

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
REGULAR MEETING AGENDA: TUESDAY, FEBRUARY 5, 2019 AT 3 PM
DEL NORTE COUNTY BOARD OF SUPERVISORS CHAMBERS
FLYNN ADMINISTRATIVE CENTER, 981 H STREET, CRESCENT CITY, CA**

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Public comment period**

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

- 4. Election of Chairperson and Vice Chairperson**

Requested Action: By consensus, elect a Chairperson and Vice Chairperson for 2019.

- 5. 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 4, 2018**

Staff recommendation: By consensus, accept minutes of November 6, 2018.

POLICY and ADMINISTRATIVE

- b) 2019-20 Overall Work Program**

TAC and recommendation: Review draft Overall Work Program and direct staff to prepare final Overall Work Program.

- c) Discussion items**

- California Transportation Commission Town Hall Meeting
- Safety projects on US 199 and US 101

- 6. Commissioner comments and reports**

- 7. Action on the recommendations of the Policy Advisory Committee**

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

- 8. Adjourn to the next regular on Tuesday, March 5, 2019 at 3 p.m.**

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

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, DECEMBER 4, 2018 AT 3 PM**

Present: Commissioner Alex Fallman, City, Vice-Chairman
Commissioner Chris Howard, County, Chairman
Commissioner Heidi Kime, City
Kevin Tucker, Caltrans, Policy Advisory Member

Absent: Commissioner Gerry Hemmingsen, County

Also Present: Susan Brown, Rural Approaches
Tamera Leighton, Local Transportation Commission
Eileen Cooper, Citizen

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chair Howard led the Pledge of Allegiance.

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Commission: Eileen Cooper commented that she was concerned about spending transportation dollars on the Elk Valley Cross Road planning document, especially since Caltrans has declared improved safety with their implemented changes, and there has been no public comment on the issue. Eileen went on to say the money could be better used for a tsunami evacuation trail. Chair Howard explained that there has been many public outreach sessions on the Elk Valley Cross Road subject.

4. ADJOURN TO THE POLICY ADVISORY COMMITTEE

Chair Howard adjourned as the Del Norte Local Transportation Commission and immediately reconvened as the Policy Advisory Committee at 3:05 p.m.

Chair Howard asked for approval of the Consent Agenda.

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.

Tamera Leighton asked that Item d) be removed from the Consent Agenda for an update. The Commission by consensus removed Item d) from the Consent Calendar for an update before a decision.

a) **Minutes of November 6, 2018**

Staff recommendation: By consensus, accept minutes of November 6, 2018.

b) **2018-19 Overall Work Program Amendment 3**

TAC and staff recommendation: By polled vote, adopt resolution 2018 22 approving the 2018-19 Overall Work Program Amendment 3.

c) **Accept 2017-18 Fiscal Audit**

Staff and finance committee recommendation: By consensus, accept the 2017-18 Fiscal Audit.

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

POLICY and ADMINISTRATIVE

d) **City of Crescent City request for \$42,000 for Sunset Circle project scope change**

TAC and Staff recommendation: By polled vote, adopt Resolution 2018 21 authorizing reimbursement of up to \$42,000 for a scope change to Sunset Circle Active Transportation Program grant-funded project.

Tamera Leighton reported that the TAC members discussed the Regional Surface Transportation Program (RSTP) funds as a whole before making decisions. RSTP will be replenished in the next couple of months so the TAC members felt comfortable with their decision to fund the two projects on the agenda. RSTP funds are typically used for construction and match funding for projects such as these. Jon Olsen, Crescent City, gave an overview of the project. The project includes trail construction, Right of Way agreements, additional survey work, and road safety alterations on Sunset Circle. Policy Advisory Member Tucker asked about the separation of the trail and roadway. Jon responded there would be a three- to five-foot separation with a curb or valley gutter.

Public Comment: Eileen Cooper commented the one-way traffic design will provide good safety.

On a motion by Commissioner Fallman, seconded by Commissioner Kime, and unanimously carried on a polled vote the Del Norte Local Transportation Commission adopted Resolution 2018 21 authorizing reimbursement of up to \$42,000 for a scope change to Sunset Circle Active Transportation Program grant-funded project.

e) **City of Crescent City request for \$110,140 for match funds**

TAC and Staff recommendation: Deny the City request of \$110,140 and by polled vote adopt resolution 2018 20 authorizing funds of \$85,140 to match the grant-funded \$3,840,953 bank stabilization project.

Tamera Leighton explained with the changes to the RSTP funds the Commission needs to deny the request for \$110,140 and the TAC and Staff recommend that the Commission adopt the resolution with the amended amount of \$85,140 for the City's bank stabilization project. The RSTP fund balance can support the amended amount. Jon Olsen commented that the lower amount of funding will get the City through the design phase, permitting and geological studies needed.

Public Comment: Eileen Cooper commented that she has seen the City's presentation on this project and it seems that the City is pretty far along in the process and asks the Commission to consider another alternative.

Tamera Leighton reminded the Commission that this is a City project and the Commission does not have jurisdiction to change the City's project.

On a motion by Commissioner Fallman, seconded by Commissioner Kime, and unanimously carried on a polled vote the Del Norte Local Transportation Commission denied the City request of \$110,140 and by polled vote adopt resolution 2018 20 authorizing funds of \$85,140 to match the grant-funded \$3,840,953 City bank stabilization project

f) **DISCUSSION ITEMS**

- 2019-20 Overall Work Program Development and Transportation Planning Conference - Tamera Leighton explained that the time is coming to update the Overall Work Plan (OWP) and the TAC will be submitting potential projects for inclusion. However, it is becoming more difficult to spend down Rural Planning Assistance (RPA) funds due to increased restrictions, especially in the rural areas. The Transportation Planning Conference is a state conference where there may be ideas for more effective ways to utilize the RPA funds.
- Last Chance Grade – Chair Howard commented that with the support for SB-1 the County and City are relieved. Last Chance Grade is a vital community link and without this funding source it would be more difficult to fix Last Chance Grade.
- US 199 intersection at Elk Valley Cross Road – Tamera Leighton reported that the contract has been awarded, the consultants are due to begin the project in a couple of months.
- Turn pockets on US 101 in the Smith River area – Policy Advisory Member Kevin Tucker will follow-up with sharing correspondence from David Morgan, Caltrans, regarding the collection data for turn pockets with the Commission.

