

**TECHNICAL ADVISORY COMMITTEE
AT 2 P.M. ON MARCH 27, 2018
WASTE WATER TREATMENT PLANT COMMUNITY ROOM
210 BATTERY STREET, CRESCENT CITY, CA 95531**

1. Call Meeting to Order

2. Introductions

3. Public comment period

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

4. Minutes of February 27, 2018

5. Draft 2018-19 Overall Work Program

Proposed action: Review final draft and recommend DNLTC adopt resolution 2018 4 approving the 2018-19 Overall Work Program.

6. Unexpended RPA application for Elk Valley Cross Road

Proposed action: Recommend directing staff to submit funding application for a planning document for Elk Valley Cross Road in partnership with the County of Del Norte.

7. Discussion

- Transportation Emergency Planning work element
- Information sharing by TAC members

8. Adjourn to the next regular meeting of April 24, 2018 at 2 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 (5) days prior to the meeting. For TDD use for speech and hearing impaired, please call (707) 464-2226.

**MINUTES
TECHNICAL ADVISORY COMMITTEE
AT 2:00 P.M. ON JANUARY 30, 2018**

Present: Rosanna Bower, County
Charlie Helms, Harbor
Heidi Kunstal, County, Vice Chair
Jason Price, Caltrans, Chair
Joe Rye, RCTA, via Telephone
Nacole Sutterfield, City
Eric Taylor, City

Absent: Stephanie Hamilton, California Highway Patrol
Brandi Natt, Yurok Tribe
Eric Wier, City

Also Present: Susan Brown, Rural Approaches
Tamera Leighton, DNLTC
Suresh Ratnam, Caltrans

1. CALL MEETING TO ORDER

Chair Price called the meeting to order at 2:04 p.m.

2. INTRODUCTIONS

Introductions were made by the Committee.

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Committee:

Tamera Leighton reminded the TAC members that Chair and Vice-Chair of the TAC would be selected at the February meeting.

4. MINUTES OF JANUARY 4, 2018

Heidi Kunstal noted that Tamera Leighton was present at the last TAC meeting; the minutes reflected Tamera attended via telephone. The minutes will be corrected to reflect Tamera Leighton was present.

Rosanna Bower moved to approve the January 4, 2018 minutes with the correction, seconded by Charlie Helms and unanimously carried; the Technical Advisory Committee approved the minutes of January 4, 2018.

5. PRELIMINARY 2018-19 OVERALL WORK PROGRAM

Proposed action: Review preliminary Overall Work Program and suggest changes.

Recommend draft be prepared for Caltrans review.

Tamera Leighton discussed the Overall Work Plan (OWP) presented in the TAC packet.

Tamera added an overview section, which came from the Regional Planning Handbook

and she is still working on the preamble narrative. The preamble introduces the work program, federal goals, and focuses on some of the work elements and budgeting of the OWP. Tamera next reviewed the elements of the work program beginning with Work Element A-Long Range Planning Coordination. This element is a core of daily work. The Last Chance Grade direct mailing may change depending upon our focus later in the year. The Economic & Demographic Profile is a product of the Center for Economic Development, which Tamera works with them to get the document correct. Next is Element B-Overall Work Program Development covers what we are working on right now. Work Element C-Public Participation and Information Dissemination discusses outreach; holding TAC meetings, Commission meetings, posting items to the website, attending Rural Counties Task Force meetings, CommonPlace and those types of public outreach events. Work Element D-Regional Transportation Improvement Program (RTIP) Development is a standard work element. There will not be any new State Transportation Improvement Program- Planning, Programming & Monitoring (STIP PPM) money this year, which is partially a result of zero STIP that we had. Project Representation is the US Highway 197/199 project and there is new litigation on this project. The Commission has voted to be an Intervener for the process and the Commission will petition the Court for that status. An Intervener is a partner in the litigation. Work Element E-Transportation Development Act (TDA) Administration and Fiscal Management is the oversight of TDA funds. There will a triennial performance audit in addition to our fiscal audit. The Performance audit will look at the past three years of the Commission for work product, meeting agenda and minutes. A similar audit will also happen with Redwood Coast Transit Authority. Work Element F-SAFE: Service Authority for Freeway Emergency is essentially unchanged. Work Element G-Transit Planning includes the Short-Range Transit Development Plan. Work was initiated this year and the work will be completed next year. Work Element H-Storm Damage Reduction Planning. Jason Price informed the TAC that Caltrans is not supportive of this work element and doesn't consider it eligible for Rural Planning Assistance (RPA) funds. Jason price explained when Caltrans reviewed this element they could not see the regional connectivity for doing an inventory data collection of local and minor arterial systems that are off of the state highway and regional system. Caltrans also looked at the Regional Transportation Plan (RTP) to find the connection for this work element and what is listed in the RTP. This project, the roadway drainage audit, is needed but there is a disconnect between regional funds for that purpose. Jason Prices suggests that the project is phased to identify the regionally significant roads that are adjacent to the state highway system. Use the RPA funds for that phase then find other funding sources for the audit on local roads. Jason Price went on the explain other planning activities that the TAC should consider such as the SB 743, moving away from Level of Service and using Vehicle Miles Traveled (VMT) to determine what the thresholds would be for VMT for this area. The requirement is to move away from Level of Service to VMT by 2020. Another recommendation from Caltrans was mapping the Regional Transportation Plan (RTP) projects that are in the plan to have a representation of where the projects are in the RTP to have a visual representation of where projects are happening which could facilitate partnerships for projects. Rosanna Bower commented that it sounds like Caltrans is not supportive of the holistic approach to reviewing our infrastructure. Jason Price confirmed that Caltrans is not supportive of the project at this time. It is a holistic approach but is using regional funds that are designated for regional activities, not for a local network. The disconnect is local versus regional. The

Commission wouldn't want to use local funds on the state highway system. Rosanna Bower replied that in order to establish a regional priority the local network needs to be looked at. Jason Price agreed but reiterated that's why there is a mix of funding sources; local sources for local roads and regional funds for regional systems. Rosanna Bower asked about local funds available. Tamera Leighton explained that Local Transportation Funds (LTF) could be used but with our Transit system in a state of crisis that would take necessary funding away from them. Regional Surface Transportation Program (RSTP) funds could be used but those funds are generally considered construction funding and are the only local source the Commission has for match funding. Rosanna Bower asked what the difference between doing a drainage system audit, a pavement management system audit, or an ADA audit of our whole system. The drainage system audit is regionally significant. The County had five culverts fail this past year, three of those culverts are on a major collector system and two are on minor collectors or local roadways. All of those culverts have a significant impact on our region. To say they don't have an impact and shouldn't be considered is poor logic. Jason Price responded that maybe that is the way to approach the project and rewrite it for those significant issues. The rewrite should discuss the actual impacts that have affected the regional networks. Jason Price added that the project needs to be tied to the RTP and the RTP projects and again suggested mapping all of the RTP projects to make those connections for this type of planning projects and that he has made the request to map all of the projects in the Regional Transportation Plan in the past. Tamera Leighton asks if the TAC would consider either changing the work to more strongly reflect the RTP projects and language or divide the proposed project into major/minor collectors versus the local system with two fund sources; Regional Surface Transportation Program (RSTP) and Rural Planning Assistance (RPA) funds. We can also scrap this entire element and consider going from Level of Service to Vehicle Miles Traveled. Other counties are doing work in this area. Jason Price explained that VMT is statewide legislation that every region will transition into. Heidi Kunstal agreed that VMT will have to be implemented at some point. Tamera Leighton responded that this could be included in their Regional Transportation Plan update which is scheduled for 2020. Tamera Leighton advocated for the original OWP element as crucial work for the regional transportation system. Jason Price reminded Tamera to stress the local failures in the proposal. Eric Taylor asked if there was consensus to move forward with rewriting the proposed work element. Tamera Leighton responded yes and asked Heidi Kunstal to develop a brief paragraph on the watershed being a holistic system, and that Nacole and Rosanna write a paragraph on the system failures last year. Tamera will add language from the RTP and link the proposed work to the plan. Rosanna Bower suggested adding the percentage of RPA funds that were allocated to address the failures. Eric Taylor asked Tamera to send the updated proposed project to other transportation regions for comment or to see if they may have similar projects. Tamera Leighton will update the work element and send to to the TAC members for review and comment, then send it to Rural Counties for comment. The updated work element will then be sent to District 1 for their comment. Work Element I – Data Collection to Support RTP Goals is a continuation of the work that was started this year and will use carry-over funding. The remaining part of the OWP are the Funding Charts. Tamera Leighton went on to discuss as part of the OWP is Transportation Emergency Planning. This is a work element that we may not be able to complete this year. The challenge is that the school hasn't yet responded to inquiries about moving forward with Emergency Planning. If the school district does not participate in

