuals who have already been referred to, or are being treated at, the Hospital. The purpose of the Transportation Assistance Program is to assist such patients in returning to the area after being discharged from the receiving facility/hospital and not for transporting patients back to Hospital for additional services. The funds and in-kind contributions provided by the Parties will only be used to support eligible patients via the Transportation Assistance Program. The Transportation Assistance Program will assist recently discharged patients who are eligible for Transportation Assistance Program support in accordance with financial and other criteria agreed upon by the Parties from time to time, and who are unable to provide their own transportation, have no other regular and/or reliable means of transit (public or private) back to their home within the area, and/or are coming from areas where there are few or no alternative resources for transportation.

Patients and their families or representatives will receive information about the Transportation Assistance Program at the point of transfer.

Hospital will remit payment for patient transportation services directly to the transportation service provider. The transportation services will be provided using means of transport and at costs that are reasonable for the area, and not using ambulance-level or luxury services, through a transportation services provider that maintains adequate insurance appropriate for the transportation services provided.

The Parties agree that no patient referrals, and no decisions about the eligibility of patients for Transportation Assistance Program support, will be based, directly or indirectly, on the patient's ability to pay for the underlying medical services or the existence, nature, or extent of the patients' insurance coverage for such services.

Reporting Requirements:

Hospital will maintain and administer the funds for the transportation services for the benefit of eligible patients. Any changes to the Transportation Assistance Program must be mutually agreed upon by the Parties in writing. Hospital is committed to improving the health of the community by supporting health programming by local grassroots and public agencies. Per IRS guidelines for community benefit reporting, the Parties agree to consider the contributions to the Transportation Assistance Program to be donations that are restricted for use in carrying out important community benefit work focused on serving poor and/or underserved populations in Del Norte County, and the services provided will address one or more of the significant community health needs in Del Norte County, California.

Collaboration and Communication:

All Parties agree to obtain the other Parties' permission before using their names, logos, photos or other intellectual property. The Parties agree that any advertising or public notices regarding the Transportation Assistance Program will promote the community benefits provided by the program and not the interests of any individual Party.

(Signature page follows)

Signatures

This MOU is executed by authorized representatives on behalf of the parties as of the Effective Date.

**DEL NORTE LOCAL TRANSPORTATION
COMMISSION**

By: _____
Name: _____
Address: _____

Contact Name: _____
Contact Phone/Email: _____

**OPEN DOOR COMMUNITY HEALTH
CENTERS**

By: _____
Name: _____
Address: _____

Contact Name: _____
Contact Phone/Email: _____

SUTTER COAST HOSPITAL

By: _____
Name: _____
Address: _____

Contact Name: _____
Contact Phone/Email: _____

DEL NORTE LOCAL TRANSPORTATION COMMISSION

**BASIC FINANCIAL STATEMENTS,
REQUIRED SUPPLEMENTARY INFORMATION,
AND
SUPPLEMENTARY INFORMATION**

Year Ended June 30, 2016

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INDEPENDENT AUDITORS' REPORT

The Commissioners of Del Norte Local Transportation Commission
Crescent City, California

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Del Norte Local Transportation Commission (the Commission) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements and Reporting Guidelines for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Commission, as of June 30, 2016, and the respective changes

remaining fund information of the Commission, as of June 30, 2016, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3 through 7 and page 23 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Report on Other Legal and Regulatory Requirements

We have also issued our report dated December 21, 2016, on our consideration of the Commission's compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance.

Hunter, Hunter & Hunt

December 21, 2016

MANAGEMENT'S DISCUSSION AND ANALYSIS

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2016**

This section of Del Norte Local Transportation Commission's (the Commission's) financial statements presents management's overview and analysis of the financial activities of the Commission for the fiscal year ended June 30, 2016. We encourage the reader to consider the information presented here in conjunction with the financial statements as a whole.

Introduction to the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to the Commission's audited financial statements. This annual report is prepared in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*.

The required financial statements include the Government-wide and Fund Financial Statements: Statement of Net Position and Governmental Fund Balance Sheet; Statement of Activities and Changes in Net Position and Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances; Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position.

These statements are supported by notes to the financial statements. All sections must be considered together to obtain a complete understanding of the financial picture of the Commission.

The Basic Financial Statements

The Basic Financial Statements comprise the Government-wide Financial Statements and the Fund Financial Statements; these two sets of financial statements provide two different views of the Commission's financial activities and financial position.

The Government-wide Financial Statements

The Government-wide Financial Statements provide a longer-term view of the Commission's activities as a whole, and comprise the Statement of Net Position and the Statement of Activities and Changes in Net Position. The Statement of Net Position provides information about the financial position of the Commission as a whole, including all of its capital assets and long-term liabilities on the full accrual basis, similar to that used by corporations. The Statement of Activities provides information about all of the Commission's revenues and all of its expenses, also on the full accrual basis, with the emphasis on measuring net revenues or expenses of the Commission's programs. The Statement of Activities explains in detail the change in Net Position for the year.

Government-wide Financial Statements are prepared on the accrual basis, which means they measure the flow of all economic resources of the Commission as a whole.

All of the Commission's activities are grouped into Government Activities, as explained below.

Fund Financial Statements

The Fund Financial Statements report the Commission's operations in more detail than the Government-wide statements and focus primarily on the short-term activities of the

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2016**

Commission's Major Funds. The Fund Financial Statements measure only current revenues and expenditures and fund balances; they exclude capital assets, long-term debt and other long-term amounts. The Fund Financial Statements provide detailed information about each of the Commission's most significant funds, called Major Funds. The concept of Major Funds, and the determination of which are Major Funds, was established by GASB Statement No. 34 and replaces the concept of combining like funds and presenting them in total. Instead, each Major Fund is presented individually, with all Non-major Funds summarized and presented only in a single column. Major Funds present the major activities of the Commission for the year, and may change from year to year as a result of changes in the pattern of the Commission's activities. In the Commission's case, there are two Major Governmental Funds.

