

**MINUTES  
TECHNICAL ADVISORY COMMITTEE  
AT 1:00 P.M. ON JANUARY 28, 2020**

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

**Absent:** John Couch, California Highway Patrol  
Melissa Miguelena, Yurok Tribe Transit Manager  
Brandi Natt, Yurok Tribe  
Kevin Tupman, City

**Also Present:** Susan Brown, Rural Approaches  
Tamera Leighton, DNLTC  
Eric Wier, City

**1. CALL MEETING TO ORDER**

Chair Sutterfield called the meeting to order at 1:00 p.m.

**2. 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

**3. SELECT CHAIR AND VICE CHAIR FOR THE 2020 CALENDAR YEAR**

Proposed action: By consensus, select chair and vice-chair.

Nacole Sutterfield nominated Suresh Ratnam for Chair.

Nacole Sutterfield nominated Heidi Kunstal for Vice-Chair.

By consensus, the Technical Advisory Committee approved both nominations.

**4. MINUTES OF OCTOBER 29, 2019**

Proposed action: By consensus, approve minutes.

Public Comment: None

Jon Olson moved to approve the minutes of October 29, 2019, seconded by Heidi Kunstal, and unanimously carried; the Technical Advisory Committee approved the minutes of October 29, 2019.

## **5. OVERALL WORK PROGRAM AMENDMENT 2**

Proposed action: Recommend DNLTC adopt a resolution approving 2019-20 Overall Work Program Amendment 2.

Tamera Leighton explained this amendment adds funding to Work Element D to accommodate additional staff time, which support the Highway 199 State Transportation Improvement Program (STIP) project and Regional Transportation Improvement Program (RTIP) work.

Public Comment: None

Heidi Kunstal moved to approve recommending DNLTC adopt a resolution approving 2019-20 Overall Work Program Amendment 2, seconded by Charlie Helms, and unanimously carried; the Technical Advisory Committee approved the recommendation DNLTC adopt a resolution approving 2019-20 Overall Work Program Amendment 2.

## **6. HIGHWAY INFRASTRUCTURE PROGRAM FUNDING**

Proposed action: Recommend DNLTC adopt a resolution programming \$178,782 of Federal Highway Infrastructure Program funds to a TAC selected project.

Tamera Leighton explained it would be best to add these funds to an existing federally funded project. The TAC discussed how these funds would work together with other projects and asked about timelines to obligate and expend the funds. Tamera responded that the funds have to be obligated in 2021 and expended by 2026. Discussion tabled for further information.

Public Comment: None

## **7. CRESCENT CITY SUNSET CIRCLE**

Proposed action: Consider the Crescent City request for additional funds to redesign the ATP funded Sunset Circle project. Make a recommendation to Del Norte Local Transportation Commission.

Tamera Leighton relayed the issues the City has run into regarding negotiations to acquire right of way with property owners which would include some minor redesigns to the project. The City is requesting an additional \$60,000 for redesign of the Sunset Circle project, or up to an additional \$20,000 for minor redesigns that property owners are insisting on as part of the right of way negotiation.

Tamera also explained if the project fails, the City will have to pay back all of the funds it has received for the project. Eric Wier, City Manager, anticipates the City will successfully negotiate the right of way. The TAC members discussed the issues involved in the project before settling on an amendment to the resolution. The TAC requested the amendment to the Commissioners include 'allocate to the City on a reimbursement basis a sum not to exceed \$20,000 for Sunset Circle design if the property owners agree on the minor right of way accommodations'.

Public Comment: None

Heidi Kunstal moved to recommend DNLTC award additional funds to the City of Crescent City as presented in the resolution with the addition of 'allocate to the City on a reimbursement basis a sum not to exceed \$20,000 for Sunset Circle design if the property owners agree on the minor right of way accommodations', seconded by Charlie Helms, with Rosanna Bower abstaining; the Technical Advisory Committee approved the recommendation DNLTC award additional funds to the City of Crescent City as presented in the resolution with the addition of "allocate to the City on a reimbursement basis a sum not to exceed \$20,000 for Sunset Circle design if the property owners agree on the minor right of way accommodations."