Emergency Planning it would not be a responsible use of funds to continue planning with only about 20% partner participation. Transit and other small partners represent about 20% of our transportation resources, with the school representing about 80% of the transportation resources. If the school doesn't participate in Emergency Transportation Planning we shouldn't move forward with the project and we could use the funds for other projects. Heidi Kunstal asked about contacting the school board. Tamera Leighton said that contact has been made with no response. The Consultant is holding a kick-off meeting this Friday and we will be able to evaluate participation after that kick-off meeting. Heidi Kunstal moved to approve changes to Work Element H as discussed, seconded by Charlie Helms and unanimously carried; the Technical Advisory Committee approved changes to Work Element H as discussed.

6. DISCUSSION

• Note Caltrans Grants workshop prior to TAC meeting at 10 a.m.

Tamera Leighton discussed the Caltrans Grant Workshop which occurred earlier today. Simultaneous to the workshop was a Federal Highways Administration (FHWA) presentation. Tamera distributed a handout that could be useful when developing Active Transportation Planning (ATP) applications.

• Transportation Emergency Planning work element.

Discussed above.

• Information sharing by TAC members

Rosanna Bower asked Joe Rye about who purchases Transit bus shelters. Joe Rye responded that shelters could be funded out of operating funds, but would require cuts elsewhere. Generally, Transit finds grant funds that are smaller annual grants that could potentially fund 2 or 3 bus shelters. Also, SB1 has funding that could be used for shelters. Nacole Sutterfield reported that the city should receive the draft Project Initiation Document (PID) for Pebble Beach this week and then it will go to the City Council in March.

Tamera Leighton asked about the match funding for the County in this year's work program. Rosanna Bower responded that the RFP is complete, Caltrans is reviewing it and comments are due from Caltrans tomorrow. Tamera Leighton asked if the match would be spent in the current year. Rosanna Bower responded that not all of it would be spent this year, so there would be a carry-over. Rosanna Bower asked about receiving reports on Common Place data. Tamera Leighton responded that data will be presented at the next meeting. Feedback is being used on the Pebble Beach project.

7. ADJOURN TO THE NEXT REGULAR MEETING OF FEBRUARY 27, 2018 AT 2:00 P.M.

With no further business to come before the TAC, the Chair adjourned the meeting at 3:30 p.m., to the next regularly scheduled meeting on February 27, 2018, at 2:00 p.m.

Respectfully submitted,

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Item 5

DATE: MARCH 27, 2018
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: 2018-19 OVERALL WORK PROGRAM

PROPOSED ACTION: Review final draft and recommend DNLTC adopt resolution 2018 4 approving the 2018-19 Overall Work Program.

BACKGROUND: In early and late January, the TAC discussed the discretionary work in the Overall Work Program at length. The final draft is attached. Since the preliminary draft, the preamble (front section) has been included, the budget has been refined and the Storm Damage Reduction Planning Product 1 Roadway Drainage Infrastructure Audit has been revised. Caltrans asked the following questions regarding this work and for the TAC consideration, the answers are provided below.

1. What is the plan for using this information?

Inform priorities in the Regional Transportation Plan and for agency maintenance. The sudden failure of a road because of culvert condition is far more expensive than maintaining what we have.

2. How is this different than the Climate Change and Stormwater Management Plan completed in 2015?

This work is similar in nature to a pavement management plan. In our region, culvert condition is at least as important as pavement condition in setting priorities. A climate change and stormwater management plan is not the same as a roadway drainage infrastructure audit.

The Climate Change and Stormwater Management Plan considered the climate data and transportation asset inventory (not condition) and then evaluated the risk of existing transportation infrastructure by assessing criticality (i.e. how essential an asset is) using qualitative criteria and by determining the potential for a transportation segment to be impacted by a climate event. Transportation segments and facilities were ranked by vulnerability for adaptation action and then appropriate adaptation strategies were considered.

3. How will this information be incorporated into the Regional Transportation Plan?

It will be considered in prioritizing projects.

4. How will this information be included in the outreach process and project selection?

It will be one of many considerations such as safety, pavement condition, average daily traffic, school zone, etc. Agencies and the public will be better informed about the pavement condition that they can see and the culvert condition that they can't see, which will give priority setting and public knowledge significantly increased validity.

5. What are the next steps and how will this data be maintained over time?

This data will be maintained in a manner similar to pavement condition. Facilities in worse shape will receive more frequent monitoring than others; monitoring is the responsibility of the facility owner. The facility owner is also responsible for maintaining and updating the data (e.g. errors are discovered, projects are completed). When regional updates occur, the facility owner will provide the most recent copy of their agency's data to the regional update facilitator. The regional data format will remain unchanged unless it agreed to by all regional contributors.

6. How will the information be shared between the City and the County?

One product is anticipated at the time of each regional update with a clear delineation between City and County facilities. This will provide both agencies with knowledge of how our interconnected systems function. At the time of each regional update, each agency will provide their most up to date copy of the data to the regional update facilitator and the other agency's data within the file will be deleted. Then the two files will be combined to form a baseline for that regional update. Intermittently, the agencies may communicate to seek any data updates that may affect a current work product.

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 for the transportation commission.

RESOLUTION 2018 4

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
RESOLUTION ADOPTING THE 2018-19 OVERALL WORK PROGRAM**

WHEREAS, the Del Norte Local Transportation Commission, as the Del Norte Regional Transportation Planning Agency, has the responsibility of developing, approving and managing an Overall Work Program annually; and

WHEREAS, the Del Norte Local Transportation Commission, through its planning process including its regional transportation plan, has identified the region's significant transportation needs; and

WHEREAS, as part of the management of its annual Overall Work Program the Del Norte Local Transportation Commission has identified projects for the 2018-19 year;

NOW, THEREFORE, BE IT RESOLVED that the Del Norte Local Transportation Commission does hereby adopt its 2018-19 Overall Work Program according to the attached summary and funding charts.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission at a regular meeting hereof held on the 3rd day of April 2018, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chris Howard, Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission



2018/2019 OVERALL WORK PROGRAM
DEL NORTE LOCAL TRANSPORTATION COMMISSION

Adopted by Resolution on _____.

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A. OVERALL WORK PROGRAM FUNDING

The Del Norte Local Transportation Commission (Commission) has funded the Del Norte County Regional Transportation Planning Agency Fiscal Year 2018/2019 Overall Work Program with funds and services from a variety of sources including: 1) Rural Planning Assistance; 2) Transportation Development Act; 3) State Transportation Improvement Program; 4) Service Authority for Freeway Emergencies; and 5) Active Transportation Program. Funding charts in this document's appendices detail the sources and amounts of expected revenue and proposed expenditures.

B. ORGANIZATION AND MANAGEMENT

The Commission is composed of six members as follows: three members appointed by the Crescent City Council and three members appointed by the Del Norte County Board of Supervisors. When joined by the Caltrans Deputy District Director for Planning, the Commission becomes the Policy Advisory Committee.

The Technical Advisory Committee (TAC) membership consists of one member from the California Department of Transportation, one member from the California Highway Patrol, two members from the City of Crescent City, one member from the Crescent City Harbor District, two members from the County of Del Norte, one member from the Redwood Coast Transit Authority, and one member from the Yurok Tribe.

