

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
REGULAR MEETING AGENDA: TUESDAY, DECEMBER 4, 2018 AT 3 PM
DEL NORTE COUNTY BOARD OF SUPERVISORS CHAMBERS
FLYNN ADMINISTRATIVE CENTER, 981 H STREET, CRESCENT CITY, CA**

1. Call Meeting to Order

2. Pledge of Allegiance

3. Public comment period

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

4. Adjourn to the Policy Advisory Committee

CONSENT AGENDA

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

a) Minutes of November 6, 2018

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

b) 2018-19 Overall Work Program Amendment 3

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

c) Accept 2017-18 Fiscal Audit

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

Note: The finance committee will meet after the posting of the agenda and will make an independent recommendation.

POLICY and ADMINISTRATIVE

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

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

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

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

f) Discussion items

- 2019-20 Overall Work Program Development and Transportation Planning Conference
- Last Chance Grade
- US 199 intersection at Elk Valley Cross Road
- Turn pockets on US 101 in the Smith River area

5. Commissioner comments and reports

6. Action on the recommendations of the Policy Advisory Committee

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

7. Discuss rescheduling the regular meeting currently scheduled on Tuesday, January 1, 2018 at 3 p.m., which is a national holiday.

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.

CONSENT AGENDA ITEMS A-C

DATE: DECEMBER 4, 2018
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: CONSENT AGENDA ITEMS

a) Minutes of November 6, 2018

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

b) 2018-19 Overall Work Program Amendment 3

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

c) Accept 2017-18 Fiscal Audit

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

Note: The finance committee will meet after the posting of the agenda and will make an independent recommendation.

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, NOVEMBER 6, 2018 AT 3 PM**

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

Absent: None

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

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chair Howard led the Pledge of Allegiance.

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Commission: Eileen Cooper read an excerpt from "Cascadia Fault" regarding the failure of a vertical evacuation center during a major Tsunami event which ended with mass casualties because of the failure of the evacuation center. Eileen then stressed the importance of a walking trail out of the harbor to higher ground. Commissioner Howard thanked Eileen for her comments and concern and feels that there is more that can be done for Tsunami safety and awareness.

4. ADJOURN TO THE POLICY ADVISORY COMMITTEE

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

Chair Howard asked for approval of the Consent Agenda.

CONSENT AGENDA

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

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

- a) MINUTES OF SEPTEMBER 4, 2018
Staff recommendation: By consensus, accept minutes of September 4, 2018.
- b) AWARD ELK VALLEY CROSS ROAD CORRIDOR PLAN CONTRACT AWARD.
TAC and staff recommendation: By polled vote, authorize execution of contract for Elk Valley Cross Road Corridor Plan after review by counsel.
- c) AWARD TRIENNIAL PERFORMANCE AUDIT CONTRACT AWARD.
TAC and staff recommendation: By polled vote, award Triennial Performance Audit contract to Michael Baker International after review by counsel.
Public Comment: None
On a motion by Commissioner Short, seconded by Commissioner Hemmingsen, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved item 4 a-c.
- d) 2018-19 OVERALL WORK PROGRAM AMENDMENT 2
TAC and staff recommendation: By polled vote, adopt resolution 2018 19 approving the 2018-19 Overall Work Program Amendment 2.
Tamera Leighton reported that the amendment to the Overall Work Program was recommended for approval and adoption by the Transportation Advisory Committee (TAC), however after the contract was awarded for the Elk Valley Cross Road Corridor Plan, a change of approximately \$4,000 was needed. The change is reflected in the resolution in the Commissioners agenda packet.
Public Comment: None
On a motion by Commissioner Hemmingsen, seconded by Commissioner Short, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved item 4 d.
- e) DISCUSSION ITEMS
 - Last Chance Grade –Tamera Leighton reported that in the packet is the Caltrans updated fact sheet for Lance Chance Grade. The fact sheet is also posted on the website. There was Project Delivery Team (PDT) meeting with Caltrans about Last Chance Grade. Caltrans is moving forward with the recommendations of the Stakeholder group to eliminate some of the alternatives that do not meet the purpose and need of the project. Chair Howard thanked Tamera for keeping the Last Chance Grade project moving forward.
 - Elk Valley Cross Road – The contract for the corridor planning document was just approved by the Commission, so this project will be moving forward.

5. COMMISSIONER COMMENTS AND REPORTS

Policy Advisory member Kevin Tucker gave an update from a previous Commission meeting question regarding the high surface friction treatment on US Highway 199. Kevin reported that the high friction surface treatment has been applied to a number of locations; mile markers 7 to 27, 10.41 to 10.64, and 11.34 to 11.53. Kevin also updated the Commission on an upcoming safety project from mile marker 10.2 to 10.7 on US Highway 199. Chair Howard reported that Caltrans response to the Commission's concerns regarding turn lanes on US Highway 101

going north was that changes were not justified. Chair Howard commented that this section of US Highway 101 continues to be problematic for travelers who frequently turn off Highway 101 causing followers to skid to slow down or stop. Policy Advisory Member Kevin Tucker reported that Caltrans did place cameras in the proposed problematic areas and the traffic engineers concluded that changes were not warranted. Chair Howard would like the Turn Pockets discussion added as a discussion item on the agendas for follow-up and investigation. Commissioner Short reported that this would be his last meeting with the Del Norte Local Transportation Commission because his term with the City will be expiring. The Commissioners all thanked Commissioner Short for his service and wished him well. Chair Howard requests that Tamera Leighton and the appropriate staff level folks take another look at the Pedestrian Evacuation Time Analysis and report back to the Commission.

**6. ACTION ON THE RECOMMENDATIONS OF THE POLICY
ADVISORY COMMITTEE**

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

Public Comment: None

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

**7. ADJOURN TO THE REGULAR MEETING SCHEDULED ON DECEMBER 4, 2018
AT 3 P.M.**

With no further business before the Commission, Chairman Howard adjourned the meeting at 3:27 P.M., until the next regularly scheduled meeting on December 4, 2018 at 3:00 p.m.

Respectfully submitted

Tamera Leighton, Executive Director

RESOLUTION NO. 2018 19

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION APPROVING AMENDMENT #3 OF THE 2018-19 OVERALL WORK PROGRAM

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

WHEREAS, the 2018-19 Overall Work Program (OWP) is the primary management tool for the Del Norte Local Transportation Commission, identifies the activities and a schedule of work for regional transportation planning in Del Norte County, and is a requirement of the Memorandum of Understanding between Del Norte Local Transportation Commission and the California Department of Transportation; and

WHEREAS, the Del Norte Local Transportation Commission adopted the 2018-19 OWP at the April 1 2018 meeting and amended it on June 5 2018 and November 6 2018; and

WHEREAS, a minor but important addition is needed to complete Work Element H: Storm Damage Reduction Planning a special equipment purchase is necessary; and

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

WHEREAS, Amendment #3 of the 2018-19 OWP makes the following change:

Work Element:	Purpose of change:	Action taken:
H 1	Add \$2,500 Regional Surface Transportation Program funds	To complete Work Element H: Storm Damage Reduction Planning, special equipment is needed.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the Del Norte Local Transportation Commission hereby approves Amendment #3 of the 2018-19 Overall Work Program.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission, a Regional Transportation Planning Agency of the State of California on the 4th day of December 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chris Howard, Chair
Del Norte Local Transportation Commission

Attest:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

WORK ELEMENT H Storm Damage Reduction Planning**2018-19 Amendment 3**

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
		Amount	RPA	STIP/PPM	RSTP
	DNLTC Staff Services	\$ 5,000	\$ 5,000	\$ -	
	Consultant/County	\$ 72,500	\$ 40,000	\$ 30,000	\$ 2,500
	TOTAL	\$ 77,500	\$ 45,000	\$ 30,000	\$ 2,500

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

- | | | | |
|---|---|--|--------------------|
| 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	RSTP
Staff	\$ 5,000	\$ 5,000	\$ -	
Consultant/County	\$ 72,500	\$ 40,000	\$ 30,000	\$ 2,500
Total	\$ 77,500	\$ 45,000	\$ 30,000	\$ 2,500

Del Norte Local Transportation Commission
Overall Work Program Expenditure Detail

2018-19 Amendment 3

Work Element	Description	Funding Sources	DNLTC	Consultant/ Other
A	Long Range Planning Coordination	RPA	\$ 29,500	\$ 10,455
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other/RSTP	\$ -	\$ -
Total A	\$39,955		\$29,500	\$10,455
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	\$ 27,500
		PPM	\$ -	\$ 2,500
		TDA	\$ 10,000	\$ -
		Other:	\$ -	\$ -
Total C	\$72,500	\$ 42,500	\$ 30,000	
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	\$ 49,220
		PPM	\$-	\$ -
		TDA	\$-	\$ -
		Other:	\$ -	\$ -
Total G	\$53,220	\$ 4,000	\$ 49,220	
H	Storm Damage Reduction Planning	RPA	\$ 5,000	\$ 40,000
		PPM	\$ -	\$ 30,000
		TDA	\$ -	\$ -
		Other: RSTP		\$ 2,500
Total H	\$77,500	\$ 5,000	\$ 72,500	
I	Data Collection to Support RTP Goals	RPA	\$ 4,000	\$ 53,325
		PPM		\$ -
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total I	\$57,325	\$ 4,000	\$ 53,325	
J	Systemic Safety Analysis Report (Carryover)	RPA	\$ 500	\$ 7,500
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total J	\$8,000	\$ 500	\$ 7,500	
L	Elk Valley Cross Rd Corridor Plan	RPA	\$ 3,300	\$ 74,700
		PPM	\$ -	\$ 4,350
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
	\$82,350	\$ 3,300	\$ 79,050	

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

2018-19 Amendment 3

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	\$ 9,455.00			\$ -	
Product 3	2019 Economic and Demographic Profile	\$ 8,500.00	\$ -			
	Total Work Element A	\$ 39,955.00	\$ -	\$ -	\$ -	\$ 39,955.00
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 & Crowdsourcing Information	\$ 27,500.00				
	Total Work Element C	\$ 60,000.00	\$ 10,000.00	\$ 2,500.00	\$ -	\$ 72,500.00
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	\$ 53,220.00				
	Total Work Element G	\$ 53,220.00	\$ -		\$ -	\$ 53,220.00
H	Storm Damage Reduction Planning					
Product 1	Storm Damage Reduction Planning	\$ 45,000.00	\$ -	\$ 30,000.00	\$ 2,500.00	
	Total Work Element H	\$ 45,000.00	\$ -	\$ 30,000.00	\$ 2,500.00	\$ 77,500.00
I	Data Collection to Support RTP Goals					
Product 1	Data Collection and Baseline Data	\$ 57,325.00	\$ -		\$ -	
	Total Work Element I	\$ 57,325.00	\$ -	\$ -	\$ -	\$ 57,325.00
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
L	Elk Valley Cross Rd Corridor Plan					
Product 1	Elk Valley Cross Road Corridor Plan	\$ 78,000.00		\$ 4,350.00		
	Total Work Element L	\$ 78,000.00		\$ 4,350.00		\$ 82,350.00
TOTAL LABOR AND EXPENSES		\$ 365,500.00	\$ 88,000.00	\$ 102,826.00	\$ 28,500.00	\$ 584,826.00



COUNTY OF DEL NORTE
COMMUNITY DEVELOPMENT DEPARTMENT

981 "H" Street, Suite 110
Crescent City, California 95531

Fax (707) 465-0340

Planning
(707) 464-7254

Engineering & Surveying
(707) 464-7229

Roads
(707) 464-7238

Building Inspection
(707) 464-7253

Environmental Health
(707) 465-0426

November 5, 2018

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

Attn: Tamera Leighton

Project: Roadway Drainage Infrastructure Audit
Project #: OWP Work Element H1

Re: Request for RSTP Funds – Extra-Large Wheels for Sewer Crawler

Dear Ms. Leighton:

The County of Del Norte would like to request \$2,500 in funding to purchase extra-large quick-change rubber wheels for the sewer crawler being used to gather data for the Drainage Infrastructure Audit. The wheels will allow for the inspection of large diameter pipes and culverts. A quote from the sewer crawler manufacturer is attached.