5. COMMISSIONER COMMENTS AND REPORTS

Policy Advisory Member Kevin Tucker shared that maintenance staff at Caltrans will be conducting skid testing on US Highway 199 from mile marker 9.5 to 24 due to the increased number of incidents on that stretch of highway. Chair Howard commented on the increased number of accidents and how it is critical that Caltrans address this.

Commissioner Fallman discussed the Finance Committee meeting, relaying that the Commission will consider Executive Director Tamera Leighton's assessment regarding the auditors contract in a future meeting.

Chair Howard reported on his recent visit to Washington DC, Last Chance Grade is getting recognition as a critical transportation corridor and the Commission needs to continue its push for a solution.

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.

Public Comment: None

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

7. DISCUSS RESCHEDULING THE REGULAR MEETING CURRENTLY SCHEDULED ON TUESDAY, JANUARY 1, 2018 AT 3 P.M., WHICH IS A NATIONAL HOLIDAY.

Tamera Leighton explained that the next scheduled meeting for the Commission is scheduled for New Year's Day and is comfortable canceling the January meeting and having the next Commission meeting on February 5, 2019. The Commissioners, by consensus, agreed.

8. ADJOURN TO THE REGULAR MEETING SCHEDULED ON FEBRUARY 5, 2019 AT 3 P.M.

With no further business before the Commission, Chairman Howard adjourned the meeting at 3:53 P.M., until the next regularly scheduled meeting on February 5, 2019 at 3:00 p.m.

Respectfully submitted

Tamera Leighton, Executive Director

Item B

DATE: FEBRUARY 5, 2019
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: REVIEW DRAFT OVERALL WORK PROGRAM

TAC AND STAFF RECOMMENDATION: Review draft Overall Work Program and direct staff to prepare final Overall Work Program for Commission approval.

BACKGROUND: In December and January, the TAC discussed the discretionary work in the Overall Work Program in detail. The TAC further discussed and refined the document in its late January meeting. The preliminary draft is attached. The Overall Work Program represents the work and the budget for Del Norte Local Transportation Commission for a fiscal year. While the requirements are tied to Rural Planning Assistance funds, the work program is inclusive of other fund sources and represents the total work of the transportation commission.

Of note, the TAC and staff request DNLTC to carefully consider the Safety and Security work element. This work is likely better housed with the County Office of Emergency Services or with the Harbor District for focused harbor area emergency preparedness. Staff would participate at the request of others. DNLTC facilitated a Pedestrian Evacuation Time Analysis in 2011, and this document provides information for County OES and Harbor consideration.

Pedestrian Evacuation Time Analysis:

<https://static1.squarespace.com/static/57f8232ce58c6208092f73fa/t/5c4897ce70a6ad721e509267/1548261333952/CC+PETA+II+FINAL+LOCKED.pdf>

The Regional Planning Handbook is posted online:

http://www.dot.ca.gov/hq/tpp/offices/orip/owp/index_files/fy1718/Final2017RPH11.9.17.pdf

This handbook provides an introduction to the Overall Work Program:

The core regional transportation planning document is the Overall Work Program (OWP) and its core product is the Regional Transportation Plan (RTP).

The OWP and RTP are directly and inextricably interconnected. OWP activities support

the RTP and development of the RTP is an OWP activity. The RTP is implemented through the Regional Transportation Improvement Program (RTIP) and the Federal Transportation Improvement Program (FTIP). Development of the RTIP and FTIP are also OWP activities.

The OWP is a California variant of what federal regulations [23 Code of Federal Regulation (CFR) 450.308] refer to as a Unified Planning Work Program (UPWP). Federal regulations do not define it, but list what it must contain, depending on the size of the MPO and various other factors. The least complex OWPs include a description of what work is to be accomplished, when, by whom, and using which specific funding.

The OWP is a one-year scope of work and budget for transportation planning activities and funding sources to be accomplished between July 1 and June 30 of the state fiscal year. It is a statement of proposed work and estimated costs that tie specific available transportation planning funding sources to specific transportation planning activities. The OWP is essentially a grant application for CPG and RPA funds, therefore MPOs and RTPAs are only required to include activities in the OWP funded with these funds. However, many MPOs and RTPAs use the OWP as their annual business plan and budget and choose to include all of their activities and fund sources in the OWP.

Federal law uses the term Metropolitan Transportation Plan (MTP) and defines the term as the official intermodal transportation plan that is developed and adopted through the metropolitan transportation planning process for the metropolitan planning area. California law uses the term RTP. Statutes relative to legislative intent (Gov. Code Section 65070), preparation and contents (Gov. Code Section 65080), and public hearing (Gov. Code Section 65090) effectively provide a definition.

As with most plans, the RTP has a long-term horizon (not less than 20 years within the entire life of the RTP) and identifies existing and future transportation needs in the region. Although it includes rough cost estimates for the transportation proposals and is fiscally constrained (i.e., the total anticipated cost of the proposals is limited to the total reasonably anticipated revenues for the term of the plan), specific fund sources are usually not identified for the individual transportation proposals.

WORK ELEMENT A Long Range Planning Coordination

2019-20 OWP Version 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
DNLTC	Amount	RPA	STIP/PPM	RSTP	Other
DNLTC Staff Services	\$ 29,000.00	29,000.00		\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 29,000.00	\$ 29,000.00	\$ -	\$ -	\$ -

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 transportation planning process that is cooperative, comprehensive, multimodal and promotes a shared regional vision. Provide information to the region to help inform decision-making that impacts transportation-related decisions.