The Commission has established a Social Services Transportation Advisory Council for Del Norte County, in compliance with SB 498. The Council solicits the input of transit-dependent and transportation-disadvantaged people, including people who are seniors, disabled, or have limited means. The Council also has the responsibility to advise the Regional Transportation Planning Agency (RTPA) on any other major transit issues. The Social Services Transportation Advisory Council is comprised of nine members appointed in conformance with Transportation Development Act Statute 99238.

Staff for the Commission expedites and facilitates the operations of the organization, especially regional transportation planning efforts, the administration of Transportation Development Act funds, and the administration of the Service Authority for Freeway Emergencies (SAFE). Staff is responsible for coordinating the development and execution of the Overall Work Program.

Consultation with Native American Tribes and Rancherias

The Commission maintains working relationships with Elk Valley Rancheria, Resighini Rancheria, Tolowa Dee-ni' Nation, and the Yurok Tribe by proactively consulting with Tribal leaders on issues of importance, and by providing formal opportunities for input regarding transportation planning activities and projects. The Elk Valley Rancheria, Tolowa Dee-ni' Nation, and Yurok Tribe are active participants with the TAC. The Yurok Tribe has a designated voting member on the TAC.

Successful coordination between the local Tribes, Rancherias, and Redwood Coast Transit Authority regarding transit service to the Smith River and Klamath areas has led to expanded services into these regions. The Commission's partnership with the Yurok Tribe regarding multi-modal improvements is ongoing.

C. AREA PROFILE

Del Norte County is California's northern-most county on the Pacific coast. The County hosts the Redwood State and National Parks, Wild and Scenic Rivers, and has some of the highest indicators of poverty, low literacy and poor health. With nearly 80% of its land area under public ownership, local residents recognize Del Norte County as the Nature Park for the State of California where approximately 100 Threatened and Endangered Species and 1,000 State Species of Special Concern live in sensitive habitat. The 1,000 square mile county is bordered by Oregon to the north, Siskiyou County to the east, Humboldt County to the south, and the Pacific Ocean to the west. Crescent City, the county seat, lies 370 miles north of San Francisco and 330 miles south of Portland, Oregon.

Land ownership is an important consideration to the area profile, describing the percentage of land owned by the public and private sectors. Total land area is calculated by a summation of county parcels. Only 22.4 percent of parcel land in Del Norte County is privately held and subject to property tax, leaving nearly 78 percent of the county in public ownership. A vast majority of this land (69.3 percent) is federal, including lands in Six Rivers National Forest.

The climate of Del Norte County resembles a temperate rainforest, with mild temperatures along the coast. The average annual rainfall is 75 inches, nearly double the rainfall of Portland, Oregon (37.5 inches) and more than triple the annual rainfall of San Francisco (22.8 inches). During the 2014-15 rain year and statewide drought, Crescent City received 46.3 inches of rainfall. During the 2016-17 rain year, Crescent City received 95.58 inches, which was not even close to the wettest on record. In Crescent City, temperatures range from 40-55 degrees in January and from 53-66 degrees in July.

The major transportation facilities in the region are Jack McNamara Field Airport in Crescent City, U.S. Highways 101 and 199, State Routes 197 and 169, and the Crescent City Harbor. There is currently no regular commuter air service from Jack McNamara Field Airport to Portland, Oregon, although the Border Coast Regional Airport Authority is working to resolve this.

While for many Californians commuting to work has become a way of life, Del Norte County has experienced opposite trends. The number of people commuting to work in Del Norte County decreased by 7 percent between 2010 and 2016, with commute times of less than 5 minutes experiencing the only increase. This runs counter to the statewide trend of increasingly lengthy commutes. The majority of commuting workers in the county (53 percent) travel between 5 and 14 minutes to work. Utilization of public transportation increased drastically between 2010 and 2016 but remains low relative to the statewide average. Commute time and mode for residents of Del Norte County are critical to business marketing and understanding how to make commuting more efficient and environmentally friendly.

Del Norte County has experienced slow growth over the past decade, growing by 1,375 non-incarcerated residents (5.5 percent) between 2007 and 2016. In comparison, the state grew by a total of 8.5 percent over the same time period. While Del Norte County experienced positive rates of natural increase over the past decade, much of this natural increase has not translated into population growth, as net migration has remained

negative throughout the time period. While 2016 saw 311 births and 283 deaths (a natural increase of 28 people), 107 more people moved out of the County than into the County- a net loss of 79 residents. In-migrants to Del Norte County between 2014 and 2015 were predominantly from the neighboring counties of Curry County, Oregon (69 in-migrants) and Humboldt County, California (58 in-migrants), in addition to the urban areas of Sacramento County and Los Angeles County (46 in-migrants each). In terms of out-migrants, 94 moved north to Curry County, Oregon, 82 moved south to Humboldt County, California, 53 moved to Jackson County, Oregon, 45 moved to Sacramento County, and 39 moved to Shasta County.

The beauty of the land and the abundant wildlife provide the basis for a strong tourism sector of the local economy. Hunting, fishing, hiking, kayaking, biking, surfing and swimming are important recreational activities along the rugged coastline, within the redwood forests and along the Smith and Klamath Rivers of Del Norte County.

Blueprint modeling and universally accepted growth principles inform our policy and guide our growth. The Wild Rivers Regional Blueprint Plan (Blueprint) and adopted regional growth principles are the cumulative efforts of several years of community conversations, a regional vision statement and data based modeling that demonstrates our current land use designations are likely to lead to our intended outcomes.

Del Norte is an emergency-prone county. We have tsunamis, earthquakes, floods, landslides, wildfires, and in the past five years, we've had all of these events. We are separated from our neighboring California counties by geography. We cannot drive to Siskiyou County to the east without traveling through Josephine County, Oregon and vast forestlands separate us from Humboldt County to the south. However, we have much in common with our northern neighbor, Curry County, Oregon, just 15 miles up US Highway 101. We share forests and forest fires, fault lines and earthquakes, and coastlines and tsunamis, and storms and storm damage. We share a single north-south route, U.S. Highway 101, and a single eastern route, U.S. Highway 199. In addition to McNamara Field, Ward Field and Andy McBeth Airport cater to general aviation and are potential facilities for service as emergency staging areas.

Del Norte Regional Transportation Planning Agency's Overall Work Program is prepared annually to identify and guide transportation planning tasks. These tasks are to be fulfilled in accordance with the policies and goals of the 2016 Del Norte Regional Transportation Plan. The primary goal of the OWP is to promote a coordinated and balanced regional transportation system considering all modes of transportation and sources of funding.

Significant Transportation Issues

Among the significant regional transportation issues in Del Norte County are the following:

- Operational and safety improvements to the region's U.S. and State highway systems 199 and 197. Of particular concern is the need to bring Highways 197 and 199 into current design compliance;
- Reliability issues on US Highway 101, with a focus on Last Chance Grade, which has a long history of lane failure due to common heavy rainfall, landslide activity, and beach erosion from the Pacific Ocean. Caltrans District 1 has completed Project Study Report, Engineered Feasibility Study, and an Economic Analysis of a full closure at the urging of the DNLTC and many businesses, agencies and citizens. An update of the Economic Analysis is scheduled to be completed by June 2019;
- Operational and safety issues on US Highway 101 at the gateways to the urban area of Crescent City are significant and must be corrected per the Complete Streets directive signed in 2008;
- Lack of sufficient revenues for ongoing local streets and roads maintenance coupled with the need to plan proactively for the rehabilitation and development of local streets and roads system;
- Health and safety of school children in school zones;
- Development on Tribal lands and encouragement for active Tribal participation in the transportation planning process;
- Continued operation of cost-effective public transportation systems;
- Continued efforts to develop alternative transportation modes to facilitate decreases in vehicle trips and vehicle miles traveled;
- Proactive transportation planning across modes, including measuring system performance to support the FAST Act requirements.