Sincerely,

Rosanna Bower
Assistant County Engineer

Recipient:

Mike Peeples, Engineering Technicia ...
Del Norte County
981 H Street suite 110
Crescent City, CA 95531
USA
707-464-7229, fax: 707-465-0340
mpeeples@co.del-norte.ca.us



Pete Carlson, Northern California D ...
ENVIROSIGHT
Walnut Creek, CA 94596
UNITED STATES
(925) 407-6021
pcarlson@envirosight.com

Quote: 0000026911**Date:** Oct 29, 2018**Submitted by:** Envirosight

Part No.	Unit	Qty.	Extended
SPCL	US \$525.00	4	US \$2,100.00

Part: E-080-0704-00

Description: Extra-Large (XL) Quick-Change Rubber Wheel single extra-large (XL) quick-change rubber wheel; four are required for a complete set, and are recommended to be used with two small rubber wheels on the center axle

SPCL	US \$87.00	1	US \$87.00
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Shipping direct

SPCL	US \$157.50	1	US \$157.50
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California Sales Tax 7.5%

Total: US \$2,344.50

Recipient:

Mike Peeples, Engineering Technicia ...
Del Norte County
981 H Street suite 110
Crescent City, CA 95531
USA
707-464-7229, fax: 707-465-0340
mpeeples@co.del-norte.ca.us



Pete Carlson, Northern California D ...
ENVIROSIGHT
Walnut Creek, CA 94596
UNITED STATES
(925) 407-6021
pcarlson@envirosight.com

Quote: 0000026911**Date:** Oct 29, 2018**Submitted by:** EnvirosightPart No.
▼Unit
▼Qty.
▼Extended
▼

Notes: This proposal may be withdrawn if not accepted within the period shown below. All equipment remains the property of the seller until sum stated above is paid in full. We propose to furnish labor and material, complete in accordance with above specifications, and subject to the conditions found on this agreement, for the sum stated above in accordance with the terms as specified.

Expiration Period: 30 days

Terms: Cash

FOB: Randolph, NJ

Currency: US \$

Respectfully Submitted,

Envirosight

The above, prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized for the work specified. Payment will be made as specified.

Accepted by

Date

DEL NORTE LOCAL TRANSPORTATION COMMISSION

**BASIC FINANCIAL STATEMENTS,
REQUIRED SUPPLEMENTARY INFORMATION
AND
SUPPLEMENTARY INFORMATION
YEAR ENDED JUNE 30, 2018**

HARSHWAL & COMPANY LLP
Certified Public Accountants
266 17th Street, Suite 200
Oakland, CA 94612
(510) 452-5051

DEL NORTE LOCAL TRANSPORTATION COMMISSION
TABLE OF CONTENTS

	<u>Page</u>
INDEPENDENT AUDITOR’S REPORT.....	1
MANAGEMENT DISCUSSION AND ANALYSIS.....	4
BASIC FINANCIAL STATEMENTS:	
Government-wide Financial Statements	
Statement of Net Position.....	11
Statement of Activities.....	12
Fund Financial Statements	
Balance Sheet- Governmental Fund.....	13
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position.....	14
Statement of Revenues, Expenditures, and Changes in Fund Balance- Governmental Funds.....	15
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of Governmental Funds to the Statement of Activities.....	16
Statement of Fiduciary Net Position- Fiduciary Funds (Including <i>PTMISEA Fund</i>)..	17
Statement of Changes in Fiduciary Net Position - Fiduciary Funds (Including <i>PTMISEA Fund</i>).....	18
Notes to Financial Statements.....	19
REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual -	31
SUPPLEMENTARY INFORMATION	
Schedule of Revenues, Expenditures and Changes in Fund Balance-All Special Revenue Fund.....	33
Schedule of Allocations and Expenditures -Local Transportation Fund.....	34
Schedule of Allocations and Expenditures- State Transit Assistance Fund.....	35
REPORT ON COMPLIANCE OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH THE STATUTES, RULES, AND REGULATIONS OF THE CALIFORNIA TRANSPORTATION DEVELOPMENT ACT.....	36

INDEPENDENT AUDITOR'S REPORT

The Commissioners of
Del Norte Local Transportation Commission
Crescent, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Del Norte Local Transportation Commission (the Commission), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Commission, as of June 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4 through 9 and page 31 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

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

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

Report on Other Legal and Regulatory Requirements

We have also issued our report dated November 23, 2018, on our consideration of the Commission's compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance.

Harshwal & Company, LLP
Certified Public Accountants

A handwritten signature in black ink that reads "Harshwal & Company LLP". The signature is written in a cursive, flowing style. Below the signature, there is a small, faint yellow rectangular mark.

Oakland, California
November 23, 2018

MANAGEMENT'S DISCUSSION AND ANALYSIS

DEL NORTE LOCAL TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2018

This section of Del Norte Local Transportation Commission's (the Commission's) financial statements presents management's overview and analysis of the financial activities of the Commission for the fiscal year ended June 30, 2018. We encourage the reader to consider the information presented here in conjunction with the financial statements as a whole.

Introduction to the Basic Financial Statements

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

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

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

The Basic Financial Statements

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

The Government-wide Financial Statements

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

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

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

DEL NORTE LOCAL TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2018

Fund Financial Statements

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

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

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

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

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

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

Analysis of Major Funds

Governmental Funds - Special Revenue Fund revenue decreased by \$50,491 from \$394,598 in the prior fiscal year to \$344,107 this fiscal year. This decrease was mainly due to projects crossing fiscal years. Projects were more heavily weighted to the 2018-19 year than initially anticipated and these funds will carryover and the projects will be completed in 2018-19.

Special Revenue Fund expenditures decreased by \$31,511 from \$380,344 in the prior fiscal year to \$348,833 this fiscal year. This was mainly due to decreases in RPA expenditures and corresponds to projects crossing fiscal years, as noted in the preceding paragraph.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2018

Governmental Activities

Table 1
Governmental Net Position

	<u>2018</u>	<u>2017</u>
Cash and Investment	\$ 105,846	\$ 108,084
Accounts Receivable	112,094	127,964
Prepaid Expenses	14,535	
Capital Assets, Net of Accumulated Depreciation	<u>-</u>	<u>-</u>
Total Assets	<u>232,475</u>	<u>236,048</u>
Accounts Payable	<u>59,419</u>	<u>58,266</u>
Total Liabilities	<u>59,419</u>	<u>58,266</u>
Net Position		
Investment in Capital Assets		
Restricted	<u>173,056</u>	<u>177,782</u>
Total Net Position	<u><u>\$ 173,056</u></u>	<u><u>\$ 177,782</u></u>

The Commission's governmental net position amounted to \$173,056 as of June 30, 2018, a decrease of \$4,726 over 2017. This decrease is the Change in Net Position reflected in the Governmental Activities column of the Statement of Activities shown in Table 2. The Commission's net position as of June 30, 2018, comprised the following:

 Restricted - includes \$173,056 of net position that can only be used for specific purposes.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2018

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

Table 2
Changes in Governmental Net Position

	<u>2018</u>	<u>2017</u>
<u>Expenses:</u>		
Services	\$ 25,438	\$ 31,065
SAFE Routes to Schools	1,242	35,890
Planning and Administration	<u>322,153</u>	<u>318,261</u>
Total Expenses	<u>348,833</u>	<u>385,216</u>
<u>Program Revenues:</u>		
Grants	254,187	317,133
Local Transportation Funds	63,755	51,512
SAFE Services	24,163	24,345
General Revenues:		
Interest	<u>2,002</u>	<u>1,608</u>
Total Revenues	<u>344,107</u>	<u>394,598</u>
Change in Net Position	<u>\$ (4,726)</u>	<u>\$ 9,382</u>

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

SAFE - This fund accounts for service authority for freeway emergencies. The major revenue source for this fund is state fees collected in connection with vehicle license fees. Expenditures are made for service authority for freeway emergencies projects. Expenditures in the amount of \$25,438 were made for services and supplies and \$5,824 were made for administration services in the current year. The fund's net position decreased by \$6,343 from \$61,118 at the end of the prior fiscal year, to \$54,775 at the end of the current fiscal year.

Administration Fund - The major revenue source for this fund state rural planning assistance funds. Expenditures in the amount of \$317,571 were made for planning and administration in the current year. The fund's net position increased by \$1,617 from \$116,664 at the end of the prior fiscal year, to \$118,281 at the end of the current fiscal year.

**DEL NORTE LOCAL TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2018**

Capital Assets

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

Debt Administration

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

Economic Outlook and Major Initiatives

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

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

Contacting the Commission's Financial Management

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

BASIC FINANCIAL STATEMENTS

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF NET POSITION
JUNE 30, 2018

	<u>Governmental Activities</u>
ASSETS:	
Current Assets:	
Cash and Investments	\$ 105,846
Accounts Receivables	112,094
Prepaid Expenses	<u>14,535</u>
Total Current Assets	<u>232,475</u>
Noncurrent Assets:	
Capital Assets, Net of Accumulated Depreciation	<u> </u>
Total Noncurrent Assets	<u>0</u>
Total Assets	<u>232,475</u>
LIABILITIES:	
Current Liabilities:	
Accounts Payable	<u>59,419</u>
Total Current Liabilities	<u>59,419</u>
Total Liabilities	<u>59,419</u>
NET POSITION:	
Net Investment in Capital Assets	0
Restricted	<u>173,056</u>
Total Net Position	<u><u>\$ 173,056</u></u>

The accompanying notes are an integral part of these financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2018

		<u>Program Revenues</u>		Net (Expenses) Revenues and Changes in Net Position
<u>Functions/Programs</u>	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental Activities:				
SAFE Services	\$ 25,438	\$	\$ 24,163	\$ (1,275)
SAFE Routes to Schools	1,242			(1,242)
Planning and Administration	<u>322,153</u>	<u></u>	<u>317,942</u>	<u>(4,211)</u>
Total Governmental Activities	<u>\$ 348,833</u>	<u>\$ 0</u>	<u>\$ 342,105</u>	<u>(6,728)</u>
General Revenues				
Interest				<u>2,002</u>
Total General Revenues				<u>2,002</u>
Change in Net Position				(4,726)
Net Position - Beginning				<u>177,782</u>
Net Position - Ending				<u>\$ 173,056</u>

The accompanying notes are an integral part of these financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
BALANCE SHEET- GOVERNMENTAL FUNDS
JUNE 30, 2018

	<u>Fund 618</u> <u>SAFE</u>	<u>Fund 602</u> <u>Administration</u>	<u>Total</u>
ASSETS			
Cash and Investments	\$ 52,026	\$ 53,820	\$ 105,846
Accounts Receivables	4,273	107,821	112,094
Prepaid Expenses	<u> </u>	<u>14,535</u>	<u>14,535</u>
Total Assets	<u>56,299</u>	<u>176,176</u>	<u>232,475</u>
LIABILITIES AND FUND BALANCES			
LIABILITIES			
Accounts Payable	<u>1,524</u>	<u>57,895</u>	<u>59,419</u>
Total Liabilities	<u>1,524</u>	<u>57,895</u>	<u>59,419</u>
FUND BALANCE			
Nonspendable		14,535	14,535
Restricted	<u>54,775</u>	<u>103,746</u>	<u>158,521</u>
Total Fund Balance	<u>54,775</u>	<u>118,281</u>	<u>173,056</u>
Total Liabilities and Fund Balance	<u>\$ 56,299</u>	<u>\$ 176,176</u>	<u>\$ 232,475</u>

The accompanying notes are an integral part of these financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET TO THE
STATEMENT OF NET POSITION
JUNE 30, 2018

	<u>Governmental Funds</u>
Total Fund Balance - Governmental Fund	\$ 173,056
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental fund balance sheet.	<u>0</u>
Total Net Position - Governmental Activities	\$ <u><u>173,056</u></u>

The accompanying notes are an integral part of these financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCE - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2018

	Fund 618 SAFE	Fund 602 Administration	Total
REVENUES:			
Grants	\$	\$ 254,187	\$ 254,187
Local Transportation Funds		63,755	63,755
Service Authority for Freeway Emergencies	24,163		24,163
Interest	<u>756</u>	<u>1,246</u>	<u>2,002</u>
Total Revenues	<u>24,919</u>	<u>319,188</u>	<u>344,107</u>
EXPENDITURES:			
Service	25,438		25,438
Planning and Administration	<u>5,824</u>	<u>317,571</u>	<u>323,395</u>
Total Expenditures	<u>31,262</u>	<u>317,571</u>	<u>348,833</u>
Excess/(Deficiency) of Revenues over Expenditures	<u>(6,343)</u>	<u>1,617</u>	<u>(4,726)</u>
Net Change in Fund Balance	(6,343)	1,617	(4,726)
Fund Balance - Beginning	<u>61,118</u>	<u>116,664</u>	<u>177,782</u>
Fund Balance - Ending	<u><u>\$ 54,775</u></u>	<u><u>\$ 118,281</u></u>	<u><u>\$ 173,056</u></u>

The accompanying notes are an integral part of these financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUND
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2018

	<u>Governmental Funds</u>
Total Net Change in Fund Balance - Governmental Fund	\$ (4,726)
Amount reported for governmental activities in the statement of activities are different because:	
Some expenses reported in the Statement of Activities do not require use of current financial resources, and therefore, are not reported as expenditures in the governmental funds. These expenses are:	
Current year depreciation	<u>0</u>
Total Change in Net Position - Governmental Activities	\$ <u><u>(4,726)</u></u>