Governmental Fund Financial Statements are prepared on the modified accrual basis, which means they measure only current financial resources and uses. Capital assets and other long-lived assets, along with long-term liabilities, are not presented in the Governmental Fund Financial Statements. Major Funds account for the major financial activities of the Commission and are presented individually. All of the Commission's Governmental Funds are considered major.

The Statement of Net Position and the Statement of Activities present information about the following:

Governmental Activities - The Commission's basic services are considered to be governmental activities. These services are supported by specific program revenues from state grants and local transportation claims. Comparisons of Budget and Actual financial information are presented for the Administration Special Revenue Fund.

Fiduciary Activities - The Commission's fiduciary activities are reported in the separate Statement of Fiduciary Net Position. Their balances are excluded from the Commission's other financial statements because the Commission cannot use these assets to finance its own operations.

The Fiduciary Statements provide financial information about the activities of the Transportation Development Act Fund, State Transit Assistance and RSTP Funds for which the Commission acts solely as agent. The Fiduciary Statements provide information about the cash balances and activities of these funds. These statements are separate from, and their balances are excluded from, the Commission's financial activities.

Analysis of Major Funds

Governmental Funds - Special Revenue Fund revenue decreased \$8,507 from \$357,340 in the prior fiscal year to \$348,833 this fiscal year. This decrease was mainly due to fewer projects funded through Regional Planning Assistance. Prior year RPA funding was \$23,158 higher than the current year.

Special Revenue Fund expenditures decreased \$19,937 from \$370,215 in the prior fiscal year to \$350,278 this fiscal year. This was mainly due to decreases in RPA expenditures as compared to the prior year.

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2016**

Governmental Activities

**Table 1
Governmental Net Position**

	2016	2015
Cash and Investments	\$ 135,142	\$ 115,871
Accounts Receivable	40,454	84,903
Capital Assets, Net of Accumulated Depreciation	4,872	10,186
Total Assets	\$ 180,468	\$ 210,960
Accounts Payable	\$ 12,068	\$ 35,851
Total Liabilities	\$ 12,068	\$ 35,851
Net Position		
Invested in Capital Assets	\$ 4,872	\$ 10,186
Restricted	163,528	164,923
Total Net Position	\$ 168,400	\$ 175,109

The Commission's governmental net position amounted to \$168,400 as of June 30, 2016, a decrease of \$6,709 over 2015. This decrease is the Change in Net Position reflected in the Governmental Activities column of the Statement of Activities shown in Table 2. The Commission's net position as of June 30, 2016, comprised the following:

Net position invested in capital assets of \$4,872, representing the Commission's investment in capital assets used in Governmental activities;

Restricted - includes \$163,528 of net position that can only be used for specific purposes.

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2016**

The Statement of Activities presents general revenues in detail. These elements are summarized below in the Changes in Governmental Net Position.

**Table 2
Changes in Governmental Net Position**

	2016	2015
<u>Expenses:</u>		
Services	\$ 25,136	\$ 25,660
Safe Routes to Schools	26,269	25,657
Planning and Administration	304,137	324,212
Total Expenses	355,542	375,529
 <u>Program Revenues:</u>		
Grants	255,362	261,651
Local Transportation Funds	68,057	72,108
General Revenues		
SAFE	24,642	22,920
Interest	772	661
Total Revenues	348,833	357,340
 Change in Net Position	 \$ (6,709)	 \$ (18,189)

The Major Special Revenue Funds that the Commission uses to account for its governmental activities are described below.

SAFE - This fund accounts for service authority for freeway emergencies. The major revenue source for this fund is state fees collected in connection with vehicle license fees. Expenditures are made for service authority for freeway emergencies projects. Expenditures in the amount of \$14,404 were made for services and supplies and \$5,418 were made for administration services in the current year. The fund's net position increased by \$5,160 from \$57,168 at the end of the prior fiscal year, to \$62,328 at the end of the current fiscal year.

Administration Fund - The major revenue source for this fund state rural planning assistance funds. Expenditures in the amount of \$330,406 were made for planning and administration in the current year. The fund's net position decreased by \$6,555 from \$107,755 at the end of the prior fiscal year, to \$101,200 at the end of the current fiscal year.

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2016**

Capital Assets

GASB Statement No. 34 requires the Commission to record all its capital assets that were not recorded in prior years. Detail on capital assets can be found in Note 3.

Debt Administration

The Commission does not utilize long-term debt to fund operations or growth.

Economic Outlook and Major Initiatives

Financial planning is based on specific assumptions from recent trends, State of California economic forecasts and historical growth patterns in the various communities served by the Commission.

The economic condition of the Commission as it appears on the balance sheet reflects financial stability and the potential for organizational growth. The Commission continues to be encouraged by development throughout its boundaries. The Commission will continue to maintain a watchful eye over expenditures and remain committed to sound fiscal management practices to deliver the highest quality service to the citizens of the area.

Contacting the Commission's Financial Management

These financial statements are intended to provide citizens, taxpayers, and creditors with a general overview of the Commission's finances. Questions about this Report should be directed to Executive Director, Del Norte Local Transportation Commission, 900 Northcrest Drive #16, Crescent City, California, 95531.

BASIC FINANCIAL STATEMENTS

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF NET POSITION
June 30, 2016

	Governmental Activities
Assets	
Current Assets:	
Cash and Investments	\$ 135,142
Accounts Receivable	40,454
Total Current Assets	175,596
Noncurrent Assets:	
Capital Assets, Net of Accumulated Depreciation	4,872
Total Noncurrent Assets	4,872
Total Assets	180,468
Liabilities	
Current Liabilities:	
Accounts Payable	12,068
Total Current Liabilities	12,068
Total Liabilities	12,068
Net Position	
Net Investment in Capital Assets	4,872
Restricted	163,528
Total Net Position	\$ 168,400

See accompanying notes.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION
For the Year Ended June 30, 2016

		Program Revenues		Net (Expense)
		Charges	Operating	Revenues and
		for	Grants and	Changes in Net
	Expenses	Services	Contributions	Assets
				Governmental
				Activities
Governmental Activities:				
Callbox Services and Supplies	\$ 25,136	\$ -	\$ 24,642	\$ (494)
Safe Routes to Schools	26,269	-	-	(26,269)
Planning and Administration	304,137	-	323,419	19,282
Total Governmental Activities	355,542	-	348,061	(7,481)
General Revenues:				
Interest				772
Total Revenues				772
Change in Net Position				(6,709)
Net Position - Beginning of Year				175,109
Net Position - End of Year				\$ 168,400

See accompanying notes.