These significant issues are addressed in Del Norte Local Transportation Commission's 2018/2019 OWP by placing emphasis on specific work elements including:

- Coordination and consultation with Native American Tribes and Rancherias;
- Coordinating with Caltrans regarding State Highway planning and programming, including Last Chance Grade and the Gateway areas on US Highway 101;
- Monitoring projects on the State highway system that are funded through the State Transportation Improvement Program and High Priority Program with a focus on the Highway 197/199 corridor;
- Planning and programming for the local streets and roads system with a focus on maintaining the pavement management plan, updating pavement condition data;
- Monitoring the current work program, and prepare the 2019/2020 Overall Work Program;
- Transit planning, including a comprehensive ridership survey and transportation emergency planning;
- Administering the legal requirements of the Transportation Development Act;
- Administering the Service Authority for Freeway Emergencies System (SAFE);
- Reduce emergency projects and roadway failures by documenting the condition of culverts and prioritizing projects in the Regional Transportation Plan with this knowledge;
- Provide Project Initiation Document for high priority project multimodal projects;
- Collect data and data analysis to support priority projects and to track progress toward the 2016 Regional Transportation Plan goals.

FEDERAL PLANNING FACTORS

The federal planning factors in the FAST Act should also be incorporated in the MPOs/RTPAs OWP. Federal Planning Factors are issued by Congress and emphasize planning factors from a national perspective. The planning factors are included in the chart below.

Federal Planning Factors	Work Elements									
	A	B	C	D	E	F	G	H	I	J
1. Support the economic vitality of the nonmetropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X	X	X		X	X	X	X
2. Increase the safety of the transportation system for motorized and non-motorized users.	X	X	X	X	X	X	X	X	X	X
3. Increase the security of the transportation system for motorized and non-motorized users.	X	X	X		X	X	X			
4. Increase the accessibility and mobility of people and for freight.	X	X	X	X	X		X	X	X	X
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between (regional) transportation improvements and State and local planned growth and economic development patterns.	X	X	X	X	X		X	X	X	X
6. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.	X	X	X	X	X		X	X	X	X
7. Promote efficient system management and operation.	X	X	X	X	X	X	X	X	X	X
8. Emphasize the preservation of the existing transportation system.	X	X	X	X	X	X	X	X	X	X
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.	X	X	X	X	X		X	X	X	X
10. Enhance travel and tourism.	X	X	X	X	X	X	X	X	X	

PUBLIC PARTICIPATION, OUTREACH & INTERAGENCY COORDINATION

A Memorandum of Understanding formalizes the cooperative arrangement between the State of California and Del Norte Local Transportation Commission (DNLTC). (Appendix B). In order to assure citizen participation in the planning and decision making process and specifically to encourage participation by minority, low-income and community based groups, Del Norte Local Transportation Commission makes efforts to ensure widespread public noticing of its activities. It holds noticed public hearings whenever significant decisions are considered. It encourages the local newspaper and the local radio stations to monitor Del Norte Local Transportation Commission meetings on a continuous basis, and it maintains a website (www.dnltc.org). Del Norte Local Transportation Commission also partners with other local agencies and community based organizations whenever possible. Furthermore, people and organizations known to be interested in specific issues are informed of meetings dealing with those issues.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The Del Norte Local Transportation Commission (DNLTC) fully complies with Title VI of the Civil Rights Act of 1964. DNLTC's website, www.DNLTC.org, may be translated into multiple languages. Publications and other public documents may be made available in alternative languages and formats, if requested. DNLTC public meetings are always held in ADA-accessible facilities and in transit accessible locations when possible. Auxiliary services can be provided to individuals who submit a request at least seven days prior to a meeting. Requests made within seven days will be accommodated to the greatest extent possible. Any person who believes they have been aggrieved by an unlawful discriminatory practice by DNLTC under Title VI has a right to file a formal complaint. Any such complaint may be in writing and filed with DNLTC's Title VI Compliance Manager and/or the appropriate state or federal agency within 180 days of the alleged discriminatory occurrence. For more information on DNLTC's Title VI program, or to obtain a Title VI Complaint Form, please call (707) 465-3878 or email Tamera@DNLTC.org.

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
DNLTC	Amount	RPA	STIP/PPM	RSTP	Other
DNLTC Staff Services	\$ 29,500.00	\$ 29,500.00	-	\$ -	\$ -
Consultant	\$ 18,500.00	\$ 18,500.00	\$ -	\$ -	\$ -
TOTAL	\$ 48,000.00	\$ 48,000.00	\$ -	\$ -	\$ -

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	\$ 22,000	\$ 22,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -
Total	\$ 22,000	\$ 22,000	\$ -	\$ -

Product 2: Last Chance Grade Direct Mail Information

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 a public information mailing.

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, including reviewing and commenting on Caltrans documents and disseminating community information. This work supports Caltrans' efforts and informs the Regional Transportation Plan.	Meeting notes, agendas, public mailing, comment letters	As needed

Product 2 Estimate	Amount	RPA	STIP/PPM	RSTP
DNLTC Staff Services	\$ 5,000	\$ 5,000	\$-	\$-
Consultant and Printing	\$ 12,500	\$ 12,500	\$-	\$ -
Total	\$ 17,500	\$ 17,500	\$-	\$ -

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.

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	\$ 2,500	\$ 2,500	\$ -	\$ -
Consultant	\$ 6,000	\$ 6,000	\$ -	\$ -
Total	\$ 8,500	\$ 8,500	\$ -	\$ -

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	
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 2019-20 and present to DNLTC for adoption prior to June 30, 2019.	2019-20 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

Expenditures		Revenue by Fund Source			
Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 32,500.00	\$ 32,500.00	-	\$ -	\$ -
Consultant	\$ 15,500.00	\$ 13,000.00	\$ 2,500.00	\$ -	\$ -
Travel Reimbursement (staff/commission)	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -
TOTAL	58,000.00	\$ 45,500.00	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	\$ 4,500	\$ 4,500	\$ -	\$ -	\$ -
Consultant Dues	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ -
Travel Reimbursement	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -
Total	\$ 17,000	\$ 4,500	\$ 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	\$ 6,000	\$ 6,000	\$ -	\$-	\$-
Consultant / Software	\$ 7,000	\$ 7,000	\$ -	\$-	\$-
Total	\$ 13,000	\$ 13,000	\$ -	\$ -	\$-

Expenditures		Revenue by Fund Source			
Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 5,000.00	\$ -	5,000.00	\$ -	
Consultant	\$ 60,976.00	\$ -	\$ 60,976.00	\$ -	
TOTAL	\$ 65,976.00	\$ -	\$ 65,976.00	\$ -	

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 RTIP the California Transportation Commission.	Dec-19
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Product D1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 5,000	\$ -	\$ 5,000	\$ -
Consultant	\$-	\$ -	\$ -	\$ -
Total	\$ 5,000	\$ -	\$ 5,000	\$ -

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 finalize 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	\$ -

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	\$ 39,500.00	\$ -	\$ -	\$ 39,500.00	
TOTAL	\$ 68,000.00	-	-	68,000.00	

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, audited financial statements for DNLTC, and a Triennial Performance Audit.

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
2 Conduct TDA Triennial Performance Audit, including contracting services of independent auditor.	Fiscal Audit	December-June

E2 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 14,000	\$ -	\$ -	\$ 14,000
Auditors Office	\$ 5,000			\$ 5,000
Consultant	\$ 26,000	\$ -	\$ -	\$ 26,000
Total	\$ 45,000	\$ -	\$ -	\$ 45,000

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

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				

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 4,000.00	\$ 4,000	\$ -	\$ -	
Consultant	\$ 40,000	\$ 40,000	\$ -	\$ -	
TOTAL	\$ 44,000.00	\$ 44,000.00	\$ -	\$ -	

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

Objective

To meet the goals of the Regional Transportation Plan, collect and analyze information and data to assist RCTA in setting ridership goals and responding to customers’ needs. The products will identify future improvements needed to encourage non-riders to use RCTA, will inform the Unmet Needs process and will support funding requests and applications. This work coordinates and provides the required transit planning activities.