Public Comment: None

#### **8. 2020-21 OVERALL WORK PROGRAM DEVELOPMENT**

Proposed action: Consider draft Overall Work Program spreadsheets and recommend Commission direct staff to fully develop the 2020-21 work program with the presented work elements.

Tamera Leighton explained the Overall Work Plan (OWP) draft elements. The TAC members have this opportunity to hear the draft elements and recommend the Commission direct staff to develop the OWP. The TAC and Caltrans will review the draft document and the final OWP will be adopted in April or May. Tamera explained that Work Elements (WE) A-F are standard core elements. WE-G is the Regional Transportation Plan update. This work starts 2020 and will cross fiscal years. WE-H is Transit Planning. The focus will be a planning process to develop a Transit Hub. WE-I is Regional Mapping. Rosanna Bower explained that Regional Mapping will begin with developing shapefiles for county-maintained mileage, but over time, this could be expanded to include Transit routes, bicycle paths, pedestrian routes, and other types of transit paths.

Public Comment: None

Jon Olson moved to recommend DNLTC direct staff to fully develop the 2020-21 work program with the presented work elements, seconded by Rosanna Bower, and unanimously carried; the Technical Advisory Committee approved the recommendation DNLTC direct staff to fully develop the 2020-21 work program with the presented work elements

#### **9. DISCUSSION**

- Regional Transportation Plan Kick-off Meeting – Tamera Leighton noted that the kick-off meeting is scheduled for February 26<sup>th</sup> at 8:15 AM.
- Elk Valley Cross Road Corridor Plan – Tamera Leighton handed out an email from Dokken Engineering regarding the crash rates at the Intersection of Elk Valley Cross Road and Highway 199. Dokken's crash rate numbers are

significantly higher than the numbers reported by Caltrans. This information will be shared with the Commissioners for discussion.

- Information sharing by TAC members – No reports

**10. ADJOURN TO THE NEXT REGULAR MEETING OF FEBRUARY 25, 2020 AT 2:00 P.M.**

With no further business to come before the TAC, the Chair adjourned the meeting at 2:10 p.m., to the next regularly scheduled meeting on February 25, 2020 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 FEBRUARY 25, 2020**

**Present:** Rosanna Bower, County  
Charlie Helms, Harbor  
Heidi Kunstal, County, Vice-Chair  
Brandi Natt, Yurok Tribe  
Jon Olson, City  
Suresh Ratnam, Caltrans  
Joe Rye, RCTA, via telephone  
Nacole Sutterfield, City, Chair

**Absent:** John Couch, California Highway Patrol

**Also Present:** Susan Brown, Rural Approaches  
Jeff Daniels, County  
Tamera Leighton, DNLTTC

**1. CALL MEETING TO ORDER**

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

**2. 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

**3. MINUTES OF JANUARY 28, 2020**

Proposed action: By consensus, approve minutes.

Public Comment: None

Jon Olson moved to approve the minutes of January 28, 2020, seconded by Rosanna Bower, and unanimously carried; the Technical Advisory Committee approved the minutes of January 28, 2020.

**4. WASHINGTON BOULEVARD CULVERT REPLACEMENT**

Proposed action: Consider the County request for funding a Washington Boulevard Culvert Replacement with \$178,782 of Highway Infrastructure Program funds and \$321,218 of Regional Surface Treatment Program funds.

Rosanna Bower explained that the culvert on Washington Boulevard is a major collector that has been in need of replacement for several years. The estimated cost of replacement is approximately \$500,000 based on similar projects. Tamera Leighton discussed the funding available for the project and if the proposed project is approved the remaining funds are about \$88,000. Tamera went on to explain that the County would continue to seek other funds for this project as well.

Jeff Daniels commented that the culvert has been considered 'failed' for about 15 years. Rosanna Bower stated with this funding the project has to be completed in six years. The TAC members discussed aspects of the project.

Public Comment: None

Jon Olson moved to approve recommending DNLTC consider the County request for funding a Washington Boulevard Culvert Replacement with \$178,782 of Highway Infrastructure Program funds and \$321,218 of Regional Surface Treatment Program funds, seconded by Nacole Sutterfield, and unanimously carried; the Technical Advisory Committee approved the recommendation DNLTC consider the County request for funding a Washington Boulevard Culvert Replacement with \$178,782 of Highway Infrastructure Program funds and \$321,218 of Regional Surface Treatment Program funds.