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
BALANCE SHEET
GOVERNMENTAL FUNDS
June 30, 2016**

	Fund 618 SAFE	Fund 602 Administration	Total
Assets			
Cash and Investments	\$ 60,425	\$ 74,717	\$ 135,142
Accounts Receivable	4,607	35,847	40,454
Total Assets	\$ 65,032	\$ 110,564	\$ 175,596
 Liabilities and Fund Balance			
Liabilities:			
Accounts Payable	\$ 2,704	\$ 9,364	\$ 12,068
Total Liabilities	2,704	9,364	12,068
 Fund Balance			
Restricted	62,328	101,200	163,528
Total Fund Balance	62,328	101,200	163,528
Total Liabilities and Fund Balance	\$ 65,032	\$ 110,564	\$ 175,596
Total Fund Balance - Government Fund			\$ 163,528
Amounts reported for governmental activities in the Statement of Net Position are different because capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. The total capital assets, net of accumulated depreciation are:			4,872
Net Position of Governmental Activities			\$ 168,400

See accompanying notes.

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS
For the Year Ended June 30, 2016**

	Fund 618 SAFE	Fund 602 Administration	Total
Revenues			
Grants	\$ -	\$ 255,362	\$ 255,362
Local Transportation Funds	-	68,057	68,057
Service Authority for Freeway Emergencies	24,642	-	24,642
Interest	340	432	772
Total Revenues	24,982	323,851	348,833
Expenditures			
Services	14,404	-	5,418
Planning and Administration	5,418	330,406	344,810
Total Expenditures	19,822	330,406	350,228
Excess of Revenue over Expenditures	5,160	(6,555)	(1,395)
Net Change in Fund Balances	5,160	(6,555)	(1,395)
Fund Balances, Beginning of Year	57,168	107,755	164,923
Fund Balances, End of Year	\$ 62,328	\$ 101,200	\$ 163,528
 Net Change in Fund Balance - Governmental Fund			 \$ (1,395)
 Amounts reported for governmental activities in the Statement of Activities are different because some expenses reported in the Statement of Activities do not require use of current financial resources, and therefore, are not reported as expenditures in the governmental funds. These expenses are:			
Depreciation			(5,314)
Change in Net Position of Governmental Activities			\$ (6,709)

See accompanying notes.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
June 30, 2016

	Expendable Trust Funds					Total
	Fund 637	Fund 626	Fund 619	Fund 696	Fund 647	
	Local Transportation	State Transit Assistance	RSTP Fund	PTMISEA Fund	Transit Security Fund	
Assets						
Cash and Investments	\$ 141,801	\$ 6,378	\$ 999,223	\$ 811,698	\$ 49,641	\$ 2,008,741
Sales Tax Receivable	95,600	57,104	218,903	-	-	371,607
Total Assets	<u>237,401</u>	<u>63,482</u>	<u>1,218,126</u>	<u>811,698</u>	<u>49,641</u>	<u>2,380,348</u>
Liabilities						
Accounts Payable	30,506	-	95,106	-	-	125,612
Due to Other Governments	203,632	23,886	-	-	-	227,518
Total Liabilities	<u>234,138</u>	<u>23,886</u>	<u>95,106</u>	<u>-</u>	<u>-</u>	<u>353,130</u>
Net Position						
Held in Trust for Pedestrian Bike	20,212	-	-	-	-	20,212
Held in Trust	(16,949)	39,596	1,123,020	811,698	49,641	2,007,006
Total Net Position	<u>\$ 3,263</u>	<u>\$ 39,596</u>	<u>\$ 1,123,020</u>	<u>\$ 811,698</u>	<u>\$ 49,641</u>	<u>\$ 2,027,218</u>

See accompanying notes.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
June 30, 2016

	Expendable Trust Funds					Total
	Fund 637	Fund 626	Fund 619	Fund 696	Fund 647	
	Local Transportation	State Transit Assistance	RSTP Fund	PTMISEA Fund	Transit Security Fund	
Revenue						
Sales Tax	\$ 573,990	\$ -	\$ -	\$ -	\$ -	\$ 573,990
State Exchange Funds	-	-	218,903	-	-	218,903
State Transit Assistance Funds	-	112,982	-	-	-	112,982
Interest	492	88	6,322	4,456	277	11,635
Total Revenue	<u>574,482</u>	<u>113,070</u>	<u>225,225</u>	<u>4,456</u>	<u>277</u>	<u>917,510</u>
Expenditures						
Administration and Planning	68,057	-	13,095	-	-	81,152
Redwood Coast Transit Authority	531,705	112,982	-	-	-	644,687
Consolidated Transit Services Agency	25,652	-	-	-	-	25,652
Pedestrian Bike	30,000	-	-	-	-	30,000
Partnerships	-	-	6,310	-	-	6,310
Streets Overlays	-	-	514,116	-	-	514,116
Total Expenditures	<u>655,414</u>	<u>112,982</u>	<u>533,521</u>	<u>-</u>	<u>-</u>	<u>1,301,917</u>
Change in Net Position	<u>(80,932)</u>	<u>88</u>	<u>(308,296)</u>	<u>4,456</u>	<u>277</u>	<u>(384,407)</u>
Net Position, Beginning of Year	84,195	39,508	1,431,316	807,242	49,364	2,411,625
Net Position, End of Year	<u>\$ 3,263</u>	<u>\$ 39,596</u>	<u>\$ 1,123,020</u>	<u>\$ 811,698</u>	<u>\$ 49,641</u>	<u>\$ 2,027,218</u>

See accompanying notes.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
June 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Del Norte Local Transportation Commission (the Commission) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

This summary of significant accounting policies of the Commission is presented to assist in understanding the financial statements. The financial statements and notes are representations of management, who is responsible for their integrity and objectivity. These accounting policies have been consistently applied in the preparation of the financial statements.