Discussion

A Short Range Transit Development Plan is a requirement form funding eligibility and it increases opportunities for transit program funding. It guides transit decisions until an update and informs the Regional Transportation Plan. The Regional Transportation Plan recommends that a short-range transit plan should be updated every five years. The last update was in 2013.

Previous Accomplishments

2013 Short Range Transit Plan including some ridership survey efforts. 2016 Regional Transportation Plan. 2018 Ridership Survey and Data Collection.

Product 1: Short-Range Transit Development Plan

The Regional Transportation Plan recommends that a short-range transit plan should be updated every five years or as needed and Redwood Coast Transit Authority indicates that updates are currently necessary. The work was initiated in the 2017-18 year and will be completed in the current 2018-19 year. This product is a requirement for transit funding eligibility.

Task/Activity	Product	Schedule
3 Community and stakeholder outreach including community forums, website updates, SSTAC participation, and underrepresented population representation.	Agendas, minutes, website updates	July - September
4 Develop plan components including Transit Needs Element, Policy Element, Action and Financial Element, Marketing Plan Element. Prepare draft report.	Draft plan, public comment	July - December
5 Final plan preparation and hearings: Prepare final plan based on community input and completion of the elements; present plan at a public hearing before DNLTC for acceptance.	Public hearing notices, agendas, minutes, final plan.	February - March

G1 Estimate	Amount	RPA	STIP/PPM	TDA
Staff	\$ 4,000	\$ 4,000	\$ -	\$ -
Consultant	\$ 40,000	\$ 40,000	\$ -	\$ -
Total	\$ 44,000	\$ 44,000	\$ -	\$ -

WORK ELEMENT H Storm Damage Reduction Planning

2018-19 Final

Expenditures		Revenue by Fund Source		
Staff Allocations and Funding Requirements				
	Amount	RPA	STIP/PPM	
DNLTC Staff Services	\$ 5,000	\$ 5,000	\$ -	
Consultant	\$ 35,000	\$ 35,000	\$ -	
TOTAL	\$ 40,000	\$ 40,000	\$ -	

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

Previous Accomplishments

- Climate Change and Stormwater Management Plan 2015

Objective

With an average annual rainfall of 79 inches per year, Del Norte County is by far the wettest in the state with the second wettest Nevada County at only 63 inches per year. We have 95 average precipitation days per year, also the highest in the State, with the second highest number in Humboldt County at only 78 days. Storm damage is an immediate threat to the regional transit and regional infrastructure in Del Norte County and it's likely a greater threat than anywhere else in the State given our annual rainfall. This work is a natural next step following the Climate Change and Stormwater Management Plan. During the last rain year, the region experienced five significant infrastructure failures resulting in transit disruptions, emergency closures and expensive emergency work all due to roadway culvert failures. The cost to the region was transit ridership disruption and confusion, nearly two full years of construction funding (RSTP) totaling \$393,000, and the majority resulted in closures on major collectors. In direct response to the public health and safety emergencies encountered this past year, the Technical Advisory Committee collaboratively drafted this Work Element to perform a regional drainage infrastructure audit. With as much water as we manage annually, watersheds are regionally significant. It is regionally significant to have a comprehensive drainage infrastructure audit that will evaluate the location and condition of culverts and allow all needs to be prioritized in the wettest county in the State and then to consider these priorities in the 2020 RTP update. This work will reduce costly emergency projects by performing a drainage infrastructure audit for the maintained road systems (excluding Caltrans facilities) to track the condition of storm drains and to prioritize these projects in the RTP and initiate repairs before roadway failures. Agencies and the public will be better informed about the culvert condition that they can't see, which will give both priority setting and public knowledge significantly increased validity in the document and in the 2020 RTP update. Each watershed – from its headwaters to its mouth – is an integrated system and must be treated as such. This work element addresses the new planning factor: Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation and it addresses the first nine Federal Requirements on page 25 of 2017 RTP Guidelines for RTPAs. The information received will inform the required 2020 RTP update.

Product 1 Roadway Drainage Infrastructure Audit

Baseline drainage information will be collected, including node and link data. The project team will import the data into ArcGIS, develop a naming convention for all nodes and links, and make available the GIS layers upon completion of the work.

Task/Activity	Products	Schedule
1 Project kick off and schedule review.	Agenda	July
2 Office team will create ArcGIS compatible Excel spreadsheet for field team.	Excel spreadsheet	July - August

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|---|---|--|--------------------|
| 3 | Field team will collect data and submit to office team. The office team will provide field team with revised spreadsheet after 16 hours of data collection has been manipulated in ArcGIS. The equipment needed includes a field computer, Envirosight ROVVER X and a GPS unit. | Data collection and Excel spreadsheet revision | August - September |
| 4 | Approximately 300 hours of data collection effort by the field team followed by data manipulation and the creation of the layers by the office team. Draft report review by TAC. | Program, data, data analysis, draft report. | September - June |
| 5 | Final Roadway Drainage Infrastructure Audit. | Final report | June |

Product 1 Estimate	Amount	RPA	STIP/PPM
Staff	\$ 5,000	\$ 5,000	\$ -
Consultant	\$ 35,000	\$ 35,000	\$ -
Total	\$ 40,000	\$ 40,000	\$ -

Note for review, this work element will receive carryover funding up to \$75,000 for consultant.

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 4,000	\$ 4,000	\$ -	\$ -	
Consultant	\$ 24,500	\$ 24,500	\$ -	\$ -	
TOTAL	\$ 28,500	\$ 28,500	\$ -	\$ -	

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

Objective

To provide local agencies and governments the information necessary for funding applications in the existing highly competitive environment that support DNLTC's Regional Transportation Plan goals.

Discussion

While the passage of the State's SB 1 provides some relief, delayed roadway maintenance far exceeds the income projected. Grant opportunities are scarce and applications significantly more complex than they have been in the past. Pre-application information such as pedestrian, bicycle and traffic counts and calculating cost-benefit ratios are most often a requirement. Performance metrics and needs analysis are also a requirement of transportation grant applications at both the State and Federal level but rural regions often don't have the information necessary to compete in today's funding environment. Additionally, DNLTC does yet have the information necessary to measure progress toward goals in the Regional Transportation Plan.

Previous Accomplishments

The County has successfully completed Highway Safety Improvement Program and Federal Lands Access Program applications. The City of Crescent City has been successful with one Active Transportation Program grant application for Sunset Circle and DNLTC has been successful with an application for the Walk & Roll to School program. Current counts and baseline data was initiated in the 2017-18 year and this work element will carry forward the efforts.

Product 1: Data Collection and Baseline Data

Continue with 2017-18 efforts to establish priorities for counts for projects in the Regional Transportation Plan that are likely to compete well with the available grants and cycles and that will address the goals in the RTP.

Task/Activity	Products	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.	TAC meeting minutes.	July-September
2 Collect, analyze and report on counts.	Data report	July - February
3 TAC review of draft report and Commission acceptance of final report.	Draft and final report.	February-March
3 Oversight and contract administration.	Invoice processing and administration	July - March

Product 1	Amount	RPA	STIP/PPM	TDA
DNLTC Staff	\$ 4,000	\$ 4,000	\$ -	\$ -
Consultant	\$ 24,500	\$ 24,500	\$ -	\$ -
Total	\$ 28,500	\$ 28,500	\$ -	\$ -

Note for review, this work element will receive carryover funding.

WORK ELEMENT J Systemic Safety Analysis Report (Carryover)

2018-19 Final Draft

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff	\$ 500	\$ 500	\$ -	\$ -	
Consultant / Match	\$ 7,500	\$ 7,500	\$ -	\$ -	
TOTAL	\$ 8,000	\$ 8,000	\$ -	\$ -	

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

Objective

Provide match funding for County of Del Norte Systemic Safety Analysis Report grant application and support the project through completion. While this remains a project of the County, DNLTC is a contributing partner.

