

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
REGULAR MEETING AGENDA: DECEMBER 8, 2016 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. 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 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

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

f) Discussion items

- US Highway 199 safety and project update
- Last Chance Grade
- 2017-18 Overall Work Program
- DNLTC mailing address: 900 Northcrest Drive, PMB 16

4. Commissioner comments and reports

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.

6. Adjourn to the regular meeting scheduled on January 8, 2016 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.

Items A - D

DATE: DECEMBER 8, 2016
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: CONSENT AGENDA ITEMS

a) Minutes of November 10, 2016

Staff recommendation: By consensus, accept minutes of November 10, 2016.

The minutes are attached.

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.

While DNLTC holds the obligation for programming and monitoring PTMISEA funding, this work is thoroughly vetted by the Redwood Coast Transit Authority board and their staff. Redwood Coast Transit Authority is the only eligible recipient and is the end recipient of the funding and the responsible party for reporting. Staff concedes that the processes can be confusing but they are primarily set by legislation. The resolution is attached.

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.

While DNLTC holds the obligation for programming and monitoring CTSPG funding, this work is thoroughly vetted by the Redwood Coast Transit Authority board and their staff. Redwood Coast Transit Authority is the only eligible recipient and is the end recipient of the funding and the responsible party for reporting. Some DNLTC signatures are mandatory. Staff concedes that the processes can be confusing but they are primarily set by legislation. The resolution is attached.

d) Call box monitoring contract

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

This is a routine contract and CASE Systems is the only provider for these services in California at this time. The contract is attached.

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: NOVEMBER 10, 2016 11 A.M.**

Present: David Finigan, County, Chairman
Commissioner Gerry Hemmingsen, County
Commissioner Murray, City
Commissioner Darrin Short, Vice-Chairman
Commissioner Rick Holley, City

Absent: Commissioner Chris Howard, County

Also Present: Nicole Burshem, PS Business Services
Eileen Cooper, Friends of Del Norte
Colin Fisk, Coalition for Responsible Transportation Priorities
Don Gillespie, Friends of Del Norte
Bill Gilman, Public
Barbara Kennedy, Coalition for Responsible Transportation Priorities
Tamera Leighton, Local Transportation Commission
Kevin Tucker, Caltrans, Policy Advisory Member

1. Call Meeting to Order

Chairman Finigan called the meeting to order at 11:00 a.m., Commissioner Hemmingsen conducted the Pledge Of Allegiance, and Nicole Burshem took roll call.

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 person(s) addressed the Commission: Barbara Kennedy, Collision of Transportation and Safety Priorities, asked if there would be public comment during the public hearing. Chairman Finigan responded there would be public comment period. Eileen Cooper, Friends of Del Norte, reported the comment period for the Regional Transportation Plan was formally closed on October 13, 2016. Ms. Cooper expressed it is strange the public hearing is happening now and feels the process seems odd.

3. Adjourn to the Policy Advisory Committee

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

4. Public Hearing

Conduct a public hearing to consider adoption of the 2016 Del Norte Regional Transportation Plan. The draft 2016 Regional Transportation Plan was distributed for public comment in March 2016 and again with comments addressed in September 2016. The final public comment period ended on October 13, 2016.

Discussion was held in regards to the 2016 Del Norte Regional Transportation Plan. Ms. Leighton reported the public hearing is a requirement of the California Transportation Commission and puts forth the guidelines of the Rural Transportation Plan. There are a variety of guidelines to follow and that they don't always run align well with each other. The Del Norte Local Transportation Commission does everything they are directed to do so the process doesn't put the required product at risk.

Chairman Finigan opened the public hearing at 11:05 a.m.

Chairman Finigan presented letters from various organizations. Colin Fisk, Coalition for Responsible Transportation Priorities, submitted many comments on the original and re-release draft and stated the following opinions. He believes that the draft does not take climate change seriously enough. This must be one of the top infrastructure priorities he states. The draft plan only talks about climate change briefly and doesn't contain specific strategies. The draft doesn't support the commitment of active transportation. While some goals promote these transportation modes, it is inconsistent in that the list of projects provided to further these modes in the action element is willfully falls short. This doesn't take full advantage of funding that is available. Active transportation isn't just important to climate change, but also offers other transportation options. The environmental review has been continually inaccurate. The STAA project is inconsistent with the plan and the projects should be removed. Regarding Last Chance Grade he feels it deserves more emphasis and analysis in the RTP. Barbara Kennedy, Coalition for Responsible Transportation Priorities, does not believe the draft should be adopted at this time because of the lack of focus on public comment. On March 23rd EPIC and CRTP submitted extensive and well-documented comments and also provided them again later that spring. The organization was told there were going to be responses and were told a grant of \$13,000 would need to be obtained to respond to these comments. When the draft was released there were no such responses to our comments. We proceeded to send another extensive list of comments and still no response or consideration to our efforts. Ms. Kennedy felt it is a violation of public policy and procedure. Eileen Cooper, Friends of Del Norte, expressed some issues on changes would be easily made if the prioritization process would way heavy on the number of accidents on our roads. This issue should be high on the prioritization list. The public wants to know if there are a lot of accidents in one area that area will be fixed. The climate change also has to be put into affect and that the green house gas emission be maintained. Ms. Cooper would like to see all the transit money put toward transit items such as hybrid or electric buses. These are very important steps every area should take on. Done Gillespie, Friends of Del Note, feels the RTP should be something that everyone can discuss and have a part in. We should try to move forward with a plan. The re-release of the plan raises doubt because there is no explanation of it. He came a month ago and asked for an explanation of why there was a re-release. Mr. Gillespie is concerned the pubic hearing is being conducted only because law requires it, not because of what the public as to say. CEQA laws are to be followed and hoped that each of the Commissioners read Collin Fisk's letters. Mr. Gillespie asked why there isn't more talk about ocean transportation to save money on our highways. Mr. Gillespie reported STAA trucks are creating a very unsafe situation once the trucks are added. Chairman Finigan closed the public hearing at 11:22

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.