Reporting Entity and Nature of Activities

The Commission is the regional transportation planning agency for Del Norte County, California, and was created pursuant to Title 3 of Government Code Section 29535. The Commission is responsible for transportation planning activities as well as administration of the Local Transportation Trust Fund and the State Transit Assistance Fund. The Commission does not exercise control over any other governmental agency authority. Criteria used in determining the reporting entity was based on control or dependence determined on the basis of budget adoption, funding, and appointment of the respective governing board.

Basis of Presentation

Government-Wide Financial Statements

The statement of net position and statement of activities and changes in net position (statement of activities) display information about the reporting government as a whole and include all funds of the reporting entity, except for fiduciary activities. Governmental activities generally are financed through taxes and other non-exchange revenues.

The statement of activities demonstrates the degree to which the direct expenses of given functions or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include grants and contributions that are restricted to meeting the operational needs of a particular program, and fees, grants and contributions that are restricted to financing the acquisition or construction of capital assets.

Revenues not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements

Financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts which constitute its assets, liabilities, net position/fund equity, revenues, and expenditures/expenses.

Separate financial statements are provided for governmental funds and fiduciary funds. Major individual governmental funds and major individual fiduciary funds are reported as separate columns in the fund financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
June 30, 2016

The Commission's resources are accounted for based on the purposes for which they are to be spent and the means by which spending activities are controlled. An emphasis is placed on major funds within the governmental categories. A fund is considered major if it is the primary operating fund of the Commission or meets the following criteria:

Total assets, liabilities, revenues or expenditures (or expenses) of the individual governmental funds are at least 10 percent of the corresponding total for all funds of that category or type.

Measurement Focus/Basis of Accounting

Measurement focus refers to what is being measured; basis of accounting refers to the timing of the recognition of revenues and expenditures in the accounts and their reporting in the financial statements.

Government-Wide Financial Statements

The government-wide statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Fiduciary funds are not included in the government-wide financial statements.

Fund Financial Statements

The governmental fund types use a current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Their revenues are recognized when susceptible to accrual, i.e., when they become measurable and available. Measurable means the amount can be determined. Available means collectible within the current period or soon enough thereafter to pay current liabilities. For this purpose, the Commission considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, if measurable. General capital asset acquisitions are reported as expenditures in governmental funds.

The revenues susceptible to accrual are Transportation Development Act (TDA) funds, grants and interest revenue.

Non-exchange transactions, in which the Commission gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. On the accrual basis, revenue from taxes is recognized in the fiscal year for which the taxes are levied or assessed. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

The Commission may fund programs with a combination of cost-reimbursement grants, categorical block grants, and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. The Commission's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
June 30, 2016

The governmental funds consist of:

Service Authority for Freeway Emergencies (SAFE) Fund: The major revenue source for this fund is state vehicle license fees. Expenditures are made for SAFE projects.

Administration Fund: The major revenue source for this fund is state regional planning funds. Expenditures are made for planning and administration.

The fiduciary funds account for assets held by the Commission as a trustee or agent for other units of government. Expendable trust funds are used by the Commission for the following purposes:

Local Transportation Fund (LTF) - This fund is utilized by the Commission, as trustee, to receive the 1/4 of 1% retail sales tax that is returned to each County by the State Board of Equalization. These funds are apportioned and allocated by the Commission to eligible claimants for transit, transportation planning, and for administration of the TDA. While it is legal to allocate LTF funds for street and road purposes under certain conditions, the Commission has adopted a Local Transportation Reserve Fund policy that precludes any street and roads allocations.

State Transit Assistance (STA) Fund - This fund is utilized by the Commission, as trustee, to receive sales tax derived from statewide sales of gasoline and diesel fuel. Each County receives its share of these funds based upon a population and operator revenue formula. These funds are allocated by the Commission to transit operators.

Regional Surface Transportation Program (RSTP) Fund - This fund is utilized by the Commission, as trustee, to receive non-federal RSTP account funds from the California Department of Transportation. These funds are then allocated to local agencies for eligible purposes.

Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) Fund - This fund is utilized by the Commission, as trustee, to receive PTMISEA funds which are required to be accounted for separately.

Transit Security Fund - This fund is utilized by the Commission, as trustee, to receive Proposition 1B California Transit Security Grant funds which are required to be accounted for separately.

Budgets

Operating Funds - The Commission annually adopts a budget through the preparation of an overall work program. This work program describes the projects, or work elements, that are to be funded, and the type of funds that will pay for the expenditures, such as Rural Planning Assistance, State Subvention, Local Transportation, or Federal Transportation Administration (FTA). The work program in draft form is prepared by Commission staff, submitted and approved by the Commission, and submitted to the State of California, Department of Transportation (Caltrans) before June 30. Caltrans, as the grantor of Rural Planning Assistance, State Subvention and FTA funds, approves the work program, which then becomes the budget for the operating fund of the Commission.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
June 30, 2016

Expendable Trust Funds - There are three expendable trust funds, the LTF, STA, and RSTP Funds. The LTF funds are available for transit, streets and roads, pedestrian and bicycle, administration of the TDA, and transportation planning.

The STA funds are available for transit purposes. The eligible recipients are the Commission, the County of Del Norte, the City of Crescent City, Redwood Coast Transit Authority and any governmental agency that is operating a transit operation within Del Norte County, California. The process for delivering the LTF and STA funds to the various recipients is as follows:

The County Auditor-Controller estimates the amount of funds to be available in the LTF, and notifies the Commission before February 1 of each year.