Discussion

This work element provides the resources for DNLTC 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 2016 Regional Transportation Plan. 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
- 2016 Regional Transportation Plan and Environmental Documents
- Advocated for the US Highway 101 urban area pedestrian improvement project.
- Participated in California Bicycle and Pedestrian Plan
- Partnering with Elk Valley Rancheria to fund the Humboldt Road/Sandmine Roundabout

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 and with District 1 staff.	Meeting notes, agendas, and comment letters	Quarterly or as scheduled by Caltrans management
3 Participate on the State SB1 implementation that supports rural transportation and meets the needs of the DNLTC 2016 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
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

- 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	\$ 20,000	\$ 20,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -
Total	\$ 20,000	\$ 20,000	\$ -	\$ -

Product 2: Last Chance Grade Commission 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. Products include hosting a California Transportation Commission Town Hall meeting.

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 hosting the California Transportation Commission for a Town Hall meeting. This work supports Caltrans' efforts and informs the Regional Transportation Plan.	CTC Town Hall meeting minutes	July - December

Product 2 Estimate	Amount	RPA	STIP/PPM	RSTP
DNLTC Staff Services	\$ 7,000	\$ 7,000	\$-	\$-
Consultant and Printing	\$ -	\$ -	\$ -	\$ -
Total	\$ 7,000	\$ 7,000	\$ -	\$ -

Product 3: 2019 Economic and Demographic Profile

With the assistance of the Center of Economic Development, CSU Chico, provide the 2019 Economic and Demographic Profile to inform the Regional Transportation Plan and other planning documents. The CED has contracted with Rural Counties Representatives of California (RCRC) for the Profile.

Task/Activity	Products	Schedule
1 Contract management for 2019 Economic and Demographic Profile	Executed contract	July - November
2 Develop the 2019 Databook, including chapter development, document review, final approval and post to website.	2019 Databook	February - May

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

WORK ELEMENT B

Overall Work Program Development

2019-20 OWP Version 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
DNLTC	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 14,000.00	\$ 14,000.00	-		
Consultant	\$ 20,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	Move to TDA
TOTAL	\$ 34,000.00	\$ 24,000.00	\$ -	\$ 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 process.

Discussion

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

Previous Accomplishments

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

Product 1: Overall Work Program

Task/Activity	Products	Schedule
1 Compile daily and monthly reports as necessary to provide quarterly progress reports and year-end packages for the current year Overall Work Program.	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 2020-21 and present to DNLTC for adoption prior to June 30, 2020.	2020-21 Overall Work Program development and adoption	Annually

Product B1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 14,000	\$ 14,000	\$ -	\$ -
Consultant	\$ 20,000	\$ 10,000	\$ -	\$ 10,000
Total	\$ 34,000	\$ 24,000		\$ 10,000

WORK ELEMENT C Public Participation and Information Dissemination

2019-20 OWP Version 1

Expenditures		Revenue by Fund Source			
Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 29,000.00	\$ 29,000.00	-	\$ -	\$ -
Consultant	\$ 30,000.00	\$ 27,500.00	\$ 2,500.00	\$ -	\$ -
Travel Reimbursement (staff/commission)	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -
TOTAL	69,000.00	\$ 56,500.00	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 and DNLTC will initiate and maintain a 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 (as necessary).	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 impact the NSSR economy.	Agendas, minutes, notes and letters	Fall and Spring, and as needed
2 In order to provide a direct opportunity for the small counties to remain informed, have a voice, and become involved with changing statewide transportation policies and programs, a task force was formed in 1988 as a joint effort between the California Transportation Commission (CTC) and the rural counties. DNLTC is one of 26 rural county Local Transportation Commissions represented on the Rural Counties Task Force (RCTF). DNLTC representative attends these meetings to discuss and influence changing statewide transportation issues of concern to the rural counties and comments on RCTF projects.	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, PTIMSEA, CalOES, Cap and Trade Programs, etc.	Record of meetings and reports.	As needed
4 Attend California Regional Transportation Planning Agency (RTPA), California Transportation Commission meetings and workshops.	Record of meetings and reports.	As needed

Product C2 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ -
Consultant Dues	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ -
Travel Reimbursement	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -
Total	\$ 16,500	\$ 4,000	\$ 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 2016 Regional Transportation Plan.	Website that is current and relevant	July 2017 - June 2018
2 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 report.	July 2017 - June 2018 Report: June 2018

Product 3 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -
Consultant / Software	\$ 21,500	\$ 21,500	\$ -	\$ -	\$ -
Total	\$ 24,500	\$ 24,500	\$ -	\$ -	\$ -

WORK ELEMENT D **Regional Transportation Improvement Program (RTIP) development**
2019-20 OWP Version 1

Expenditures		Revenue by Fund Source			
Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 6,000.00	\$ -	6,000.00	\$ -	
Consultant	\$ 60,976.00	\$ -	\$ 60,976.00	\$ -	
TOTAL	\$ 66,976.00	\$ -	\$ 66,976.00	\$ -	

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

Objective

To identify and develop candidate projects for the region's transportation programming needs for federal, state and local transportation improvement programs consistent with the 2016 Regional Transportation Plan for future allocations and future capacity made available with the help of Senate Bill 1. To support the construction of the 197/199 corridor STIP funded projects in a manner that explains to the community what is happening to the bridge replacement and curve realignment of a 92 year old bridge, and to protect the investment of regional dollars.

