

**MINUTES
TECHNICAL ADVISORY COMMITTEE
AT 9:30 A.M. ON JANUARY 4, 2018**

Present: Rosanna Bower, County
Charlie Helms, Harbor
Heidi Kunstal, County, Vice Chair
Brandi Natt, Yurok Tribe via Telephone
Jason Price, Caltrans, Chair
Suresh Ratnam, Caltrans
Joe Rye, RCTA, via Telephone
Eric Taylor, City

Absent: Stephanie Hamilton, California Highway Patrol
Nacole Sutterfield, City
Eric Wier, City

Also Present: Susan Brown, Rural Approaches
Jeff Daniels, Del Norte County
Tamera Leighton, DNLTC

1. CALL MEETING TO ORDER

Chair Price called the meeting to order at 9:35 a.m.

2. INTRODUCTIONS

Introductions were made by the Committee.

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Committee:

Tamera Leighton informed the TAC that the listening devices have arrived and are available for public meetings. The device is easy to set up and has been tested. Heidi Kunstal inquired about borrowing the device for their public meetings. Tamera Leighton responded that the device is available for use by other agencies and can be checked out through the Commission Office.

4. MINUTES OF DECEMBER 11, 2017

Rosanna Bower requested a change to page 3 of 4 to reflect "Rosanna Bower stated that the county has not yet received the E-76 Document, so the County is waiting on this notification before proceeding with the project."

Rosanna Bower moved to approve the December 11, 2017 minutes with the correction, seconded by Eric Taylor and unanimously carried; the Technical Advisory Committee approved the minutes of December 11, 2017.

5. DATA COLLECTION AND BASELINE DATA PREPARATION CONTRACTING

Proposed action: Review sole proposal and recommend commission award the Data Collection and Baseline Data Preparation contract to LSC Transportation Consultants. Tamera Leighton reported that only one proposal was received and based on past experience with LSC Transportation Consultants their work meets all expectations. Staff recommendation is to award contract to LSC Transportation Consultants. Rosanna Bower questioned the need to score this proposal. Tamera Leighton responded that since this was the only proposal submitted and the proposal met all of the RFP criteria, scoring of the proposal is not necessary.

Rosanna Bower moved to recommend the commission award the Data Collection and Baseline Data Preparation contract to LSC Transportation Consultants, seconded by Heidi Kunstal and unanimously carried; the Technical Advisory Committee recommended the Commission award the Data Collection and Baseline Data Preparation contract to LSC Transportation Consultants.

6. DISCUSSION

• 2018-19 Overall Work Program

Tamera Leighton reported along with the county projects in the packet, Eric Wier submitted comments regarding assistance with grant applications, which continues to be a challenge because Rural Planning Assistance (RPA) funding can no longer be used for grant application assistance. Eligible uses of RPA funding continues to narrow. Tamera would like Caltrans to evaluate RPA funding uses and assess how it is providing the help that is really needed. Jason Price stated that there is a meeting on the 30th of January to learn about Caltrans programs. The meeting will be held in Del Norte County and use webcasts to broadcast to other areas. Local stakeholders and partners will be invited to voice concerns about challenges they face applying to those programs. Jason went on to say that they are still developing the information and flyers for the meeting, but that he will make sure that the information is sent to the TAC and Tamera. Tamera Leighton discussed the complexities of putting together a transportation planning grant and the reporting and match requirements involved. Jason Price suggested coming together with the other transportation districts and advocating for better uses of funds. Tamera Leighton will add to the Overall Work Plan (OWP) grant assistance funding through Planning, Programming & Monitoring (PPM), Local Transportation Fund (LTF) or Regional Surface Transportation Program (RSTP). The Transportation Commission may be able to use some of these funds for grant assistance. Grant assistance could be looked at on a case-by-case basis by the Commission and TAC, then award assistance from funding that may be available. Jason Price informed the TAC that an Active Transportation Plan (ATP) cycle is coming up and if there are projects for this fund to start early and involve Caltrans in the planning to make the application and project stronger. Tamera Leighton moved to the next item on the OWP proposed list: Obtain additional traffic counts to establish baseline data. Tamera explained this would be a carry forward with the contractor that the Commission is moving forward with to conduct traffic counts. The Commission could potentially add money and amend the contract to include additional

counts. The next proposed project on the county's list is to audit drainage system to establish baseline data. Rosanna Bower explained this project would catalogue the drainage infrastructure on the county road system (inclusive) and have the data entered as a layer in the GIS. This would include the city, harbor and county's drainage system, but the city does have some work done on this. Tamera Leighton asked if this would be a city and the county project using staff for the work. Rosanna Bower responded yes, there still needs to be communication between the city and county to figure what specific needs there are. Eric Taylor was in agreement that this would be a good collaborative project. Tamera Leighton asked what the work product would be. Rosanna Bower explained the work product would be a database and the idea is to have the database integrated into the GIS as a layer. Tamera Leighton inquired about an estimated cost for the project. Rosanna Bower responded that the project hasn't been developed enough to determine costs. The thought was to see if the project is conceptually possible than a more fully developed proposal could be drafted. Tamera Leighton thinks this is RPA eligible work. Getting this baseline data could prevent expensive transportation related failures. The proposal should focus on preventative measures, protection of infrastructure and cost savings. Keep the proposal broad based and don't underestimate the costs. A summary of the project including cost, scope and schedule will need to be submitted to Tamera by January 19th for inclusion in the draft OWP that is due to Caltrans by the end of February. A full proposal will be requested after the OWP is approved by the Commission and Caltrans. Tamera Leighton went on to the next proposed project on the county list, which is to obtain LIDAR data for Minor Arterial, Major Collector, Minor Collector, and Local Roads. Rosanna Bower explained that this would be a flyover of the county to obtain topographical data of the road systems. The LIDAR would assist in elevation for the drainage systems in the previous proposal. Tamera Leighton asked if there was a cost estimate for this project. Rosanna Bower stated that they didn't know the cost and they weren't sure about being able to accomplish both projects in the same budget year. Jason Price suggested that if there were enough RPA funds, the project might be feasible. Tamera Leighton asked Joe Rye about the status of the emergency preparedness training, if this training wasn't going to happen in this fiscal year then there might be funding for the LIDAR project. Joe Rye explained scheduling every employee for the training is problematic and there are additional costs that the Transit has not yet identified a source of funding for. Tamera Leighton explained that the employee online trainings haven't taken place yet for Redwood Coast Transit and the School District employees, so the Emergency Preparedness training won't happen until the employees receive the proper preliminary training as defined by Cindy Henderson. If the RPA funds will not be used for this emergency planning then there may be funds for the LIDAR project. Tamera asked Rosanna Bower to put together a project proposal for the OWP for the funds set aside for emergency training, otherwise those funds will be reverted back to Caltrans. Brandi Natt reported that the Yurok Tribe has completed their online employee trainings and have their Emergency Preparedness Training scheduled for January 8th. Tamera Leighton went on to discuss the last proposed project on the county's list: obtain additional roadway characteristics to inform the Systemic Safety Analysis Report. Rosanna Bower explained these would be an amendment to the previous work discussed. Jason Price talked about his familiarity with GIS databases and could assist the county and city with their proposed projects. The county should take into consideration when

developing its proposal to include hardware, software, training, and database integration and management. Tamera Leighton discussed the Redwood Coast Transit Authority Short Range Transit Plan that is happening now with data collection. There is funding in this year's OWP for that planning and next year's OWP will complete that process. Jason Price inquired about the data that was being collected for the Redwood Coast Transit Plan. Joe Rye explained that the transit did a three-day onboard survey of existing riders and a series of interviews with stakeholders and gatekeepers. Jason Price asked if the transit routes and bus stops are mapped on GIS. Joe Rye responded that the bus stops are on Google maps and the routes can be found on the transit website.