Note: The Technical Advisory Committee will meet after the posting of this agenda. TAC recommendations will be provided in the DNLTC meeting.

a) Minutes of September 8, 2016

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

b) Minutes of October 10, 2016

Staff recommendation: By polled vote, adopt resolution 2016 21 approving the programming of FTA Section 5339 Program funds in the amount of \$138,800.

On a motion by Commissioner Holley, seconded by Commissioner Murray, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved and adopted items 4. a-b, as presented.

POLICY and ADMINISTRATIVE

c) Adopt resolution 2016 22 approving the 2016 Del Norte Regional Transportation Plan.

Staff, Technical Advisory Committee and counsel recommendation: By polled vote, adopt resolution 2016 22 approving the 2016 Del Norte Regional Transportation Plan. Discussion was held in regards to 2016 22 approving the 2016 Del Norte Regional Transportation Plan. Ms. Leighton introduced Jeff Schwein from Green DOT Transportation Solutions. Mr. Schwein stated that the comments there were received on the drafts were helpful in developing a better document. Mr. Schwein reported the reason for the re-release was so the public who gave detailed comments could see where their comment were included in the RTP. There is no requirement to provide a list of where we address those comments. There are processes under CEQA that require a formal response to all comments but this is not one of those times. Mr. Schwein provided a presentation on the following categories: Components in the RTP, RTP process, Community Outreach, RTP Survey, Policy Element, Action Element, Financial Element, preparation of the Regional Transportation Plan, Environmental Review, Addendum to the EIR, Draft Circulation on February 15, 2016, 2nd Draft Circulation on September 9, 2016, and the final adoption for the RTP. Chair Finigan asked about the inclusion of broadband in future plans and that high speed Internet does take cars off the road. Mr. Schwein responded that there is not enough solid data for us to include it at this time and that the data may be more available in the future. Commissioner Hemmingsen asked for an example of an arbitrary comment and why it was not addressed. Mr. Schwein responded in the plan we are not environmentally reviewing projects we are environmentally reviewing a planning document. Environmental review for projects are done at the local level but some of the comments did not address the planning documents but were project specific opinions. Public Advisory Member Tucker reported Caltrans projects have been included and Caltrans has their own process to determine these projects and they're included in the

Regional Transportation Plan in an effort to be transparent. He further stated how complicated transportation funding is and that it's difficult to communicate to the public the details. He stated that the CTC is currently revising the Regional Transportation Plan guidelines and that there will be rural region guidelines in the future. Bill Bowman asked if there is any planning for the autonomous driving cars and he sees autonomous trucks in the next 8 years. He has concerns about the speed that people drive on US Highway 199. Don Gillespie asked where the comments were placed in the plan and if they were they in writing. Mr. Gillespie asked why the plan was resubmitted. Mr. Finigan responded that is question was answered those questions in the presentation and that the resubmission was to allow for greater public input. Mr. Gillespie agreed that this question was answered. Colin Fisk stated that he believes there is a requirement for specific responses to comments and that without this he cannot figure out if his comments were addressed. Eileen Cooper reported the public is made to understand that there isn't a requirement for a specific line-by-line, issue-by-issue, response to the document. Ms. Cooper would like to see a more focus on the EIR responses because it has been so long since the original EIR was approved. Ms. Cooper appreciates that there is not a focus on big glaring words like STAA access throughout the document and that this is responsive. She believes that there were many issues that did not receive the proper attention, but feels the one thing that should be changed today is for the word maintain to be removed from the phrase maintain greenhouse gas emissions. Commissioner Holley thought it was a comprehensive plan and that he learned a lot as he read through it. He notes the improvements in accident rates. He noted that the cost of maintenance costs raise after pavement is below the 50 rating. Commissioner Holley reported that part of maintain the greenhouse gas emission have been implemented because there are electric charging stations placed in our area and should reduce those emissions Commissioner Holley asked if the RTP need to be emended before 2020 for emergency projects. Ms. Leighton responded the RTP does not have to be amended to address emergency projects. Commissioner Inscore commented that air quality is adequately addressed in the document and that the electric charging stations are important to these efforts.

On a motion by Commissioner Hemmingsen, seconded Commissioner Murray, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved and adopted Resolution 2016 22 approving the 2016 Del Norte Regional Transportation Plan including the addition of the March 23 comment letter that was inadvertently omitted.

d) Appoint Finance Committee members and authorize committee members to sign necessary and routine banking documents.

Staff recommendation:

- a. Appoint two Finance Committee members
- b. By polled vote, authorize the Chair and Finance Committee members to sign necessary and routine banking documents.

Discussion was held in regards to appointing Finance Committee members and authorization to sign necessary documents. At the request of Cholwell Benz and Hartwick the Commission needs to appoint members to be a part of the Finance

Committee. Chairman Finigan appointed Commissioner Hemmingsen and Commissioner Short.

By polled vote Del Norte Local Transportation Commission authorized the Chair and Finance Committee members to sign necessary and routine banking documents.