Discussion

Financial planning and programming state highway and local projects is a complex process involving multiple inter-related federal, state, regional, and local agencies as well as innumerable documents and funding programs. The process is further complicated by the necessity to maintain priorities while reporting requirements shift. Without a map and a strategy for developing fundable projects, regions risk missing funding opportunities. The current focus for STIP monitoring is on encouraging the delivery of the US Highway 197/199 corridor STIP funded projects. Del Norte Local Transportation Commission is committed to the delivery of the bridge replacement and curve realignment that has a regional funding investment of \$19.4 million. Developing and maintaining the Regional Transportation Improvement Program is mandatory work for all regional transportation planning agencies in California.

Previous Accomplishments

- Coordinate with TAC and prepare Regional Transportation Improvement Program (RTIP) every odd numbered year.
- Monitor the Regional Transportation Improvement Program (RTIP).
- Develop and provide public information to local, regional, state and federal stakeholders for existing projects in the STIP, including Middle Fork Smith River Bridge replacement and curve realignment on US Highway 199.
- Establish a legal counsel contract and general work scope and goals.

Product 1: Develop and Maintain TIP

The STIP is a multi-year capital improvement program of transportation projects on and off the State Highway System, funded with revenues from the Transportation Investment Fund and other funding sources. STIP and Interregional Transportation Improvement Program (ITIP is established by Caltrans) programming generally occurs every two years and is controlled by a complex set of guidelines and requirements. This work is necessary for programming new and maintaining existing STIP funding. Products include staff reports to DNLTC that track progress on projects funded in the STIP.

Task/Activity	Product	Schedule
1 Monitor the Project Charter with Caltrans District 1 for the Middle Fork Smith River Bridge replacement and curve realignment.	Up-to-date project information	Quarterly and as needed.
2 Draft and deliver Regional Transportation Improvement Program (RTIP) to the California Transportation Commission.	RTIP	Dec-19

Product D1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 6,000	\$ -	\$ 6,000	\$ -
Consultant	\$-	\$ -		\$ -
Total	\$ 6,000	\$ -	\$ 6,000	\$ -

Product 2: Project Representation

Products include: Documents drafted and delivered to federal court in partnership with regional stakeholders. This project was initiated in June 2014. The schedule will be revised upon Caltrans' document submission to Courts.

Task/Activity	Schedule
1 Complete research and develop strategy for DNLTC to have adequate representation for its Safe STAA project: Bridge replacement and curve realignment on US Highway 199.	July-June
2 Draft and finali documents that represent the interest of DNLTC and its stakeholder partners for US Highway 199/197 projects.	July-June
3 Represent DNLTC and stakeholder partners in federal court.	July-June
4 Post articles and documents to the website that inform the public regarding the process and activities as appropriate.	July-June

Product D2 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 60,976		\$ 60,976	\$ -
Total	\$ 60,976	\$ -	\$ 60,976	\$ -

WORK ELEMENT E Transportation Development Act Administration and Fiscal Management

2019-20 OWP Version 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	\$ 27,500.00	\$ -	\$ -	\$ 27,500.00	
TOTAL	\$ 56,000.00	-	-	56,000.00	

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 Council support

Objective

Administer TDA funds in compliance with laws and regulations.

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) fiscal audit 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 report	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	\$ 5,000			\$ 5,000
Consultant	\$ 14,000	\$ -	\$ -	\$ 14,000
Total	\$ 33,000	\$ -	\$ -	\$ 33,000

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

WORK ELEMENT F SAFE: Service Authority for Freeway Emergencies

2019-20 OWP Version 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	SAFE
DNLTC Staff Services	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00
Consultant	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00
TOTAL	\$ 26,000.00	\$ -	\$ -	\$ -	\$ 26,000.00

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

Previous Accomplishments

The City of Crescent City and County of Del Norte adopted resolutions establishing a Service Authority for Freeway Emergencies (SAFE) and designating Del Norte Local Transportation Commission as the SAFE in Del Norte County, California. The SAFE has established and maintained a system of 26 Call Boxes, provided accessibility upgrades to the system, converted files to electronic records, and implemented a records retention policy.

Objective

To operate and maintain a motorist aid call box system as a safety enhancement for the traveling public and to enable the Del Norte region to generate revenue for the purpose of purchasing, installing, operating and maintaining its emergency motorist aid call box system.

Discussion

In the rural and remote region of Del Norte County cellular and electrical services are inconsistent. Utilizing special towers and solar technology, the call box system provides a safety net for the traveling public. Per capita, the system has among the highest rate of use and is sustained with SAFE funding.

Product 1: Call Box System Maintenance and Reporting

Provide an operational and efficient Call Box System by analyzing current conditions, reporting on necessary improvements and developing a plan for future maintenance and system improvements. Update SAFE system information at www.DNLTC.org. This work is necessary for the basic functioning of the regional call box system. Products include a functional call box system and system annual report.

Task/Activity	Products	Schedule
1 System Operation: Contract with California Highway Patrol for call center services and cellular phone company for call line service.	Contract	As needed
2 System Administration: Maintain records and archival of correspondence and documents monthly. Provide a system wide annual report.	Annual report	Annually
3 System Maintenance: Contract with call box supplier and repair company providing systems in California to ensure system is monitored and maintained. Perform site inspections as needed throughout the system to ensure compliance with laws.	Contract; operating call boxes	As needed

F1 Estimate	Amount	RPA	STIP/PPM	TDA	SAFE
DNLTC Staff Services	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000
Operation & Maintenance	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
Total	\$ 26,000				

WORK ELEMENT G 2020 Regional Transportation Plan

2019-20 OWP Version 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
		Amount	RPA	STIP/PPM	RSTP
	DNLTC Staff Services	\$ 2,000	\$ 2,000	\$ -	
	Consultant	\$ 20,000	\$ 20,000	\$ -	\$ -
	TOTAL	\$ 22,000	\$ 22,000	\$ -	\$ -

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

Previous Accomplishments

2016 Regional Transportation Plan, 2019 Short Range Transit Plan, safety and security planning, data collection, Active Transportation Plan, Public Participation Plan, Climate Change and Stormwater Management Planning, Coordinated Human Services Transportation Plan, Rural Counties Pavement Needs Assessment, SB743 planning.