## 5. DISCUSSION

- 2021 Overall Work Program – Tamera Leighton explained a change in direction for the 2021 Overall Work Program (OWP) after having a discussion with Joe Rye where it became evident there was no funding for Transit infrastructure. The Transit Hub work element can be looked at again in a year. Tamera believes that a good use of the funds would be to replace Common Place with a more functional data collection application. She has looked at a GIS-based system which could import non-proprietary data from Cal Trans and California Highway Patrol, as well as having local data integrated. The GIS system would have better filtering for reports. Tamera explained after the initial set-up of the system there would be no annual fee which would have a cost-saving for the Transportation Commission in the long run. The TAC members discussed filters, reports, costs, and whether or not the new project needs to go out for bid.
- Sunset Circle update – Jon Olson reported the City has completed the acquisition of Right of Ways with all parties. The City is waiting on the permit from the Coastal Commission and doesn't expect any delays with this. The project will be ready to go out to bid soon and the project timing is still on track.
- Elk Valley Cross Road Corridor Plan update – Rosanna Bower reported there will be the second public meeting on February 27<sup>th</sup>.
- Information sharing by TAC members – Tamera Leighton reported that Dokken Engineering is working with Caltrans on the crash data disparities in their reports and both will take a look at timing and concentration of crash data. Tamera also reported that she is working with the Northern Transfer Station proposed site selection person to discuss how the road system is impacted to avoid situations similar to crashes and near misses at the Dollar General location. Rosanna Bower reported that Office of Emergency Services would like to discuss a county-wide multi-hazard training be included in the 2022 OWP.

**6. ADJOURN TO THE NEXT REGULAR MEETING OF MARCH 31, 2020 AT 2:00 P.M.**

With no further business to come before the TAC, the Chair adjourned the meeting at 2:10 p.m., to the next regularly scheduled meeting on March 31, 2020 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 31, 2020**

**Present:** Rosanna Bower, County  
Charlie Helms, Harbor  
Heidi Kunstal, County, Vice-Chair  
Jon Olson, City  
Suresh Ratnam, Caltrans  
Joe Rye, RCTA  
Nacole Sutterfield, City, Chair

**Absent:** John Couch, California Highway Patrol  
Brandi Natt, Yurok Tribe

**Also Present:** Susan Brown, Rural Approaches  
Lauren Himmelreich, Harbor  
Tamera Leighton, DNLTC

**1. CALL MEETING TO ORDER**

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

**2. 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

**3. MINUTES OF FEBRUARY 25, 2020**

Proposed action: By consensus, approve minutes.

Public Comment: None

Charlie Helms moved to approve the minutes of February 25, 2020, seconded by Jon Olson, and unanimously carried; the Technical Advisory Committee approved the minutes of February 25, 2020.

**4. WASHINGTON BOULEVARD CULVERT REPLACEMENT**

Proposed action: Recommend DNLTC adopt resolution 2020 6 approving allocation of FFY 2018, 2019, and 2020 Highway Infrastructure Program funding for the County of Del Norte Washington Boulevard and Culvert Replacement project.

No Discussion

Public Comment: None

By consensus the TAC approved the recommendation DNLTC adopt resolution 2020 6 approving allocation of FFY 2018, 2019, and 2020 Highway Infrastructure Program funding for the County of Del Norte Washington Boulevard and Culvert Replacement project.



## 5. DISCUSSION

- Information sharing by TAC members, including project updates: Tribes, Transit, City, County, Caltrans, Harbor, DNLTC  
Joe Rye reported ridership is down by about 400, and the Transit Board approved their priority list.  
Jon Olson reported that the Front Street project is due to begin. There has been a minor supply chain interruption but the project is on track. Jon also relayed the city has a portal for critical documents.  
Nacole Sutterfield reported that the last two Right of Way agreements have been completed.  
Rosanna Bower reported the County has started the curb project by Mary Peacock School.  
Suresh Ratnam reported Caltrans is taking into consideration the suggestions for improvements, and preparing the comment letter for the Overall Work Program. Caltrans had a meeting regarding safety at Elk Valley Cross Road and US Highway 101.  
Tamera Leighton reported that she is waiting for the comment letter from Caltrans on the Overall Work Program.