e) Discussion items

- US Highway 199 and Elk Valley Cross Road intersection – Ms. Leighton confirmed that the counts did happen in September. There is discussion with the Technical Advisory Committee to include the crowd-sourcing tool.
- US Highway 199 safety – Public Advisory Member Tucker reported that the High Friction Surface Treatment is being included in an existing contract and that there needs to be several days of dry weather to do this work. Caltrans is striving to install the surface treatment as soon as possible. Commissioner Hemmingsen asked why the chevrons were only put up in one direction. Mr. Tucker responded he is not sure why they were only placed in one direction, but will find out. Commissioner Hemmingsen commented it would be disappointing if the high friction surface treatment is not in place before even more bad weather. Ms. Leighton commented that she is disappointed that the high friction surface treatment is not already installed and that the contracting will delay the work because there are so many mandatory rules to follow for contracting that the process unfortunately takes a long time.
- Last Chance Grade – Chairman Finigan reported that Congressmen DeFazio from Oregon and US Congressman Huffman flew over Last Chance Grade and they took a look at the complicated environment. Congressman DeFazio is the senior democrat and ranking member and that he will oversee Last Chance Grade. They all agreed that the stakeholder process is the right process for getting this done and that only through consensus and full agreement can we get this done. Congressman DeFazio stated in this meeting that there are no shortcuts to accomplishing the needed work.
- Overall Work Program Amendment 1 – Ms. Leighton reported she is hoping to have the amendment in the meeting today, but the TAC wanted to take some extra time to look over it. Will be in the December agenda
- Caltrans Project Status Report – Ms. Leighton reported this was talked about in the last meeting. This was included in the packet because it came in too late to be included last month.
- Disadvantaged Communities as defined by CalEnviroScreen article was included as an example of why the state needs to move away from one-size-fits-all thinking. The Regional Transportation Plan guidance is being developed with separate guidance for rural regions and this is an important step.

5. Commissioner comments and reports

The following Commissioners addressed the following: Commissioner Hemmingsen wanted to thank Jeff Schwein and Ms. Leighton for what the work they have done on the Regional Transportation Plan and that they have gone beyond what is necessary.

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.

Adjourned at 12:20 p.m.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Murray, and unanimously carried on a polled vote, the Del Norte Local Transportation Commission approved and adopted items 4 a-e, as presented.

7. Adjourn to the regular meeting scheduled on December 8, 2016 at 11 a.m.

With no further business before the Commission, Chairman Finigan adjourned the meeting at 12:21 PM until the next regularly scheduled meeting on December 8 2016 at 11:00 a.m.

Respectfully submitted

Tamera Leighton, Executive Director

Adjourned at 12:21 p.m.

RESOLUTION NO. 2016 24

**DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
APPROVING REVISED REDWOOD COAST TRANSIT AUTHORITY EXPENDITURE
PLAN FOR PROP 1B PUBLIC TRANSPORTATION MODERNIZATION,
IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT FUNDS (PTMISEA)**

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

WHEREAS, the Redwood Coast Transit Authority wishes to modify its original expenditure plan to reflect the changing conditions and priorities of the Authority and is seeking a Resolution of Support from the Del Norte Local Transportation Commission in order to confirm local support for the revised expenditure plan; and

WHEREAS, the Redwood Coast Transit Authority (RCTA) is an eligible project sponsor and may receive state funding from the Public Transportation Modernization, Improvement, Service Enhancement Account (PTMISEA) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations, with Senate Bill 88 (2007) naming the Department of Transportation (Caltrans/Department) as the administrative agency for the PTMISEA, and the Department has developed guidelines for the purpose of administering and distributing PTMISEA funds to eligible project sponsors (local agencies); and

WHEREAS, the RCTA Board, acting upon changed conditions and emerging agency needs, has voted at its November 16, 2016 meeting to modify its PTMISEA Expenditure Plan and has delegated authorization to execute these documents and any amendments including these changes to the expenditure plan to the General Manager; and

WHEREAS, the RCTA Board recognizes that PTMISEA funds exceed the funding required to replace buses, allowing for a portion of PTMISEA funds to be programmed towards improvements to the RCTA Maintenance and Operations Facilities, and Bus Stops and has approved a Revised PTMISEA Expenditure Plan in November 2016.

NOW, THEREFORE, BE IT RESOLVED by the Del Norte Local Transportation Commission that the Commission formally approves and supports Redwood Coast Transit's Revised Expenditure Plan attached herein and authorizes the DNLTC Executive Director to provide Redwood Coast Transit with this approved Resolution of Support to enable Caltrans to accept the RCTA Revised Expenditure Plan for RCTA PTMISEA funded transit projects.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission, a Regional Transportation Planning Agency of the State of California on the 8th day of December 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Darrin Short, Vice Chair
Del Norte Local Transportation Commission

Attest:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

RESOLUTION NO. 2016 25

**DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
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.**

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

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, the Del Norte Local Transportation Commission is eligible to receive CTSGP funds; and

WHEREAS, the Del Norte Local Transportation Commission will apply for Fiscal Year 2014-15 CTSGP funds in an amount up to \$23,546 to support the purpose of the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 by making Phase 2 Operating and Maintenance Facility Security Improvements including a backup power generator and vehicle entry security gate and improved lighting in order to improve the physical security of the transit facility and the capacity of the transit system to respond following an emergency or disaster; and,

WHEREAS, Del Norte Local Transportation Commission recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires Del Norte Local Transportation Commission to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of Del Norte Local Transportation Commission to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

THEREFORE, IT IS HEREBY RESOLVED by the Del Norte Local Transportation Commission that the DNLTC Executive Director or the Redwood Coast Transit Authority General Manager is hereby authorized to execute for and on behalf of Del Norte Local

Transportation Commission, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission, a Regional Transportation Planning Agency of the State of California on the 8th day of December 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Darrin Short, Vice Chair
Del Norte Local Transportation Commission

Attest:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Authorized Agent Signature Authority

AS THE Chairman
(Chief Executive Officer / Director / President / Secretary)

OF THE Del Norte Local Transportation Commission
(Name of State Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named state organization, any actions necessary for the purpose of obtaining state financial assistance provided by the California Emergency Management Agency.

Tamera Leighton Executive Director, *OR*
(Name or Title of Authorized Agent)

Redwood Coast Transit Authority General Manager, *OR*
(Name or Title of Authorized Agent)

Signed and approved this 8th day of December 2016

(Signature)



CALL BOX MONITORING PROGRAM

CASE Systems Inc. offers a call box monitoring program to meet the needs of some of its call box customers. This program offers a cost-effective way for the customer to receive after sale support for their investment.