Objective

To update the 2016 Regional Transportation Plan (RTP) and the RTP Program Environmental Impact Report, monitor and track progress towards RTP goals, policies, and actions identified in the 2016 RTP, and to accomplish a comprehensive update of the RTP based on the agency's four-year planning cycle (2020) through continuous, annual work that contributes to the goals and that informs the policy of the RTP.

Discussion

The Regional Transportation Plan is the long-range planning document that DNLTC uses to describe the existing system, discuss current trends, and express their intentions and needs for the transportation system within the region. The RTP establishes the region's transportation goals, objectives and policies. It is the reference document for transportation related improvements in the region. The RTP contains a discussion of regional transportation issues, problems and possible solutions accompanied by respective goals, objectives and policies.

Product 1 2020 Regional Transportation Plan

This is a multi-year product with the first year focus on the contracting process, including drafting and distributing the request for proposals through to a signed contract for consultant assistance in order to complete the Regional Transportation Plan by December 2020.

Task/Activity	Products	Schedule
1 Draft and distribute request for proposals, administer the consultant selection process and complete with a signed contract.	Fully executed contract	September - December
2 Review 2016 Regional Transportation Plan and identify areas of needed update, including an evaluation of existing data.	Data	January - March
3 Conduct public outreach per the scope of work agreed upon by DNLTC and the selected consultant and following the Public Participation Plan.	Meeting announcements, notes	January - May
4 Review and update the Public Participation Plan.	Chapter update	March - May
5 Update the Existing Conditions and Modal Discussion section, including Native American Tribes, roadway transportation system descriptions, transit services, active transportation facilities, aviation, goods movement, Crescent City harbor, operations and management, teletransportation and air quality.	Chapter update	July - December

6	Update the policy element, including regional transportation needs and issues, local and regional needs and issues, goals, policies and objectives.	Policy Element update	July - December
7	Update the Action Element including plan assumptions, safety, security, emergency preparedness, system improvements, environmental mitigation and strategies to reduce emissions.	Action Element update	July - December
8	Update the financial element, including roadway improvement funding, transit improvement funding, aviation, projected revenues and financial strategies.	Financial Element update	July - December
9	Update Top Priority Project chapter to provide a focused list of financially constrained regional transportation capital improvement projects which are viewed by DNLTC and the community as the highest priority for the region. A top priority list provides DNLTC and staff with direction for moving projects efficiently through funding, environmental, design and construction phases.	Priority Project chapter update	January - March
10	Adopt 2020 Regional Transportation Plan.	Regional Transportation Plan 2020	April - May

Product 1 Estimate	Amount	RPA	STIP/PPM	RSTP
Staff	\$ 2,000	\$ 2,000	\$ -	
Consultant	\$ 20,000	\$ 20,000	\$ -	\$ -
Total	\$ 22,000	\$ 22,000	\$ -	\$ -

**This work will carryover into the 2020-21 year with an estimated total cost of \$90,000 and a completion date of December 2020.*

WORK ELEMENT H SB 743 Implementation Plan

2019-20 OWP Version 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff	\$ 5,000	\$ 5,000	\$ -	\$ -	
Consultant / Match	\$ 63,500	\$ 63,500	\$ -	\$ -	
TOTAL	\$ 68,500	\$ 68,500	\$ -	\$ -	

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

Objective

To provide the necessary framework to comply with SB 743 and ensure the appropriate analytical tools, metrics, and processes are followed.

Discussion

The passage of Senate Bill (SB) 743 in September 2013 changed the way in which local jurisdictions must perform transportation impact analysis under the requirements set forth in the California Environmental Quality Act (CEQA). The new approach requires that jurisdictions move away from auto delay and level of service (LOS) as measures used to establish impacts and mitigation strategies and instead utilize Vehicle Miles Traveled (VMT) as a preferred measure for determining those impacts. Jurisdictions will have to analyze impacts to transportation network performance with a focus on reducing greenhouse gas emissions, providing for a multi-modal system, and a diversity of land use patterns, which promote active transportation and improve air quality through a more comprehensive transportation system.

The City of Crescent City, the County of Del Norte and DNLTC are now required to comply with the new VMT metric, establish VMT thresholds, and implement SB 743 through local and regional plans, including the Regional Transportation Plan. Upon implementation of SB 743, LOS will no longer serve as a transportation impact to be considered through the CEQA process. Therefore, local agencies now have additional analysis and reporting requirements for the CEQA process. The SB 743 Implementation Plan will provide the necessary framework to comply with SB 743 and ensure the appropriate analytical tools, metrics, and processes are followed.

Previous Accomplishments

Highway Safety Improvement Program grant application support.

Product 1: SB 743 Implementation Plan

Task/Activity	Products	Schedule
1 Consultant procurement process.	RFP, Consultant Procurement Documentation, Professional Services Agreement	July - June
2 Kickoff: Document plan and data needs, project meeting schedule, provide SB 743 overview, and a meeting summary.	Meeting summary	July - September
3 Review and assessment of existing planning and travel demand tools.	Plan and policy review summary memoranda and presentations	September - December
4 Develop VMT threshold setting, process and policy recommendations	Memoranda and presentations	October - February

5	Local and regional plan and policy integration	Meeting summary	July - September
6	Update General Plan policy process, Travel Demand Model, and agency specific mitigation measures	Memoranda and presentations	September - December
7	Develop VMT Analysis Logic Model and review process guidance.	Logic model and guidance	January - May
8	Complete Draft and Final SB 743 Implementation Plan: Assemble and distribute draft plans, present draft plans to DNLTC, incorporate comments, finalize plans for adoption, distribute final documents, and identify next steps for plan implementation, evaluation and review.	Draft and final plans.	April - June

Product 1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 5,000	\$ 5,000	\$ -	\$ -
Consultant services	\$ 63,500	\$ 63,500	\$ -	\$ -
Total	\$ 68,500	\$ 68,500	\$ -	\$ -

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

WORK ELEMENT I Safety & Security Planning

2019-20 OWP Version 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	
Consultant	\$ 1,000		\$ 1,000.00	\$ -	
TOTAL	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	

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

Objective

To address community concerns regarding safety and security for pedestrian evacuation during Cascadia subduction zone earthquakes.