## 6. ADJOURN TO THE NEXT REGULAR MEETING OF APRIL 28, 2020 AT 2:00 P.M.

With no further business to come before the TAC, the Chair adjourned the meeting at 2:30 p.m., to the next regularly scheduled meeting on April 28, 2020 at 2:00 p.m.

Respectfully submitted,



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Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission

**MINUTES**  
**TECHNICAL ADVISORY COMMITTEE**  
**AT 2:00 P.M. ON April 28, 2020**

**Present:** Rosanna Bower, County  
Charlie Helms, Harbor  
Brandi Natt, Yurok Tribe  
Heidi Kunstal, County, Vice-Chair  
Jon Olson, City  
Suresh Ratnam, Caltrans, Chair  
Joe Rye, RCTA  
Nacole Sutterfield, City

**Absent:** John Couch, California Highway Patrol

**Also Present:** Susan Brown, Rural Approaches  
Alexis Kelso, Caltrans  
Tamera Leighton, DNLTC  
Destiny Preston, Caltrans

**1. CALL MEETING TO ORDER**

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

**2. 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

**3. MINUTES OF MARCH 31, 2020**

Proposed action: By consensus, approve minutes.

Public Comment: None

Rosanne Bower moved to approve the minutes of March 31, 2020, seconded by Nacole Sutterfield, and unanimously carried; the Technical Advisory Committee approved the minutes of March 31, 2020.

**4. 2020-21 OVERALL WORK PROGRAM FINAL**

Proposed action: Recommend DNLTC adopt Resolution 2020 8 approving 2020-21 Overall Work Program.

Tamera Leighton informed the TAC members that comments from Caltrans have been received and the responses to the comments are incorporated into the Overall Work Program (OWP). The document will be presented to the Commission at their next meeting. Rosanna Bower inquired about Project 4 Regional Shapefiles Mapping and commented it should be just Regional Mapping to include other than shapefiles mapping. Tamera agreed and will make the change.

Rosanne Bower moved to approve the recommendation DNLTC adopt Resolution 2020 8 approving 2020-21 Overall Work Program, seconded by Charlie Helms, and

unanimously carried; the Technical Advisory Committee approved the recommendation DNLTC adopt Resolution 2020 8 approving 2020-21 Overall Work Program.

## **5. 2020 ECONOMIC AND DEMOGRAPHIC PROFILE**

Proposed action: Recommend DNLTC accept the 2020 Economic and Demographic Profile.

No discussion.

Heidi Kunstal moved to approve the recommendation DNLTC accept the 2020 Economic and Demographic Profile, seconded by Jon Olson, and unanimously carried; the Technical Advisory Committee approved the recommendation DNLTC accept the 2020 Economic and Demographic Profile.

## **6. DISTRICT 1 ACTIVE TRANSPORTATION PLAN**

Presentation by Alexis Kelso.

Alexis Kelso explained that Caltrans is in the planning process for the Active Transportation Plan (ATP). This is a statewide process that will be based on local needs, not specific projects. The project kick-off is in May and expected to take one year to complete. Caltrans is seeking input from local Technical Advisory Groups (TAG) which will be formed in each county. The TAG will keep local partners involved, link planning efforts, and provide input. The expectation is to have six meetings with each TAG. Alexis is seeking members of Del Norte County to participate in the TAG. Rosanna Bower asked about funding for locals when traffic is diverted due to Caltrans projects. Alexis responded there is no funding allocated for these types of situations but thought it would be a good topic for the TAG to discuss with Caltrans. Jon Olson commented that developing a list of needs as opposed to a list of projects would clarify that these are not funded projects. Alexis Kelso then asked who would like to sit on the TAG, or recommendations for TAG members. Tamera Leighton and Rosanna Bower will participate, and other potential TAG members were discussed.