The LTF fund's net position balance has \$20,212 held in trust for pedestrian bicycle projects.

The Commission determines how much funding it will need for the planning and administration of the TDA. The Commission then determines the split of LTF funds between the Redwood Coast Transit Authority and other claimants based upon the population amounts provided by the State of California Department of Finance. Each recipient is then notified of the amount of LTF funds available in its area of apportionment (apportionment being the process of dividing the funds based upon population). Each agency then submits a claim for LTF funds, with transit needs required to be met before any streets and roads funds can be claimed. While it is legal to allocate LTF funds for street and road purposes under certain conditions, the Commission is committed to funding transit to the greatest extent possible and by practice does not divert funds for streets and roads allocations.

The Commission acts upon the claims, adopting resolutions, and preparing allocation instructions that notify the recipient of the funds approved, and notifies the County Auditor-Controller of what expenditures are approved, and when they are to be paid.

The STA process is similar, except that the estimate is made by the State of California Controller's Office, and the funds cannot be used for administration, streets and roads, or pedestrian and bicycle facilities.

Cash and Cash Equivalents

The Commission's cash is maintained with the County of Del Norte Office of the Auditor-Controller and a local financial institution. Cash deposits in external investment pools are considered cash equivalents when deposits and withdrawals may be made at any time without prior notice or penalty. The County of Del Norte Office of the Auditor-Controller allocates interest to the various funds based upon the average monthly cash balances. The Commission's cash on deposit with the County of Del Norte Treasury at June 30, 2016, was \$130,418 reported in governmental activity funds, and \$1,723,635 reported in fiduciary funds. The Commission's cash on deposit with Tri Counties Bank at June 30, 2016, was \$4,724 reported in governmental activity funds, and \$285,106 reported in fiduciary funds.

Accounts Receivable

The Commission evaluates the collectability of accounts receivable in order to determine the allowance for doubtful accounts. As of June 30, 2016, the Commission determined that accounts receivable are fully collectible and recorded \$-0- for the allowance for doubtful

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
June 30, 2016

accounts. Based on historical experience, the Commission does not expect amounts to become uncollectible, however if they are, they will be charged to operations as a bad debt expense. Although this method does not conform to generally accepted accounting principles, the impact of any bad debt expense recorded in the future is expected to be immaterial to the financial statements.

Capital Assets

Capital assets are defined by the government as assets with an initial cost of more than \$5,000 and an estimated useful life in excess of one year. All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated.

Depreciation of capital assets is charged as an expense against operations, with accumulated depreciation reflected in the statement of net position. Depreciation has been provided over the estimated useful lives using the straight-line method. The estimated useful lives are as follows:

Callboxes and equipment	5 years
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Net Position and Fund Balance Classification Policy

The difference between fund assets and liabilities is called "net position" in the government-wide and proprietary fund financial statements and it is called "fund balance" in the governmental fund financial statements.

Government-wide and proprietary fund financial statements have the following categories of net position:

Net investment in capital assets represents capital assets, net of accumulated depreciation reduced by the outstanding principal balances of debt attributable to the acquisition, construction, or improvement of those assets.

Restricted net position represents amounts that can be spent only for specific purposes as stipulated by law, external resource providers, contract, or through enabling legislation.

Unrestricted net position represents amounts that are neither restricted nor invested in capital assets, net of related debt.

In accordance with the provisions of GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, the governmental fund financial statements have the following categories of fund balance:

Nonspendable fund balance includes amounts in fund balance that cannot be spent because they are either not in spendable form or because they are legally or contractually required to be maintained intact.

Restricted fund balance includes amounts that can be spent only for specific purposes as stipulated by law, external resource providers, contract, or through enabling legislation.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
June 30, 2016

Committed fund balance includes amounts that can be spent only for specific purposes determined by a formal action of the Commission. Commitments may be changed or lifted only by the Commission taking the same formal action.

Assigned fund balance includes amounts that are intended to be spent for specific purposes but do not meet the criteria to be classified as restricted or committed. Intent can be expressed by the Commission, a Commission created committee, or an official designated by the Commission to which it delegates the authority.

Unassigned fund balance represents the residual classification for resources that cannot be classified into any of the other categories.

The Commission establishes fund balance commitments by passage of a resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the Commission.

As of June 30, 2016, the Commission's restricted funds of \$163,478 include \$69,934 of State Transportation Improvement Program funds to be used for project planning, programming and monitoring activities, \$62,329 of funds to be used for SAFE projects and \$31,215 to be used for Safe Routes to Schools projects.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to use restricted resources first, followed by committed, assigned, and unassigned resources as they are needed.

Due to Other Governments

Balances due to other governments from fiduciary funds are included in liabilities on the Statement of Fiduciary Net Position. As of June 30, 2016, the Commission's balance due to other governments was \$227,518.

Interfund Transactions - Transfers Among Funds

Resources may be transferred from one Commission fund to another. The purpose of the transfers is to reimburse a fund that has made an expenditure on behalf of another fund.

Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

Contingencies

The Commission receives revenue from Federal, State and Local agencies that have requirements to be followed when expending these revenues. If the requirements are not followed, the unauthorized expenditures would be a liability to be refunded to the appropriate agency. Although that is a possibility, management currently deems the contingency remote based upon their knowledge of the objectives of the agencies and the provisions of the funding agreements. Accordingly, no amount has been accrued as a contingent liability in the accompanying financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
June 30, 2016

Risk Management

The Commission is exposed to various risks of loss related to errors and omissions. The Commissioners are covered for errors and omissions liability through the respective government agencies (Crescent City and County of Del Norte).

NOTE 2 - CASH AND INVESTMENT FUNDS

The Commission maintains specific cash deposits with the County of Del Norte and involuntarily participates in the external investment pool of the County of Del Norte. The County of Del Norte is restricted by state code in the types of investments it can make. Furthermore, the County of Del Norte Treasurer has a written investment policy, approved by the Board of Supervisors, on an annual basis. Also, the County of Del Norte has a Treasury Oversight Committee, which performs regulatory oversight for its pool.