The accompanying notes are an integral part of these financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
JUNE 30, 2018

	Expendable Trust Funds						
	Fund 637 Local Transportation	Fund 626 State Transit Assistance	Fund 619 RSTP Fund	Fund 696 PTMISEA Fund	Fund 647 Transit Security Fund	Fund 697 State of Good Repair	Total
Assets							
Cash and Investments	\$ 30,437	\$ 55,828	\$ 970,626	\$ 327,006	\$	\$ 25,527	\$ 1,409,424
Sales Tax Receivable	<u>104,264</u>	<u>57,570</u>	<u></u>	<u>317,987</u>	<u></u>	<u></u>	<u>479,821</u>
Total Assets	<u>134,701</u>	<u>113,398</u>	<u>970,626</u>	<u>644,993</u>	<u>0</u>	<u>25,527</u>	<u>1,889,245</u>
Liabilities							
Accounts Payable	44,688		301,349				346,037
Due to Other Governments	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u>0</u>
Total Liabilities	<u>44,688</u>	<u>0</u>	<u>301,349</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>346,037</u>
Net Position							
Held in Trust for Pedestrian Bike	31,243						31,243
Held in Trust	<u>58,770</u>	<u>113,398</u>	<u>669,277</u>	<u>644,993</u>	<u></u>	<u>25,527</u>	<u>1,511,965</u>
Total Net Position	<u>\$ 90,013</u>	<u>\$ 113,398</u>	<u>\$ 669,277</u>	<u>\$ 644,993</u>	<u>\$ 0</u>	<u>\$ 25,527</u>	<u>\$ 1,543,208</u>

The accompanying notes are an integral part of these financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
JUNE 30, 2018

	Expendable Trust Funds						
	Fund 637 Local Transportation	Fund 626 State Transit Assistance	Fund 619 RSTP Fund	Fund 696 PTMISEA Fund	Fund 647 Transit Security Fund	Fund 697 State of Good Repair	Total
Revenue							
Sales Tax	\$ 667,700	\$	\$	\$ 317,987	\$	\$ 25,527	\$ 1,011,214
State Proposition 1B Funds					23,546		23,546
State Transit Assistance Funds		181,533					181,533
Interest	<u>1,558</u>	<u>592</u>	<u>10,420</u>	<u>6,339</u>	<u>644</u>		<u>19,553</u>
Total Revenue	<u>669,258</u>	<u>182,125</u>	<u>10,420</u>	<u>324,326</u>	<u>24,190</u>	<u>25,527</u>	<u>1,235,846</u>
Expenditures							
Administration and Planning	63,755						63,755
Prop 1B Grant Expenses					97,731		97,731
Redwood Coast Transit Authority	536,255	108,323		498,918			1,143,496
Partnerships			4,397				4,397
Streets Overlays			<u>299,788</u>				<u>299,788</u>
Total Expenditures	<u>600,010</u>	<u>108,323</u>	<u>304,185</u>	<u>498,918</u>	<u>97,731</u>	<u>0</u>	<u>1,609,167</u>
Change in Net Position	69,248	73,802	(293,765)	(174,592)	(73,541)	25,527	(373,321)
Net Position, Beginning of Year	<u>20,765</u>	<u>39,596</u>	<u>963,042</u>	<u>819,585</u>	<u>73,541</u>	<u>0</u>	<u>1,916,529</u>
Net Position, End of Year	<u>\$ 90,013</u>	<u>\$ 113,398</u>	<u>\$ 669,277</u>	<u>\$ 644,993</u>	<u>\$ 0</u>	<u>\$ 25,527</u>	<u>\$ 1,543,208</u>

The accompanying notes are an integral part of these financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

A. Reporting Entity and Nature of Activities

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

B. Basis of Presentation

Government-wide financial statements:

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

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

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

Fund Financial Statements

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

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES- (CONT'D)

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

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

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

C. Measurement Focus/Basis of Accounting

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

Government-Wide Financial Statements

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

Fund Financial Statements

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

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

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

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES- (CONT'D)

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

The governmental funds consist of:

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

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

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

Local Transportation Fund (LTF) - This fund is utilized by the Commission, as trustee, to receive the 1/4 of 1% retail sales tax that is returned to each County by the State Board of Equalization. These funds are apportioned and allocated by the Commission to eligible claimants for transit, transportation planning, and for administration of the TDA.

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

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

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

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

D. Budgets

Operating Funds - The Commission annually adopts a budget through the preparation of an overall work program. This work program describes the projects, or work elements, that are to be funded, and the type of funds that will pay for the expenditures, such as Rural Planning Assistance, State Subvention, Local Transportation, or Federal Transportation Administration (FTA).

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES- (CONT'D)

The work program in draft form is prepared by Commission staff, submitted and approved by the Commission, and submitted to the State of California, Department of Transportation (Caltrans) before June 30. Caltrans, as the grantor of Rural Planning Assistance, State Subvention and FTA funds, approves the work program, which then becomes the budget for the operating fund of the Commission.

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

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

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

The LTF fund's net position balance has \$31,243 held in trust for pedestrian bicycle projects.

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

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

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

E. Cash and Cash Equivalents

The Commission's cash is maintained with the County of Del Norte Office of the Auditor- Controller and a local financial institution. Cash deposits in external investment pools are considered cash equivalents when deposits and withdrawals may be made at any time without prior notice or penalty. The County of Del Norte Office of the Auditor-Controller allocates interest to the various funds based upon the average monthly cash balances. The Commission's cash on deposit with the County of Del Norte Treasury at June 30, 2018, was \$210,491 reported in governmental activity funds, and \$1,251,529 reported in fiduciary funds. The Commission's cash on deposit with Tri Counties Bank at June 30, 2018, was \$(104,645) reported in governmental activity funds, and \$157,895 reported in fiduciary funds.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES- (CONT'D)

F. Accounts Receivables

The Commission evaluates the collectability of accounts receivable in order to determine the allowance for doubtful accounts. As of June 30, 2018, the Commission determined that accounts receivable is fully collectible and recorded \$0 for the allowance for doubtful accounts.

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

G. Capital Assets

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

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

<u>Depreciable Asset</u>	<u>Estimated Useful Life</u>
Callboxes and Equipment	5 years

H. Net Position and Fund Balance Classification Policy

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

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

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

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

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

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES- (CONT'D)

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

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

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

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

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

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

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

As of June 30, 2018, the Commission's restricted funds of \$173,056 include \$90,761 of State Transportation Improvement Program funds to be used for project planning, programming and monitoring activities, \$54,775 of funds to be used for SAFE projects and \$12,985 to be used for SAFE Routes to Schools projects.

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

I. Due to Other Governments

Balances due to other governments from fiduciary funds are included in liabilities on the Statement of Fiduciary Net Position. As of June 30, 2018, the Commission's balance due to other governments was \$0.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES- (CONT'D)

J. Interfund Transactions - Transfers among funds

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

K. Estimates

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

L. Contingencies

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

M. Risk Management

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

N. Fair Value Measurements

The Commission categorizes its fair value measurement within the fair value hierarchy established by generally accepted accounting principles. The hierarchy prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1) and the lowest priority to unobservable inputs (level 3).

The three levels of the fair value hierarchy are described as follows:

- Level 1:** Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Commission has the ability to access.
- Level 2:** Inputs to the valuation methodology include:
- Quoted prices for similar assets or liabilities in active markets;
 - Quoted prices for identical or similar assets or liabilities in inactive markets;
 - Inputs other than quoted prices that are observable for the asset or liability;
 - Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES- (CONT'D)

Level 3: Inputs to the valuation methodology are unobservable and significant to the fair value measurement. Unobservable inputs reflect the Commission's own assumptions about the inputs that market participants would use in pricing the asset or liability (including assumptions about risk). Unobservable inputs are developed based on the best information available in the circumstances and may include the Commission's own data.

NOTE 2: CASH AND INVESTMENTS FUNDS

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

The County of Del Norte's investment policy authorizes the County of Del Norte to invest in obligations of the U.S. Treasury, its agencies and instrumentalities, certificates of deposit, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, bankers' acceptances, repurchase agreements, and the State Treasurer's investment pool. As of June 30, 2018, the Commission's cash with the County of Del Norte's Treasurer is stated at fair value. As of June 30, 2018, both the fair value and carrying value of the pool shares was \$210,491 and \$1,251,529 for the governmental and fiduciary funds, respectively.

Fair Value Measurements

The Commission's investments have the following recurring fair value measurements as of June 30, 2018:

	Fair Value	Fair Value Measurement Using:		
		Level 1	Level 2	Level 3
Collective Investment Funds:				
Del Norte County Treasurer's Pool	\$ <u>1,462,020</u>	\$ <u>1,462,020</u>	\$ <u>-</u>	\$ <u>-</u>
Total	\$ <u>1,462,020</u>	\$ <u>1,462,020</u>	\$ <u>0</u>	\$ <u>0</u>

The Commission uses quoted prices in active markets to determine the fair value of its investments, if available. If quoted market prices in active markets are not available, fair value is based upon fair value information provided by third party investment custodians.

Interest Rate Risk

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

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 2: CASH AND INVESTMENTS FUNDS- (CONT'D)

Credit Risk

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

Custodial Credit Risk

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

As of June 30, 2018, there were no Commission deposits with financial institutions in excess of federal depository insurance limits.

Concentration of Credit Risk

The investment policy of the Commission contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government Code. There were no non-pooled investments held by the Commission at June 30, 2018.

NOTE 3: CAPITAL ASSETS

The change in the capital assets in the SAFE fund for the year ended June 30, 2018, is as follows:

	Balance June 30, 2017	Additions	Retirements	Balance June 30, 2018
Equipment	\$ 123,327	\$ 0	\$ 0	\$ 123,327
Less: Accumulated Depreciation	<u>(123,327)</u>	<u>0</u>	<u>0</u>	<u>(123,327)</u>
Net Capital Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

DEL NORTE LOCAL TRANSPORTATION COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 4 - PUBLIC TRANSIT MODERNIZATION

In November 2006, California Voters passed a bond measure enacting the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006. Of the \$19.925 billion of state general obligation bonds authorized, \$4 billion was set aside by the State as instructed by statute as the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements for rolling stock procurement, rehabilitation or replacement. During the year ended June 30, 2018, the Commission received and expended Proposition 1B PTMISEA funds within the STA Fund as follows:

Unexpended PTMISEA Funds at June 30, 2017	\$ 819,585
Proceeds Received During 2018:	
State Apportionments	317,987
Interest Earned	<u>6,339</u>
Total Available for Expenditure	1,143,911
Expenditures Incurred During 2018:	
Funding Provided to RCTA for Purchases	<u>498,918</u>
Unexpended PTMISEA Funds at June 30, 2018	\$ <u><u>644,993</u></u>

NOTE 5 - SUBSEQUENT EVENTS

The Commission's management has evaluated subsequent events through November 23, 2018, which is the date the financial statements were available to be issued, and noted no events that could impact the understanding of the users of the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

DEL NORTE LOCAL TRANSPORTATION COMMISSION
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE BY WORK ELEMENT - BUDGET TO ACTUAL
FOR THE YEAR ENDED JUNE 30, 2018
(UNAUDITED)

	Budget		Actual					Total	Variance
	Original	Final	TDA	SAFE	SRTS	RPA	STIP		
Revenues									
Regional Planning Assistance	\$ 230,000	\$ 230,000	\$	\$	\$	\$ 210,029	\$	\$ 210,029	\$ (19,971)
PPM Funds	44,000	44,000					44,000	44,000	
TDA Funds	64,000	84,000	63,755					63,755	(20,245)
SAFE	23,000	21,400		24,163				24,163	2,763
RSTP Funds									
Public Health Institute	2,000	2,000			158			158	(1,842)
Active Transportation Program	30,000	30,000							(30,000)
Interest*				756			1,246	2,002	2,002
Total Revenues	393,000	411,400	63,755	24,919	158	210,029	45,246	344,107	(67,293)
Expenditures									
Long Range Planning (A)	51,000	48,000				39,296		39,296	8,704
Overall Work Program (B)	34,000	34,000	14,527			14,000		28,527	5,473
Information Dissemination (C)	54,000	58,000	5,482			41,682	1,500	48,664	9,336
Transportation Improvement Program (TIP) Development (D)	67,976	67,976					9,064	9,064	58,912
TDA Administration and Fiscal Management (E)	54,000	54,000	42,285					42,285	11,715
SAFE Planning and Administration (F)	23,000	21,400		25,438				25,438	(4,038)
Active Transportation Planning (G)	53,500	82,500				67,837		67,837	14,663
SAFE Routes to Schools (H)	32,000	2,000			1,242			1,242	758
Pavement Management Plan (I)	40,000	70,600				47,214		47,214	23,386
Pebble Beach Drive Project Initiation Documents (J)	34,500	34,500					31,981	31,981	2,519
Systematic Safety Analysis Report (K)	8,000	8,000							8,000
Misc Others			1,461	5,824				7,285	(7,285)
Total Expenditures	451,976	480,976	63,755	31,262	1,242	210,029	42,545	348,833	132,143
Excess/(Deficiency) of Revenues over Expenditures	(58,976)	(69,576)	0	(6,343)	(1,084)	0	2,701	(4,726)	64,850
Fund Balance, Beginning of Year	177,782	177,782	0	61,118	14,069	0	102,595	177,782	0
Fund Balance, End of Year	\$ 118,806	\$ 108,206	\$ 0	\$ 54,775	\$ 12,985	\$ 0	\$ 105,296	\$ 173,056	\$ 64,850