• **2016-17 Audit**

Tamera Leighton informed the TAC that the audit is not in this agenda packet but will be in the Commission packet for next week's Commission meeting. The audit is complete, however the Auditors were late in completing the work. Rosanna Bower asked Tamera to send the audit to the TAC. Tamera Leighton responded that she would make sure she gets the audit out to the members.

• **DNLTC office location: 475 H Street**

Tamera Leighton reported that she has moved her office to 475 H Street. Redwood Coast transit may rent a portion of the office space to have a local presence and file storage.

• **Information sharing by TAC members**

Jason Price informed the group that the 2017 Planning Handbook is now available.

Tamera Leighton will distribute the planning book to the members.

Jeff Daniels inquired about funding for covered bridge repair. Rosanna Bower stated that there is a Highway Bridge Fund and Jason Price said he would investigate other funding sources.

Joe Rye thanked Tamera for the opportunity to rent office space and reported that the Redwood Coast Transit is prioritizing improving bus stops on the state highway. The Transit Authority will need to work closely with Caltrans to coordinate this.

7. ADJOURN TO THE NEXT REGULAR MEETING OF FEBRUARY 1, 2018 AT 9:30 A.M.

With no further business to come before the TAC, the Chair adjourned the meeting at 10:37 a.m., to the next regular scheduled meeting on February 1, 2018 at 9:30 a.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

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

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

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

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

1. CALL MEETING TO ORDER

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

2. INTRODUCTIONS

Introductions were made by the Committee.

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Committee:

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

4. MINUTES OF JANUARY 4, 2018

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

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

5. PRELIMINARY 2018-19 OVERALL WORK PROGRAM

Proposed action: Review preliminary Overall Work Program and suggest changes.
Recommend draft be prepared for Caltrans review.

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

happening which could facilitate partnerships for projects. Rosanna Bower commented that it sounds like Caltrans is not supportive of the holistic approach to reviewing our infrastructure. Jason Price confirmed that Caltrans is not supportive of the project at this time. It is a holistic approach but is using regional funds that are designated for regional activities, not for a local network. The disconnect is local versus regional. By way of example, Jason Price stated the Commission wouldn't want to use local funds on the state highway system. Rosanna Bower replied that in order to establish a regional priority the local network needs to be looked at. Jason Price agreed but reiterated that's why there is a mix of funding sources; local sources for local roads and regional funds for regional systems. Rosanna Bower asked about local funds available. Tamera Leighton explained that Local Transportation Funds (LTF) could be used but with our Transit system in a state of crisis that would take necessary funding away from them. Regional Surface Transportation Program (RSTP) funds could be used but those funds are generally considered construction funding and are the only local source the Commission has for match funding. Rosanna Bower asked what the difference between doing a drainage system audit, a pavement management system audit, or an ADA audit of our whole system. The drainage system audit is regionally significant. The County had five culverts fail this past year, three of those culverts are on a major collector system and two are on minor collectors or local roadways. All of those culverts have a significant impact on our region. To say they don't have an impact and shouldn't be considered is poor logic. Jason Price responded that maybe that is the way to approach the project and rewrite it for those significant issues. The rewrite should discuss the actual impacts that have affected the regional networks. Tamera Leighton suggested that the rewrite of the project include the major arterials first, but include the minor arterials in the proposal. The entire drainage system needs to be audited for regional planning. Jason Price added that the project needs to be tied to the RTP and the RTP projects and again suggested mapping all of the RTP projects to make those connections for this type of planning projects. Tamera Leighton asks the TAC to consider either changing the work to more strongly reflect the RTP projects and language or divide the proposed project into major/minor collectors versus the local system with two fund sources; Regional Surface Transportation Program (RSTP) and Rural Planning Assistance (RPA) funds. We can also scrap this entire element and consider going from Level of Service to Vehicle Miles Traveled. Other counties are doing work in this area. Jason Price explained that VMT is statewide legislation that every region will transition into. Heidi Kunstal agreed that VMT will have to be implemented at some point. Tamera Leighton responded that this could be included in their Regional Transportation Plan update which is scheduled for 2020. Tamera Leighton advocated for the original OWP element as crucial work for the regional transportation system. Jason Price reminded Tamera to stress the local failures in the proposal. Eric Taylor asked if there was consensus to move forward with rewriting the proposed work element to emphasize the regional significance but to keep the holistic approach. Tamera Leighton responded yes and asked Heidi Kunstal to develop a brief paragraph on the watershed being a holistic system, and that Nacole and Rosanna write a paragraph on the system failures last year. Tamera will add language from the RTP and link the proposed work to the plan. Rosanna Bower suggested adding the percentage of RSTP funds that were allocated to address the failures. Eric Taylor asked Tamera to send the updated proposed project to other transportation regions for comment or to see if they

may have similar projects. Tamera Leighton will update the work element and send to the TAC members for review and comment, then send it to Rural Counties for comment. The updated work element will then be sent to District 1 for their comment. Work Element I – Data Collection to Support RTP Goals is a continuation of the work that was started this year and will use carry-over funding. The remaining part of the OWP are the Funding Charts. Tamera Leighton went on to discuss as part of the OWP is Transportation Emergency Planning. This is a work element that we may not be able to complete this year. The challenge is with the school district who has the mandate to be a significant partner in emergency planning with our Transit System. The school hasn't responded to inquiries about moving forward with Emergency Planning. If the school district does not participate in Emergency Planning it would not be a responsible use of funds to continue planning with only about 20% partner participation. Transit and other small partners represent about 20% of our transportation resources, with the school representing about 80% of the transportation resources. If the school doesn't participate in Emergency Transportation Planning we shouldn't move forward with the project and we could use the funds for other projects. Heidi Kunstal asked about contacting the school board. Tamera Leighton said that contact has been made to the Superintendent with no response. The Consultant is holding a kick-off meeting this Friday and we will be able to evaluate participation after that kick-off meeting. The schools lack of participation is concerning and the Commission can't move forward with the Work Element without the school. Heidi Kunstal moved to approve changes to Work Element H as discussed and to prepare a draft Overall Work Program for Caltrans review, seconded by Charlie Helms and unanimously carried; the Technical Advisory Committee approved changes to Work Element H as discussed and approved the Overall Work Program be prepared for Caltrans review.

6. DISCUSSION

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

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

- **Transportation Emergency Planning work element.**

Discussed above.

- **Information sharing by TAC members**

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

Tamera Leighton asked about the match funding for the County in this year's work program. Rosanna Bower responded that the RFP is complete, Caltrans is reviewing it and comments are due from Caltrans tomorrow. Tamera Leighton asked if the match

would be spent in the current year. Rosanna Bower responded that not all of it would be spent this year, so there would be a carry-over. Rosanna Bower asked about receiving reports on Commonplace data. Tamera Leighton responded that data will be presented at the next meeting. Feedback is being used on the Pebble Beach project.

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

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tamera Leighton", written over a horizontal line.