The services offered are:

1. Full monitoring of call box
2. Classroom training at CASE Systems Inc. facility
3. Technical support via 800#
4. Return repair service

Maintenance Monitoring

Our Maintenance Monitoring Program is for call box customers that want to perform their own maintenance work. The program includes the following services:

1. Full monitoring-3 day check-in
2. Certificate (1) for classroom training
3. Technical support

Service Definitions

Full Monitoring:

CASE Systems Inc. maintains a complete maintenance center employing a computer data base with complete up-to-the-minute near real time alarm information on all call boxes utilizing our monitoring programs. The call box reaches this center by utilizing an "800" toll free telephone number. Any problem found by our staff of trained employees is communicated to you, by FAX, during our technical support hours so that it can be corrected fast.

Classroom Training:

Complete call box system training is provided quarterly at the CASE Systems Inc. facility in California to give a complete understanding of the call box and its service

needs. Includes a hands-on session for maintenance center users.

Replacement Parts

Replacement parts for the call box are available by calling Technical Support. A list of replacement parts and pricing is attached.

Technical Support

Technical support is provided via an "800" toll free phone number. Support is available 8:00am to 5:00pm Monday through Friday, Pacific Time.

Purchase of Services

Many of these services can be purchased separately as required. Please refer to current price list for their cost.

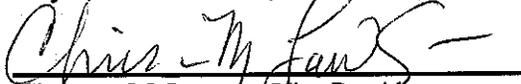
Monitoring Pricing:

Maintenance Monitoring

Units	Amt/Bx/Yr
26 Units @	\$180.00 a unit a year
Annual Total Cost: \$4,680.00	

It is in Agreement between:

CASE Systems Inc. and
 Del Norte Local Trans. Commission for
 A three year Monitoring contract as this
 document describes commencing on
 July 1, 2016 - June 30, 2017 \$4,680.00
 July 1, 2017 - June 30, 2018 \$4,680.00
 July 1, 2018 - June 30, 2019 \$4,680.00


 Chrisann M. Lawson, Vice President
 CASE Systems Inc.

Tamera Leighton, Executive Director

Del Norte Local Transportation Commission
 1301 B Northcrest Drive, #16
 Crescent City, CA. 95531

ITEM E

DATE: DECEMBER 8, 2016
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: AMEND 2016-17 OVERALL WORK PROGRAM

TAC AND STAFF RECOMMENDATION: By polled vote, adopt resolution 2016 23 approving the 2016-17 Overall Work Program Amendment 1.

BACKGROUND: The Overall Work Program (OWP) is the primary management tool for the Del Norte Local Transportation Commission, identifying the activities and a schedule of work for regional transportation planning in Del Norte County. The following chart reflects the changes to the Overall Work Program, thus creating the necessity for Amendment 1.

Work Element:	Purpose of change:	Action taken:
B 1	Reduces funding to projected costs	Reduces consultant funding (-\$8,000) based on prior years' expenditures.
C 3	Interactive web-based tool needed.	Adds Product 3 to provided public engagement and data collection tool. (Consultant: \$30,000; Staff: \$2,000)
F 1	Call Box upgrades needed	Adds funds to accommodate Call Box and site upgrades including staff services. (Consultant: \$20,000; Staff: \$1,996)
G 1	Staff time reduction	Reduces staff time (-\$3,072).
I 1	Staff time reduction; County staff product delivery	Reduces staff time and allocates funds to County of Del Norte for product delivery. (County: -\$304; Staff: -3,024)
J 1	Allows for City staff leadership	Moves the contracting and delivery to the City to accommodate for delays in anticipated contracting schedule.
L 1	Carryover from prior year.	Adds funds to consultant (\$2,106) to include carryover from prior year contract.
M	Adds Work Element	Adds Work Element. (Consultant/County: \$22,586; Staff: \$2,100)
General	Adds carryover.	Programs carryover of \$44,999.74 from the 2015-16 year.

DISCUSSION: While most of the adjustments to this Overall Work Program are usual and customary there are some items that should be noticed.

1. The changes in C3 reflect ongoing public discussions for creating a to give the community additional opportunities for public input and will result in a web based product to accept and analyze crowd sourcing for transportation.
2. The changes to F1 are to accommodate upgrades to some call boxes for satellite services and Call Box Ahead signs and including staff time for contracting, coordination and oversight.
3. The changes to I1 for Pavement Management Plan allocate funds to the County Road Department to provide the services that have been provided by a consultant in the past.
4. The change to J1 will streamline the administrative process and put the project delivery more directly with the City of Crescent City to accommodate delays in the original contracting schedule.
5. Work Element M: Increase Funding to Support Regional Transportation Plan enables County staff to prepare complex grant applications to support projects in the Regional Transportation Plan and provides necessary data for future funding opportunities.
6. While there are many changes in staff time among the work elements, there is no net change in the Overall Work Program.

RESOLUTION NO. 2016 23

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION APPROVING AMENDMENT #1 OF THE 2016-17 OVERALL WORK PROGRAM

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

WHEREAS, the 2016-17 Overall Work Program (OWP) is the primary management tool for the Del Norte Local Transportation Commission, identifies the activities and a schedule of work for regional transportation planning in Del Norte County, and is a requirement of the Memorandum of Understanding between Del Norte Local Transportation Commission and the California Department of Transportation; and

WHEREAS, the Del Norte Local Transportation Commission adopted the 2016-17 OWP at the May 2016 meeting; and

WHEREAS, through the normal course of business adjustments to the Overall Work Program are necessary and expected; and

WHEREAS, Amendment #1 of the 2016-17 OWP makes the following changes:

Work Element:	Purpose of change:	Action taken:
B 1	Reduces funding to projected costs	Reduces consultant funding (-\$8,000) based on prior years' expenditures.
C 3	Interactive web-based tool needed.	Adds Product 3 to provided public engagement and data collection tool. (Consultant: \$30,000; Staff: \$2,000)
F 1	Call Box upgrades needed	Adds funds to accommodate Call Box and site upgrades including staff services. (Consultant: \$20,000; Staff: \$1,996)
G 1	Staff time reduction	Reduces staff time (-\$3,072).
I 1	Staff time reduction; County staff product delivery	Reduces staff time and allocates funds to County of Del Norte for product delivery. (County: -\$304; Staff: -3,024)
J 1	Allows for City staff leadership	Moves the contracting and delivery to the City to accommodate for delays in anticipated contracting schedule.
L 1	Carryover from prior year.	Adds funds to consultant (\$2,106) to include carryover from prior year contract.
M	Adds Work Element	Adds Work Element. (Consultant/County: \$22,586; Staff: \$2,100)
General	Adds carryover.	Programs carryover of \$44,999.74 from the 2015-16 year.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the Del Norte Local Transportation Commission hereby approves Amendment #1 of the 2016-17 Overall Work Program.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission, a Regional Transportation Planning Agency of the State of California on the 8th day of December 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Darrin Short, Vice Chair
Del Norte Local Transportation Commission

Attest:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

WORK ELEMENT B

Overall Work Program Development

Amendment 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
DNLTC	Amount (\$)	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 12,000.00	\$ 12,000.00	-		
Consultant	\$ 20,000.00	\$ 20,000.00	\$ -		
TOTAL	\$ 32,000.00	\$ 32,000.00	-		

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 reporting, including summaries of work performed and corresponding budget expenditures on a monthly, quarterly or annual basis as required
- Consult and coordinated with state partners and regional agencies regarding the content of the Overall Work Program
- Develop and maintained 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 2017-18 and present to DNLTC for adoption prior to June 30, 2017.	2017-18 Overall Work Program	Annually

Product B2 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 12,000	\$ 12,000	\$ -	\$ -
Consultant	\$ 20,000	\$ 20,000	\$ -	\$ -
Total	\$ 32,000	\$ 32,000		

WORK ELEMENT C Public Participation and Information Dissemination

Amendment 1

Expenditures		Revenue by Fund Source			
Allocations and Funding Requirements					
	Amount (\$)	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 34,300.00	\$ 26,000.00	8,300.00	\$ -	\$ -
Consultant	\$ 46,500.00	\$ 44,000.00	\$ 2,500.00	\$ -	\$ -
Travel Reimbursement (staff/commission)	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -
TOTAL	90,800.00	\$ 70,000.00	10,800.00	\$ 10,000.00	\$ -

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

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 our 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 develop and provide a web-based feedback and data collection platform for comprehensive community feedback on DNLTC and 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 rural counties performance measures guidance
- Development of rural counties transportation needs assessment

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 Receive board direction on transportation policies, strategies, programs and actions to enhance the regional transportation planning process.	Minutes	Monthly or as needed

- 4 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	\$ 24,000	\$ 24,000	\$ -	\$ -	\$ -
Consultant	\$ 14,000	\$ 14,000	\$ -	\$ -	\$ -
Total	\$ 38,000	\$ 38,000	\$ -	\$ -	\$ -

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 Pursue staff-to-staff coordination of multi-agency programs or agreements among city, county, harbor, Tribes, transit agency and Tribes, and other jurisdictions.	Partnership programs and agreements	As needed
4 Post transportation articles and documents to the website that inform the public regarding the partnerships and planning agreements and meet the obligations of Title VI.	Up-to-date website	As needed

Product C2 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 8,300	\$ -	\$ 8,300	\$ -	\$ -
Consultant Dues	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ -
Travel Reimbursement	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -
Total	\$ 20,800	\$ -	\$ 10,800	\$ 10,000	\$ -

Product 3: Develop interactive web based data collection tool.

Task/Activity	Products	Schedule
1 Research and formalize the existing needs of the DNLTC.	Existing needs summary report.	Jan-17
2 Research and score existing interactive outreach platforms based on meeting DNLTC needs including existing platforms and quique platform development.	Outreach tool findings and recommendations report	Feb-17

3

Implement interactive outreach tool for website and smart phones.

Jun-17

Product 3 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 2,000	\$ 2,000	\$ -	\$-	\$-
Consultant	\$ 30,000	\$ 30,000	\$ -	\$-	\$-
Total	\$ 32,000	\$ 32,000	\$ -	\$ -	\$-

WORK ELEMENT F SAFE: Service Authority for Freeway Emergencies

Amendment 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount (\$)	RPA	STIP/PPM	TDA	SAFE
DNLTC Staff Services	\$ 7,996.00	\$ -	\$ -	\$ -	\$ 7,996.00
Consultant	\$ 35,400.00	\$ -	\$ -	\$ -	\$ 35,400.00
TOTAL	\$ 43,396.00	\$ -	\$ -	\$ -	\$ 43,396.00

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	\$ 7,996	\$ -	\$ -	\$ -	\$ 7,996
Operation & Maintenance	\$ 35,400	\$ -	\$ -	\$ -	\$ 35,400
Total	\$ 43,396				

WORK ELEMENT G Elk Valley Road Multimodal Corridor Plan

Amendment 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount (\$)	RPA	STIP/PPM	TDA	
DNLTC Staff	\$ 4,928.00	\$ 4,928.00	\$ -	\$ -	
Consultant	\$ 70,000.00	\$ 70,000.00	\$ -	\$ -	
TOTAL	\$ 74,928.00	\$ 74,928.00	\$ -	\$ -	

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

Objective

To provide a multimodal corridor plan for Elk Valley Road that identifies existing conditions, considers future corridor needs, and establishes planning level alternatives.

Discussion

The Elk Valley Road Multimodal Corridor Plan is intended to identify existing conditions including: environmental constraints, traffic hazards, accident locations, traffic generators, traffic volumes, speeds, right-of-way limits and an inventory of existing roadway improvements. Future corridor needs will be considered using existing conditions, public outreach, land use and zoning, and regional goals. Planning level alternatives and associated costs will be developed based on future corridor needs and a list of future work products to consider developing will be created.