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

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

SUPPLEMENTARY INFORMATION

DEL NORTE LOCAL TRANSPORTATION COMMISSION
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - ALL SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2018
(UNAUDITED)

	<u>Fund 618 SAFE</u>	<u>Fund 602 Administration</u>	<u>Total</u>
Revenues			
Regional Planning Assistance	\$	\$ 210,029	\$ 210,029
PPM Funds		44,000	44,000
TDA Funds		63,754	63,754
SAFE	24,163		24,163
Public Health Institute		159	159
Interest	<u>756</u>	<u>1,246</u>	<u>2,002</u>
Total Revenues	<u>24,919</u>	<u>319,188</u>	<u>344,107</u>
Expenditures			
Long Range Planning (A)		39,296	39,296
Overall Work Program (B)		28,527	28,527
Information Dissemination (C)		48,664	48,664
Transportation Planning (D)		9,064	9,064
TDA Administration and Fiscal Management (E)		42,285	42,285
SAFE Planning and Administration (F)	25,438		25,438
Active Transportation Planning (G)		67,837	67,837
SAFE Routes to Schools (H)		1,242	1,242
Pavement Management Plan (I)		47,215	47,215
Pebble Beach Drive Project Initiation (J)		31,980	31,980
Misc. Others	<u>5,824</u>	<u>1,461</u>	<u>7,285</u>
Total Expenditures	<u>31,262</u>	<u>317,571</u>	<u>348,833</u>
Excess/(Deficiency) of Revenues over Expenditures	(6,343)	1,617	(4,726)
Fund Balance, Beginning of Year	<u>61,118</u>	<u>116,664</u>	<u>177,782</u>
Fund Balance, End of Year	<u><u>\$ 54,775</u></u>	<u><u>\$ 118,281</u></u>	<u><u>\$ 173,056</u></u>

The accompanying notes are an integral part of these financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
SCHEDULE OF ALLOCATIONS AND EXPENDITURES
LOCAL TRANSPORTATION FUND
FOR THE YEAR ENDED JUNE 30, 2018
(UNAUDITED)

	Public Utilities Code Section				
	Administratio n 99233.1	Pedestrian & Bike Facilities 99234	Community Transit Services 99275	Contracted Transit Service 99260	Total
Allocations					
Sales Tax	\$ <u>64,000</u>	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>	\$ <u>64,000</u>
Total Allocations	<u>64,000</u>	<u> 0</u>	<u> 0</u>	<u> </u>	<u>64,000</u>
Expenditures					
Redwood Coast Transit Authority Administration and Planning	<u>63,755</u>	<u> </u>	<u> </u>	<u>536,255</u>	<u>536,255</u>
Total Expenditures	\$ <u><u>63,755</u></u>	\$ <u><u> 0</u></u>	\$ <u><u> 0</u></u>	\$ <u><u>536,255</u></u>	\$ <u><u>600,010</u></u>

The accompanying notes are an integral part of these financial statements.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
SCHEDULE OF ALLOCATIONS AND EXPENDITURES
STATE TRANSIT ASSISTANCE FUND
FOR THE YEAR ENDED JUNE 30, 2018
(UNAUDITED)

	General Public 6730	Total
	<u> </u>	<u> </u>
Allocations		
State of California STA Funds	\$ <u>181,533</u>	\$ <u>181,533</u>
Total Allocations	<u>181,533</u>	<u>181,533</u>
Expenditures		
Redwood Coast Transit Authority	<u>108,323</u>	<u>108,323</u>
Total Expenditures	\$ <u><u>108,323</u></u>	\$ <u><u>108,323</u></u>

The accompanying notes are an integral part of these financial statements.

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

To the Commissioners of
Del Norte Local Transportation Commission
Crescent, California

We have audited, in accordance with auditing standards generally accepted in the United States of America the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Del Norte Local Transportation Commission (the Commission), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated November 23, 2018.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. Additionally, we performed tests to determine that expenditures paid by Del Norte Local Transportation Commission Transportation Development Act Funds were made in accordance with the California Transportation Development Act. Specifically, we performed each of the specific tasks identified in the California Code of Regulations Sections 6661, 6662, and 6751 that are applicable to Del Norte Local Transportation Commission Transportation Development Act Funds. Also as part of our audit, we performed tests of compliance to determine whether certain state bond funds were received and expended in accordance with the applicable bond act and state accounting requirements.

In connection with our audit, nothing came to our attention that caused us to believe the Del Norte Local Transportation Commission failed to comply with the Statutes, Rules, and Regulations of the California Transportation Development Act. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion.

As of June 30, 2018, Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) funds received and expended, in the current fiscal year, were verified in the course of our audit as follows:

Unexpended PTMISEA Funds at June 30, 2017	\$ 819,585
Proceeds Received During 2018:	
State Apportionments	317,987
Interest Earned	<u>6,339</u>
Total Available for Expenditure	1,143,911
Expenditures Incurred During 2018:	
Funding Provided to RCTA for Purchases	<u>498,918</u>
Unexpended PTMISEA Funds at June 30, 2018	<u><u>\$ 644,993</u></u>

Purpose of this Report

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

Harshwal & Company, LLP
Certified Public Accountants

Harshwal & Company LLP

Oakland, California
November 23, 2018

RESOLUTION NO. 2018 20

**DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
ALLOCATING UP TO \$110,140 OF REGIONAL SURFACE
TRANSPORTATION PROGRAM FUNDS TO THE CITY OF CRESCENT CITY
FOR PEBBLE BEACH DRIVE BLUFF STABILIZATION**

WHEREAS, the Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency (RTPA), is allocating Regional Surface Transportation Program funds for eligible purposes; and

WHEREAS, the bluffs along Pebble Beach Drive suffered significant damage from the December 2016 storms; and

WHEREAS, the City requested Emergency Relief funds from the Emergency Relief Program to assist with stabilizing the bluff; and

WHEREAS, Pebble Beach Drive is classified as a Major Collector and it meets the requirements of the Regional Surface Transportation Program; and

WHEREAS, the Emergency Relief Program is funding 88.53% of the \$3,840,953 project and the California Disaster Assistance Act is paying 8.6% of the match; and

WHEREAS, maintaining our existing transportation network is a primary goal in the 2016 Regional Transportation Plan; and

WHEREAS, the match fund amount of \$85,140 is the maximum funding currently available in the Regional Surface Transportation Program account; and

NOW, THEREFORE, BE IT RESOLVED THAT the DNLTC hereby allocates to the City of Crescent City on a reimbursement basis a sum not to exceed \$85,140 for Pebble Beach Drive Bluff Stabilization Project as described in the letter request dated November 19, 2018 and with a completion date no later than November 30, 2021.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission on the 4th day of December 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

Item D Staff Report

DATE: DECEMBER 4, 2018
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: SUNSET CIRCLE SCOPE CHANGE FUNDING REQUEST

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

BACKGROUND: The attached letter request from the City of Crescent City provides an explanation of the necessary scope change and the reason for this request. The proposed resolution follows the letter.

The TAC reviewed the details of the Regional Surface Transportation Funding prior to making this recommendation.



City of Crescent City
Where the Redwoods Meet the Sea

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



LAPM EXHIBIT 22-D REQUEST FOR PROJECT SCOPE CHANGE (LOCAL ATP PROJECTS)

To: Mark Mueller
District Local Assistance Engineer
Caltrans, Office of Local Assistance
PO Box 3700
Eureka, CA 95502

Date: 10-26-18

PPNO: 1118

Federal PROJECT #: ATPL-5013(014)

ATP ID #: ATP - -

Project Name (Per CTC programming): Sunset Circle Multi Use Trail

Approved Project Description (As submitted in Application): Construct a multi-use trail adjacent to Sunset Circle to connect the existing North Harbor Trail along beachfront Park to the recently constructed Promenade Trail at the Harbor.

Approved Project Limits (As submitted in Application): The project is located in Crescent City, CA on Sunset Circle adjacent to Highway 101.

Dear Mark:

Consistent with the California Transportation Commission's (CTC) "Policy on Project Amendments and Advance Project Allocations", adopted on August 18, 2016, we request that Caltrans consider, and the CTC approve the proposed Project Amendments as documented below:

Required Elements (per CTC's Project Amendment Policy):

1. An explanation of the proposed scope change;

The original scope of work called for the creation of 1500 linear feet of ten (10)-foot-wide shared-use path, paved with two (2) inches of asphalt, and bordered on either side by three (3)-foot shoulders composed of three (3) inches of decomposed granite. High-visibility treatment would be applied to all driveways that cross the Multi-Use Trail, and Bollard lighting would be installed along the entire length of the trail. Crosswalk striping and truncated domes would be installed where the Multi-Use Trail crosses the entrance to Shoreline RV Park.

The revised scope of work would reduce the shared-use path to a (8) foot-wide path for a small section in front of the 2 adjacent buildings shown on the attachment labeled Alternate Trail Alignment dated 08/09/2018. The remaining trail will continue to be a (10) foot-wide path. All sections of the trail will be paved with two (2) inches of asphalt, with two (2)-foot and five (5)-foot shoulders. The revised scope of work would increase the safety. A turn on the north end of the trail, would relocate the turn away from the adjacent roadway, reducing the risk of bicyclists veering into the path of motorized traffic. The revised scope of work would also slightly shorten the trail length by diverting the trail away from the South junction of Sunset Circle and US Highway 101, eliminating a segment that would parallel the existing Promenade and Coastal Trail.

The City of Crescent City has communicated proposed changes to Caltrans and coordinated all requirements for the proposed change. See attached Sunset Circle Trail Preliminary Plan.



2. The reason for the proposed scope change;

The scope of the project is being revised because adjacent landowners have definitively refused to grant the additional ROW required for the original project. The project will not be completed in its current proposed form. The revised project is based on recommendations made by the affected property owners themselves. Property owners expressed their concerns with the original project in a letter dated April 26, 2018. See attached property owner letter. The City met with property owners to discuss the project on June 29, 2018, where they expressed their concerns of losing their land. The City met with property owners on September 9, 2018 and came to a general consensus on the proposed changes to the project.

3. The impact the proposed scope change would have on the overall cost of the project;

The total original project cost was \$800,000 with \$640,000 funded through ATP and the remaining \$160 funded through the Del Norte Local Transportation Commission (DNLTC). The breakdown of each component is as follows:

Component	Total Cost of Work	ATP Funded	DNLTC Funded
PA&ED	\$ 20,000	\$ 16,000	\$ 4,000
PS&E	\$ 60,000	\$ 48,000	\$ 12,000
Right of Way	\$ 314,000	\$ 251,000	\$ 69,000
Construction	\$ 406,000	\$ 325,000	\$ 81,000
Total	\$ 800,000	\$ 640,000	\$ 160,000

The total amount budgeted for PA&ED was not fully expended and the City transferred the remaining amount into PS&E. The current budget breakdown for each project component is as follows:

Component	Total Cost of Work	ATP Funded	DNLTC Funded
PA&ED	\$ 3,652	\$ 2,922	\$ 730
PS&E	\$ 76,348	\$ 61,078	\$ 15,270
Right of Way	\$ 314,000	\$ 251,000	\$ 63,000
Construction	\$ 406,000	\$ 325,000	\$ 81,000
Total	\$ 800,000	\$ 640,000	\$ 160,000

See attached Stover Engineering Rate Sheet for current overall project costs based on the original approved project scope. The proposed scope change needed to cover increased PS&E costs is estimated at \$42,000, see attached Stover Engineering Rate Sheet Adder to Original Agreement. There will be a reduction in expenses for ROW; however, we do not have an estimate of the difference at this time, and therefore, the net effect on costs has not been estimated. The original ROW needed for this project was 37,433 SF. The alternative alignment requires an estimated 8,500 SF resulting in a net ROW reduction of approximately 29,000 SF. The cost savings related to reduction in Right of Way costs is unknown but is anticipated to produce an overall cost savings for the project component. An amendment to the biological assessment survey to include the portion of the alignment that was not included in the previous survey



increases PA&ED costs by \$2,000. A CEQA amendment is not needed for this project. The table below shows the cost changes due to the scope change broken down by each programming component:

Component	Before Scope Change	After Scope Change
PA&ED	\$ 3,652	\$ 5,652
PS&E	\$ 73,730	\$ 115,730
Right of Way	\$ 314,000	\$ 314,000
Construction	\$ 406,000	\$ 406,000
Total	\$ 797,382	\$ 841,382

4. **An estimate of the impact the proposed scope change would have on the potential of the project to increase walking and bicycling as compared to the benefits identified in the project application (increase or decrease in benefit);**

The revised project would be expected to increase trail use by both bicyclists and pedestrians by modifying the alignment to follow two sections of casual use short cuts, thereby reducing total distance between destinations. Some users may not be comfortable using short cuts that are not formalized and would be more likely to use designated trails. Trail use may also be increased by the safer turns created in the new alignment. The improved turns will have greater visibility and be located farther away from motorized traffic, so users who would have felt unsafe with the original alignment may use the revised trail. Pedestrians and bicyclists will enjoy a shorter, more direct travel path, and bicyclists will be able to maintain steadier speed along the entire trail. See attached picture of casual use shortcut.

