

**TECHNICAL ADVISORY COMMITTEE
SPECIAL MEETING AT 1:00 P.M. TUESDAY, JANUARY 3, 2023
WASTEWATER TREATMENT PLANT COMMUNITY ROOM
210 BATTERY STREET, CRESCENT CITY, CA 95531**

This is an in-person meeting. If you cannot attend in person, register in advance for this webinar:

[HTTPS://US02WEB.ZOOM.US/WEBINAR/REGISTER/WN_JNHUYCIIRIOGZOXHLX1AAG](https://us02web.zoom.us/webinar/register/wN_JNHUYCIIRIOGZOXHLX1AAG)

1. Call Meeting to Order and Introductions

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.

3. Minutes of November 1, 2022

By consensus, approve minutes.

4. 2022-23 Overall Work Program Development

Proposed action: Recommend Del Norte Local Transportation Commission direct staff to prepare a final 2022-23 Overall Work Program based on the products and budget in the draft.

5. Discussion items

- 2023-24 Overall Work Program
- Information sharing by TAC members, including project updates: California Highway Patrol, Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC.

6. Adjourn to the regularly scheduled meeting on January 31, 2022, at 2 p.m.

Anyone requiring reasonable accommodation to participate in the meeting should contact Executive Director Tamera Leighton: Phone (707) 465-3878; email tameraleighton@dnltc.org.

**MINUTES
TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING AT 1:00 P.M. ON NOVEMBER 1, 2022**

Present: Tina Blakely, City
Rosanna Bower, County
Andrew Leighton, City, Chair
Heidi Kunstal, County, Vice-Chair
Suresh Ratnam, Caltrans

Absent: Larry Depee, California Highway Patrol
Todd Garrett, Harbor
Joe Rye, RCTA
Patricia Ulmer, Yurok Tribe

Also Present: Susan Brown, Rural Approaches
Tamera Leighton, DNLTTC
Jon Olson, County

1. CALL MEETING TO ORDER

Chair Leighton called the meeting to order at 1:05 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 SEPTEMBER 27, 2022

Proposed action: By consensus, approve minutes.

Public Comment: None

Heidi Kunstal moved to approve the minutes of September 27, 2022, seconded by Rosanna Bower, and unanimously carried; the Technical Advisory Committee approved the minutes of September 27, 2022.

4. ZERO EMISSION VEHICLE PROJECT INITIATION PLAN CONTRACT.

Proposed action: Staff recommendation: By polled vote, recommend DNLTTC award the ZEV Project Initiation Plan contract to the top-scoring firm and authorize the executive director to sign the contract and amendments necessary to complete the work authorized in the Overall Work Program.

Tamera Leighton reviewed the selection process and GHD was the highest-ranking proposal. Tamera relayed that the County declined to participate in the process and has expressed concerns regarding the public agency component. Tamera explained that Regional Transportation Planning (RTP) funds help regions prepare for transportation requirements, along with State and Federal Funding for local jurisdictions to address those requirements. Tamera stated that Del Norte County is behind in the Zero Emission Vehicle (ZEV) planning process. The Scope of Work for this project will assist in future

funding needs. The Scope of Work does not obligate any jurisdiction to any action. The next step would be planning and preliminary engineering. Suresh Ratnam relayed that this scope of work is the standard operating procedure and will analyze fleets, look at strategies and infrastructure needed, and position regions for future funding. Rosanna Bower discussed the concerns of the county. The ZEV scope of work discussions for the RFP was for regional planning, not fleet vehicles. The released RFP focuses on fleet vehicles, and the County rejected the proposals because of this. Rosanna would like to see the RFP revised and reposted. Tamera responded that the RFP and scope are not only fleet-focused, but are focused on the broad scope of the community, which includes fleet vehicles in a broad sense. Heidi Kunstal asked to tweak the summited proposal's scope of work to reflect the discussion. The TAC discussed the RFP and consultant components.

Public Comment: Jon Olson talked about the number of grants that are already available and awarded for these types of projects.

Rosanna Bower moved to recommend the Del Norte Local Transportation Commission award the contract to GHD with a revised scope of work that includes the community at large, identifying electrical grid issues, high-level site identification, and remaining within the RFP budget, seconded by Andrew Leighton and unanimously carried; by a polled vote the Technical Advisory Committee recommends the Del Norte Local Transportation Commission award the contract to GHD with a revised scope of work that includes the community at large, identifying electrical grid issues, high-level site identification, and remaining within the RFP budget.

5. DISCUSSION

- 2022-2023 Overall Work Program – Tamera Leighton reviewed the timeline and final adoption by the Commission of the Overall Work Program and asked the TAC members to start thinking about projects and planning needs.

- Information sharing by TAC members, including project updates: California Highway Patrol, Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC. Suresh Ratnam shared Community Based Transportation grants will be opening soon.

6. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON DECEMBER 27, 2022 AT 2:00 PM.

With no further business to come before the TAC, the Chair adjourned the meeting at 2:00 p.m., to the next regularly scheduled meeting on November 29, 2022, at 2:00 p.m. Director Leighton noted that the meeting is likely to be held on January 3 because of the holidays.

Respectfully submitted,

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Item 4 Staff Report

DATE: JANUARY 3, 2023
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: 2023-24 OVERALL WORK PROGRAM

REQUESTED ACTION: Recommend work products and develop a general budget for the 2023-24 Overall Work Program.

BACKGROUND: The Overall Work Program (OWP) is the primary management tool for DNLTC and contains a description of the activities to be undertaken by the Commission in the coming year, along with detailed budget information. Director Leighton is requesting from TAC members their suggestions for discretionary projects for the Commission to consider.

Concepts for new work previously discussed:

- Public Participation Plan (DNLTC)
- Zero Emission Vehicle Infrastructure Plan, Year 2 (DNLTC)
- Regional Mapping Year 2 (DNLTC)
- Wonderstump Road Active Transportation Community Outreach (DNLTC/County)

Overall Work Program development

2022 update

Active Transportation Planning
Agreements, resolutions for Federal funding
Climate Change and Stormwater Management
Communications and outreach
Coordinated Human Services Transportation Plan
Pavement management data system
Develop, Maintain Transportation Improvement Programs
DNLTC meetings and support (agendas/minutes)
Economic and Demographic Profile
Emergency Evacuation Planning
Financial Planning & Programming
Fiscal management
Increase Funding to Support RTP
Information Dissemination
Informed Local Transportation Commission
Office operations
Overall Work Program
Partnerships (Rural Counties / North State Super Region)
Project Initiation Documents
Project Representation
Public Participation Plan
Regional Transportation Plan Development
RTP Baseline Data and Application Support
SAFE system maintenance and reporting
School Zone Circulation Study
Short Range Transit Development Plan
SRTS program: Obsolete
SSTAC support
Transit Hub Location Plan
Transit needs and unmet needs process and products
Transportation Improvement Program development
Transit Planning: Ridership survey
Transit Planning: Short Range Transit Plan
Trail Mapping
Zero Emission Vehicle Infrastructure Plan

KEY

Mandatory
Planned and completed
Needed, not mandatory