The County of Del Norte's investment policy authorizes the County of Del Norte to invest in obligations of the U.S. Treasury, its agencies and instrumentalities, certificates of deposit, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, bankers' acceptances, repurchase agreements, and the State Treasurer's investment pool. As of June 30, 2016, the Commission's cash with the County of Del Norte's Treasurer is stated at fair value. As of June 30, 2016, both the fair value and carrying value of the pool shares was \$130,418 and \$1,723,635 for the governmental and fiduciary funds, respectively.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. Due to the highly liquid nature of the Commission's investment with the County of Del Norte's external investment pool, the Commission's exposure to interest rate risk is deemed by management to be insignificant.

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The County of Del Norte's external investment pool does not have a rating provided by a nationally recognized statistical rating organization.

Custodial Credit Risk

With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools.

As of June 30, 2016, there were no Commission deposits with financial institutions in excess of federal depository insurance limits.

Concentration of Credit Risk

The investment policy of the Commission contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government Code. There were no non-pooled investments held by the Commission at June 30, 2016.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
June 30, 2016

NOTE 3 - CAPITAL ASSETS

The change in the capital assets in the SAFE fund for the year ended June 30, 2016, is as follows:

	<u>Balance</u> <u>6/30/15</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>6/30/16</u>
Equipment	\$ 123,327	\$ -	\$ -	\$ 123,327
Less: Accumulated Depreciation	<u>(113,141)</u>	<u>(5,314)</u>	<u>-</u>	<u>(118,455)</u>
Net Capital Assets	<u>\$ 10,186</u>	<u>\$ (5,314)</u>	<u>\$ -</u>	<u>\$ 4,872</u>

Depreciation expense of \$5,314 was recorded to the SAFE fund for the year ended June 30, 2016.

NOTE 4 - PUBLIC TRANSIT MODERNIZATION

In November 2006, California Voters passed a bond measure enacting the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006. Of the \$19.925 billion of state general obligation bonds authorized, \$4 billion was set aside by the State as instructed by statute as the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements for rolling stock procurement, rehabilitation or replacement. During the year ended June 30, 2016, the Commission received and expended Proposition 1B PTMISEA funds within the STA Fund as follows:

Unexpended PTMISEA Funds at June 30, 2015	\$ 807,242
Proceeds Received During 2016:	
Interest Earned	<u>4,456</u>
Total Available for Expenditure	811,698
Expenditures Incurred During 2016:	
Funding Provided to RCTA for Purchases	<u>-</u>
Unexpended PTMISEA Funds at June 30, 2016	<u>\$ 811,698</u>

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
June 30, 2016

NOTE 5 - SUBSEQUENT EVENTS

The Commission's management has evaluated subsequent events through December 21, 2016, which is the date the financial statements were available to be issued, and noted no events that could impact the understanding of the users of the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

DEL NORTE LOCAL TRANSPORTATION COMMISSION
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE BY WORK ELEMENT - BUDGET TO ACTUAL
For the Year Ended June 30, 2016
(UNAUDITED)

	Budget		Actual							Total	Under (Over) Budget
	Original	Final	TDA	SAFE	SRTS	Regional Planning Assistance	STIP	RSTP	WRTS**		
Revenues											
Regional Planning Assistance	\$ 230,000	\$ 230,000	\$ -	\$ -	\$ -	\$ 204,493	\$ -	\$ -	\$ -	\$ 204,493	\$ 25,507
PPM Funds	34,000	34,000	-	-	-	-	34,000	-	-	34,000	-
TDA Funds	82,000	90,000	68,057	-	-	-	-	-	-	68,057	21,943
SAFE	21,400	21,400	-	24,642	-	-	-	-	-	24,642	(3,242)
RSTP Funds	29,975	20,314	-	-	-	-	-	13,095	-	13,095	7,219
Public Health Institute	68,000	68,000	-	-	-	-	-	-	16,869	16,869	51,131
Interest *	-	-	-	340	-	-	432	-	-	772	(772)
Total Revenues	<u>465,375</u>	<u>463,714</u>	<u>68,057</u>	<u>24,982</u>	<u>-</u>	<u>204,493</u>	<u>34,432</u>	<u>13,095</u>	<u>16,869</u>	<u>361,928</u>	<u>101,786</u>
Expenditures											
Long Range Planning (A)	57,875	67,062	-	-	-	30,775	-	13,095	-	43,870	23,192
Financial Planning and Programming (B)	52,000	52,000	-	-	-	27,562	-	-	-	27,562	24,438
Information Dissemination (C)	55,800	55,800	-	-	-	32,526	19,588	-	-	52,114	3,686
Transportation Improvement Program(TIP) Development (D)	12,000	12,000	-	-	-	-	12,000	-	-	12,000	-
TDA Administration and Fiscal Management (E)	82,000	90,000	68,057	-	-	-	-	-	-	68,057	21,943
SAFE Planning and Administration (F)	21,400	21,400	-	19,822	-	-	-	-	-	19,822	1,578
Regional Transportation Plan Update (G)	96,075	96,075	-	-	-	93,969	-	-	-	93,969	2,106
Safe Routes to Schools (H)	68,000	68,000	-	-	10,736	-	-	-	15,532	26,268	41,732
Transportation Improvement Program (I)	19,025	19,670	-	-	-	19,661	-	-	-	19,661	9
Total Expenditures	<u>464,175</u>	<u>482,007</u>	<u>68,057</u>	<u>19,822</u>	<u>10,736</u>	<u>204,493</u>	<u>31,588</u>	<u>13,095</u>	<u>15,532</u>	<u>363,323</u>	<u>118,684</u>
Excess of Revenue over Expenditures	1,200	(18,293)	-	5,160	(10,736)	-	2,844	-	1,337	(1,395)	\$ (16,898)
Fund Balances, Beginning of Year	<u>73,748</u>	<u>73,748</u>	<u>-</u>	<u>57,168</u>	<u>35,715</u>	<u>-</u>	<u>73,377</u>	<u>-</u>	<u>(1,337)</u>	<u>164,923</u>	
Fund Balances, End of Year	<u>\$ 74,948</u>	<u>\$ 55,455</u>	<u>\$ -</u>	<u>\$ 62,328</u>	<u>\$ 24,979</u>	<u>\$ -</u>	<u>\$ 76,221</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 163,528</u>	

References to A - I above represent work elements of the Overall Work Program.