5. **An estimate of the impact the proposed scope change would have on the potential of the project to increase the safety of pedestrians and bicyclists as compared to the benefits identified in the project application (increase or decrease in benefit);**

The proposed change provides a net increase in safety by altering the alignment to create safer turns. One turn, at the north end of the trail, will be flattened to reduce the risk of bicycles veering into the adjacent roadway where motorized traffic travels. There are no reductions in safety compared to the original project application.

6. **An explanation of the methodology used to develop the aforementioned estimates;**

The extent of casual use along the proposed trail alignment was assessed by a pedestrian and bicycle traffic count documented in the *DNATP*. That study revealed that 58 of the 60 active transportation users counted took a short cut through a private property located at 1060 Sunset Circle (APN 118-390-19), bypassing the final 330 feet of the improved portion of the Harbor Trail where it connects to Sunset Circle.

Completing the Sunset Circle portion of the trail system supports the local community and regional goals as discussed in the *DNATP*. As documented in the *DNATP*, a significantly higher percentage of workers in Crescent City walk or bike to work as compared to other small cities on the West Coast, and the completed trail system provides safe, convenient routes to and from work. The City, together with Del Norte County, has also committed to creating a trail network to allow local residents and tourists alike to reach the region's extensive natural attractions—beaches, forests, rivers, and more—on foot, bike, and horseback. The project supports these goals, and also the following objectives, specified in the *DNATP*:



- Objective I-3a: Develop bikeways, including shared routes and bicycle boulevards that comply with the standards of Sections 2374 – 2376 of the Streets and Highways Code pertaining to bikeways.
- Objective I-3e: Encourage city, county, and state law enforcement agencies to offer programs that encourage safe bicycling.

7. For projects programmed in the Metropolitan Planning Organization (MPO) component, evidence of MPO approval and the MPO rationale for their approval.

Not Applicable

Required revisions to the Project's Description and/or Limits:

The proposed Project Amendments documented above will require the following changes to the Project's Description and/or Limits:

Proposed changes to the Project Description: Construct a multi-use trail adjacent to Sunset Circle diverting the trail away from the south junction of Sunset Circle to connect the existing North Harbor Trail along beachfront Park to the recently constructed Promenade Trail at the Harbor.

Proposed changes to the Project Limits: N/A

Project Delivery Status:

The following is a side-by-side comparison of the original project schedule and the current project schedule. The explanations for each milestone date change is listed below:

Anticipated CTC Allocation Dates (at the time of Application Submittal for funding):

PA&ED: 7/1/16 PS&E: 1/1/17 R/W: 7/1/17 CON: 1/1/18 CON-NI: _____

Actual/New Anticipated CTC Allocation Dates (at the time of this request):

PA&ED: 8/17/16 PS&E: 12/06/17 R/W: 12/06/17 CON: 12/4/19 CON-NI: _____

Explanation for milestone changes:

PA&ED: N/A

PS&E: Project modification to reduce ROW and coordinate with property owners and Caltrans

R/W: Delay of PS&E

CON: Delay of PS&E

CON-NI: N/A



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Local Agency Certification:

This Request for Scope Change has been prepared in accordance with the *Procedures for Administering Local Projects in the Active Transportation Program (ATP)*. I certify that the information provided in the document is accurate and correct. I understand that if the required information has not been provided this form will be returned and the request may be delayed. Please advise us as soon as the scope change has been approved. You may direct any questions to

Jon Olson at (707) 464-9506
(name) (phone number)

Signature: _____ Title: Public Works Director Date: 10/26/18

Agency/Commission: City of Crescent City

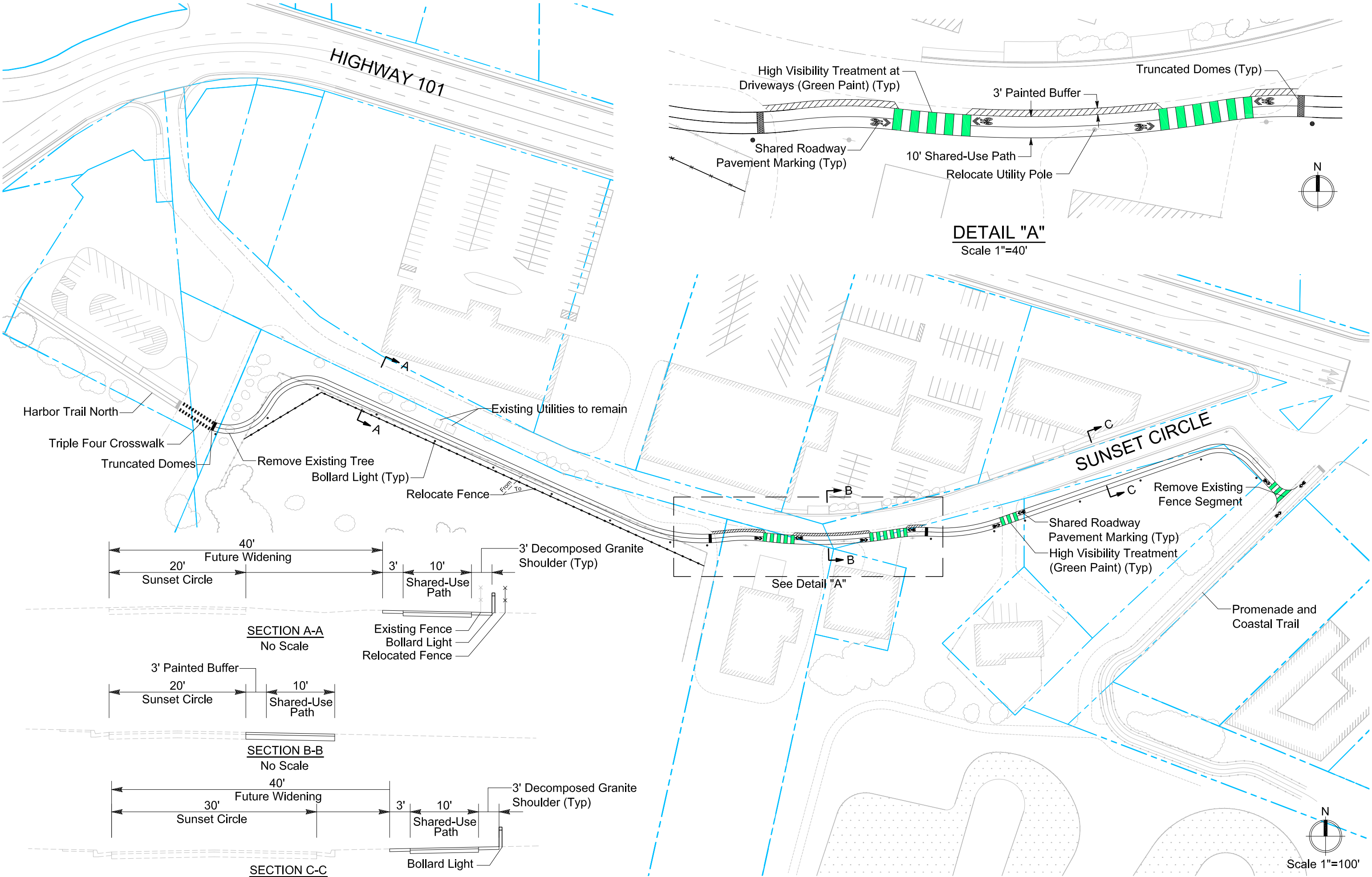
Attachments:

1. Sunset Circle Trail Preliminary Plan
2. Sunset Circle Trail Alignment Dated 08/09/18
3. Property Owner Letter Dated April 26, 2018
4. Stover Engineering Rate Sheet Dated March 28, 2018
5. Stover Engineering Rate Sheet Dated September 19, 2018
6. Photo of Casual Use Shortcut

Distribution:

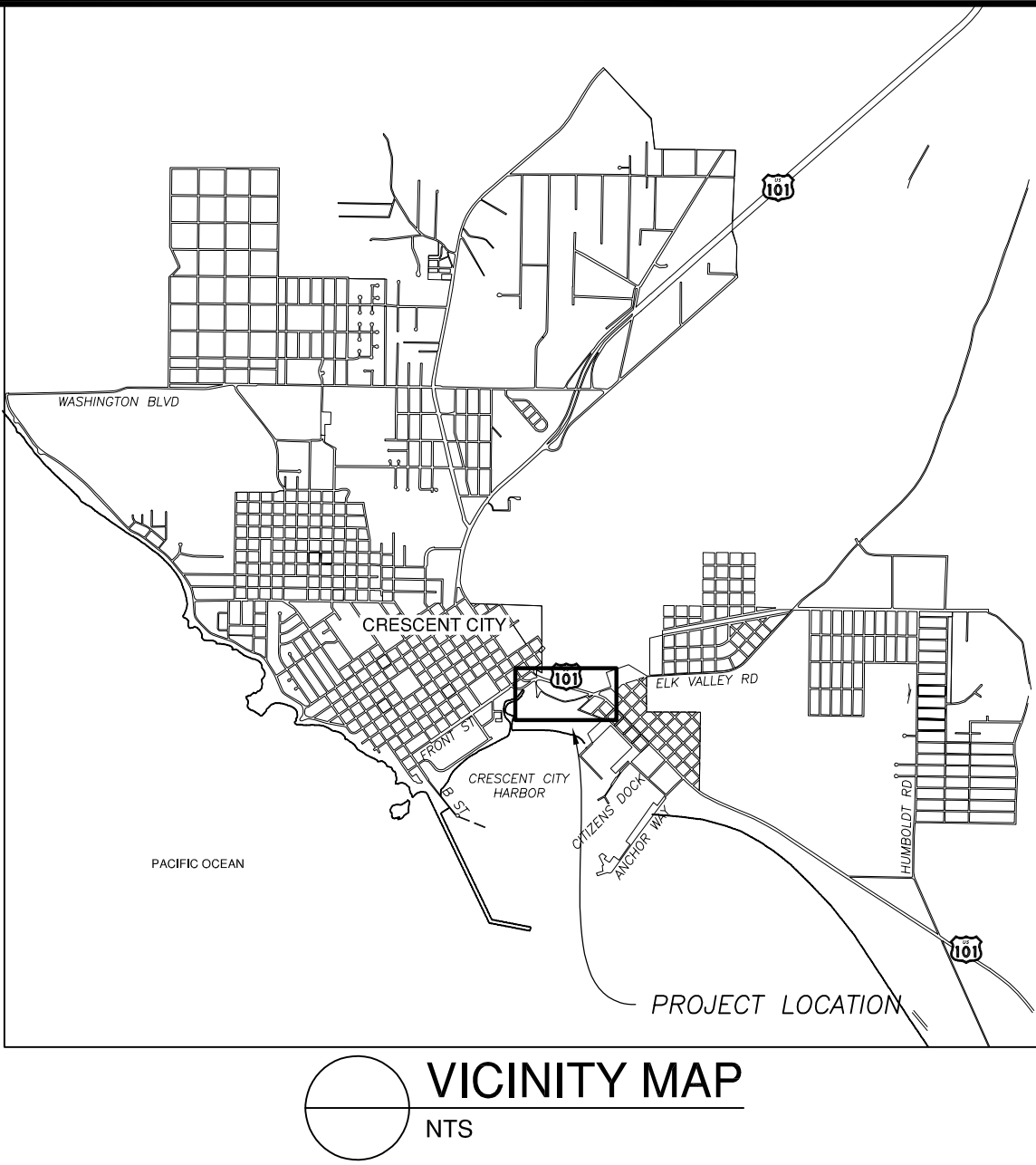
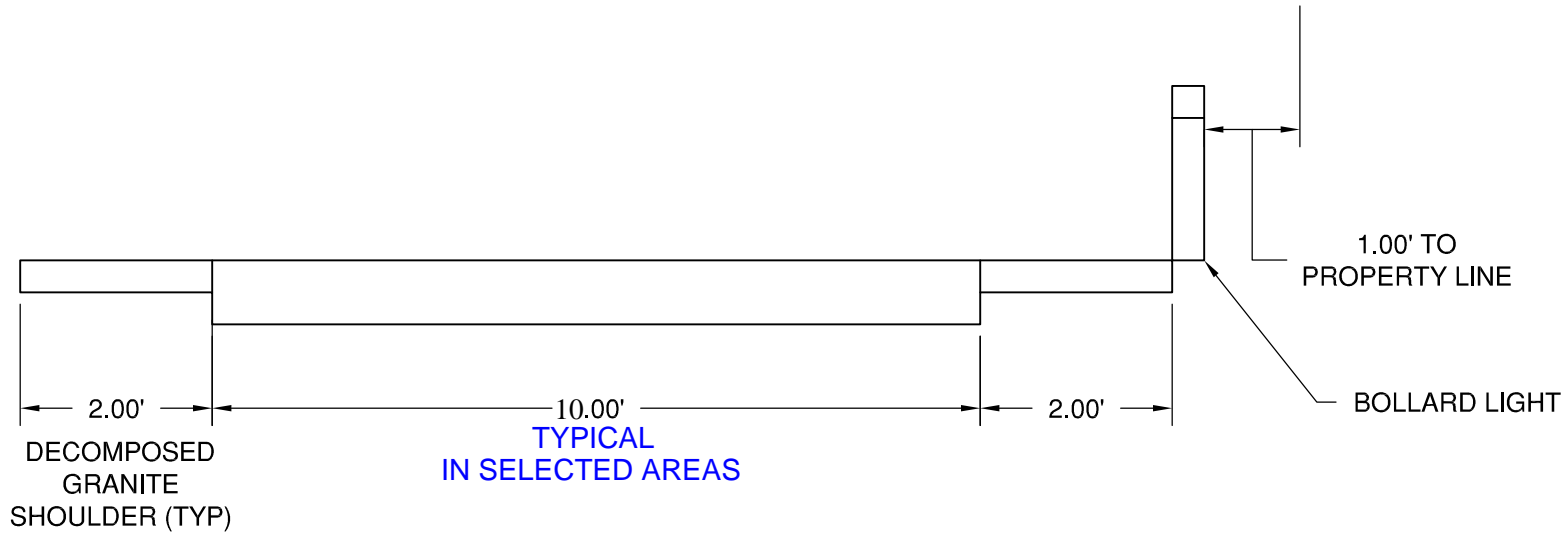
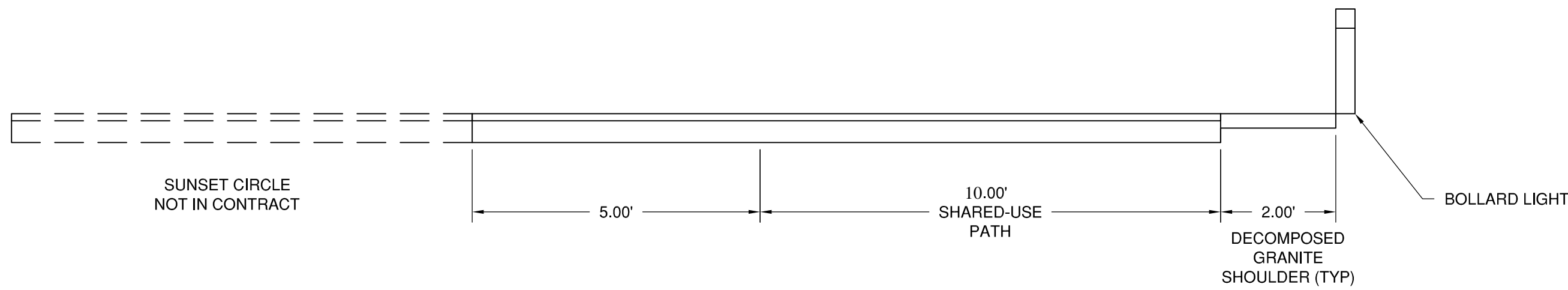
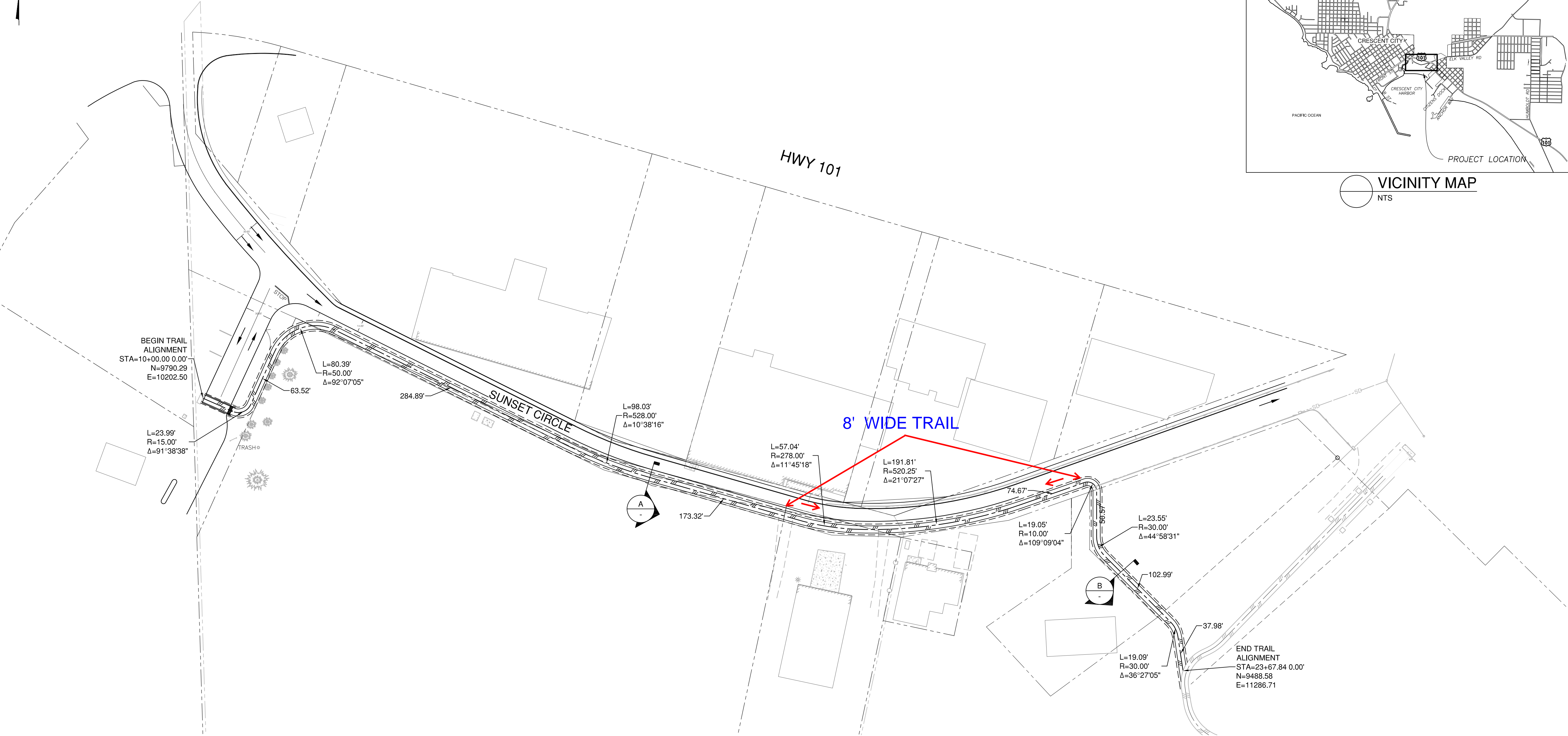
- (1) Original -DLAE
- (2) Copy – Division of Local Assistance, Headquarters ATP Program Manager
- (3) Copy – MPO/RTPA/County Transportation Commission

SUNSET CIRCLE TRAIL PRELIMINARY PLAN



S:\4544 Crescent City Sunset Circle\Civil3D\Drawings\20180829 - 4544 - ALTERNATE PROPOSED TRAIL ALIGNMENT.dwg 10/4/2018 4:09 PM STOVER ENGINEERING SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF ELECTRONIC COPIES OF THIS PLAN SHEET.

CITY OF CRESCENT CITY ALTERNATE TRAIL ALIGNMENT SUNSET CIRCLE



CITY OF CRESCENT CITY SUNSET CIRCLE MULTI-USE TRAIL PROJECT CRESCENT CITY, CA		STOVER ENGINEERING Civil Engineers and Consultants PO BOX 783 - 711 H STREET CRESCENT CITY, CA 95531 707-485-6742		NOT FOR CONSTRUCTION	
ALTERNATE TRAIL ALIGNMENT		JOB NO. 4544		DATE: 08/09/18	
SCALE: 1"=60'		SHEET 1 OF 1		APPROVED: [Signature] DATE: [Blank] REVISION: [Blank]	
DRAWING INFO: DESIGNED BY: ROY DRAWN BY: GLH CHECKED BY: WLS		1" BAR IS EQUAL TO ONE INCH ON ORIGINAL DRAWING. ADJUST SCALES IF DISTANCE VARIES ACCORDINGLY.			

April 26th 2018

RE: Concerns about Sunset Circle.

To whom it may concern,

We are all owners of property bordering the Sunset Circle property. We are concerned about the environmental impact along with safety factors of having a bike path installed along Sunset Circle.

Many years ago Sunset Circle was a railroad right of way owned by Hobbs Wall for their train that hauled lumber to the mill. Over the years it has been paved and is being used as a two lane road when really it is only wide enough for a single lane road.

We feel that it is not a wise decision for the city to put in a bike lane without taking a sizable amount of property from us, the adjacent property owners. We are not happy with the idea as we would lose some of our frontage. Our suggestion is to have the city look into making Sunset Circle a one way road starting at the north end and traveling toward the south end. At this present time it is not a safe place to pull out onto highway 101 on the north end of Sunset Circle.

If the city would consider this suggestion we feel that there would be enough road right away to accommodate a bike path without having to acquire more property from the adjacent land owners. It would also help with the potential nuisance of vehicles parking on the side of the road for the purpose of camping, hiking or cycling on the bike path. By having a one lane road the public should have a better sense of security for using the bike lane without the fear of being ran into by a car.

These are our comments and suggestions regarding the Sunset Circle Bike Path Project and we request that they be included in any and all further opportunities for public comment on this project unless we resend them in writing.