Previous Accomplishments

- 1999 Elk Valley Road Corridor Study
- Elk Valley Road Reconstruction from US Highway 101 to Howland Hill Road (\$5,016,000 STIP funded, completed in 2006).

Product 1: Elk Valley Road Multimodal Corridor Plan

1	Corridor plan committee meetings.	List of participants, agendas, attendance lists, comments.	July - June
3	Develop and analyze strategies for Elk Valley Road multimodal solutions.	Corridor goals, objectives, performance measures, targets, strategies, data needs, plan alternatives comparisons, Rough Order of Magnitude estimate.	September - March
4	Public outreach.	Staff report, minutes, web notification, workshop notification, website information, mailing.	September - June
5	Prepare and present report.	Draft report, final report, visual displays, implementation recommendation.	December - June
6	Project management	Consultant selection process, Overall Work Program management, processing invoices.	July - June

Product 1 Estimate	Amount (\$)	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 4,928	\$ 4,928	\$ -	\$ -
Consultant	\$ 70,000	\$ 70,000	\$ -	\$ -
Total	\$ 74,928	\$ 74,928	\$ -	\$ -

WORK ELEMENT I Pavement Management Plan

Amendment 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount (\$)	RPA	STIP/PPM	TDA	
DNLTC Staff	\$ 880	\$ 880	\$ -	\$ -	
County of Del Norte	\$ 25,000	\$ 25,000	\$ -	\$ -	
TOTAL	\$ 25,880	\$ 25,880	\$ -	\$ -	

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

Objective

The purpose of the project is to complete an update of two distinct but related Pavement Management Systems – one for the City of Crescent City and the other for the County of Del Norte. Centerline miles for the two jurisdictions combined total 213 and only regionally significant roads will be included. Termini data is a new requirement of the State and can be easily collected simultaneous with the Pavement Management Plan.

The City of Crescent City and the County of Del Norte own and operate the local roadway system. In order to secure funding for this system, performance measures are required. The Pavement Condition and Management Plan provide to the City and County the information they need to be eligible for State and Federal funds. The pavement management plan will cover regionally significant roads and the information collected while developing the plan will contribute to planning of projects in the Regional Transportation Plan.

Previous Accomplishments

The pavement management systems were first developed in 2001 and were updated in 2004, 2007 and 2011. Rural Counties Task Force Local Roadway Needs Assessment.

Task/Activity	Products	Schedule
1 Update Local Agency Allocation Agreement and monitor progress.	Local Agency Allocation Agreement	Dec-16
2 Kick-off and progress meetings with Technical Advisory Committee.	Agendas	Jan-17
3 Pavement inspection, field inspection, termini data and quality assurance.	Inspection reports	Jan-17 to Apr-17
4 Pavement condition and management plan report for County of Del Norte and City of Crescent City.	Draft and Amendment 1 documents.	Mar-17 to Jun-17

Product 1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 880	\$ 880	\$ -	\$ -
County of Del Norte	\$ 25,000	\$ 25,000	\$ -	\$ -
Total	\$ 25,880	\$ 25,880	\$ -	\$ -

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

WORK ELEMENT J Project Initiation Documents

Amendment 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount (\$)	RPA	STIP/PPM	TDA	
DNLTC Staff	\$ 2,000	\$ -	\$ 2,000	\$ -	
Consultant	\$ 32,000	\$ -	\$ 32,000	\$ -	
TOTAL	\$ 34,000	\$ -	\$ 34,000	\$ -	

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

Objective

Attain general agreement on purpose and need statement and range of alternatives and their associated risks to be studied during the environmental phase including conceptual approval (no known fatal flaws) and project viability for meeting the requirements of the Active Transportation Program.

Discussion

Pedestrian improvements on Pebble Beach Drive from 6th to Preston Island entrance are essential to the regional efforts to increase active transportation and recreation. Preliminary analysis indicates this project would be a good fit for the highly competitive Active Transportation Program (ATP) funding but more information is required including Project Initiation Documents developed with the intent to apply for ATP funding.

Previous Accomplishments

City pedestrian maintenance education program. County Pebble Beach Drive pedestrian improvement project.

Product 1: Pebble Beach Drive Pedestrian Gap Closure

Task/Activity	Products	Schedule
1 City will prepare and execute contract for services with qualified and experienced consultant and complete contract management with DNLTC assistance.	Request for proposals, contract, invoices.	September - June
2 City/consultant will hold kick-off and progress meetings with Technical Advisory Committee to refine purpose and need statement.	Agendas	January - June
3 City/consultant will acquire data necessary for Project Initiation Documents and Active Transportation Program application.	Draft and final data report	January - June
4 City/consultant will establish approach including alternatives that will meet the purpose and need. Define cost, scope and schedule for alternatives, with community input and comparison chart.	Draft and final comparison chart.	January - June
5 City/Consultant will provide Project Initiation Documents	Draft and final PID documents.	May - June

Product 1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Service	\$ 2,000	\$ -	\$ 2,000	\$ -
Products & Services	\$ 32,000	\$ -	\$ 32,000	\$ -
Total	\$ 34,000	\$ -	\$ 34,000	\$ -

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

WORK ELEMENT L 2016 Regional Transportation Plan

Amendment 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount (\$)	RPA	STIP/PPM	TDA	
DNLTC Staff	\$ 1,096.00	\$ 1,096.00	\$ -	\$ -	
Consultant / Counsel	\$ 14,010.00	\$ 14,010.00	\$ -	\$ -	
TOTAL	\$ 15,106.00	\$ 15,106.00	\$ -	\$ -	

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

Objective

To complete efforts to update the 2011 Regional Transportation Plan (RTP), monitor and track progress towards RTP goals, policies, and actions identified in the 2011 RTP, and to accomplish a comprehensive update of the RTP based on the agency's five-year planning cycle (2016) through continuous, annual work that contributes to the goals and that informs the policy of the RTP. Update the RTP Program Environmental Impact Report. This is a continuation from Work Element G in the 2015-16 OWP.