Discussion

In the aftermath of recent tsunami disasters, there has been an increase in efforts to better understand and communicate the vulnerability of coastal communities to future tsunamis. Pedestrian-evacuation modeling to estimate the magnitude of at-risk individuals in areas of unlikely evacuations help regions better understand potential losses and possible risk-reducing mitigation alternatives. There has been less discussion, however, on evacuation pathways and response issues for at-risk individuals in areas where successful evacuations are more likely. For example, there are estimates that 83% of the approximately 95,000 residents in tsunami-hazard zones associated with a local Cascadia subduction zone earthquake in the U.S. Pacific Northwest may have sufficient time to reach high ground before wave arrival. According to International Journal of Disaster Risk Reduction, efforts to build vertical-evacuation refuges for at-risk individuals that may not have sufficient time to evacuate are appropriate and important; however, equally important are planning efforts to support the remaining 79,000 residents that likely have sufficient time but are not guaranteed a successful evacuation if they fail to evacuate appropriately. This work will require commitments from multiple jurisdictions, including the City of Crescent City, County of Del Norte Community Development Department, Del Norte County Office of Emergency Services, and the Crescent City Harbor District.

Previous Accomplishments

2011 Pedestrian Evacuation Time Analysis, multiple years of Transportation Emergency Planning and Preparedness collaboration with transportation providers in the region.

Product 1: Pedestrian Emergency Evacuation Plan

Pedestrian evacuation modeling and recommendations for solutions to meet the south Crescent City greater urban area, including the Crescent City Harbor, with an identification of next steps for the local tsunami threat posed by Cascadia subduction zone earthquakes.

Task/Activity	Product	Schedule
1 Convene an Emergency Evacuation Task Force to develop a comprehensive scope of work.	Agendas and minutes	July - September
2 Develop a Request for Proposals that meets the planning needs for the County Office of Emergency Services, the Crescent City Harbor District, the City of Crescent City and the County of Del Norte.	Request for Proposals	September - November
3 Identify and chart funding sources that may address the scope of work, including lead agencies for each source.	Chart	November - December

G1 Estimate	Amount	RPA	STIP/PPM	TDA
Staff	\$ 4,000	\$ -	\$ 4,000	\$ -
Consultant	\$ -	\$ -	\$ 1,000	\$ -
Total	\$ 4,000	\$ -	\$ 5,000	\$ -

WORK ELEMENT J Community and Stakeholder Engagement

2019-20 OWP Version 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	RSTP	
DNLTC Staff Services	\$ 4,000	\$ 4,000	\$ -		
Consultant/County	\$ 26,000	\$ 26,000	\$ -	\$ -	
TOTAL	\$ 30,000	\$ 30,000	\$ -	\$ -	

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

Previous Accomplishments

* Elk Valley Road Multimodal Corridor Plan, Elk Valley Cross Road Corridor Plan (in process).

Objective

Perform a planning level document compiling community and stakeholder input on potential improvements to Wonder Stump Road from Yonkers Bridge to US Highway 101 (the less than two-lane portion of Wonder Stump Road). Wonder Stump Road is a major collector that has historically received substantial public input when the slightest hint of a potential modification to the tree canopy or roots have occurred. County maintenance crews are unable to continue using mechanized equipment to maintain existing ditches as a result of cumulative tree and root growth. It is no longer feasible to safely perform maintenance activities while allowing traffic to navigate the work zone. Traffic, including emergency services and school buses, continues to be subjected to an oversized one-lane road serving two-way traffic. Trees along the paved surface and on the shoulders have scars from being hit. In an effort to obtain stakeholder and community input, a website will be established and stakeholder and community meetings will be held. The summary of engagement will compile community and stakeholder feedback to assist with the development and implementation of potential improvements.

Product 1 Engagement: Wonder Stump Road

Baseline corridor data will be collected, conceptual plans will be drawn, stakeholder input will be sought, conceptual plans may be updated, community input will be sought, and a summary of engagement will be created.

Task/Activity	Products	Schedule
1 Project kick off and schedule review.	Agenda	July
2 County will gather data to support the development of conceptual plans.	Plans	August - October
3 County will conduct Stakeholder Engagement. Conduct at least 1 meeting to determine priorities; invitees include: County, Caltrans, school district, law enforcement, emergency responders, and utilities.	Compile Stakeholder Input	November - December
2 County will update conceptual plans after considering stakeholder needs.	Updated Plans	December - January
4 County will conduct Community Engagement. Conduct at least 2 public meetings with substantial advertising and noticing. Establish a website to accept community input.	Compile Public Input	January - March
5 County will prepare a document compiling feedback on conceptual plans.	Final Document	April - May

Product 1 Estimate	Amount	RPA	STIP/PPM	RSTP
Staff	\$ 4,000	\$ 4,000	\$ -	
Consultant/County	\$ 26,000	\$ 26,000	\$ -	\$ -
Total	\$ 30,000	\$ 30,000	\$ -	\$ -

WORK ELEMENT L Elk Valley Cross Rd Corridor Plan

2019-20 OWP Version 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff	\$ 3,300	\$ 3,300	\$ -	\$ -	
County/Consultant	\$ 79,050	\$ 74,700	\$ 4,350	\$ -	
TOTAL	\$ 82,350	\$ 78,000	\$ 4,350	\$ -	

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

Objective

Complete a planning level study to determine community and regional needs along Elk Valley Cross Road from Lake Earl Drive to Elk Valley Drive considering collision data, safe crossings of US 101 and US 199 for all modes, shoulders, bicycle facilities, pedestrian facilities, sight distance, enforcement, and school zone improvements.