Sincerely,



Jim & Louise Nelson


Eileen Brown


 Mary Wilson

Michael Selfridge



Task Description	Estimated Level of Effort, Hours									Total Hours	Labor, \$	Subcon, \$	ODC, \$	TOTAL, \$
	WARD - PE	RYAN - PE	JON - PE	JOSH - TECH	GARRET - TECH	PARTY CHIEF	RODMAN		SHAYLA - ADMIN					
	132	119	107	60	83	146	123		60					
Maximum Hourly Rate														
Task Description												w/ mark-up		
1. Project Management - QA/QC (Assume 10 Month Schedule)	60									60	7,920			7,920
2a. Project Kickoff	4	4	4							12	1,432			1,432
2b. Prepare Agenda/Minutes			4							4	428			428
3a. Collect Existing Data			16							16	1,712			1,712
3b. Prepare Data Memo			4							4	428			428
4a. Conduct Field Survey		15			8	16	16			55	6,753			6,753
4b. Prepare As-Built Plan/Topo		4			16					20	1,804			1,804
4c. Prepare Appraisal Map		12			8					20	2,092			2,092
4d. Prepare Final Legal Descriptions for Each Parcel (6)		8			8					16	1,616			1,616
4e. Set Pins and prepare Record of Survey Map		4			12	12	12			40	4,700			4,700
5a. Design Requirements and Criteria Memo			8							8	856			856
5b. Design Criteria Meeting with City	2		2							4	478			478
6.1a. Prepare Preliminary Plan			24		20					44	4,228			4,228
6.1b Review Meeting with City Staff	2		2							4	478			478
6.2a. Prepare Drainage Plan - 50%			12		4					16	1,616			1,616
6.2c Prepare Plan & Profile with standard plan and notes - 50%			24		24					48	4,560			4,560
6.2d. Outline Specs - 50%			8							8	856			856
6.2e. 50% Review Meeting with City			2							2	214			214
6.3a. Prepare Construction Drawings - 90%			40		50					90	8,430			8,430
6.3b. Prepare Lighting Plan - 90%			8		8					16	1,520			1,520
6.3c. Prepare Detailed Specifications - 90%			16	16						32	2,672			2,672
6.3d. Prepare Engineer's Opinion of Construction Cost - 90%			8	8						16	1,336			1,336
6.3e. Coordinate Utility Relocation			8							8	856			856
6.3f. Prepare Erosion Control Plan			12		12					24	2,280			2,280
6.3g. Prepare Temporary Traffic Control Plan - 90%			8		8					16	1,520			1,520
6.3h. Submit Plans to DSA			4						2	6	548			548
6.3i. 90% review meeting with City			2							2	214			214
6.4a. Prepare Final PS&E			16		16					32	3,040			3,040
6.4b. Stamp and Sign PS&E			2		1					3	297			297
6.4c. Prepare PS&E Checklist and Certification			4							4	428			428
6.4d. Attend City Council Meeting	2		2							4	478			478
7. Right of Way Acquisition - SEE BRI Detailed Estimate - No Markup		2								2	238	71,270		71,508
8. Bid Assistance (includes pre-Bid Conference)			20		8					28	2,804			2,804
9. Construction Management			40							40	4,280			4,280
										-	-			-
Reimbursibles (Copies, Mileage, Postage)										-	-		618	618
										-	-			-
TOTAL	70	49	300	24	203	28	28	0	2	704	73,112	71,270	618	\$ 145,000

Sunset Circle Multi-Use Class 1 Trail
Adder to Original Agreement

9/19/18

Adder to Original Agreement		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1		Task Description	Estimated Level of Effort, Hours									Total Hours	Labor, \$	Subcon, \$	ODC, \$	TOTAL, \$	
2			WARD - PE	RYAN - PE	JON - PE	JOSH - TECH	GARRET - TECH	PARTY CHIEF	RODMAN	SHAYLA - ADMIN							
3	Maximum Hourly Rate		132	119	107	60	83	146	123	60							
4	Task Description													w/ mark-up			
5	1. Project Management - QA/QC (add 3 Months to Schedule)	18										18	2,376			2,376	
6	2a. New Schematic Design Review Meeting	2	2									4	502			502	
7	2b. Prepare Agenda/Minutes		4									4	476			476	
8	4a. Additional Field Survey						8	8				16	2,152			2,152	
9	4b. Additional As-Built Plan/Topo		2			8						10	902			902	
10	4c. Prepare Appraisal Map for North Properties		8			8						16	1,616			1,616	
11	4d. Prepare Final Legal Descriptions for Additional (6) Properties		8			8						16	1,616			1,616	
12	4e. Set Pins and Prepare Record of Survey Map Additional (6) Properties		4			12	12	12				40	4,700			4,700	
13	5c. Design Requirements and Criteria Memo, Road and Signage	1	8									9	1,084			1,084	
14	5d. Design Criteria Meeting with City, Road and signage	2	2									4	502			502	
15	6.1c. Prepare Preliminary Plan for Roadway		24			20						44	4,516			4,516	
16	6.1d. Review of Road Plan with City Staff (Meeting)	2	2									4	502			502	
17	6.2a. Prepare Drainage Plan - Additional area and road		6			2						8	880			880	
18	6.2f. Prepare Road Plan & Profile with standard plan and notes - 50%		24			24						48	4,848			4,848	
19	6.3a. Prepare Construction Drawings additional		24			32						56	5,512			5,512	
20	6.3b. Prepare Lighting Plan - new system		8			8						16	1,616			1,616	
21	6.3d. Prepare Engineer's Opinion of Construction Cost - 90% Adder		8		4							12	1,192			1,192	
22	6.3f. Prepare Erosion Control Plan Adder		4			4						8	808			808	
23	6.4a. Prepare Final PS&E Adder		8			8						16	1,616			1,616	
24	10. Turning movement . right to park, right from park, east intersection		8			12						20	1,948			1,948	
25	11. Caltrans Coordination		8			8						16	1,616			1,616	
26	12. Fire Department Approval for conceptual design		4			4											
27	Reimbursibles (Copies, Mileage, Postage)											-	-		500	500	
28																	
29	R/W Acquisition Services for 6 Additonal Parcels on the North Side	assumes no additional R/W is required.										-	-			-	
30																	
31												-	-			-	
32	TOTAL	25	166	0	4	158	20	20	0	0		385	40,980	-	500	\$ 41,480	
33																	
34	Work Invoiced on 4544.1 through 7/31/18															\$	1,510.25
35	Revised based on assumption that there is no RW needed north of road.															\$	42,990.25

Attachment 9 Photos of Casual Use Shortcut



Casual Use
Shortcut

Facing South



Casual Use
Shortcut

Facing North

Item E Staff Report

DATE: DECEMBER 4, 2018
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: MATCH FUNDING FOR BANK STABILIZATION PROJECT

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

BACKGROUND: See the attached letter request from the City of Crescent City and the proposed resolution.

DISCUSSION: Before considering all requests for RSTP funds on this agenda, the TAC had a comprehensive conversation about the available funds and priorities. There is simply not enough RSTP funding to honor all requests. The RSTP funds are provided to DNLTC on an annual basis and \$235,364 was the amount for 2017-18.



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November 19, 2018

Mrs. Tamera Leighton, Executive Director
Del Norte Local Transportation Commission
900 Northcrest Drive, PMB 16
Crescent City, CA 95531

Project: Pebble Beach Drive Bluff Stabilization Project

RE: RSTP Funds Request

Dear Mrs. Leighton:

The December 2016 storms caused significant erosion along Pebble Beach Drive from Preston Island to Seventh Street, which destabilized approximately 1200 linear feet of road. Bank stabilization is crucial for protecting and preserving Pebble Beach Drive from Preston Island to Seventh Street and future projects. The City requested and will receive Emergency Relief funds from the Emergency Relief Program to assist with stabilizing the bluff. We are requesting \$110,140 from the Del Norte Local Transportation Commission to pay the required match for the project. The Scope of Work approved on October 3, 2017 includes the installation of a nail and truss wall panels and anchored wall and mesh facing, rip rap installation, repair of the road, new striping, sidewalk and curb and gutter. The anticipated project funding is as follows:

88.53% Emergency Relief Program \$3,400,395
8.60% (75% of the 11.47% match) California Disaster Assistance Act \$330,418
2.87% Regional Surface Transportation Program Fund Request \$110,140

The 11.47% match is borne by the City and State. The State California Disaster Assistance Act covers 75% of the match or 8.60% of the project costs. The City is requesting that its portion be covered by the RSTP funds. With rising constructions costs the City's concern was this project would exceed the original estimate. The City's revised estimate doubled the amount of funds needed for this project. The City requested a DAF revision to more accurately reflect costs. The revised DAF was approved November 1, 2018. The City is not requesting funding for any City staff time. The City Council authorized this request at the November 19, 2018 Council meeting.

Thank you for your consideration.

Sincerely,

Eric Wier
City Manager
City of Crescent City

Attachments: DAF Cover, Cost Calculation

U.S. Department of Transportation Federal Highway Administration- California Division- Title 23 Damage Assessment Form (DAF)		DAF No. <u>KCB</u> - <u>CRC</u> - <u>001</u> - <u>2</u>
Sheet # 1 of <u>1</u>		Federal Project # EO ER - ()
Disaster No. CA <u>17</u> - <u>1</u> PR ER - <u>32D0</u> (<u>013</u>)		
Applicant <u>City of Crescent City</u>	County <u>Del Norte</u> Congressional districts <u>2</u>	Incident Date (mm/dd/yyyy) <u>12/14/2016</u> Inspection <u>04/12/2017</u>
Location of Damage:	Per Site <input type="checkbox"/> or <input checked="" type="checkbox"/> Per Mile	Federal-aid Highway? <input type="checkbox"/>
Name of Road/Bridge: <u>Pebble Beach Drive</u>	Y for yes, if no, ineligible for ER funds <input type="checkbox"/>	
PM Begin: <u>7th & Pebble Beach</u>	PM Length: <u>1,200.00</u>	Map No <u>01A43</u>
PM End: <u>Preston Island & Pebble Beach</u>	(in feet)	Functional Classification Type: Major Collector
Road/Bridge Data:	Bridge No. _____ Type: _____	Route # _____
Traveled Way: Width <u>40</u> Type: PCC <input type="checkbox"/> AC <input checked="" type="checkbox"/> Gravel <input type="checkbox"/>	Forest Hwy? Y/N <input type="checkbox"/> Interstate? Y/N <input type="checkbox"/>	Existing ADT: <u>1,500</u>
Shoulder: Width _____ Type: PCC <input type="checkbox"/> AC <input type="checkbox"/> Gravel <input type="checkbox"/>		
Description of Damage:	<u>Bluff erosion caused by excess precipitation and strong storm surges.</u>	

COST ESTIMATE				
Emergency Opening (EO)	Type of Repair	Description of Work	Cost Summary	
	Emergency Opening (EO)	EO- AGENCY FORCES CT Work Order #(s): _____ EA(s): _____	EO Not Needed	PE
		CE		
		Construction		
EO- CONTRACT EO EA(s): _____		EO Not Needed	PE	
			CE	
			Construction	
NOTE: Environmental documentation for EO is required. It is generally started after work has begun.			R/W	
Subtotal Emergency Opening			\$0	
Permanent Restoration (PR)	PR- CONSTRUCTION FA requires an approved PIF <input checked="" type="checkbox"/> Contract <input type="checkbox"/> FA PR EAs _____	Pending benefit cost justification and geotech report, construct soil nail truss system and riprap for bluff stabilization. Features covered by programmed projects overlapping this scope will be moved out of the scope of this project - MEM	PE	458,000
			CE	352,000
			Construction	3,025,950
			R/W	5,000
NOTE: PRIOR AUTHORIZATION (APPROVED E-76) IS REQUIRED TO PROCEED WITH PERMANENT RESTORATION R/W & CONSTRUCTION				
NOTE: Environmental clearance for permanent restoration is conducted through normal Federal-aid procedures			Subtotal Permanent Restoration	\$3,840,950
Eligible	Signature	Date	PE Total	\$458,000
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Local Agency (if applicable): _____	09/26/18	CE Total	\$352,000
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Caltrans: _____	10/6/2018	R/W Total	\$5,000
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FHWA*: _____	10.31.18	Construction Total	\$3,025,950
TOTAL ESTIMATE			\$3,840,950	

Agency sig. Name (print): Eric Wier FHWA Sig. Name (print): Keaton Browder
 CT signature Name (print): Mark E. Mueller DAF Prepared by (print): Nacole Sutterfield

Original: Caltrans District Copies: FHWA, Division of Local Assistance(local roads), Federal Resources (state hwy), HQ Major Damage Engineer (state hwy)

*Write "N/A" in FHWA signature block if the project has no Federal ER funding or Federal ER funding delegated to the State.

FHWA Signature: REQUIRED for all Federal Funded State projects. REQUIRED for any Local Agency projects with 1) any BETTERMENT, 2) more than 2 ROW takes or 3) when paving is more than 50% of the Total Estimated Cost. Reminder: This DAF must be accompanied by photos of the damage.

BLANK - CC - 001 - 0				
SHEET 1 OF 1				
APPLICANT: CITY OF CRESCENT CITY				
AGENCY PR CALC 03/30/17				
COST CALCULATION FOR PEBBLE BEACH DRIVE BLUFF STABILIZATION				
1200' OF SOIL NAIL TRUSS SYSTEM AND RIPRAP				
QUANTITY	UNIT	LABOR, MATERIALS, EQUIPMENT	UNIT PRICE	COST FOR 1200 LF
120	10 LF	NAIL AND TRUSS WALL PANEL/ANCHORED WALL & MESH FACING	\$15,000	\$1,800,000
7200	TON	1 TON RIPRAP	\$150	\$1,080,000
600	LF	Crack Seal	\$3	\$1,800
450	TON	Leveling Overlay	\$175	\$78,750
300	LF	Curb and Gutter	\$50	\$15,000
200	SF	Striping	\$8	\$1,600
4	EACH	Ramps	\$5,000	\$20,000
3600	SF	Sidewalk	\$8	\$28,800
SUBTOTAL CONSTRUCTION:			\$3,025,950	
SUBTOTAL CE			\$352,000	
SUBTOTAL PE			\$458,000	
SUBTOTAL ROW			\$5,000	
TOTAL:			\$3,840,950	
PREPARED BY: ERIC WIER, PE – 9/25/18				

Preliminary Engineering is greater than 10% of Construction due to the project's proximity to the coastal zone and the requirement of a Coastal Development Permit along with the studies needed for the permit. Costs for preliminary engineering are much greater than typical projects such as the preliminary engineering exceeds 10% of the construction value.