* Interest income is not included in the work program budget.

** Walk and Roll to Schools Program

SUPPLEMENTARY INFORMATION

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - ALL SPECIAL REVENUE FUNDS
For the Year Ended June 30, 2016
(UNAUDITED)**

	Fund 618 SAFE	Fund 602 Administration	Total
Revenues			
Regional Planning Assistance	\$ -	\$ 204,493	\$ 204,493
PPM Funds	-	34,000	34,000
Local Transportation Funds	-	68,057	68,057
SAFE	24,642	-	24,642
Public Health Institute	-	16,869	16,869
Interest	340	432	772
Total Revenues	24,982	323,851	348,833
Expenditures			
Long Range Planning (A)	-	30,775	30,775
Financial Planning and Programming (B)	-	27,562	27,562
Information Dissemination (C)	-	52,114	52,114
Transportation Planning (D)	-	12,000	12,000
TDA Administration and Fiscal Management (E)	-	68,057	68,057
SAFE Planning and Administration (F)	19,822	-	19,822
Regional Transportation Plan Update (G)	-	93,969	93,969
Safe Routes to Schools (H)	-	26,268	26,268
Transportation Improvement Program (I)	-	19,661	19,661
Total Expenditures	19,822	330,406	350,228
Excess of Revenues over Expenditures	5,160	(6,555)	(1,395)
Fund Balances, Beginning of Year	57,168	107,755	164,923
Fund Balances, End of Year	\$ 62,328	\$ 101,200	\$ 163,528

See accompanying notes.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
SCHEDULE OF ALLOCATIONS AND EXPENDITURES
LOCAL TRANSPORTATION FUND
For the Year Ended June 30, 2016
(UNAUDITED)

	Public Utilities Code Section				
	Administration 99233.1	Pedestrian & Bike Facilities 99234	Community Transit Services 99275	Contracted Transit Service 99260	Total
Allocations					
Sales tax	\$ 82,000	\$ 11,422	\$ 25,652	\$ 531,705	\$ 650,779
Total Allocations	\$ 82,000	\$ 11,422	\$ 25,652	\$ 531,705	\$ 650,779
Expenditures					
Redwood Coast Transit Authority	\$ -	\$ -	\$ -	\$ 531,705	\$ 531,705
Administration and Planning	68,057	-	-	-	68,057
Pedestrian and Bike	-	30,000	-	-	30,000
Consolidated Transportation Service Agency	-	-	25,652	-	25,652
Total Expenditures	\$ 68,057	\$ 30,000	\$ 25,652	\$ 531,705	\$ 655,414

See accompanying notes.

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
SCHEDULE OF ALLOCATIONS AND EXPENDITURES
STATE TRANSIT ASSISTANCE FUND
For the Year Ended June 30, 2016
(UNAUDITED)**

	General Public 6730	Total
	<u> </u>	<u> </u>
Allocations		
State of California STA Funds	\$ 112,982	\$ 112,982
Total Allocations	<u>\$ 112,982</u>	<u>\$ 112,982</u>
 Expenditures		
Redwood Coast Transit Authority	\$ 112,982	\$ 112,982
Total Expenditures	<u>\$ 112,982</u>	<u>\$ 112,982</u>

See accompanying notes.

**REPORT ON COMPLIANCE OVER FINANCIAL REPORTING BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH THE
STATUTES, RULES AND REGULATIONS OF THE CALIFORNIA
TRANSPORTATION DEVELOPMENT ACT**

The Commissioners of Del Norte Local Transportation Commission
Crescent City, California

We have audited, in accordance with auditing standards generally accepted in the United States of America the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Del Norte Local Transportation Commission (the Commission), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Commission’s basic financial statements, and have issued our report thereon dated December 21, 2016.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission’s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. Additionally, we performed tests to determine that expenditures paid by Del Norte Local Transportation Commission Transportation Development Act Funds were made in accordance with the California Transportation Development Act. Specifically, we performed each of the specific tasks identified in the California Code of Regulations Sections 6661, 6662, and 6751 that are applicable to Del Norte Local Transportation Commission Transportation Development Act Funds. Also as part of our audit, we performed tests of compliance to determine whether certain state bond funds were received and expended in accordance with the applicable bond act and state accounting requirements. In connection with our audit, nothing came to our attention that caused us to believe the Del Norte Local Transportation Commission failed to comply with the Statutes, Rules, and Regulations of the California Transportation Development Act. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion.

As of June 30, 2016, Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) funds received and expended, in the current fiscal year, were verified in the course of our audit as follows:

Unexpended PTMISEA Funds at June 30, 2015	\$ 807,242
Proceeds Received During 2016:	
Interest Earned	<u>4,456</u>
Total Available for Expenditure	811,698
Expenditures Incurred During 2016:	
Funding Provided to RCTA for Purchases	<u>-</u>
Unexpended PTMISEA Funds at June 30, 2016	<u>\$ 811,698</u>

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. This report is an integral part of an audit in considering the entity's compliance. Accordingly, this communication is not suitable for any other purpose.