## **7. DISCUSSION**

- 2019-20 OWP product review – Tamera Leighton gave an update on the 19-20 Overall Work Program. Long Range Planning is moving forward, the Economic & Demographic Profile is on time for adoption, Information Dissemination is on track, Regional Transportation Improvement Program (RTIP) is completed, and Joe Rye gave a Coordinated Transportation Plan update. Tamera reported that two call boxes were stolen last month. This is the first time something like this has happened. They will be replaced soon. Tamera also reported the Regional Transportation Plan (RTP) is scheduled for completion in December 2020 and the SB 743 project is nearing completion. Rosanna Bower reported that the Wonderstump document is in draft phase, the second community meeting was canceled due to the COVID shelter in place order, and the document is scheduled for acceptance by the board in June. Tamera commented that the Elk Valley

Cross Road project has met with some challenges and will require an amendment to the contract with Dokken Engineering. The amendment agreement has been given to the TAC members for their information and consideration. The amendment provides for additional cost, scope, and schedule to allow Dokken to work with Caltrans on the Elk Valley project. Heidi Kunstal moved to approve adding Amendment No. 2 to the agreement for consulting services between the Del Norte Local Transportation Commission and Dokken Engineering as Item 8, seconded by Jon Olson, and unanimously carried; the Technical Advisory Committee approved adding Amendment No. 2 to the agreement for consulting services between the Del Norte Local Transportation Commission and Dokken Engineering as item 8.

- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC – Suresh Ratnam reported on five items on the Caltrans work program stating the previously discussed the Active Transportation Planning process, the non-motorized work program is ongoing and currently identifying funding, the California Transportation Commission is looking at 2050 for long-range planning, District 1 is working on a climate change plan, and bicycle touring guide is in process.

**8. AMENDMENT NO. 2 TO THE AGREEMENT FOR CONSULTING SERVICES BETWEEN THE DEL NORTE LOCAL TRANSPORTATION COMMISSION AND DOKKEN ENGINEERING**

Rosanna Bower moved to recommend that DNLTC adopt Amendment No. 2 to the agreement for consulting services between the Del Norte Local Transportation Commission and Dokken Engineering, seconded by Charlie Helms, and unanimously carried; the Technical Advisory Committee approved the recommendation that DNLTC adopt Amendment No. 2 to the agreement for consulting services between the Del Norte Local Transportation Commission and Dokken Engineering.

**9. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON MAY 26, 2020 BY ZOOM MEETING UNLESS SHELTER IN PLACE IS LIFTED.**

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 May 26, 2020, at 2:00 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission

**MINUTES  
TECHNICAL ADVISORY COMMITTEE  
AT 3:30 P.M. ON AUGUST 3, 2020**

**Present:** Charlie Helms, Harbor  
Jon Olson, City  
Suresh Ratnam, Caltrans  
Joe Rye, RCTA

**Absent:** Rosanna Bower, County  
John Couch, California Highway Patrol  
Brandi Natt, Yurok Tribe  
Heidi Kunstal, County, Vice-Chair  
Nacole Sutterfield, City, Chair

**Also Present:** Susan Brown, Rural Approaches  
Tamera Leighton, DNLTTC  
Eric Wier, City

**1. CALL MEETING TO ORDER**

Chair Ratnam called the meeting to order at 3:30 p.m.

**2. 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

**3. MINUTES OF JUNE 30, 2020**

Proposed action: By consensus, approve minutes.

Public Comment: None

Jon Olson moved to approve the minutes of June 30, 2020, seconded by Joe Rye, and unanimously carried; the Technical Advisory Committee approved the minutes of June 30, 2020.

**4. CITY REQUEST FOR ADDITIONAL REGIONAL SURFACE TRANSPORTATION PROGRAM FUNDING FOR SUNSET CIRCLE**

Proposed action: Discuss the request and make a recommendation to the Del Norte Local Transportation Commission.