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.

Previous Accomplishments

2011 Regional Transportation Plan, 2013 Public Participation Plan, 2014 Coordinated Human Services Transportation Plan, 2014 Short Range Transit Plan, 2014 Active Transportation Plan, 2014 Rural Counties Pavement Needs Assessment, 2015 Climate Change and Stormwater Management Plan, Draft 2016 Regional Transportation Plan

Product 1: 2016 Regional Transportation Plan

1	Develop a chart of topics and responses, draft and final letter responses to comments.	Letter	July - September
3	Counsel review of chart of topics and responses, draft and final letter responses to comments.	Notes, Letter.	July - September
4	Project administration including invoicing and quarterly reporting.	Quarterly report and invoice.	September - October
5	Adopt 2016 Regional Transportation Plan.	2016 Regional Transportation Plan	September

Product 1 Estimate	Amount (\$)	RPA	STIP/PPM	TDA
DNLTC Staff Service	\$ 1,096	\$ 1,096	\$ -	\$ -
Legal Counsel	\$ 3,024	\$ 3,024		
Consultant	\$ 10,986	\$ 10,986	\$ -	\$ -
Total	\$ 15,106	\$ 15,106	\$ -	\$ -

WORK ELEMENT M Increase Funding to Support Regional Transportation Plan

Amendment 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount (\$)	RPA	STIP/PPM	TDA	
County of Del Norte	\$ 8,500	\$ 8,500	\$ -	\$ -	
DNLTC Staff Services	\$ 2,100	\$ 2,100	\$ -	\$ -	
Consultant	\$ 14,086	\$ 14,086			
TOTAL	\$ 24,686	\$ -	\$ -	\$ -	

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

Objective

To research, write and submit grant applications that support projects in the Regional Transportation Plan and to obtain the necessary preliminary information to do so in the existing highly competitive environment.

Discussion

As State and Federal transportation funding continues to decline on the current trajectory grant opportunities become more scarce and significantly more competitive. Pre-application information such as pedestrian, bicycle and traffic counts and calculating cost-benefit ratios become increasingly necessary. Performance metrics and needs analysis are a requirement of transportation grant applications at both the State and Federal level but rural regions, including Del Norte, often don't have the information necessary to compete in today's funding environment.

Previous Accomplishments

In 2015, the County submitted FLAP grant applications for the Requa Improvement Project and Klamath Beach Road Improvement Project. The Requa Improvement Project was selected for initial scoping but was not funded partly due to the difference between the County and the Federal Highway Administration estimate. The initial scoping completed by the FHWA should provide the Requa Improvement Project with a competitive edge over other projects. The County has several Active Transportation projects to consider for the 2018-19 year (next cycle). The County has successfully completed Highway Safety Improvement Program fund applications in the past. In preparation for the Front Street Active Transportation Program grant application, some counts were taken. Current counts are being collected on Elk Valley Road.

Product 1: FLAP Grant Application

- | | | | |
|---|--|--|-----------------|
| 1 | Research and review Federal Lands Access Program grant application guidelines. | County report to TAC in meeting minutes. | December - June |
| 2 | Draft, review and submit two FLAP grant applications with the assistance of the Technical Advisory Committee when appropriate. | Grant application submission. | December - June |

Product 1	Amount (\$)	RPA	STIP/PPM	TDA
County of Del Norte	\$ 5,000	\$ 5,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,000	\$ 5,000	\$ -	\$ -

Product 2: HSIP Grant Application

Prepare and submit a Highway Safety Improvement Program (HSIP) grant application to support projects in the Regional Transportation Plan.

- | | | | |
|---|---|--|-----------------|
| 1 | Research and review grant application guidelines. | County report to TAC in meeting minutes. | December - June |
| 2 | Draft, review and submit one HSIP grant application with the assistance of the Technical Advisory Committee when appropriate. | Grant application submission. | December - June |

Product 1	Amount (\$)	RPA	STIP/PPM	TDA
County of Del Norte	\$ 3,500	\$ 3,500	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -
Total	\$ 3,500	\$ 3,500	\$ -	\$ -

Product 3: Data Collection and Counts

Establish priorities for counts for projects in the Regional Transportation Plan that are likely to compete well with the available grants and cycles.

Task/Activity	Schedule	
1	Establish priorities for counts for projects in the Regional Transportation Plan that are likely to compete well with the available grant programs and cycles.	December - April
2	Collect, analyze and report on counts.	January - June
3	Consultant selection process, oversight and contract administration.	December - June

Product 3 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services		\$ 2,100	\$ -	\$ -
Consultant	\$ -	\$ 14,086	\$ -	\$ -
Total	\$ 16,186	\$ 16,186	\$ -	\$ -