Discussion

The Systemic Safety Analysis Report Program enables transportation regions to acquire services resulting in a report that increases their ability to identify safety concerns and to fund countermeasures to increase safety on the local roadway system. DNLTC puts a high value of safety and on providing grant match funds for transportation purposes in the Del Norte region.

Previous Accomplishments

Highway Safety Improvement Program grant application support.

Product 1: Systemic Safety Analysis Report

Task/Activity	Products	Schedule
1 Prepare documents for partnership and administer work program.	Updated agreements, resolutions and reports.	July - June
2 Systemic Safety Analysis Report	Final documents.	July - June

Product 1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 500	\$ 500	\$ -	\$ -
Products & Services	\$ 7,500	\$ 7,500	\$ -	\$ -
Total	\$ 8,000	\$ 8,000	\$ -	\$ -

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

**WORK ELEMENT K: Caltrans Information Element
2018-19 Final Draft**

Per the FY 2016/17 Overall Work Program Guidelines, this Work Program includes an Information Element. The purpose of the Information Element is to list transportation planning activities that are being done by other agencies in the region.

AGENCY	PRODUCT	ACTIVITY/FUNDING SOURCE	DUE DATE
Crescent City	Sunset Circle Multi-Use trail project	Active Transportation Program (ATP)	2018
Caltrans	2018 California State Rail Plan	Long-range planning document	Jul-18
Caltrans	California Statewide Bicycle and Pedestrian Plan	Long-range planning document	Jul-17
Caltrans	US Highway 197 Transportation Concept Report	Project Study Report (PSR)	Jul-17
Caltrans	U.S. Highway 101 Transportation Concept Report	Long-range planning document	Jul-17
Caltrans	US Highway 199 Transportation Concept Report	Long-range planning document	Jul-17

Del Norte Local Transportation Commission
Overall Work Program Expenditure Detail

2018-19 Final Draft

Work Element	Description	Funding Sources	DNLTC	Consultant/ Other
A	Long Range Planning Coordination	RPA	\$ 29,500	\$ 18,500
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other/RSTP	\$ -	\$ -
Total A	\$48,000		\$29,500	\$18,500
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	\$ 32,500	\$ 13,000
		PPM	\$ -	\$ 2,500
		TDA	\$ 10,000	\$ -
		Other:	\$ -	\$ -
Total C	\$58,000		\$ 42,500	\$ 15,500
D	Regional Transportation Improvement Program (RTIP) development	RPA	\$ -	\$ -
		PPM	\$ 5,000	\$ 60,976
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
Total D	\$65,976		\$ 5,000	\$ 60,976
E	Transportation Development Act Administration and Fiscal Management	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ 28,500	\$ 39,500
		Other	\$ -	\$ -
Total E	\$68,000		\$ 28,500	\$ 39,500
F	SAFE: Service Authority for Freeway Emergencies	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		SAFE	\$ 6,000	\$ 20,000
Total F	\$26,000		\$ 6,000	\$ 20,000
G	Transit Planning	RPA	\$ 4,000	\$ 40,000
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total G	\$44,000		\$ 4,000	\$ 40,000
H	Storm Damage Reduction Planning	RPA	\$ 5,000	\$ 35,000
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other: ATP / Cal Endow	\$ -	\$ -
Total H	\$40,000		\$ 5,000	\$ 35,000
I	Data Collection to Support RTP Goals	RPA	\$ 4,000	\$ 24,500
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total I	\$28,500		\$ 4,000	\$ 24,500
J	Systemic Safety Analysis Report (Carryover)	RPA	\$ 500	\$ 7,500
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total J	\$8,000		\$ 500	\$ 7,500

Del Norte Local Transportation Commission

Overall Work Program Revenue Summary

2018-19 Final Draft

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	\$ 22,000.00	\$ -	\$ -	\$ -	
Product 2	Last Chance Grade Direct Mail Information	\$ 17,500.00			\$ -	
Product 3	2019 Economic and Demographic Profile	\$ 8,500.00	\$ -			
	Total Work Element A	\$ 48,000.00	\$ -	\$ -	\$ -	\$ 48,000.00
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	\$ 4,500.00	\$ 10,000.00	\$ 2,500.00	\$ -	
Product 3	Website & Crowdsourc Information	\$ 13,000.00				
	Total Work Element C	\$ 45,500.00	\$ 10,000.00	\$ 2,500.00	\$ -	\$ 58,000.00
D	Regional Transportation Improvement Program (RTIP) development					
Product 1	Develop and Maintain TIP	\$ -	\$ -	\$ 5,000.00	\$ -	
Product 2	Project Representation	\$ -	\$ -	\$ 60,976.00	\$ -	
	Total Work Element D	\$ -	\$ -	\$ 65,976.00	\$ -	\$ 65,976.00
E	Transportation Development Act Administration and Fiscal Management					
Product 1	Office Operations	\$ -	\$ 20,500.00	\$ -	\$ -	
Product 2	Fiscal Management	\$ -	\$ 45,000.00	\$ -	\$ -	
Product 3	SSTAC Support	\$ -	\$ 2,500.00	\$ -	\$ -	
	Total Work Element E	\$ -	\$ 68,000.00	\$ -	\$ -	\$ 68,000.00
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	Transit Planning					
Product 1	Short-Range Transit Development Plan	\$ 44,000.00				

Total Work Element G		\$ 44,000.00	\$ -	\$ -	\$ 44,000.00
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H	Storm Damage Reduction Planning				
Product 1	Storm Damage Reduction Planning	\$ 40,000.00	\$ -	\$ -	\$ -
Total Work Element H		\$ 40,000.00	\$ -	\$ -	\$ 40,000.00

I	Data Collection to Support RTP Goals				
Product 1	Data Collection and Baseline Data	\$ 28,500.00	\$ -	\$ -	\$ -
Total Work Element I		\$ 28,500.00	\$ -	\$ -	\$ 28,500.00

J	Systemic Safety Analysis Report (Carryover)				
Product 1	Systemic Safety Analysis Report	\$ 8,000.00			
Total Work Element K		\$ 8,000.00			\$ 8,000.00

TOTAL LABOR AND EXPENSES		\$ 238,000.00	\$ 88,000.00	\$ 68,476.00	\$ 26,000.00	\$ 420,476.00
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Appendix A Work Schedule

2018-19 Final

Work Element

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

Product	1												
Product	2												
Product	3												

B Overall Work Program Development

Product	1												
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C Public Participation and Information Dissemination

Product	1												
Product	2												
Product	3												

D Regional Transportation Improvement Program (RTIP) development

Product	1												
Product	2												

E Transportation Development Act Administration and Fiscal Management

Product	1												
Product	2												
Product	3												

F SAFE: Service Authority for Freeway Emergencies

Product	1												
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G Transit Planning

Product	1												
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H Storm Damage Reduction Planning

Product	1												
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I Data Collection to Support RTP Goals

Product	1												
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K Systemic Safety Analysis Report (Carryover)

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

Memorandum of Understanding

Comprehensive Transportation Planning for RTPAs that receive Rural Planning Assistance Funding

This Memorandum of Understanding (MOU), effective May 30, 2012, is entered into by the State of California acting through its Department of Transportation, herein referred to as Caltrans, and **Del Norte Local Transportation Commission**, herein referred to as DNLTC, established as the Regional Transportation Planning Agency (RTPA) for Del Norte County, pursuant to Section 29532 of the California Government Code, and establishes a general transportation planning and programming process codifying the responsibilities of DNLTC and Caltrans.

Chapter 1: Recitals

1.1 Basis for Organization

DNLTC is a local transportation commission created pursuant to Title 3, Division 3, Chapter 2 of the State of California Government Code, Section 29535.

1.2 Ability to Contract and Receive Grants

DNLTC is empowered to make and enter into contracts in its own name and to accept grants, gifts, donations, and other monies to carry out its statutory purposes and functions.