Jon Olson, Crescent City Public Works Director, talked about the project and events leading up to the current request. The City expects there to be cost overruns that were not anticipated at the beginning of the project and are requesting \$42,000 in additional Regional Surface Transportation (RSTP) funds be set aside and used by the city if needed on a reimbursement basis. Jon reported that the City would be looking at options to reduce some of the project costs as well. Eric Wier, City Manager, stated the City Council suggested the request be

made to the Del Norte Local Transportation Commission for the additional funds, and that regular reports and updates will be supplied to the Commission regarding the use of funds. Tamera Leighton reiterated the funds would be distributed as a drawdown as needed and documented. Tamera also made note of the lack of County members at the TAC; citing that County staff find the request challenging because while Sunset Circle is a priority project it is not the only project in need of funding. Eric Wier suggested that the County staff take off their county hats and view projects as regional needs and not City or County projects. Tamera explained that funding not used from the RSTP fund revert back into the fund balance to be used on other projects. Jon Olson commented that the current RSTP fund balance is about \$1.1 million of which about \$700,000 has been used leaving a balance of approximately \$350,000. The City is requesting \$42,000 of that remaining balance if needed.

Charlie Helms moved to approve the recommendation DNLTC approve additional Regional Surface Transportation funding for Sunset Circle, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee approved the recommendation DNLTC approve additional Regional Surface Transportation funding for Sunset Circle.

#### **5. DNLTC STAFF TIME SUPPORT FOR CITY BALLOT MEASURE**

Proposed action: Discuss the request and make a recommendation to the Del Norte Local Transportation Commission.

Tamera Leighton explained that as a DNLTC staff member she already answers questions and relays facts regarding Transportation Commission business. As a staff member, she is under no obligation to support any ballot measure unless directed to do so by the Commission. Eric Wier, City Manager, explained the tax measure is a 1% sales tax that would support the City's General Fund. The General Funds supports services such as Police, Fire, street repairs, city pool, city parks, and other city departments. It is anticipated the 1% sales tax will generate about \$1.3 million in revenue to the city annually. The 1% sales tax would be in perpetuity or until repealed by the voters. The TAC members went on to discuss other aspects of the tax measure along with the proposed County Tax Measure. The members discussed the ramifications of having two sales tax measures on the ballot and the confusion it may cause the public.

Joe Rye moved to approve the recommendation DNLTC staff support the City ballot Measure, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee approved the recommendation DNLTC staff support the City ballot Measure.

#### **6. DISCUSSION**

- 2020 Regional Transportation Plan – Tamera Leighton reported that Jeff Schwein, Green DOT Solutions, would give an update on the plan at the next TAC meeting. The plan development is moving forward giving consideration that there will not be any public meetings due to the Covid-

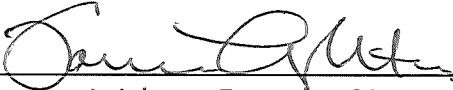
19 virus. The final Regional Transportation Plan is scheduled to be adopted by the Commission in December.

- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTTC – Suresh Ratnam reported that the District 1 climate change plan has been sent out. Many TAC members did not receive the document so Suresh will resend it. Joe Rye commented on the decrease in services, about 33%, due to the Covid-19 virus, and expects the service level to remain at that level going forward. Joe also reported receiving a grant for consultants to look at how to develop a zero-emissions fleet. Jon Olson reported that the City is actively working on the Front Street project and anticipates completion in November.

**7. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON AUGUST 25, 2020 BY ZOOM MEETING UNLESS SHELTER IN PLACE IS LIFTED.**

With no further business to come before the TAC, the Chair adjourned the meeting at 4:30 p.m., to the next regularly scheduled meeting on August 25, 2020, 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 15, 2020**

**Present:** Rosanna Bower, County  
Charlie Helms, Harbor  
Dan Herron, RCTA  
Heidi Kunstal, County, Vice-Chair  
Jon Olson, City  
Suresh Ratnam, Caltrans, Chair  
Nacole Sutterfield, City

**Absent:** John Couch, California Highway Patrol  
Brandi Natt, Yurok Tribe

**Also Present:** Stephanie Alward, Greet DOT  
Susan Brown, Rural Approaches  
Tamera Leighton, DNLTC  
Jeff Schwein, Green DOT  
Kevin Tucker, Caltrans

**1. CALL MEETING TO ORDER**

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

**2. 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

**3. MINUTES OF AUGUST 3, 2020**

Proposed action: By consensus, approve minutes.

Public Comment: None

Jon Olson moved to approve the minutes of August 3, 2020, seconded by Heidi Kunstal, and unanimously carried; the Technical Advisory Committee approved the minutes of August 3, 2020.