Discussion

Elk Valley Cross Road is an urban collector and includes a 1.0 mile west segment, a 0.4 mile mid segment, and a 0.2 mile east segment. The west and east segments are County maintained and the mid segment is maintained by Caltrans. Included in the mid segment are a two-way stop controlled at-grade intersection at US Highway 101 and another at US Highway 199. The Del Norte Local Transportation Commission has expressed concern regarding the accident rates and safety of the state highway crossings for all modes. Caltrans has reviewed the intersections and while there are injury and fatality accidents, the intersection does not qualify for Safety funding. Caltrans District 1 is now suggesting that DNLTC provide a planning document of Elk Valley Cross Road to formally document the public's concerns and to review the intersections at Elk Valley Cross Road from the local and regional planning perspective. Additionally, County staff has received several calls and comments from local residents along Elk Valley Cross Road expressing concerns about the deficiencies including lack of shoulders, bicycle facilities, pedestrian facilities, sight distance, enforcement, school zone improvements for Sunset High School and excessive speeds. While Elk Valley Cross Road is only 1.6 miles long, it crosses and connects three major collectors and two US Highways. From west to east beginning at Lake Earl Drive, it provides access to many residences and neighborhoods and Sunset High School. Then it crosses US Highway 101 and still provides access to several homes as it approaches US Highway 199. Continuing east, it crosses Parkway Drive and then Elk Valley Road. Because this cross road connects three major collectors and two US highways to Lake Earl Drive where Pelican Bay State Prison is located, the traffic during prison shift changes is atypically high.

Previous Accomplishments

Caltrans has performed a variety of safety analysis reports for the intersection of US Highway 199 and 101 at Elk Valley Cross Road. The Commonplace crowdsourcing platform is in place.

The Pebble Beach Drive Improvement Project Report was developed by the City of Crescent City. This Project Initiation Document included an infrastructure audit, data collection, community outreach, and conceptual design development.

Product 1: Elk Valley Cross Road Corridor Plan

Task/Activity	Products	Schedule
1 DNLTC and County will provide project administration: Establish methods for coordination, project status, and proper administration of grant funds. Schedule and hold project kickoff meeting with staff from Caltrans, DNLTC, and County regarding grant funds. Develop and submit quarterly reports to Caltrans. Develop and submit semi-annual invoices corresponding to the first and second half of each fiscal year. Develop and release a request for proposals for the project. Enter into an agreement with a Consultant. Prepare final documents and closeout project.	Agendas and notes, quarterly reports, invoices, request for proposals, executed agreement, closeout documents.	July - June

2	County will initiate Coordination with Stakeholder Agencies: Develop a working relationship with stakeholder agencies beginning at project initiation, schedule and hold project kickoff meeting with staff from Caltrans, DNLTC, and County regarding the plan, schedule and hold project kickoff meeting with staff from Del Norte County Unified School District (DNCUSD), DNLTC, and County, establish one point of contact for each stakeholder agency, prepare meeting summary for both meetings with stakeholder agencies and distribute, complete walking tour of segments of Elk Valley Cross Road with appropriate stakeholder agencies.	Invite list, meeting agenda, sign-in sheet, contact information, meeting summary, comments, walking tour photographs and notes.	July - October
3	Consultant will consider community input. This project is being driven by public comment received to date and will setup and maintain a project website with an option for email notification of community meetings and develop community input platform (e.g. Commonplace), identify affected properties for community outreach, hold community input meetings, gather community input via comment cards, surveys, and Commonplace, and analyze community input.	List of impacted parcel numbers, meeting agendas, notes, sign-in sheets, comment cards, surveys, Commonplace input and input analysis	January - June
4	Consultant will obtain and map existing conditions from field observations and collision reports. Summarize the existing condition data in the Plan.	Map and analyze traffic hazards, collision locations with injury severity, traffic generators, and existing improvements.	September - June
5	Consultant will obtain field data including intersection traffic volumes, intersection turning movements, and actual speeds to establish baseline field conditions.	Traffic volume analysis, turning movement counts and traffic speed summary.	October - December
6	Consultant will determine community needs by considering public transit, active transportation, and County, Regional, and State planning efforts, including truck route needs, Pelican Bay State Prison, future growth, and goals in the Regional Transportation Plan and Caltrans planning documents.	Needs analysis for transit, active transportation, truck route, future growth, and regional goals.	November - January
7	Determine existing right-of-way constraints and consider impacts to nearby parcels that could result from securing the 60 foot right-of-way width designated in the County's General Plan.	Map of existing rights-of-way, copies of data with analysis and ambiguities noted. List of properties with analysis.	January - February

- | | | | |
|----|---|---|------------------|
| 8 | Consultant will develop visuals, written descriptions, and cost estimates of conceptual improvements to assist with communication of project concepts proposed for consideration. | Conceptual roadway and intersection improvements with cost estimates. | February - March |
| 9 | Develop a funding and implementation plan to begin the planning processes to identify potential funding sources for implementation of improvements along the corridor. | Funding and implementation strategy. | March - April |
| 10 | Develop the Elk Valley Cross Road Corridor Plan and circulate the document for thorough review and comment prior to adoption. | Preliminary draft, draft and final plan. | April - June |

Product 1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 3,300	\$ 3,300	\$ -	\$ -
County/Consultant	\$ 74,700	\$ 74,700	\$ 4,350	\$ -
Total	\$ 78,000	\$ 78,000	\$ 4,350	\$ -