**Del Norte Local Transportation Commission
2016-17 Overall Work Program Revenue Summary**

Amendment 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	\$ 24,000.00	\$ -	\$ -	\$ -	
Product 2	Last Chance Grade Executive Summary	\$ 6,000.00			\$ -	
Product 3	2017 Economic and Demographic Profile	\$ 7,400.00	\$ -			
	Total Work Element A	\$ 37,400.00	\$ -	\$ -	\$ -	\$ 37,400.00
B	Overall Work Program Development					
Product 1	Overall Work Program	\$ 32,000.00	\$ -	\$ -	\$ -	
	Total Work Element B	\$ 32,000.00	\$ -	\$ -	\$ -	\$ 32,000.00
C	Information Dissemination					
Product 1	Informed Local Transportation Commission	\$ 70,000.00	\$ -	\$ -	\$ -	
Product 2	Partnerships and Planning Agreements	\$ -	\$ 10,000.00	\$ 10,800.00	\$ -	
	Total Work Element C	\$ 70,000.00	\$ 10,000.00	\$ 10,800.00	\$ -	\$ 90,800.00
D	Transportation Improvement Program (TIP) development					
Product 1	Develop and Maintain TIP	\$ -	\$ -	\$ 6,400.00	\$ -	
Product 2	Project Representation	\$ -	\$ -	\$ 65,000.00	\$ -	
	Total Work Element D	\$ -	\$ -	\$ 71,400.00	\$ -	\$ 71,400.00
E	Transportation Development Act Administration and Fiscal Management					
Product 1	Office Operations	\$ -	\$ 20,000.00	\$ -	\$ -	
Product 2	Fiscal Management	\$ -	\$ 30,500.00	\$ -	\$ -	
Product 3	SSTAC Support	\$ -	\$ 2,500.00	\$ -	\$ -	
	Total Work Element E	\$ -	\$ 53,000.00	\$ -	\$ -	\$ 53,000.00
F	SAFE: Service Authority for Freeway Emergencies					
Product 1	Call Box System Maintenance & Reporting	\$ -	\$ -	\$ -	\$ 43,396.00	
	Total Work Element F	\$ -	\$ -	\$ -	\$ 43,396.00	\$ 43,396.00
G	Elk Valley Road Multimodal Corridor Plan					
Product 1	Elk Valley Road Multimodal Corridor Plan	\$ 74,928.00	\$ -	\$ -	\$ -	
	Total Work Element G	\$ 74,928.00	\$ -	\$ -	\$ -	\$ 74,928.00
H	Safe Routes to Schools					
Product 1	Safe Routes to Schools	\$ -	\$ -	\$ -	\$ 65,000.00	
	Total Work Element H	\$ -	\$ -	\$ -	\$ 65,000.00	\$ 65,000.00
I	Pavement Management Plan					
Product 1	Pavement Management Plan	\$ 25,880.00		\$ -		
	Total Work Element I	\$ 25,880.00	\$ -	\$ -	\$ -	\$ 25,880.00

J	Project Initiation Documents					
Product 1	Pebble Beach Drive Pedestrian Gap Closure			\$ 34,000.00		
	Total Work Element J			\$ 34,000.00		\$ 34,000.00
K	Systemic Safety Analysis Report					
Product 1	Systemic Safety Analysis Report	\$ 8,000.00				
	Total Work Element K	\$ 8,000.00				\$ 8,000.00
L	2016 Regional Transportation Plan					
Product 1	2016 Regional Transportation Plan	\$ 15,106.00				
	Total Work Element L	\$ 15,106.00				\$ 15,106.00
M	Increase Funding to Support Regional Transportation Plan					
Product 1	FLAP Grant Application	\$ 5,000.00				
Product 2	HSIP Grant Application	\$ 3,500.00				
Product 3	Data Collection and Counts	\$ 16,186.00				
	Total Work Element L	\$ 24,686.00				\$ 24,686.00
TOTAL LABOR AND EXPENSES		\$ 288,000.00	\$ 63,000.00	\$ 116,200.00	\$ 108,396.00	\$ 575,596.00

Del Norte Local Transportation Commission
 Expenditure Detail
 2016 - 2017 Overall Work Program

Amendment 1

Work Element	Description	Funding Sources	DNLTC	Consultant/ Other
A	Long Range Planning Coordination	RPA	\$ 31,500	\$ 5,900
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other/RSTP	\$ -	\$ -
Total A	\$37,400		\$31,500	\$5,900
B	Overall Work Program Development	RPA	\$ 12,000	\$ 20,000
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
Total B	\$32,000		\$ 12,000	\$ 20,000
C	Public Participation and Information Dissemination	RPA	\$ 26,000	\$ 44,000
		PPM	\$ 8,300	\$ 2,500
		TDA	\$ -	\$ 10,000
		Other:	\$ -	\$ -
Total C	\$90,800		\$ 34,300	\$ 56,500
D	Transportation Improvement Program (TIP) development	RPA	\$ -	\$ -
		PPM	\$ 6,400	\$ 65,000
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
Total D	\$71,400		\$ 6,400	\$ 65,000
E	Transportation Development Act Administration and Fiscal Management	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ 28,500	\$ 24,500
		Other	\$ -	\$ -
Total E	\$53,000		\$ 28,500	\$ 24,500
F	SAFE: Service Authority for Freeway Emergencies	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		SAFE	\$ 7,996	\$ 35,400
Total F	\$43,396		\$ 7,996	\$ 35,400
G	Elk Valley Road Multimodal Corridor Plan	RPA	\$ 4,928	\$ 70,000
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total G	\$74,928		\$ 4,928	\$ 70,000
H	Safe Routes to Schools	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other: ATP / Cal Endow	\$ 5,000	\$ 60,000
Total H	\$65,000		\$ 5,000	\$ 60,000
I	Pavement Management Plan	RPA	\$ 880	\$ 25,000
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total I	\$25,880		\$ 880	\$ 25,000

J	Project Initiation Documents	RPA	\$	-	\$	-
		PPM	\$	2,000	\$	32,000
		TDA	\$	-	\$	-
		Other:	\$	-	\$	-
Total J	\$34,000	\$	2,000	\$	32,000	
K	Systemic Safety Analysis Report	RPA	\$	500	\$	7,500
		PPM	\$	-	\$	-
		TDA	\$	-	\$	-
		Other:	\$	-	\$	-
Total K	\$8,000	\$	500	\$	7,500	
L	2016 Regional Transportation Plan	RPA	\$	1,096	\$	14,010
		PPM	\$	-	\$	-
		TDA	\$	-	\$	-
		Other:	\$	-	\$	-
Total K	\$15,106	\$	1,096	\$	14,010	
M	Increase Funding to Support Regional Transportation Plan	RPA	\$	2,100	\$	22,586
		PPM	\$	-	\$	-
		TDA	\$	-	\$	-
		Other:	\$	-	\$	-
Total M	\$24,686	\$	2,100	\$	22,586	