**4. COUNTY REQUEST FOR PREVAILING WAGE COMPLIANCE SOFTWARE STARTUP**

Proposed action: Recommend DNLTC award \$3,950 in Planning, Programming, and Monitoring funding for Prevailing Wage Software startup costs only.

Tamera Leighton explained that the funds would only be for the initial purchase of the software, not annual or additional fees. Rosanna Bower reported that LCP Tracker was selected to help with prevailing wage compliance tracking and would reduce man-hours from County staff. The software would be open to other agencies who would benefit.

Public Comment: None



Jon Olson moved to approve the recommendation DNLTC award \$3,950 in Planning, Programming and Monitoring funding for Prevailing Wage Software startup costs only, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee approved the recommendation DNLTC approve \$3,950 in Planning, Programming and Monitoring funding for Prevailing Wage Software startup costs only.

## **5. 2020 REGIONAL TRANSPORTATION PLAN**

Proposed action: Review the draft Policies, Action, and Financial tables and provide comment and direction.

Stephanie Alward gave an overview of the Regional Transportation Update (RTP), providing background information and an overview of the updates. Primary updates include action items and financial elements. It is expected that the draft document will be ready within a month and will be open for comment. Comments and inputs will be addressed in December, and the plan will be ready for adoption in January of 2021. Discussion regarding construction dates and costs and financially constrained projects was led by Stephanie. She will resend the excel spreadsheet to the TAC for input on these items and asks that the spreadsheet is returned to her by the end of October. The Policy element includes an overview of SB 743.

Public Comment: None

## **6. DISCUSSION**

- Caltrans Project Maps Gallery Presentation – Kevin Tucker, Caltrans, led the TAC through the new mapping platform on the District’s website. The mapping program shows current construction, an overview of future projects, local assistance, and grant planning.
- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC – Jon Olson reported that the City is moving forward with the Sunset Circle project, and is expecting the Front Street project to be completed in November. Rosanna Reported the County has closed out the Hurdy Gurdy Bridge project. Dan Herron, Redwood Coast Transit Authority reported on an abbreviated bus schedule and heightened safety precautions due to Covid-19.

## **7. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON NOVEMBER 24, 2020 AT 2:00 PM BY ZOOM WEBINAR UNLESS RESTRICTIONS RELATED TO COVID-19 ARE LIFTED.**

With no further business to come before the TAC, the Chair adjourned the meeting at 2:45 p.m., to the next regularly scheduled meeting on November 24, 2020, 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 24, 2020**

**Present:** Rosanna Bower, County  
Charlie Helms, Harbor  
Joe Rye, RCTA  
Heidi Kunstal, County, Vice-Chair  
Jon Olson, City  
Suresh Ratnam, Caltrans, Chair  
Nacole Sutterfield, City

**Absent:** John Couch, California Highway Patrol  
Brandi Natt, Yurok Tribe

**Also Present:** Susan Brown, Rural Approaches  
Tamera Leighton, DNLTC  
Anthony McLaughlin, Green DOT  
Jeff Schwein, Green DOT

**1. CALL MEETING TO ORDER**

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

**2. 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

**3. MINUTES OF OCTOBER 15, 2020**

Proposed action: By consensus, approve minutes.

Public Comment: None

Rosanna Bower moved to approve the minutes of October 15, 2020, seconded by Heidi Kunstal, and unanimously carried; the Technical Advisory Committee approved the minutes of October 15, 2020.

**4. COORDINATED PLAN REVIEW**

Proposed action: Recommend DNLTC adopt the 2020 Coordinated Public Transportation Plan.

Tamera Leighton explained the Coordinated Public Transportation Plan is required to be adopted by the Commission. The Green Dot team has been working with Redwood Coast Transit and the Del Norte Transportation Commission to develop the plan. The plan includes the standard required information and plan elements. Comments are being considered and reviewed for potential inclusion in the plan. The intention is to present the plan to the Commission for adoption during the January 2021 Commission Meeting. The Social Services Transportation Advisory

Committee has reviewed and recommended the adoption of the plan. The TAC members discussed the elements of the plan.