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

**Del Norte Local Transportation Commission
Overall Work Program Revenue Summary**

2019-20 OWP Version 1

Work Element	Description	RPA	TDA	STIP PPM	SAFE/ATP/TCE/RSTP	Work Element Total
A	Long Range Planning Coordination					
Product 1	Regional Transportation Plan Development	\$ 20,000.00	\$ -	\$ -	\$ -	
Product 2	Last Chance Grade Commission Update	\$ 7,000.00		\$ -	\$ -	
Product 3	2019 Economic and Demographic Profile	\$ 2,000.00	\$ -			
	Total Work Element A	\$ 29,000.00	\$ -	\$ -	\$ -	\$ 29,000.00
B	Overall Work Program Development					
Product 1	Overall Work Program	\$ 24,000.00	\$ 10,000.00	\$ -	\$ -	
	Total Work Element B	\$ 24,000.00	\$ 10,000.00	\$ -	\$ -	\$ 34,000.00
C	Information Dissemination					
Product 1	Informed Local Transportation Commission	\$ 28,000.00	\$ -	\$ -	\$ -	
Product 2	Partnerships and Planning Agreements	\$ 4,000.00	\$ 10,000.00	\$ 2,500.00	\$ -	
Product 3	Website & Crowdsourcing Information	\$ 24,500.00				
	Total Work Element C	\$ 56,500.00	\$ 10,000.00	\$ 2,500.00	\$ -	\$ 69,000.00
D	Regional Transportation Improvement Program (RTIP) development					
Product 1	Develop and Maintain TIP	\$ -	\$ -	\$ 6,000.00	\$ -	
Product 2	Project Representation	\$ -	\$ -	\$ 60,976.00	\$ -	
	Total Work Element D	\$ -	\$ -	\$ 66,976.00	\$ -	\$ 66,976.00
E	Transportation Development Act Administration and Fiscal Management					
Product 1	Office Operations	\$ -	\$ 20,500.00	\$ -	\$ -	
Product 2	Fiscal Management	\$ -	\$ 33,000.00	\$ -	\$ -	
Product 3	SSTAC Support	\$ -	\$ 2,500.00	\$ -	\$ -	
	Total Work Element E	\$ -	\$ 56,000.00	\$ -	\$ -	\$ 56,000.00
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	2020 Regional Transportation Plan					
Product 1	2020 Regional Transportation Plan	\$ 22,000.00	\$ -	\$ -	\$ -	
	Total Work Element G	\$ 22,000.00	\$ -	\$ -	\$ -	\$ 22,000.00
H	SB 743 Implementation Plan					
Product 1	SB 743 Implementation Plan	\$ 68,500.00				
	Total Work Element H	\$ 68,500.00				\$ 68,500.00
I	Safety & Security Planning					
Product 1	Pedestrian Emergency Evacuation Plan	\$ -	\$ -	\$ 5,000.00	\$ -	
	Total Work Element I	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
J	Community and Stakeholder Engagement					
Product 1	Engagement: Wonder Stump Road	\$ 30,000.00				
	Total Work Element J	\$ 30,000.00		\$ -		\$ 30,000.00
L	Elk Valley Cross Rd Corridor Plan					
Product 1	Elk Valley Cross Road Corridor Plan	\$ 78,000.00		\$ 4,350.00		
	Total Work Element L	\$ 78,000.00		\$ 4,350.00		\$ 82,350.00
TOTAL LABOR AND EXPENSES		\$ 308,000.00	\$ 76,000.00	\$ 78,826.00	\$ 26,000.00	\$ 488,826.00

Del Norte Local Transportation Commission
Overall Work Program Expenditure Detail

2019-20 OWP Version 1

Work Element	Description	Funding Sources	DNLTC	Consultant/ Other
A	Long Range Planning Coordination	RPA	\$ 29,000	\$ -
		PPM		\$ -
		TDA	\$ -	\$ -
		Other/RSTP	\$ -	\$ -
Total A	\$29,000		\$29,000	\$0
B	Overall Work Program Development	RPA	\$ 14,000	\$ 10,000
		PPM	\$ -	\$ -
		TDA	\$ -	\$ 10,000
		Other	\$ -	\$ -
Total B	\$34,000	\$ 14,000	\$ 20,000	
C	Public Participation and Information Dissemination	RPA	\$ 29,000	\$ 27,500
		PPM	\$ -	\$ 2,500
		TDA	\$ 10,000	\$ -
		Other:	\$ -	\$ -
Total C	\$69,000	\$ 39,000	\$ 30,000	
D	Regional Transportation Improvement Program (RTIP) development	RPA	\$ -	\$ -
		PPM	\$ 6,000	\$ 60,976
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
Total D	\$66,976	\$ 6,000	\$ 60,976	
E	Transportation Development Act Administration and Fiscal Management	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ 28,500	\$ 27,500
		Other	\$ -	\$ -
Total E	\$56,000	\$ 28,500	\$ 27,500	
F	SAFE: Service Authority for Freeway Emergencies	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		SAFE	\$ 6,000	\$ 20,000
Total F	\$26,000	\$ 6,000	\$ 20,000	
G	2020 Regional Transportation Plan	RPA	\$ 2,000	\$ 20,000
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total G	\$22,000	\$ 2,000	\$ 20,000	
H	SB 743 Implementation Plan	RPA	\$ 5,000	\$ 63,500
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total H	\$68,500	\$ 5,000	\$ 63,500	
I	Safety & Security Planning	RPA	\$ -	\$ -
		PPM	\$ 4,000	\$ 1,000
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total I	\$5,000	\$ 4,000	\$ 1,000	
J	Community and Stakeholder Engagement	RPA	\$ 4,000	\$ 26,000
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total J	\$30,000	\$ 4,000	\$ 26,000	
L	Elk Valley Cross Rd Corridor Plan	RPA	\$ 3,300	\$ 74,700
		PPM	\$ -	\$ 4,350
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total L	\$82,350	\$ 3,300	\$ 79,050	