1.3 Planning Area Boundaries

For purposes of meeting the requirements of Government Code 65080 et seq., the boundaries of the RTPA include the county of Del Norte.

Chapter 2: Planning

2.1 Provision for the Planning and Programming Process

DNLTC is recognized as the agency responsible for comprehensive regional transportation planning, pursuant to State law, for the county and incorporated cities included in the RTPA planning area. This responsibility includes, on a regional basis: providing a forum for regional transportation issues, developing and adopting goals and objectives, performing intermodal corridor and sub-area studies, providing policy guidance, allocating State and Federal transportation funds in accordance with applicable regulations and laws, assuring prioritization of proposed transportation improvements to be funded with State and Federal funds as required by applicable regulations, complying with the California Environmental Quality Act (CEQA), and coordinating the Regional Transportation Plan (RTP) with other plans and programs as appropriate. The parties above hereby express their joint intent to mutually carry out the above described transportation planning process for this RTPA planning area in a manner which will assure full compliance with the laws referenced in this MOU, the RTP Guidelines, the Caltrans Regional Planning Handbook, and the planning constraints of the United States Department of Transportation, where applicable.

2.2 State Requirement for a Transportation Plan

In accordance with the schedule and rules specified in California Government Code Sections 65080 et seq. and the California Transportation Commission (CTC) Regional Transportation Plan (RTP) Guidelines, DNLTC shall prepare, adopt, and submit a RTP.

2.3 Overall Work Program

DNLTC will prepare, adopt, and submit to Caltrans an annual Overall Work Program (OWP) in accordance with the Caltrans Regional Planning Handbook. The purpose of the OWP is to serve as a work plan to guide and manage the work of DNLTC, identify transportation planning activities and products occurring in the region and to act as the basis for the DNLTC budget for Rural Planning Assistance and, if applicable, other State and Federal planning funds. The Overall Work Program Agreement (OWPA) will serve as the general agreement by which State and Federal planning funds will be transferred to DNLTC. The draft OWP and any amendments thereto will be subject to review and approval by the funding agencies. The OWP will also include all regional transportation planning and research activities conducted in the region, regardless of funding source.

2.4 Statewide Transportation Planning

In accordance with CA Government Code 65070 et al and 23 Code of Federal Regulations 450 Subpart B, Caltrans is responsible for the development of the multi-modal California Transportation Plan (CTP), which must explain how Caltrans plans to address statewide mobility needs over at least a twenty year period. Caltrans will provide for a coordinated process to prepare the CTP that includes the mutual sharing of plans, data, and data analysis tools and results. DNLTC will engage in CTP development to help guide the direction of the State's long-range transportation planning process and help identify the best use of funds intended for interregional travel needs.

Chapter 3: Programming

3.1 Regional Transportation Improvement Plan (RTIP)

DNLTC shall prepare, adopt and submit a five-year Regional Transportation Improvement Program to the CTC on or before December 15 of each odd-numbered year, updated every two years, pursuant to Sections 65080 and 65080.5 of the California Government Code and in accordance with the State Transportation Improvement Program (STIP) guidelines prepared by the CTC.

3.2 Federal Statewide Transportation Improvement Program (FSTIP) Development

Caltrans shall develop the FSTIP in accordance with the requirements of 23 CFR 450.200 et al for all areas of the State. The FSTIP shall cover a period of no less than four years and be updated at least every four years, or more frequently if Caltrans elects a more frequent update cycle.

3.3 Caltrans Role in Providing a Five-Year Funding Estimate

In compliance with CA Government Code Section 14524, Caltrans will, by July 15 of odd-numbered years, submit an estimate of all federal and state funds reasonably expected to be available during the following five fiscal years. The estimate shall specify the amount that may be programmed in each county for regional improvement programs and shall identify any statutory restriction on the use of particular funds.

3.4 Review of State Highway Operations and Protection Program (SHOPP)

Under California Government Code 14526.5, Caltrans is required to prepare a SHOPP, for the expenditure of transportation funds for major capitol improvements relative to maintenance, safety, and rehabilitation of state highways and bridges that do not add a new traffic lane to the system. The program covers a four-year horizon, starting with projects beginning July 1 of the year following the year in which the SHOPP is submitted. The SHOPP must be submitted to the CTC no later than January 31 of even numbered years, and is adopted separately from the State Transportation Improvement Program (STIP). Prior to submitting the program, Caltrans shall make a draft of its proposed SHOPP available to DNLTC for review and comment and shall include the comments in its submittal to the commission.

Chapter 4: Partnership/Coordination

4.1 State Role and Responsibilities

Caltrans has a continuing duty of planning transportation systems of statewide significance, identifying potential transportation issues and concerns of overriding State interest, and recognizing conflicts in regional transportation improvement programs. In carrying out its duties, Caltrans will work in partnership with DNLTC relative to activities within its transportation planning area and include DNLTC in its dealings with cities, counties, public transit operators, rail operators, and airports. DNLTC and Caltrans will mutually carry out the transportation planning process for this transportation planning area in a manner that will assure full compliance with the laws referenced herein and assure cooperation between all participants.

4.2 Public Participation

The RTPA planning process will be conducted in an open manner so members of the public, civic groups, interest groups, non-federally recognized Native American tribes, businesses and industries, and other agencies can fully participate. Public participation procedures shall be documented, periodically revised, and their effectiveness regularly evaluated. DNLTC should take appropriate actions to ensure public participation through such formal means as:

(a) Posting of public hearing agendas, (b) appointment of eligible citizen members, where appropriate and allowed, to serve as committee members, (c) innovative outreach efforts targeting particularly the traditionally underserved public (i.e. minorities, senior citizens, and low income citizens), and (d) creation of standing advisory committees. Those committees not composed entirely of citizen members shall post public hearing agendas

in accordance with the Brown Act (California Government Code section 54950), when applicable, and all committees shall operate according to their adopted bylaws.

4.3 Cooperation and Coordination

As necessary, the planning process employed by DNLTC will provide for the cooperation of, and coordination with county and city government, public transit and paratransit operators, public airport operators, local public works and planning departments, air pollution control district, passenger and freight rail operators, seaports, neighboring RTPAs, State and Federal agencies, as appropriate, and Caltrans. DNLTC will coordinate with Caltrans' District, DNLTC's Air Pollution Control District, and other affected agencies within the same air basin to develop consistency in travel demand modeling, transportation air emission modeling, and other interregional issues related to the development of plans. DNLTC will provide for this coordination and cooperation by maintaining Policy and Technical Advisory Committees.

The Del Norte Local Transportation Commission is composed of six members, three appointed by the Del Norte County Board of Supervisors and three appointed by the City Council of Crescent City. With the addition of the Caltrans District Director (or his/her alternate), the Del Norte Local Transportation Commission becomes the Policy Advisory Committee. The Policy Advisory Committee advises the Del Norte Local Transportation Commission on all policy matters related to regional transportation planning.

The Del Norte Technical Advisory Committee is governed by Technical Advisory Committee Bylaws, which are approved by the Del Norte Local Transportation Commission. The Technical Advisory Committee advises the Del Norte Local Transportation Commission (and the Policy Advisory Committee) on all technical aspects of regional transportation planning.

The Social Services Transportation Advisory Council is an advisory body to the Del Norte Local Transportation Commission. The Social Services Transportation Advisory Council was established in 1988 pursuant to Senate Bill 498 and Transportation Development Act requirements. Membership is appointed by the Del Norte Local Transportation Commission to represent the elderly, the handicapped and persons of limited means as detailed in Public Utilities Code Sections 99238 and 99238.5. Responsibilities of the Social Services Transportation Advisory Council are to identify transportation needs, recommend action by the Del Norte Local Transportation Commission, and advise the Del Norte Local Transportation Commission on other major transit issues.

4.4 Consultation with Native American Tribal Governments

In accordance with State and Federal policies, DNLTC will consult with all federally recognized Native American tribal governments within or contiguous to DNLTC boundaries in the development of State and Federal transportation plans, programs, and projects, and related studies and environmental assessments.

4.5 Air Quality

DNLTC will participate in interagency consultation under the Federal Clean Air Act (42 USC 7506(c)) and U.S. EPA's Transportation Conformity regulations (40 CFR 93) when required by the Caltrans' District for consideration of a regionally significant project in an isolated rural nonattainment or maintenance area (40 CFR 93.109(n)).

4.6 Caltrans and RTPA roles in Coordination of System Planning

Caltrans utilizes Transportation System and Freight Planning documents as a source for nominating capital and operational projects for inclusion and funding in the RTPA produced RTP and RTIP. In conducting its Transportation System and Freight Planning Program, Caltrans will coordinate its studies with those being conducted by DNLTC, and in the development and priority of System and Freight Planning products, DNLTC will provide substantive response and input, where appropriate.

4.7 Public Transportation Provider's Role in OWP

DNLTC will provide publicly owned transportation service providers with timely notice of plans, programs and studies and the full opportunity to participate in and comment on OWP development and implementation.

4.8 Public Transportation Provider's Role in RTP and TIP

DNLTC will give public transportation service providers the opportunity to propose priority order for projects to be listed in a fiscally constrained TIP and to actively participate in the development of the RTP.

Chapter 5: Environmental Protection and Streamlining Coordination

5.1 Environmental Protection and Streamlining

DNLTC will be an equal partner with Caltrans to promote environmental stewardship in planning and programming projects for California's transportation systems. DNLTC and Caltrans will work to streamline the environmental review process to expedite the development of transportation projects. DNLTC and Caltrans agree to comply with all applicable environmental laws, regulations, and policies and cooperatively address any informational needs associated with such statutes. DNLTC will consult with Federal and State resource agencies to seek their input, coordinate environmental protection issues with its constituents and any other entities for which it has assumed planning and programming responsibilities, and resolve any disputes using the processes defined in the most current federal regulations. Caltrans will assist DNLTC in developing its plans and programs by making available existing resources to DNLTC, participating in appropriate planning activities and, wherever possible, improving the available environmental data.

Chapter 6: Certification Process

6.1 Certification Process

For purposes of certification, DNLTC will establish a process that includes the following:

- (a) Fully executed copies of the State Transportation Planning Process Certification and, if receiving federal planning funding, FHWA and FTA Certifications and Assurances and debarment and suspension as part of the final adopted and approved OWP.
- (b) DNLTC will provide Caltrans with documentation (e.g. quarterly reports, public notices, finished work element products, etc.) to support DNLTCs planning process.

Chapter 7: General Provisions

7.1 Review

This MOU has been reviewed and endorsed by both parties to assure its continued effectiveness. Any proposed amendments shall be submitted in writing for the consideration of both parties.

7.2 Amendment

This MOU constitutes an expression of desire and means of accomplishing the general requirements for a comprehensive transportation planning process for DNLTC. It may be modified, altered, revised, or expanded as deemed appropriate to that end by written agreement of both parties.

7.3 Rescission of Prior Agreements

This MOU supersedes any existing MOU designed to serve as a statement of the transportation planning relationship between Caltrans and DNLTC.

7.4 Monitoring

DNLTC and Caltrans jointly agree to meet periodically to address and review issues of consistency with this MOU. Meetings will be held as often as is agreed. Other issues and activities of mutual interest or concern may also be addressed. During the term of this MOU, DNLTC and Caltrans agree to notify the other of events that have a significant impact upon the MOU.

7.5 Termination

Either party may terminate this understanding upon written notice provided at least ninety days prior to the effective date of termination and specifying that effective date.

IN WITNESS WHEREOF the parties hereto have caused this Memorandum of Understanding to be executed by their respective officers duly authorized.

Danvera Lightfoot 4.12.2012
Executive Director, DNLTTC DATE

J.P. Adams 5/30/12
Chief, Caltrans DATE
Division of Transportation Planning

Appendix C

COMMON ACRONYMS

ATP – Active Transportation Program	PUC – Public Utilities Commission / Public Utilities Code
BTA – Bicycle Transportation Account	RCT – Redwood Coast Transit
CalACT – California Association for Coordinated Transportation	RCTA – Redwood Coast Transit Authority
CALCOG – California Association of Councils of Governments	PSR – Project Study Report
Caltrans – California Department of Transportation	RIP – Regional Improvement Program
CSAC – California State Association of Counties	RPA – Rural Planning Assistance
CTC – California Transportation Commission	RSTP – Regional Surface Transportation Program
CTSA – Consolidated Transportation Service Agency	RTIP – Regional Transportation Improvement Program
DNLTC – Del Norte Local Transportation Commission	RTP – Regional Transportation Plan
DOT – California Department of Transportation, a.k.a. Caltrans	RTPA – Regional Transportation Planning Agency
DTR – District Transit Representatives	SAFETEA-LU – Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users
FAA – Federal Aviation Administration	SB – Senate Bill
FAS – Federal Aid System	SHA – State Highway Account
FAST Act: Fixing America's Surface Transportation Act	SHOPP – State Highway Operation and Protection Program
FHWA – Federal Highway Administration	SR – State Route
FTA – Federal Transit Administration	SSTAC – Social Services Transportation Advisory Council
FTIP – Federal Transportation Improvement Program	STA – State Transit Assistance
FY – Fiscal Year	STIP – State Transportation Improvement Program
IIP – Interregional Improvement Program	STP – Surface Transportation Program
IRP – Inter-Regional Partnership	TAC – Technical Advisory Committee
IRRS – Inter-Regional Roadway System	TDA – Transportation Development Act of 1971
ITIP – Interregional Transportation Improvement Program	TDP – Transit Development Plan
JPA – Joint Powers Agreement	TE – Transportation Enhancement Program (formerly TEA)
LTF – Local Transportation Fund	TEA – Transportation Enhancement Activities
MAP-21 -- Moving Ahead for Progress in the 21st Century	TEA-21 – Transportation Equity Act for the 21st Century (1998 – formerly ISTEPA)
MOU – Memorandum of Understanding	TSM – Transportation System Management
MPO – Metropolitan Planning Organization	USDOT – United States Department of Transportation
MTC – Metropolitan Transportation Commission	VMT – Vehicle Miles Traveled
NEPA – National Environmental Policy Act	WE – Work Element
OWP – Overall Work Program	YTD – Year to Date
PPM – Planning, Programming & Monitoring Program	
PTA – Public Transportation Account	

Item 6

DATE: MARCH 27, 2018
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: UNEXPENDED RPA FUND APPLICATION FOR ELK VALLEY CROSS ROAD

PROPOSED ACTION: Recommend staff submit an RPA funding application to provide a planning document for Elk Valley Cross Road in partnership with the County of Del Norte.

BACKGROUND: Elk Valley Cross Road provides an important east/west route connecting major collectors and US Highways (Elk Valley Road, Parkway Drive, US 199, US 101 and Lake Earl Drive) in addition to providing direct access to residences and residential areas. There has been consistent community and DNLTC concern about the severity of accidents at the 199 and 101 intersections and in the March DNLTC meeting, Caltrans suggested the County and DNLTC consider studying Elk Valley Cross Road and formalizing the community concerns. There are additional concerns in the residential areas for the high speeds, lack of shoulders and active transportation accommodations throughout and in the school zone. The County of Del Norte has agreed to be a co-applicant and to take a leadership role in project delivery. DNLTC will be the applicant and if awarded the project will be in the 2018-19 Overall Work Program.

A grant opportunity for the unexpended State Rural Planning Assistance funds for Fiscal Year (FY) 2018-19 was recently released. Applications are due Friday, April 13, 2018. There is \$333,727 available for the discretionary portion of the funds. Grant announcements will be made by May 4, 2018. Caltrans planning staff will work with grantees to amend the funds into the Fiscal Year 2018-19 Overall Work Program and Agreement. Grantees will have two years, until June 30, 2020, to complete project activities.