Hunter, Hunter + Hunt

December 21, 2016

DEL NORTE LOCAL TRANSPORTATION COMMISSION

AUDIT COMMUNICATION LETTER

Year Ended June 30, 2016

December 21, 2016

The Commissioners of Del Norte Local Transportation Commission
Crescent City, California

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Del Norte Local Transportation Commission (the Commission) for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 18, 2016. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

Note 4 Public Transit Modernization – The note includes the Proposition 1B funds received and expended during the year ended June 30, 2016.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 21, 2016.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Commission's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis and Schedule of Revenues, Expenditures, and Changes in Fund Balance by Work Element – Budget to Actual, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on supplementary information, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain

inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Commissioners and management of the Del Norte Local Transportation Commission, the California Department of Transportation, and the State Controller's Office and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Hunter, Hunter & Hunt

ITEM E

DATE: JANUARY 12, 2017
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: COOPER AVENUE EMERGENCY REPAIR AND REOPENING

TAC AND STAFF RECOMMENDATION: By polled vote, adopt resolution 2017 1 authorizing \$200,000 of Regional Surface Transportation Program (RSTP) funding for Cooper Avenue Emergency Repair and Reopening.

BACKGROUND: The attached City request letter, project schedule and cost outlines the emergency work needed to repair and reopen Cooper Avenue, a Major Collector. The attached resolution outlines the recommended funding agreement including a cost of \$200,000, scope of repair and reopening of Cooper Avenue and schedule with an anticipated opening date of April 8, 2017 but no later than June 30, 2017.



City of Crescent City
Where the Redwoods Meet the Sea

377 J Street, Crescent City, CA 95531 • 707.464.7483 • Fax 707.465.4405 • www.crescentcity.org



December 29, 2016

Ms. Tamera Leighton, Executive Director
Del Norte Local Transportation Commission
1301 Northcrest Drive, Suite B PMB 16
Crescent City, CA 95531

Re: Request for funding for Cooper Ave Repair

Dear Mrs. Leighton:

The City of Crescent City is respectfully requesting the Del Norte Local Transportation Commission allocate up to \$200,000 of funding for the repair of Cooper Ave.

As I am sure you are aware, on or about November 13, 2016, City staff was notified of excessive flooding on Cooper Avenue. After further investigation staff discovered a compromised culvert that runs perpendicular beneath the roadway. City staff immediately commenced work on a temporary solution to reroute the drainage through an alternate route. However the collapsed culvert not only affected the storm drain but it compromised the structural stability of Cooper Ave and associated critical water, sewer, and gas utilities. Further investigation of the Cooper Hill Culvert collapse has revealed that the roadway is subsiding at a rate of approximately 1/2 inch per week without decline.

As such, staff believes the 24 inch water transmission main, 6 inch water distribution main, 6 inch gravity sewer main, and 2 inch gas main are in immediate danger of being undermined and at risk of being unstable. As a safety precaution with the possible street and utilities in danger, Cooper Ave. west of cemetery and east of J Street has been closed to all traffic. The 24 inch and 6 inch water mains have been shut off and the propone utility company (Blue Star Gas) is making provisions to set temporary tanks and shut down the gas main

The Cooper Hill Culvert is a 300 lineal foot metal culvert, 42" in diameter, and buried 20 feet below Cooper Avenue. The existing culvert is well over its useful life and is beyond repair. A new 48" HDPE (High Density Plastic) culvert will need to be placed to resolve the issue and the street will need to be rebuilt. To do this all utilities will need to be temporarily shut off and in the case of the sewer main a bypass system will need to be put in place.

The City asking the Del Norte Transportation Commission to fund the project as Cooper Avenue is a main collector street, which has been closed to vehicular traffic and will not reopen until repairs have been completed. This has placed an increased burden on nearby less traveled streets. Failure of any of the above stated utilities could result in devastating health and environmental

effects. The repair project was declared an emergency project by the City Council and needs to be completed as quickly as possible.

The City is not requesting funding for any City staff or equipment time only the parts / materials and outside contracts that will be required to make and repairs and reopen this critical collector street.

The City Council authorized this request at the December 19, 2015 regular meeting. Thank you for your consideration.

Sincerely,

David M. VanDermark

A handwritten signature in black ink that reads "David M. VanDermark". The signature is written in a cursive style with a large initial "D" and "V".

City Manager
City of Crescent City

Cooper Ave
Culvert Replacement and Street Repair Project
Estimated Construction Schedule

<u>Description</u>	<u>Duration (Calendar Days)</u>	<u>Estimated Completion Date</u>
Project Commencement	1	1/9/17
Utility By-Pass / Relocation	21	1/27/17
Storm Drain Replacement	14	2/10/17
Utility Repair	14	2/24/17
Street Repair / Paving	7	3/3/17
Pedestrian Facility Repair (Sidewalks)	14	3/17/17
Weather Delays	21	4/7/17
Estimated Cooper Ave Reopening	1	4/8/17

Cooper Ave
Culvert Replacement and Street Repair Project
Estimated Construction Costs

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Total</u>
1	Traffic Control	1	Lump Sum	\$ 5,000.00	\$ 5,000.00
2	Dewatering	1	Lump Sum	\$ 30,000.00	\$ 30,000.00
3	Sewer Bypass	1	Lump Sum	\$ 10,000.00	\$ 10,000.00
4	Utility Repair and Relocation	1	Lump Sum	\$ 10,000.00	\$ 10,000.00
5	Labor and Equipment	15	days	\$ 2,400.00	\$ 36,000.00
6	Debris Disposal	1	Lump Sum	\$ 10,000.00	\$ 10,000.00
7	Storm Drain Pipe & Fittings	120	LF	\$ 120.00	\$ 14,400.00
8	Storm Drain Manhole	1	LS	\$ 2,500.00	\$ 2,500.00
9	Rip Rap	120	tons	\$ 50.00	\$ 6,000.00
10	Street Backfill (AB)	1500	tons	\$ 25.00	\$ 37,500.00
11	Curb & Gutter	120	LF	\$ 50.00	\$ 6,000.00
12	Sidewalk	400	SF	\$ 10.00	\$ 4,000.00
13	Street Pavement	60	Tons	\$ 175.00	\$ 10,500.00

Estimated Project Cost	\$ 181,900.00
Contingency (10%)	\$ 18,190.00
Total Estimated Project Cost	\$ 200,090.00