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March 30, 2017

Caltrans, District 1
PO Box 3700
Eureka, CA 95502

Attn: Suzanne Theiss, District Local Assistance Engineer

Project: Pebble Beach Drive Bluff Stabilization Project-Emergency Relief Program
Project #: ER320(013)

RE: Justification for Improvement

Dear Ms. Theiss:

The City of Crescent City is attempting to secure Emergency Relief funds due to damage on Pebble Beach Drive that was caused by the December 2016 storms. The City is unable to put an end to the bluff erosion that is taking place without bluff stabilization being implemented. The City is considering installing nail and truss wall panels and placing large riprap to stabilize the bluffs that are currently eroding along Pebble beach Drive. We assume that the City's property is to the mean high tide line of the Pacific Ocean. If not, the bottom of the bluff may be owned by a state or federal agency and right-of-way acquisition may be necessary.

Without some type of stabilization bluff erosion adjacent to Pebble Beach Drive will continue. Alternatives that do not address the current issues will likely lead to failing infrastructure. The existing road surface of Pebble Beach Drive will become unusable for all modes of transportation. Currently Pebble Drive has compromised road surface and curbing. At some point it may become necessary to acquire properties adjacent to the roadway or relocate Pebble Beach Drive to a new alignment. It will not take much right-of-way acquisition to reach structures as some homes are only 10-15 feet from the road. Add to the fact that Pebble Beach Drive is also part of the California Coastal Trail, any compromise to safe access to Pebble Beach Drive will adversely impact active transportation/recreation users.

Work on Pebble Beach Drive is not eligible for funds from another agency and no other agency has responsibility for the work. The City accepts future maintenance of all work performed.

Please let me know what additional information you need to justify bluff stabilization along the City's portion of Pebble Beach Drive.

RE: Justification for Improvement

Sincerely,

Eric Wier, PE
Public Works Director

[illegible]



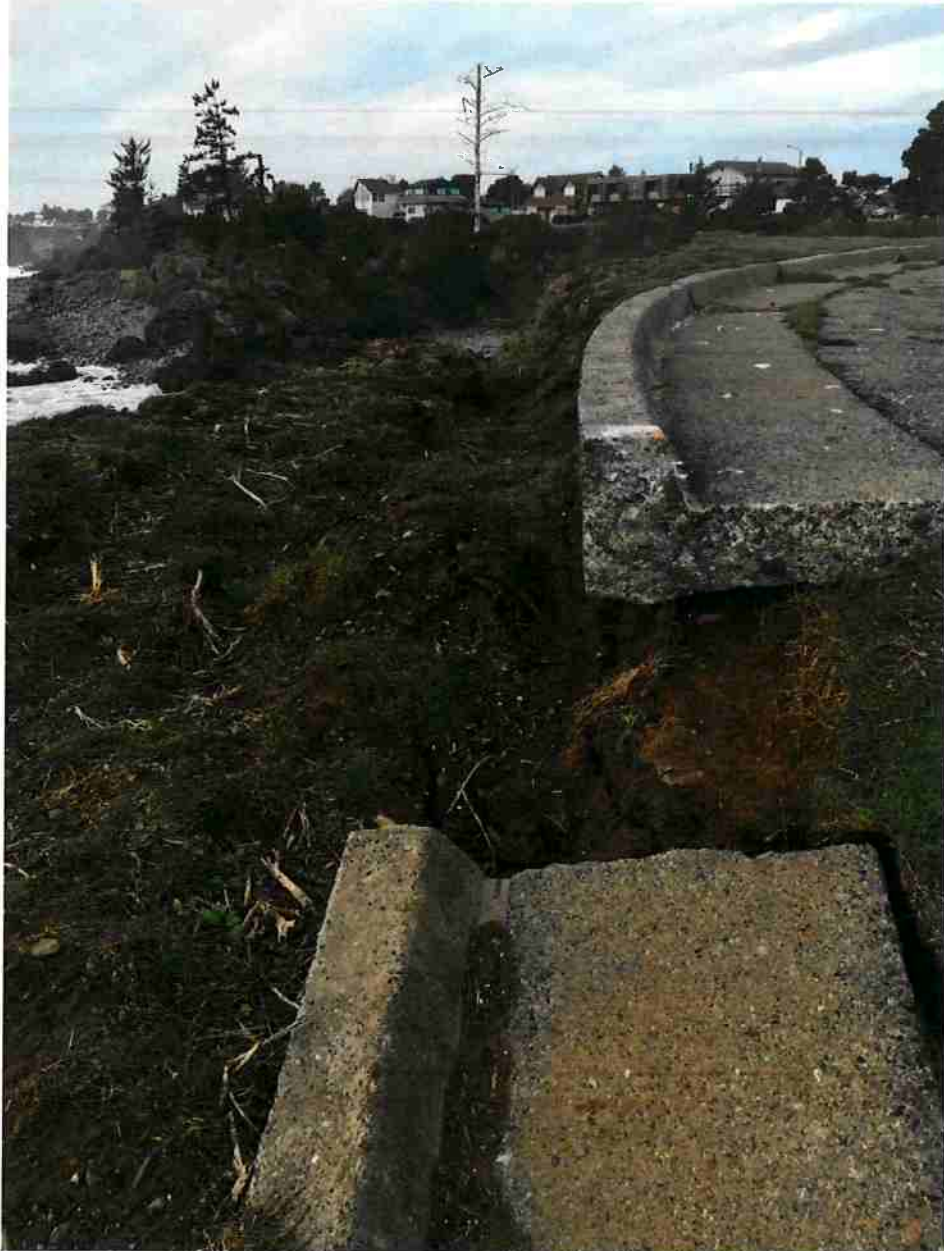
Pebble Beach Drive
Crescent City , CA
December 2016 Bluff Erosion

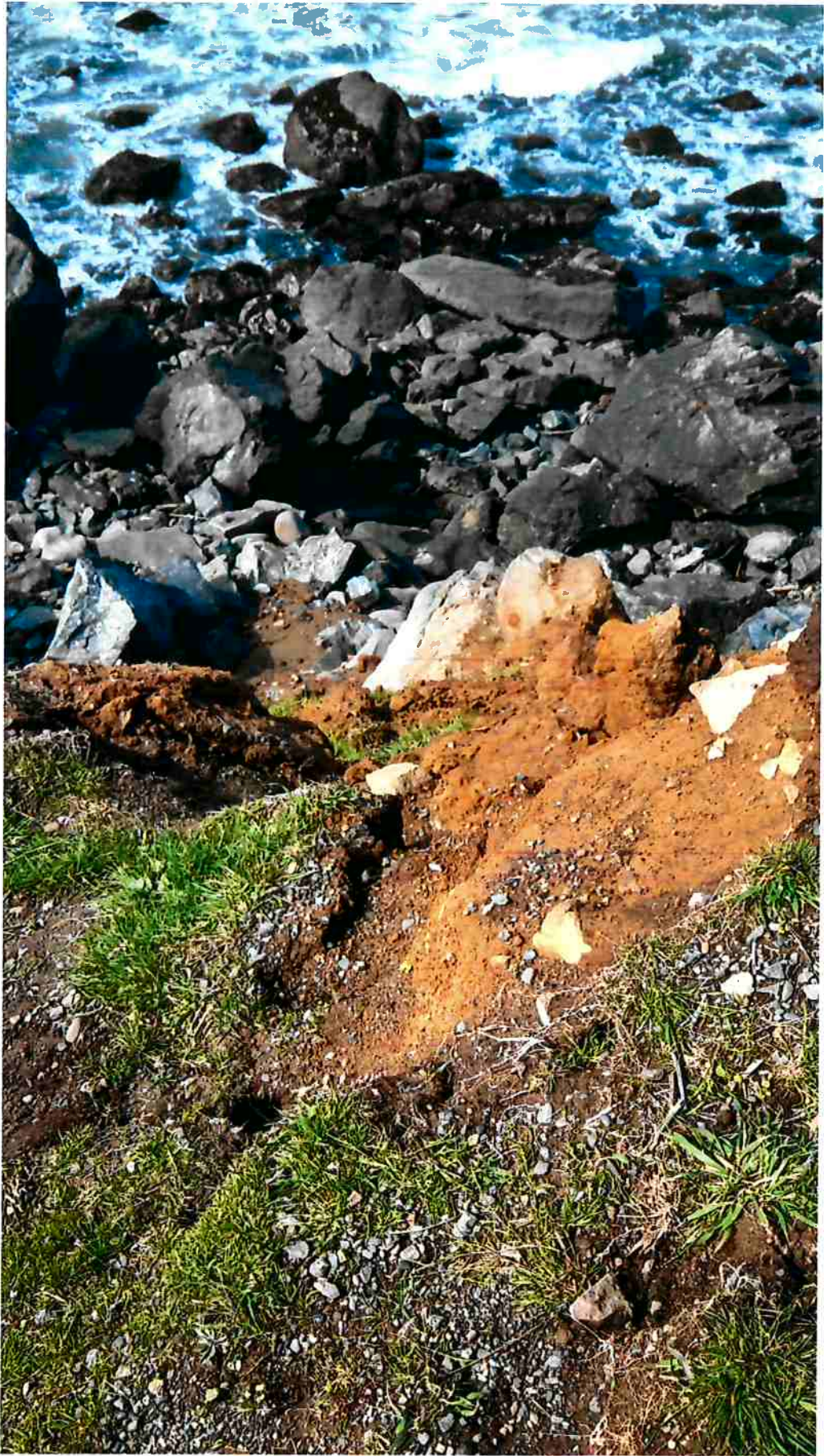
DAF#: BLANK -CC- 001-01















Damage Assessment
Form Narrative

March 30, 2017

A portion of Pebble Beach Drive in unincorporated area of Crescent City, CA experienced substantial bluff erosion as a result of excessive precipitation and strong storm surges during the December 2016 Storms.

The Smith River at Dr. Fine Bridge Station (Id: DRF) operated by the USGS and CA DWR recorded the following:

Date	Precipitation
12/13/16	0.16 inches
12/14/16	6.76 inches
12/15/16	0.40 inches

The NOAA Tides and Current Station for Crescent City (Id #: 9419750) recorded the following:

Date	Day	Time	Height
12/14/16	Wednesday	04:58 AM	2.49 low
12/14/16	Wednesday	10:57 AM	8.68 high
12/14/16	Wednesday	05:58 PM	-1.79 low
12/15/16	Thursday	12:36 AM	6.72 high
12/15/16	Thursday	05:50 AM	2.57 low
12/15/16	Thursday	11:45 AM	8.47 high

The bluff erosion did not result in the need for an emergency opening of Pebble Beach Drive. However some of the areas in the vicinity of Brother Jonathan Lookout became significantly more hazardous and caution tape was hung to alert users of the hazard. Damage has also taken place to Pebble Beach Drive, as bluff subsidence has caused the street to develop cracks and road subsidence. Pebble Beach Drive is one of the City's highest use roadways for tourism and active transportation recreation/exercise. Pebble beach Drive is also the alignment for the California Coastal Trail which sees high numbers of active transportation users.

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SHEET 1 OF 1				
APPLICANT: CITY OF CRESCENT CITY				
AGENCY PR CALC 03/30/17				
COST CALCULATION FOR PEBBLE BEACH DRIVE BLUFF STABILIZATION				
1200' OF SOIL NAIL TRUSS SYSTEM AND RIPRAP				
QUANTITY	UNIT	LABOR, MATERIALS, EQUIPMENT	UNIT PRICE	COST FOR 1200 LF
120	10 LF	NAIL AND TRUSS WALL PANEL/ANCHORED WALL & MESH FACING	\$15,000	\$1,800,000
7200	TON	1 TON RIPRAP	\$150	\$1,080,000
600	LF	Crack Seal	\$3	\$1,800
450	TON	Leveling Overlay	\$175	\$78,750
300	LF	Curb and Gutter	\$50	\$15,000
200	SF	Striping	\$8	\$1,600
4	EACH	Ramps	\$5,000	\$20,000
3600	SF	Sidewalk	\$8	\$28,800
SUBTOTAL CONSTRUCTION:			\$3,025,950	
SUBTOTAL CE			\$352,000	
SUBTOTAL PE			\$458,000	
SUBTOTAL ROW			\$5,000	
TOTAL:			\$3,840,950	
PREPARED BY: ERIC WIER, PE – 9/25/18				

Preliminary Engineering is greater than 10% of Construction due to the project's proximity to the coastal zone and the requirement of a Coastal Development Permit along with the studies needed for the permit. Costs for preliminary engineering are much greater than typical projects such as the preliminary engineering exceeds 10% of the construction value.