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

MINUTES
TECHNICAL ADVISORY COMMITTEE
AT 2:00 P.M. ON MARCH 27, 2018

Present: Rosanna Bower, County
Charlie Helms, Harbor
Heidi Kunstal, County, Vice Chair
Suresh Ratnam, Caltrans
Joe Rye, RCTA, via telephone
Nacole Sutterfield, City
Eric Taylor, City
Kevin Tucker, via telephone

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

Also Present: Susan Brown, Rural Approaches
Eileen Cooper, Citizen
Tamera Leighton, DNLTC

1. CALL MEETING TO ORDER

Vice-Chair Kunstal called the meeting to order at 2:05 p.m.

2. INTRODUCTIONS

Introductions were made by the Committee.

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Committee:

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

Eileen Cooper commented on the Elk Valley Crossroad project. She left comments on Commonplace and does not believe that a roundabout is a good solution for this intersection. Eileen also stated the fixes that Caltrans has implemented has reduced incidents except for the speeding issue.

4. MINUTES OF JANUARY 30, 2018

Rosanna Bower noted one correction that needed to be made on page three, last paragraph; remove fund source RPA from discussion, it should just be RSTP funds.

Eric Taylor moved to approve the January 30, 2018 minutes with the correction, seconded by Charlie Helms and unanimously carried; the Technical Advisory Committee approved the minutes of January 30, 2018.

5. DRAFT 2018-19 OVERALL WORK PROGRAM

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

Tamera Leighton asked Suresh Ratnam from Caltrans to give the TAC an update. Suresh stated that the Office of Regional Planning suggested that carry-over funds be listed in a separate column. Other than that suggestion, there was nothing but compliments about the Overall Work Program (OWP). Tamera Leighton reported that she did contact all the Rural Counties Executive Directors who sent back some comments and recommendations for clarifications, but overall they commented that the OWP was on the right track.

Tamera included the comments from Rural Counties along with the revised work element to District 1 before the final document was submitted. She had not heard back from District 1 before submitting the final document. Also included are the answers to Caltrans questions; Heidi Kunstal helped Tamera with some of the answers. Tamera clarified pieces of the work element and thinks the TAC is ready to recommend adoption and the OWP would be included in the next Commission meeting under Consent Calendar.

Public Comment: None

Rosanna Bower moved to approve the final draft and recommend DNLTTC adopt resolution 2018 4 approving the 2018-19 Overall Work Program, seconded by Charlie Helms and unanimously carried; the Technical Advisory Committee approved the final draft and recommend DNLTTC adopt resolution 2018 4 approving the 2018-19 Overall Work Program.

6. UNEXPENDED RPA APPLICATION FOR ELK VALLEY CROSS ROAD

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

Tamera Leighton explained that the unexpended Rural Planning Assistance (RPA) is leftover money, which has been returned by regions that did not spend down their RPA funds. Caltrans started a type of mini-grant program to put the money back out to other regions. During the last Transportation Commission meeting it was suggested by Caltrans that the Commission develop a planning document to formalize public comments on the Elk Valley Crossroad area. Tamera spoke with county staff about expanding on this and including the whole Elk Valley Crossroad which is a very complex stretch of road; rural area, school zone, prison traffic, intersection of Highway 101 and Highway 199, and residential areas. The County has agreed to be a co-applicant and Tamera has direction from the Transportation Commission to seek funding and to work collaboratively on this project. Tamera will be developing the grant application with recommendation from the TAC asking for a portion of the leftover RPA funds for this planning document. The grant application is relatively simple and if the grant is awarded this project would be amended into the OWP. This is a very competitive application because the funds are easy to manage and a lot of other transportation commissions will be looking at this grant program, however this is a good opportunity for the Commission to move forward with the Elk Valley Crossroad project. Kevin Tucker commented that he had provided information to the Transportation Commission at their last meeting regarding the roundabout construction in Lake County on Highway 20. That project

was initiated because of the number of collision and a Community Plan was developed to support the need for a roundabout. Kevin supports the TAC and Commission pursuing a planning document for this road that would help make the case for this situation.

Public Comment: Eileen Cooper commented that Elk Valley Road is like an obstacle course and wonders why an overpass has never been developed there.

Eric Taylor moved to recommend directing staff to submit funding application for a planning document for Elk Valley Cross Road in partnership with the County of Del Norte, seconded by Charlie Helms and unanimously carried; the Technical Advisory Committee approved to recommend directing staff to submit funding application for a planning document for Elk Valley Cross Road in partnership with the County of Del Norte.

7. DISCUSSION

• **Transportation Emergency Planning work element**

Tamera Leighton reported that the school district is now on board and acknowledges their responsibility as lead agency. When there is an emergency evacuation the school district is the lead because of their resources, which are the large number of buses to transport people. The Transportation Emergency Planning should be done in this fiscal year with the School District moving forward on this.

• **Information sharing by TAC members**

Rosanna Bower asked about an update on Commonplace. Tamera Leighton responded that it has been sent out but she will check and make sure it has been sent out. Rosanna Bower asked about the ability to filter data and move pins. Tamera responded that Jeff Schwein is the administrator and he can help with these inquiries.

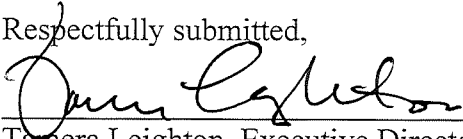
Rosanna Bower discussed bus shelters and commented that the bus shelter at Pacific and El Dorado is starting to deteriorate and rust out. She also discussed the wheelchair ramps on buses which have fold-out ramps are wider than the sidewalks; on one of the buses it needs 6 ½ feet to fold out and 2 ½ feet for the wheelchair, another bus had a 5 ½ foot fold out ramp which was better. Rosanna would like to know when new buses are purchased if the fold-out ramp could be shorter to accommodate the sidewalks. Joe Rye responded that this is an issue that exists throughout the transit system. The low floor ramps, which are the easiest to board, project out and require a deep sidewalk. When a bus pulls up and sees a passenger that needs the ramp, the driver will stop a bit back from the curb to compensate for the lack of depth of the sidewalk. The Access Boards recommend an eight-foot sidewalk, which would be great but we don't have those. Maybe looking forward on future subdivisions it could be a performance standard. Rosanna Bower commented that when she was in Sacramento she observed buses that had a kneeling action and only required three feet of space. These were the large buses that had this feature. Joe Rye responded that the kneeling action does help. Tamera Leighton asked about having a bulged out sidewalk at the bus stops. Rosanna Bower said that the County has been looking at that, however the person would have to come out of the bus shelter before the bus stops and wheel themselves way back and wait for the ramp to come down before boarding. Joe Rye commented that Transit is trying to replace buses with low floor ramps.

Tamera Leighton asked Nacole Sutterfield how the City's Active Transportation Plan (ATP) for Sunset Circle is going. Nacole responded that the City is getting ready to contract for acquisition and design. Tamera noted that ATP funding is tricky and offered assistance if needed.

8. ADJOURN TO THE NEXT REGULAR MEETING OF APRIL 24, 2018 AT 2:00 P.M.

With no further business to come before the TAC, the Vice Chair adjourned the meeting at 2:45 p.m., to the next regularly scheduled meeting on February 27, 2018, at 2:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Tamera Leighton", written over a horizontal line.

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

MINUTES
TECHNICAL ADVISORY COMMITTEE
AT 2:00 P.M. ON APRIL 24, 2018

Present: Rosanna Bower, County
John Couch, California Highway Patrol
Charlie Helms, Harbor
Heidi Kunstal, County, Vice Chair
Suresh Ratnam, Caltrans
Joe Rye, RCTA, via telephone
Eric Taylor, City
Kevin Tupman, City

Absent: Brandi Natt, Yurok Tribe
Nacole Sutterfield, City

Also Present: Susan Brown, Rural Approaches
Joe Gillespie, Del Norte Trail Alliance
Tamera Leighton, DNLTC

1. CALL MEETING TO ORDER

Vice-Chair Kunstal called the meeting to order at 2:00 p.m.

2. INTRODUCTIONS

Introductions were made by the Committee.

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Committee: None

4. ELECT CHAIR AND VICE CHAIR FOR 2018.

Staff recommendation: By consensus, elect chair and vice chair.

Eric Taylor moved to nominate Nacole Sutterfield as Chair, seconded by Kevin Tupman, and unanimously carried; the Technical Advisory Committee elected Nacole Sutterfield as Chair.

Rosanna Bower moved to nominate Heidi Kunstal as Vice-Chair, seconded by Eric Taylor, and unanimously carried; the Technical Advisory Committee elected Heidi Kunstal as Vice-Chair.

5. MINUTES OF MARCH 27, 2018

Rosanna Bower moved to approve the minutes of March 27, 2018, seconded by Charlie Helms, and unanimously carried; the Technical Advisory Committee approved the minutes of March 27, 2018.

6. CITY REQUEST FOR FUNDING ASSISTANCE FOR ATP GRANT APPLICATION

Staff recommendation: Allocate \$10,000 of RSTP funding to the City of Crescent City for assistance in submitting a Cycle 4 Active Transportation Program funding application for the Pebble Beach Drive Pedestrian and Bicycle Improvement Project.

Tamera Leighton explained the City is requesting funding to assist in the development of an Active Transportation Plan (ATP) grant and she reviewed the RSTP funding spreadsheet. The City is asking for up to \$10,000 for grant application preparation which the California Transportation Commission anticipates is how much it would cost to put together the ATP application. It may not cost that much because the City is finalizing the Project Initiation Document (PID). The request is reasonable for this project. Suresh Ratnam commented that Caltrans has an ATP coordinator that could also help the City. Tamera Leighton explained that part of the Caltrans assistance is reviewing a developed application, and providing comments. The City needs to develop the application early enough for this review.

Public Comment: None

Heidi Kunstal moved to recommend the DNLTC allocate \$10,000 of RSTP funding to the City of Crescent City for assistance in submitting a Cycle 4 Active Transportation Program funding application for the Pebble Beach Drive Pedestrian and Bicycle Improvement Project, seconded by Rosanna Bower, and unanimously carried; the Technical Advisory Committee recommends the DNLTC allocate \$10,000 of RSTP funding to the City of Crescent City for assistance in submitting a Cycle 4 Active Transportation Program funding application for the Pebble Beach Drive Pedestrian and Bicycle Improvement Project

7. DEL NORTE TRAIL ALLIANCE REQUEST TO INCLUDE CRAIG'S CREEK LOOP TRAIL IN TRANSPORTATION PLANS

Staff recommendation: Recommend DNTLC adopt Resolution 2018 04 amending the Active Transportation Plan to include the Craig's Creek Loop Trail. Request counsel comment on amending the Regional Transportation Plan.

Tamera Leighton discussed amending the Craig's Creek Loop Trail project into the Active Transportation Plan. This project has had some community vetting and input, and support from the County of Del Norte. Tamera introduced Joe Gillespie with the Del Norte Trail Alliance to give an overview of the project. Joe Gillespie distributed a map that illustrates the proposed trail. The project will connect two trails, adding 8.6 miles of new trail for hiking, biking, and horse riding. Joe Gillespie asked that the project be added to the Active Transportation Plan (ATP) to potentially become eligible for State funding through Caltrans because it would be recognized as part of the ATP. The project will be included in the Regional Transportation Plan when it is updated in 2020. Rosanna Bower asked if the new trails were going on existing roads and trails. Joe Gillespie responded that it is all new construction, almost all on National Forest land with a small sliver of State Parks land. Rosanna Bower commented that her office has information on deed access if needed. Heidi Kunstal inquired about environmental documents being

completed. Joe responded that the Environmental Assessment need to be completed and it will probably cost as much as \$100,000. Rosanna commented that they will run into Federal Highways National Environmental Policy Act (NEPA) and Forest Service NEPA, who don't always communicate with each other. Joe Gillespie explained that the Del Norte Trail Alliance not only builds trails, but they maintain them as well.

Charlie Helms moved to recommend DNTLC adopt Resolution 2018 04 amending the Active Transportation Plan to include the Craig's Creek Loop Trail. Request counsel comment on amending the Regional Transportation Plan, seconded by Eric Taylor, and unanimously carried; the Technical Advisory Committee recommends DNTLC adopt Resolution 2018 04 amending the Active Transportation Plan to include the Craig's Creek Loop Trail. Request counsel comment on amending the Regional Transportation Plan

8. DISCUSSION

- ADA path from US 101 to Harbor Trail
Tamera Leighton talked about the meeting with Charlie Helms, Kevin Tucker, Suresh Ratnam and Heidi Kunstal in Tamera's office to discuss Caltrans' bridge project to the harbor trail. The concept is Caltrans' is constructing a pedestrian crossing on US 101 to the Harbor with a bridge over the drainage ditch. The bridge over the ditch needs to connect to the harbor trail and the Commission could facilitate a partnership to finish the short section of pathway to connect the bridge to the trail. It is informally anticipated to cost \$35,000 or less to finish the trail. The bridge will be built by Caltrans and maintained by the Harbor, the Harbor will also build and maintain the connecting path. Tamera believes funding could come from the Coastal Conservancy or the Transportation Commission to build the pathway, using county road crews to lessen the expense. Heidi Kunstal discussed an email sent by Kevin Tucker that informs the group that they will have to factor in design and environmental costs into the construction of the path. Heidi went on to say that a biological survey was done in 2010 which didn't identify any wetlands. The Commission could use that report and Heidi thinks the location of the path is within the County's coastal permit jurisdiction. Charlie Helms commented that the Harbor is trying to update the 2010 Biological Survey, which would cover the proposed project area. Tamera Leighton will share with Caltrans the intended project so they can be assured that it will not be a bridge to nowhere. This path is a project that will address a lot of community concern with the pedestrians crossing US 101, and the completion of the harbor trail which will allow trail access all the way into town, and provide a fun and safe path. Tamera is going to request the City enhance the lighting on the trail.
- Information sharing by TAC members
None

9. ADJOURN TO THE NEXT REGULAR MEETING OF MAY 29, 2018 AT 2:00 P.M.

With no further business to come before the TAC, the Vice Chair adjourned the meeting at 2:45 p.m., to the next regularly scheduled meeting on May 29, 2018, at 2:30 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

**MINUTES
TECHNICAL ADVISORY COMMITTEE
AT 2:00 P.M. ON MAY 29, 2018**

Present: Rosanna Bower, County
Charlie Helms, Harbor
Heidi Kunstal, County, Vice Chair
Suresh Ratnam, Caltrans
Joe Rye, RCTA, via telephone
Nacole Sutterfield, City

Absent: John Couch, California Highway Patrol
Brandi Natt, Yurok Tribe
Eric Taylor, City
Kevin Tupman, City
Eric Wier, City

Also Present: Chad Bell, City Intern
Susan Brown, Rural Approaches
Eileen Cooper, Citizen
Tamera Leighton, DNLTC

1. CALL MEETING TO ORDER

Chair Sutterfield called the meeting to order at 2:00 p.m.

2. INTRODUCTIONS

Introductions were made by the Committee.

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Committee: Eileen Cooper commented that the Elk Valley Cross Road project seems to be jumping too far ahead with plans and that a traffic study should be conducted first. Eileen also went on to say that Elk Valley Cross Road is a complicated route and solutions are not apparent, and improvements that Caltrans has made fixed a lot of problems.

4. MINUTES OF APRIL 24, 2018

Heidi Kunstal moved to approve the minutes of April 24, 2018, seconded by Rosanna Bower, and unanimously carried; the Technical Advisory Committee approved the minutes of April 24, 2018.

5. AMENDMENT 1 TO OVERALL WORK PROGRAM

Staff recommendation: Recommend DNLTC adopt resolution 2018 08 approving Amendment 1 for the 2018-19 Overall Work Program.

Tamera Leighton explained the proposal to amend the Overall Work Program (OWP) before the fiscal year begins. The Transportation Commissioners directed the planning documents for the Elk Valley Cross Road be moved up in priority. The left-over Rural Planning Assistance (RPA) money opened up a grant opportunity in which the County and the Transportation Commission applied for collaboratively and were awarded funding for the Elk Valley Cross Road planning documents. The next step is to amend the OWP to include that work element. The steps for the work element are outlined by Caltrans in the grant application and are reflected in the OWP. Staff recommendation is to accept Amendment 1 to the Work Program which includes the Elk Valley Cross Roads Planning Document Work Plan. The work plan starts at Elk Valley Cross Road and ends at Lake Earl Drive and the County will be taking the lead on the project.

Public Comment: Eileen Cooper stated she would like to see what ideas engineers and the county come up with.

Charlie Helms moved to recommend DNLTC adopt resolution 2018 08 approving Amendment 1 for the 2018-19 Overall Work Program, seconded by Heidi Kunstal, and unanimously carried; the Technical Advisory Committee recommends DNLTC adopt resolution 2018 08 approving Amendment 1 for the 2018-19 Overall Work Program

6. REDWOOD COAST TRANSIT AUTHORITY RIDERSHIP AND STAKEHOLDER SURVEY

Staff recommendation: Review and comment on the Redwood Coast Transit Authority Ridership and Stakeholder Survey for inclusion in Short Range Transit Plan.

Tamera Leighton discussed the ridership and stakeholder survey conducted by Redwood Coast Transit Authority (RCTA). The survey will inform the Short-Range Transit Plan which is the next step in the process. RCTA has accepted this document as the responsible authority and has asked for comment from the TAC and Caltrans in December and is extending an opportunity for more comment before the document is included in the Short-Range Transit Plan. Tamera asked Joe Rye, Redwood Coast Transit Authority Manager, to discuss the process. Joe Rye explained the process included two elements; stakeholder focus groups and interviews, and the ridership survey. The project kicked off with the ridership surveys to see what the current customers think about Redwood Coast Transit. 149 surveys were completed over a three day period. The surveys were conducted to get a general representative sample of the routes. Route 20, which is the regional route between Smith River and Arcata, received a lot of surveys. Route 4 was a little underrepresented; route 4 is the Dial-a-Ride routes. The surveys all contained the same questions regarding perception of safety, Cultural Center adequacy, parking lots vs street pick-ups, and basic demographics. Some interesting data that appeared was the importance of route reliability and timely scheduling, and where customers are getting their information regarding the available routes. The brochures have the highest use, telephone contact was second, and the website was third. The survey information was presented to the Redwood Coast Transit Authority Board in January along with the stakeholder interview information which included a focus group of drivers and riders, outreach to the students and administration of the

College of the Redwoods, focus groups from the visitor center and state and national parks, and lodging facilities. The stakeholder interviews included topics of concern, ideas to improve service and attract consumers. Items revealed included posting the Code of Conduct more conspicuously, maintaining bus shelters, not enough bus shelters, and the need more schedule information at bus stops. The student focus group identified that the students must transfer from the regional route to the local route which adds to their travel time. A project that developed out of that need was to realign regional routes to accommodate student needs. The tourist segment was an elusive topic; how do we market to the local tourist trade. Lodging facilities are really interested in working on this need and suggested developing more bus stops and marketing the area attractions. There was also an identified need to connect with other methods of travel such as the airport, regional buses and passenger trains. All the information compiled from the surveys and interviews, along with feedback from the TAC will be passed on to our consultant for the Short Range Plan. Tamera Leighton asked where the full document is located for review. Joe Rye stated that the document provided to the TAC is the compilation of all of the information collected. The packet didn't include the raw data from the surveys and interviews. Joe went on to inform the group that he has a presentation that he will pass on to the TAC which will give them a snapshot of the information as well. Tamera Leighton requested the full document to be posted on the Transportation Commission's website so it may be viewed by the public. Tamera Leighton requested that the TAC submit comments to Joe Rye on the report by June 12th.

Public Comment: Eileen Cooper stated that she is a regular rider of the local transit bus and was interested in participating in the meetings but was not able to find information about the meetings. Eileen believes the Cultural Center is a better choice for the transfer station. Eileen also suggested having area attractions on every bus brochure.

7. DISCUSSION

- **US 101 Pedestrian/ADA Project in the Crescent City urban area**
Tamera Leighton informed the TAC that the maps for this project are in her office and are open for review by anyone who is interested in looking at them. Tamera passed around comment cards if any member would like to submit comments about the project. The public meeting about this project was not well attended by city or county elected officials. Tamera explained that there will be some business disruption during the construction of the project and the public is welcome to contact her about concerns.
- **Emergency Planning**
Tamera Leighton reported that this work element has been completed. There were a couple of very well-attended meetings which were very helpful and informative. The After Action Report will direct the next steps for Emergency Planning.
- **Requests for Proposals for 2018-19**
Tamera Leighton informed the TAC that there are several RFP's posted on the Commission's website and it would be a good time for the TAC to start thinking

about who would be on the review committee for the proposals, or the TAC could serve as the review committee.

- **Consolidated Transportation Service Agency update**

Tamera Leighton discussed Sutter Coast Hospital being the current Consolidated Transportation Service Agency (CTSA), however they have not used any of the funding available for this service. The program has not been as needed as thought. The program has been in existence for a year now and no one has requested assistance through the hospital. Tamera has a resignation letter for the hospital and has requested that the funds be returned to the Transportation Commission. The Social Services Transportation Advisory Council (SSTAC) will then select a new CTSA. Redwood Coast Transit has expressed an interest in becoming the new CTSA. The SSTAC will be meeting in June and they are the council that makes the decision about who will be the new CTSA.

- **Information sharing by TAC members**

Nacole Sutterfield shared that May 30th is the deadline to receive grant writing proposals for the Pebble Beach Project through the Active Transportation Planning program. Nacole is planning to bring the proposals to the TAC in the July meeting. Tamera explained that Nacole could reach out to the TAC members outside of the meeting as well. Having a well-rounded look at the application will help the City hit all of the points on the grant application.

Suresh asked if there were any updates on the cost estimates for the construction of the Harbor Trail. Tamera Leighton responded that she can send that information out by email. Tamera explained that the County will be doing the construction and it looks like it will come in at about \$30,000. Suresh then asked about lighting for the trail. Tamera explained that the Commission will be talking to the city about the trail lighting.

Suresh also commented about a bike path that is being proposed that bypasses the city proper and maybe the City may want to comment on the proposed bike path. The proposed map can be found on the Caltrans website.

Rosanna Bower asked about using Commonplace to establish an email list to notify the public about upcoming public meetings. Tamera will check into that and thought that community meetings could also be put into the Community Calendar in the Triplicate.

8. ADJOURN TO THE NEXT REGULAR MEETING OF JUNE 26, 2018 AT 2:00 P.M.

With no further business to come before the TAC, the Chair adjourned the meeting at 3:10 p.m., to the next regularly scheduled meeting on June 26, 2018, at 2:00 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

**MINUTES
TECHNICAL ADVISORY COMMITTEE
AT 2:00 P.M. ON AUGUST 28, 2018**

Present: Rosanna Bower, County
Taylor Carsley, County
Charlie Helms, Harbor
Suresh Ratnam, Caltrans
Joe Rye, RCTA, via telephone
Nacole Sutterfield, City
Eric Wier, City

Absent: John Couch, California Highway Patrol
Heidi Kunstal, County, Vice Chair
Brandi Natt, Yurok Tribe
Joe Rye, Redwood Coast Transit Authority
Eric Taylor, City
Kevin Tupman, City

Also Present: Susan Brown, Rural Approaches
Jeff Daniels, County
Tamera Leighton, DNLTC
Jeff Schwein, Green DOT Transportation Solutions

1. CALL MEETING TO ORDER

Chair Sutterfield called the meeting to order at 2:00 p.m.

2. INTRODUCTIONS

Introductions were made by the Committee.

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Committee: None

4. MINUTES OF JUNE 26, 2018

Chair Sutterfield asked for consensus to approve the June 26, 2018 minutes. Consensus was given by all TAC members present.

5. SHORT RANGE TRANSIT PLAN WORK ELEMENT AMENDMENT

Staff recommendation: Consider an amendment to the cost and scope to the Short Range Transit Plan work element to include a chapter on a Consolidated Transportation Service Agency Program Implementation Plan
Tamera Leighton explained that Redwood Coast Transit Authority (RCTA) has been designated as the Consolidated Transportation Service Agency (CTSA).

RCTA is developing a work product to be included in their Short Range Transit Plan. Tamera asked Joe Rye to explain the program to the TAC. Joe Rye explained that their planning consultant will be developing an ADA Eligibility Process with a Travel Training program. Currently, there is a federal mandate that transportation agencies provide low-cost ADA service, which is the Dial-a-Ride, during regular hours and routes to individuals with a disability. The ADA fare is currently \$1.75, where non-ADA fares are \$5.00. RCTA is struggling with these two different fares in the screening process to determine who is eligible. The cost to RCTA for each ADA trip is about \$20.

Rosanna Bower moved to approve the amendment to the cost and scope to the Short Range Transit Plan work element to include a chapter on a Consolidated Transportation Service Agency Program Implementation Plan, seconded by Charlie Helms, and unanimously carried; the Technical Advisory Committee approved the amendment to the cost and scope to the Short Range Transit Plan work element to include a chapter on a Consolidated Transportation Service Agency Program Implementation Plan.

6. CONSIDER REQUEST FOR \$28,402 IN RSTP FUNDS FOR HARDING AVENUE CULVERT REPLACEMENT

Staff recommendation: Recommend DNLTC adopt resolution 2018 17 approving the City's request for up to \$28,402 of RSTP funding for the Harding Avenue culvert replacement project.

Eric Wier explained that the Harding Avenue culvert is a 42" culvert which was failing and a major sinkhole was developing with major utilities running along the area. The City partnered with the County to perform the work. During the project the City and County discovered unsuitable soils, which had to be removed and replaced causing cost overruns. The timing of the invoices and the start of the fiscal year caused some billing delays. The City is asking the TAC to award funding for the additional costs.

Tamera Leighton wanted to let the TAC members know that in the future if these types of emergency funding issues come up that the TAC be contacted early on to address the needs in a timely manner.

Charlie Helms moved to approve to recommend DNLTC adopt resolution 2018 17 approving the City's request for up to \$28,402 of RSTP funding for the Harding Avenue culvert replacement project, seconded by Taylor Carsley, and unanimously carried; the Technical Advisory Committee approved recommending that DNLTC adopt resolution 2018 17 approving the City's request for up to \$28,402 of RSTP funding for the Harding Avenue culvert replacement project.

7. CONSIDER PROPOSAL FOR ELK VALLEY CROSS ROAD CORRIDOR PLAN

Staff recommendation: Review the proposal and recommend DNLTC award a contract.

Alternative: Recommend reposting the RFP and extending the deadline for submissions in an attempt to secure additional proposals.

Rosanna Bower reported that the County had received only one proposal for the Elk Valley Cross Road project. Both Heidi and Rosanna reviewed the proposal and had

a concern about the experts represented in the proposal. Rosanna has made some changes in the RFP which include extending the deadline, removing the start date and adding a completion date, and language on completing a planning level study, and other minor changes. The City and County hope to get a better response if they repost the RFP.

Rosanna Bower moved to approve to recommend reposting the RFP and extending the deadline for submissions in an attempt to secure additional proposals seconded by Nacole Sutterfield, and unanimously carried; the Technical Advisory Committee approved recommending reposting the RFP and extending the deadline for submissions in an attempt to secure additional proposals.

8. DISCUSSION

- **Commonplace data and information sharing** – Tamera Leighton talked about the Commonplace data and how important it is to the work of the Commission and the Regional Transportation Plan. Tamera introduced Jeff Schwein from Green DOT Transportation Solutions to talk about how the data can be customized for better results and to gather suggestions for customizing the data. Jeff Schwein explained that the current database and reports are exported to excel and can be filtered by timeframe and geography. Option questions can be refined to ask more pointed questions. The data is great for regional grants and planning. The TAC discussed removing the easy clicks and just having a comment box. Jeff Daniels asked if TAC members could receive email notifications when comments are left. Jeff Schwein will check to see if email notifications are an option. Tamera stated it's a good long-term tool, and suggested the type could be larger, offer geographic order, downsize the number of easy clicks, and if comments can be sorted by date/current comments. Jeff Schwein will explore some options and report back to the TAC.
- **Information sharing by TAC members** – Eric Wier reported that the City has a new Public Works Director coming on board in October and that the City received the CDBG award of \$5 million. Rosanna Bower reported the El Dorado project is moving along.

9. ADJOURN TO THE NEXT REGULAR MEETING OF JULY 31, 2018 AT 2:00 P.M.

With no further business to come before the TAC, the Chair adjourned the meeting at 2:50 p.m., to the next regularly scheduled meeting on September 25, 2018, at 2:00 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

**MINUTES
TECHNICAL ADVISORY COMMITTEE
AT 2:00 P.M. ON SEPTEMBER 25, 2018**

Present: Rosanna Bower, County
Charlie Helms, Harbor
Heidi Kunstal, County, Vice Chair
Suresh Ratnam, Caltrans
Joe Rye, RCTA, via telephone
Nacole Sutterfield, City

Absent: John Couch, California Highway Patrol
Brandi Natt, Yurok Tribe
Eric Taylor, City
Kevin Tupman, City

Also Present: Susan Brown, Rural Approaches
Eileen Cooper, citizen
Tamera Leighton, DNLTTC

1. CALL MEETING TO ORDER

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

2. INTRODUCTIONS

Introductions were made by the Committee.

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Committee: Eileen Cooper addressed the TAC regarding Tsunami planning. Eileen would like to see a walking path out of the harbor to higher near Hambro Forest Products ground in the event of a tsunami. She feels this is an unmet transportation need.

4. MINUTES OF AUGUST 28, 2018

Joe Rye moved to approve the minutes of August 28, 2018, seconded by Charlie Helms, and unanimously carried; the Technical Advisory Committee approved the minutes of August 28, 2018

5. CONSIDER PROGRAMMING PLANNING, PROGRAMMING AND MONITORING FUNDING.

Staff recommendation: Consider available funding and recommend project(s) to staff for inclusion in the 2018-19 Overall Work Program.

Tamera Leighton explained that there are Programming, Planning and Monitoring (PPM) funds and Regional Planning Assistance (RPA) funds that are available

which need to be spent in this fiscal year due to some projects that did not happen and other projects that came in under budget. The total amount of PPM funds that need to be allocated is \$61,950 with a minimum of \$29,450 that would revert back to the State Transportation Improvement Program (STIP) if not used. There is also \$49,500 of Regional Planning Assistance (RPA) that needs to be programmed and spent before the end of the fiscal year. (Note: Items 5 & 6 are being discussed simultaneously) The TAC members discussed needs and came up with a potential list of projects:

- County shapefiles, bike path shapefiles, and transit shape files-RPA
- County Internal Cost Allocation Plan (ICAP)-PPM
- Average Daily Traffic (ADT) counts on the Bridges-RPA
- Local traffic counts-RPA
- Project Initiation Document (PID) for the Bike Boulevard-PPM
- Project Initiation Document (PID) for Requa Road overlay-PPM
- Update Title 6 Documents-RPA

Tamera Leighton asked the TAC members to think about additional projects that may be eligible for these funding sources and put together a simple project description and budget for the projects listed above and any other projects that may be considered. Public Comment: Eileen Cooper stated that Last Chance Grade should remain a priority, and a clear, safe path out of the Harbor in the event of a Cascadia.

6. REGIONAL PLANNING ASSISTANCE (RPA) RECONCILIATION AND OVERALL WORK PROGRAM AMENDMENT.

Staff recommendation: Consider available funding and recommend project(s) to staff for inclusion in the 2018-19 Overall Work Program.

See discussion in item 5

7. DISCUSSION

- **TDA Performance Audit request for proposals**

Tamera Leighton reported that the RFP will be posted soon with the work beginning around the first of the year. The performance audit is for the Del Norte Local Transportation Commission and the Redwood Transit Authority.

- **Information sharing by TAC members**

Heidi Kunstal talked about a public comment she heard at the Board of Supervisors meeting regarding the pedestrian crossing at Cooper and L Street which needs to be looked at.

Nacole Sutterfield reported that the City is working with Caltrans for opportunities to bury utilities when repairs are being made by Caltrans.

Tamera Leighton expressed a concern about crosswalks for crossing US 101 in the current Caltrans pedestrian improvement project not being ADA accessible and asked Suresh Ratnam to report back to the TAC about this issue.

8. ADJOURN TO THE NEXT REGULAR MEETING OF OCTOBER 30, 2018 AT 2:00 P.M.

With no further business to come before the TAC, the Chair adjourned the meeting at 3:24 p.m., to the next regularly scheduled meeting on October 30, 2018, at 2:00 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

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

Present: Rosanna Bower, County
Heidi Kunstal, County, Vice Chair
Jon Olsen, City
Suresh Ratnam, Caltrans
Joe Rye, RCTA, via telephone
Nacole Sutterfield, City
Lane Tavasci, Harbor

Absent: Jon Couch, California Highway Patrol
Brandi Natt, Yurok Tribe
Kevin Tupman, City

Also Present: Susan Brown, Rural Approaches
Eileen Cooper, citizen
Tamera Leighton, DNLTC

1. CALL MEETING TO ORDER

Chair Sutterfield called the meeting to order at 2:00 p.m.

2. INTRODUCTIONS

Introductions were made by the Committee.

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Committee: None

4. MINUTES OF SEPTEMBER 25, 2018

Rosanna Bower noted two changes; clarify the public comment statement regarding the tsunami evacuation trail to include that the trail would lead to higher ground near Hambro Forest Products area, and clarify Tamera Leighton's comment under Discussion regarding the ADA sidewalks to include which sidewalks.

Heidi Kunstal moved to approve the minutes of September 25, 2018 with the changes, seconded by Jon Olsen, and unanimously carried; the Technical Advisory Committee approved the minutes of September 25, 2018

5. OVERALL WORK PROGRAM AMENDMENT 2

Staff recommendation: Recommend DNLTC adopt Amendment 2 to the 2018-19 Overall Work Program.

Tamera Leighton explained the amendment to the Overall Work Plan includes the use of Planning, Programming and Monitoring (PPM) funds and carryover funds to;

1) develop a public information flyer in partnership with Caltrans for Last Chance Grade, 2) add a chapter on Consolidated Transit Service Agency (CTSA) planning and funding, 3) add PPM and carryover funds to the Storm Damage Reduction Planning which was underfunded, 4) and add carryover funds for the Average Annual Daily Traffic data for bridges. PPM funds must be used in a timely manner to meet obligations.

Public Comment: Eileen Cooper talked about the Pedestrian Evacuation Time Analysis and stressed again how important a pedestrian walking path to higher ground is needed.

Rosanna Bower moved to recommend DNLTC adopt Amendment 2 to the 2018-19 Overall Work Program, seconded by Jon Olsen, and unanimously carried; the Technical Advisory Committee approved to recommend DNLTC adopt Amendment 2 to the 2018-19 Overall Work Program

6. ELK VALLEY CROSS ROAD CORRIDOR PLAN CONTRACT

Staff recommendation: Score proposals and recommend DNLTC award a contract to the consultant with the highest scoring proposal.

Tamera Leighton reported that the Commission received three proposals for the Elk Valley Corridor Plan and asked the TAC members to hand in their scoring sheets for the proposals. The scoring sheets were entered into the project proposal scoring matrix and Dokken Engineering received the highest score.

Public Comment: None

Rosanna Bower moved to recommend DNLTC award the contract to Dokken Engineering to prepare the Elk Valley Cross Road Corridor Plan, seconded by Jon Olsen, and unanimously carried; the Technical Advisory Committee approved to recommend DNLTC award the contract to Dokken Engineering to prepare the Elk Valley Cross Road Corridor Plan

7. TRIENNIAL PERFORMANCE AUDIT CONTRACT

Staff recommendation: Score proposals and recommend DNLTC award a contract to the consultant with the highest scoring proposal.

Tamera Leighton reported that the Commission received two proposals for the Triennial Performance Audit and asked the TAC members to hand in their scoring sheets for the proposals. The scoring sheets were entered into the project proposal scoring matrix and Michael Baker International (MBI) received the highest score.

Public Comment: None

Jon Olsen moved to recommend DNLTC award a contract to Michael Baker International to prepare the Triennial Performance Audit, seconded by Rosanna Bower, and unanimously carried; the Technical Advisory Committee approved to recommend DNLTC award a contract to Michael Baker International to prepare the Triennial Performance Audit


8. DISCUSSION

- **Information sharing by TAC members-** Tamera Leighton shared information about a Last Chance Grade Project Delivery Team (PDT) meeting with Caltrans. Caltrans is moving forward with the recommendations of the Stakeholder group to eliminate some of the alternatives that do not meet the need of the project. There was also a Caltrans District 1 Regional Transportation Planning Agency meeting. Tamera encouraged Caltrans to release as much information as possible on the pedestrian project downtown. The project will be disruptive to many of the businesses along US 101 and more public information will help. Another discussion was around the impacts of Caltrans not being able to hire skilled workers within budgeted costs; contractors are stating that they are not finding the available skilled workforce they need to meet construction needs. The Del Norte region might benefit from working with the community college and workforce partners to find and train skilled trades-people. Rosanna Bower shared that the County is also struggling to find available skilled workers. Suresh Ratnam shared the application guidelines for fiscal year 2019-2020 are now out and he distributed the guidelines to the TAC members.

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

With no further business to come before the TAC, the Chair adjourned the meeting at 2:55 p.m., to the next regularly scheduled meeting on November 27, 2018, at 2:00 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

**MINUTES
TECHNICAL ADVISORY COMMITTEE
AT 2:00 P.M. ON NOVEMBER 27, 2018**

Present: Rosanna Bower, County
Taylor Carsley, County
Charlie Helms, Harbor
John Olsen, City
Suresh Ratnam, Caltrans, via telephone
Joe Rye, RCTA, via telephone
Nacole Sutterfield, City

Absent: John Couch, California Highway Patrol
Brandi Natt, Yurok Tribe
Kevin Tupman, City
Heidi Kunstal, County, Vice Chair

Also Present: Susan Brown, Rural Approaches
Eileen Cooper, citizen
Tamera Leighton, DNLTTC

1. CALL MEETING TO ORDER

Chair Sutterfield called the meeting to order at 2:00 p.m.

2. INTRODUCTIONS

Introductions were made by the Committee.

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Committee: Eileen Cooper stated that she was disappointed in the newest transit bus purchases being gas fueled instead of electric or hybrid buses. Eileen also handed in a list of names of supporters for the Tsunami Evacuation Walking Trail.

4. MINUTES OF OCTOBER 30, 2018

John Olsen moved to approve the minutes of October 30, 2018, seconded by Taylor Carsley, and unanimously carried; the Technical Advisory Committee approved the minutes of October 30, 2018

**5. CITY OF CRESCENT CITY REQUEST FOR \$42,000 FOR SUNSET
CIRCLE PROJECT SCOPE CHANGE**

Staff recommendation: Review RSTP fund balance and recommend DNLTTC adopt Resolution 2018 21 authorizing reimbursement of up to \$42,000 for a scope change to Sunset Circle Active Transportation Program grant-funded project.

Tamera Leighton reviewed the Regional Surface Transportation Program (RSTP) fund balance with the TAC and informed the group that there was one work product that was not included in the fund balance spreadsheet, which adjusts the remaining fund balance to be \$23,800 overextended. The remaining project funds will have to be adjusted because the Commission cannot overextend the budget. The TAC members discussed the remaining projects that require funding from the RSTP. (Note: Items #5 & #6 were discussed simultaneously) The remaining projects to consider for funding are the Sunset Circle match and Bluff Stabilization project. The TAC members discussed several options and came to the conclusion that the request for the Bluff Stabilization could be reduced to \$85,140 and the project would still be able to move forward.

Public Comment: None

Charlie Helms, moved to recommend DNLTC adopt Resolution 2018 21 authorizing reimbursement of up to \$42,000 for a scope change to Sunset Circle Active Transportation Program grant funded project, seconded by Taylor Carsley, and unanimously carried; the Technical Advisory Committee recommends DNLTC adopt Resolution 2018 21 authorizing reimbursement of up to \$42,000 for a scope change to Sunset Circle Active Transportation Program grant-funded project.

6. CITY OF CRESCENT CITY REQUEST FOR \$110,140 FOR MATCH FUNDS

Staff recommendation: Recommend DNLTC adopt resolution 2018 20 authorizing match funds of \$110,140 for a 2.87% match of a \$3,840,953 bank stabilization project.

This item was discussed during item #5. Tamera Leighton suggested that staff recommendation would be to deny the request in item #6 and amend the staff recommendation to be that DNLTC adopt resolution 2018 20 authorizing match funds of \$85,140 as match of a \$3,840,953 bank stabilization project.

Public Comment: None

John Olsen moved to recommend DNLTC adopt resolution 2018 20 authorizing match funds of \$85,140 as match of a \$3,840,953 bank stabilization project, seconded by Charlie Helms, and unanimously carried; the Technical Advisory Committee approved to recommend DNLTC adopt resolution 2018 20 authorizing match funds of \$85,140 as match of a \$3,840,953 bank stabilization project.

7. DISCUSSION

- **2017-2018 Fiscal Audit**-Tamera Leighton shared her disappointment with the audit in the sense that it was late again; this continues to be an issue with contractors. There will be a Finance Committee meeting just before the Commission meeting next week who will make a recommendation to the Commission regarding the audit. Tamera went on to explain that the Auditors have not conducted a management interview, which should be part of the audit findings. There are no concerns with this current

audit but without the appropriate discussions with the auditors, the audit seems perfunctory. Rosanna Bower raised the point that the TAC had previously discussed performing a formal evaluation of contractors and this should be done. Tamera will bring the evaluation discussion to the TAC members at the next meeting.

- **Information sharing by TAC members-** Tamera Leighton brought up that the 2019-2020 Overall Work Plan (OWP) usually begins in December and would like the TAC members to start submitting transportation needs via email to start the process of developing the OWP. Suresh Ratnam shared that he will send out the Vehicle Miles Traveled (VMT) analysis from El Dorado County to the members of the TAC, which may help them as they move towards an analysis for Del Norte County. Tamera Leighton asked the members about rescheduling the December meeting, which happens to fall on Christmas day. The TAC members agreed to cancel the December meeting and meet again at their regularly scheduled meeting on January 29, 2019.

8. ADJOURN TO THE NEXT REGULAR MEETING OF JANUARY 29, 2019 AT 2:00 P.M.

With no further business to come before the TAC, the Chair adjourned the meeting at 3:12 p.m., to the next regularly scheduled meeting on January 29, 2019 at 2:00 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

**MINUTES
TECHNICAL ADVISORY COMMITTEE
AT 2:00 P.M. ON NOVEMBER 27, 2018**

Present: Rosanna Bower, County
Taylor Carsley, County
Charlie Helms, Harbor
John Olsen, City
Suresh Ratnam, Caltrans, via telephone
Joe Rye, RCTA, via telephone
Nacole Sutterfield, City

Absent: John Couch, California Highway Patrol
Brandi Natt, Yurok Tribe
Kevin Tupman, City
Heidi Kunstal, County, Vice Chair

Also Present: Susan Brown, Rural Approaches
Eileen Cooper, citizen
Tamera Leighton, DNLTC

1. CALL MEETING TO ORDER

Chair Sutterfield called the meeting to order at 2:00 p.m.

2. INTRODUCTIONS

Introductions were made by the Committee.

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Committee: Eileen Cooper stated that she was disappointed in the newest transit bus purchases being gas fueled instead of electric or hybrid buses. Eileen also handed in a list of names of supporters for the Tsunami Evacuation Walking Trail.

4. MINUTES OF OCTOBER 30, 2018

John Olsen moved to approve the minutes of October 30, 2018, seconded by Taylor Carsley, and unanimously carried; the Technical Advisory Committee approved the minutes of October 30, 2018

**5. CITY OF CRESCENT CITY REQUEST FOR \$42,000 FOR SUNSET
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Public Comment: None

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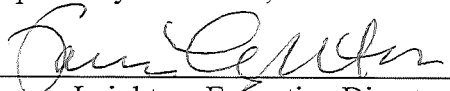
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