Heidi Kunstal moved to recommend DNLTC adopt the 2020 Coordinated Public Transportation Plan with any additional comments or edits that may be needed, seconded by Jon Olson, and unanimously carried; the Technical Advisory Committee recommend DNLTC adopt the 2020 Coordinated Public Transportation Plan with any additional comments or edits that may be needed.

#### **5. OVERALL WORK PROGRAM AMENDMENT 1**

Proposed action: Recommend Commission adopt resolution 2020 19 approving Amendment 1 to the 2020 Overall Work Program.

Tamera Leighton reviewed the recommended changes to the Overall Work Program. Work Element A 4 would add carryover funding for additional mapping work, and Element H 1 is a new work element to provide match funding for City and County roadway safety planning.

Jon Olson moved to recommend the Commission adopt resolution 2020 19 approving Amendment 1 to the 2020 Overall Work Program, seconded by Joe Rye, and unanimously carried; the Technical Advisory Committee recommends the Commission adopt resolution 2020 19 approving Amendment 1 to the 2020 Overall Work Program.

#### **6. REQUEST FOR PROPOSALS FOR REGIONAL MAPPING SERVICES**

Proposed action: Review Request for Proposals for Regional Mapping Services, and make recommendations.

Tamera Leighton reviewed the RFP for Regional Mapping, stating that the document has been out for comment. One change was suggested; instead of TAC members reviewing and scoring the proposals, the City and County should select 1 member each for the review team and one additional member from the Del Norte Transportation Commission. Tamera suggested that the entities could then select a reviewer who may be knowledgeable about this type of project.

Jon Olson moved to recommend the release of the Request for Proposal for Regional Mapping Services with the discussed changes, seconded by Joe Rye, and unanimously carried; the Technical Advisory Committee recommends the release of the Request for Proposal for Regional Mapping Services with the discussed changes.

#### **7. DISCUSSION**

- Public comment website tool review – Jeff Schwein, Green DOT, presented an overview of the new site tools for the Del Norte Transportation Commission’s website. The new tool takes the place of the previous Commonplace application and is a Google-based platform. There are more selections for commenters to narrow down their placement for comments, and additional filters for the Commission to look at comments and data. Data from the Commonplace application has been migrated to the new

site. Rosanna Bower commented that locations must be captured, with the road name and date of the comment. Jeff will work on that suggestion, maybe a title change of the heading title to solicit more specifics from the commenter.

- 2020 Regional Transportation Plan update – Tamera Leighton reported the Administrative draft has been received along with general comments. The public review and comment period will begin soon. It is anticipated the present the Transportation Plan update to the Commission in February. Legal Counsel Autumn Luna will assist with environmental review and other issues that may come up during this time.
- 2021-22 Overall Work Program development – Tamera Leighton discussed the proposed new work element for transportation safety planning and asked the TAC for their input on what work specifically needs to be included in that work plan element. Jon Olson stated the city is looking prioritizing road improvement projects. The County is considering its emergency evacuation routes and impacts but does not have any specifics yet. The Harbor would like to see a mapping of evacuation routes. Redwood Coast Transit proposes finding a transit hub location, such as the Cultural Center, which the City is supportive of. Tamera reminded the TAC that the draft OWP goes before the Commission in February and projects need inclusion in the plan. Suresh Ratnam will get a list of any Caltrans projects that could be included.
- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC – Jon Olson gave an update on the Front Street Project. Final paving is scheduled for next week, weather permitting. The City secured additional grant funding which will extend the project another two blocks. The Sunset Circle project is moving along on schedule. Joe Rye reported that ridership at Redwood Coast Transit is down by about half. Barriers have been installed in the buses to protect drivers, and they implemented nightly deep cleaning of the buses. They are looking at installing an air protection system in the buses as well.

**8. ADJOURN TO THE NEXT SCHEDULED MEETING ON JANUARY 12, 2021 AT 2:00 PM BY ZOOM WEBINAR UNLESS RESTRICTIONS RELATED TO COVID-19 ARE LIFTED.**

With no further business to come before the TAC, the Chair adjourned the meeting at 2:57 p.m., to the next scheduled meeting on January 12, 2021, at 2:00 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission