

**TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING AT 2:00 P.M. TUESDAY, JANUARY 30, 2024
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_JNHUYCIIRIOGZOXLX1AAG](https://us02web.zoom.us/webinar/register/wN_JNHUYCIIRIOGZOXLX1AAG)

- 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. Select chair and vice chair for the 2024 calendar year.**
Proposed action: By consensus, select the chair and vice chair.
- 4. Minutes of January 3, 2024**
By consensus, approve minutes.
- 5. South Beach Climate Resilience Plan scope update**
Requested action: Recommend Del Norte Local Transportation Commission approve Amendment 1 to the contract with GHD Inc for the South Beach Climate Resilience Plan.
- 6. Pebble Beach Drive planning**
Consider funding planning work for Pebble Beach Drive. Make a recommendation to Del Norte Local Transportation Commission.
- 7. Discussion items**
 - Caltrans planning update.
 - Discretionary Planning Grant availability.
 - Information sharing by TAC members, including project updates: California Highway Patrol, Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC.
- 8. Adjourn to the regularly scheduled meeting on February 27, 2024, 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 2:00 P.M. ON JANUARY 2, 2024

Present: Tatiana Ahlstrand, Caltrans
Heidi Kunstal, County, Chair
Jon Olson, County alternate
Joe Rye, RCTA
Patricia Ulmer, Yurok Tribe
Dave Yeager, City

Absent: CHP representative
Rosanna Bower, County
Andrew Leighton, City, Vice-Chair

Also Present: Susan Brown, Rural Approaches
Tamera Leighton, DNLT

1. CALL MEETING TO ORDER

Chair Kunstal called the meeting to order at 2:06 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 31, 2023

Proposed action: By consensus, approve minutes.

Public Comment: None

Jon Olson moved to approve the minutes of October 31, 2023, seconded by Dave Yeager, and unanimously carried out; the Technical Advisory Committee approved the minutes of October 31, 2023.

4. COUNTY REQUEST FOR PLANNING GRANT MATCH FUNDING.

Requested action: Recommend Del Norte Local Transportation Commission approve \$20,000 of match funding in the 2024-25 Overall Work Program for the County's climate adaptation planning grant.

Jon Olson explained the County is applying for the Climate Adaptation Planning grant for mapping storm drains countywide. They can apply for up to 3 million dollars. The County may need to come back to the Commission to ask for additional funds if needed.

Tamera Leighton said she would be going over the funding during the next item to talk about the match funding and that this only partially covers the match if the grant application is fully funded.

Public comment: None

Joe Rye moved to recommend the Del Norte Local Transportation Commission approve \$20,000 of match funding in the 2024-25 Overall Work Program for the County's climate adaptation planning grant, seconded by David Yeager, and unanimously carried out; the Technical Advisory Committee recommended Del Norte Local Transportation Commission approve \$20,000 of match funding in the 2024-25 Overall Work Program for the County's climate adaptation planning grant.

5. DRAFT 2024-25 OVERALL WORK PROGRAM

Consider draft Overall Work Program spreadsheets and recommend Commission direct staff to fully develop the 2024-25 Overall Work Program with the presented work elements.

Tamera Leighton gave an overview of the Overall Work Program and discussed specific elements such as the Climate Change Adaptation grant, the regular work of the Commission, and funding for the requested match from the County for their Climate Adaptation Planning grant. Tamera explained if more match funding is needed there may be funds in the carryover, the Regional Mapping project, or Planning, Programming & Monitoring (PPM) funds.

Public Comment: None

Jon Olson moved to recommend Del Norte Local Transportation Commission direct staff to fully develop the 2024-25 Overall Work Program with the presented work elements., seconded by Dave Yeager, and unanimously carried out; the Technical Advisory Committee recommended Del Norte Local Transportation Commission direct staff to fully develop the 2024-25 Overall Work Program with the presented work elements.

6. PUBLIC PARTICIPATION PLAN UPDATE

Requested action: Recommend Del Norte Local Transportation Commission approve the Public Participation Plan update.

Tamera Leighton explained this is required for the Regional Transportation Plan update. She worked with Jeff Schwein of GreenDOT to update the document. Heidi Kunstal suggested the Coastal Commission be included under Government Partners. Jon Olson suggested the Harbor and Airport Authority be included under Local Government Partners. Tamera will review the partner listings for accuracy.

Public Comment: None

Jon Olson moved to recommend Del Norte Local Transportation Commission approve the Public Participation Plan update with modifications to the partner listings as discussed, seconded by Dave Yeager, and unanimously carried out; the Technical Advisory Committee recommended Del Norte Local Transportation Commission approve the Public Participation Plan update with modifications to the partner listings as discussed.

7. TITLE 6 UPDATE

Requested action: Recommend Del Norte Local Transportation Commission approve the Title 6 update.

Tamera Leighton discussed the Title VI update stating that there are no changes required. Del Norte County does not have the demographics that would require any changes. Heidi Kunstal noted a spelling error and Twitter be changed to X. Tamera said the Reference to Twitter/X will be removed because the Commission no longer has an account with them.

Public Comment: None

Joe Rye moved to recommend Del Norte Local Transportation Commission approve the Title 6 update, seconded by Jon Olson, and unanimously carried out; the Technical Advisory Committee recommended Del Norte Local Transportation Commission approve the Title 6 update.

8. DISCUSSION ITEMS

- South Beach Climate Resilience Plan contracting update – Tamera Leighton reported there has only been one response to the proposal, GHD, and she doesn't know yet if this can be considered a Sole Source Contract. GHD has the expertise needed and she is waiting to hear back from Caltrans if the Commission can proceed with the contract.
- Information sharing by TAC members, including project updates: California Highway Patrol, Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC. Davis Yeager reported on the Front Street project stating the concrete is finished, and crosswalks are completed. The City is waiting on the stripers and signage was installed last week. The last block may have to wait for better weather. Joe Rye reported the completion of the electrical charger for the EV buses. They have ordered their first EV bus, and it will be used as a pilot to see if it works. The SB125 funds requested will be used for electric buses and the hub project. Patricia Ulmer reported the tribe is working on several transit projects. Jon Olson reported the Washington Boulevard Culvert is working very well.

9. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON JANUARY 30, 2024, AT 2:00 PM.

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 January 30, 2024, at 2:00 p.m.

Respectfully submitted,

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Item 5 Staff Report

DATE: JANUARY 30, 2024
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: SOUTH BEACH CLIMATE RESILIENCE PLAN CONTRACT AMENDMENT

Requested action: Recommend Del Norte Local Transportation Commission approve Amendment 1 to the South Beach Climate Resilience Plan contract with GHD, Inc.

BACKGROUND: When Del Norte Local Transportation Commission awarded the contract on January 9, an amendment was expected. This amendment better aligns the GHD, Inc. scope of work to the grant application/Overall Work Program scope of work.

Minor changes to the Overall Work Program and the grant agreement with Caltrans will follow.

**AMENDMENT NO. 1 TO THE AGREEMENT FOR CONSULTING SERVICES
BY AND BETWEEN THE DEL NORTE LOCAL TRANSPORTATION COMMISSION
AND GHD INC.**

Pursuant to the January 16, 2024 Agreement for Consulting Services by and between Del Norte Local Transportation Commission (DNLTC) and GHD Inc. ("Contractor") for South Beach Climate Resilience Plan (proposal dated December 20, 2023), the parties hereto amend the Agreement for Scope, and Cost.

This Amendment 1 only amends the work outlined below:

Scope: A revised Task 3 is attached.

Cost: Not to exceed \$254,797 for all tasks in the proposal, a \$170 increase.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
A California Regional Transportation Planning Agency

Tamera Leighton, Executive Director

Dated: February 6, 2024

GHD Inc.

Amber Shows, Project Director

Dated: _____

Amended Task 3: Public Outreach (GHD)

The GHD Team understands that a robust community engagement process is essential to the success of projects with high community visibility and interest. The planning process will start at the first Advisory Committee meeting to identify and understand the issues, complexity, history and nuances of the Project. This meeting will include a stakeholder inventory and mapping effort to identify and assess the internal and external stakeholders and will identify two to four functional stakeholder groups and methods to share project information or receive feedback from them at key project milestones.

GHD will work with Elk Valley Rancheria and Crescent City Harbor District to organize six public meetings: three hosted by Elk Valley Rancheria and three hosted by Crescent City Harbor District. GHD will present effective, clear, and accurate information to the community and project stakeholders to foster understanding of existing conditions, vulnerability analysis results, and adaptation strategies. At these meetings, GHD will present information and solicit community feedback through various interactive methods and will record comments. All material developed for these meetings will strive to be ADA-accessible, and reviewed for clarity, use of jargon and appropriate use of language.

Deliverables - GHD

- Stakeholder contact list
- Organization and facilitation of four public meetings, including content for meeting flyers and announcements, presentations, exhibits, sign-in sheets, comment cards

Assumptions - GHD

- The Advisory Committee organizations will print, mail, e-mail, post or otherwise distribute materials developed by GHD (i.e., announcements, flyers, invitations, updates) and will advertise and invite stakeholders to meetings.
- Two meetings will be in-person and two meetings will be entirely virtual.
- The Elk Valley Rancheria and Crescent City Harbor District will provide local in-person venues and virtual venues for meetings. If a hybrid meeting is requested, the Elk Valley Rancheria and Crescent City Harbor District will provide the necessary technology to facilitate a hybrid meeting, including cameras, speakers, and microphones.
- GHD will not update websites or social media directly. The Green DOT will work with the Advisory Committee organizations to upload documents and meeting announcements/information to their existing websites and social media platforms directly.
- The Green DOT public engagement platform will be administered by Green DOT; GHD will propose improvements to reporting outputs.
- A Draft Plan will be posted for public review and comment upon approval by the Advisory Committee per Task 6, and the Final Plan will be presented publicly per Task 7: Board Review/Approval.

Task 3.1: Online Community Engagement and Reporting (Green DOT)

This task focuses on leveraging the integration of digital tools and community engagement for streamlined and insightful feedback. This approach aligns with the modern trends in transportation planning as outlined in DNLTC's comprehensive framework. The consultant team will develop a project-specific webpage on the DNLTC.org website incorporating advanced upgraded features for community input and feedback analysis using the DOT Dashboard Community Input Mapping Tool.

Task 3.1.1: Project Website and Social Media Management - Develop a project-specific webpage on DNLTC.org, which will include embedding a community input web map interface linked to the DNLTC community input tool and survey question prompts. Social Media meeting announcements for existing conditions public meetings.

Task 3.1.2: Input Tool Interface Upgrades - Improve the community input tool's commenting interface for better user engagement and clarity.

Task 3.1.3: Input Tool Reporting Enhancements - Enhance the report outputs of the community input tool, including the integration of multiple response formats.

Task 3.1.4: Input Tool Comment Functionality Improvements - Enable comments to be associated with specific projects, allowing for targeted feedback and analysis.

Task 3.1.5: Input Tool Navigation and Filtering Upgrades - Incorporate a zoom function in the comment consolidation feature for detailed viewing and analysis.

Task 3.1.6: Input Tool Database Filter and Search Enhancements - Categorize comments by type to streamline the review process and improve understanding of community feedback.

Task 3.1.7: Input Tool Automated Reporting Upgrades - Implement automated charts and graphs displaying the percentage of comments per category, enhancing visual representation of data.

Task 3.1.8: Input Tool User Data Retrieval Functionality - Add functionality to click on comments in the report and bring up corresponding map locations for spatial context.

Task 3.1.9: Input Tool User Comment Sorting Functionality - Introduce a comment sorting tool to organize feedback effectively and facilitate easier navigation.

Task 3.1.10: Input Tool Reporting UI/UX Upgrades - Graphically enhance report outputs to align with progressive graphic standards, improving the aesthetic and professional appeal of the reports.

Task 3.1.11: Social Media Management, Reporting Outputs, and Comment Matrix - Provide aesthetic and professionally appealing report of public comments. Social Media meeting announcements for adaptation strategies and draft plan meetings.

Deliverables - GreenDOT

- Crowdsourcing output updates and regular report exports
- Website landing page that is linked to DOT Dashboard Community Input Mapping Tool and survey questions
- Social media project meeting announcements – approximately 16-30 posts
- Draft and Final Report that includes the enhanced reporting outputs and the Public Comments Matrix of all online and in-person input. This report will be incorporated into the final Plan by GHD.

Assumptions - GreenDOT

- GHD will provide content for meeting flyers and announcements that GreenDOT will utilize for social media posts.
- Green DOT will compile all online and in-person public input in a Matrix and GHD will respond to comments.

5. Cost Proposal

Task	Total Project Costs			Anticipated expenditures by Fiscal Year (FY)	
	Labor	Expenses	Total	FY 2024	FY 2025
1 Existing Conditions	\$14,981	\$-	\$14,981	\$14,981	\$-
2 Analysis	\$29,979	\$-	\$29,979	\$19,986	\$9,993
3 Public Outreach	\$57,853	\$22,311	\$80,164	\$40,025	\$40,139
4 Advisory Committee Meetings	\$12,246	\$-	\$12,246	\$4,082	\$8,164
5 Design Schematics	\$59,942	\$-	\$59,942	\$-	\$59,942
6 Draft and Final Plan	\$54,984	\$-	\$54,984	\$10,997	\$43,987
7 Board Review/Approval	\$2,159	\$342	\$2,501	\$-	\$2,501
Subtotals	\$232,144	\$22,653	\$254,797	\$90,071	\$164,726

Notes:

- Expenses have been estimated and include mileage billed at the current State rate.



South Beach Climate Resilience Plan
12628980

Description	Project Director	Project Manager	Analysis	GIS Data Manager	Quality	Planner	Coastal Adaptation	Analysis	Outreach	Harbor	Outreach/Transportation	Transportation	Harbor	Coastal Adaptation	Total Hours	Labor Total	GreenDOT	Total Subs	Mileage	Total Disb.	Estimated Project Total
	Amber Shows	Kristen Orth-Gordinier	Brett Vivvan	Zach Porteous	Jeremy Svehla	Andrea Hilton	Brian Leslie	Braden Froble	Amanda Bomar	Aaron Holloway	Rosanna Southern	Frank Penny/Todd Treenza	Gillian Miller	Nick Sadrouir							
	\$285.0	\$221.0	\$264.0	\$213.0	\$315.0	\$285.0	\$285.0	\$183.0	\$170	\$285	\$238	\$315	\$366	\$238							
Task1	0	4	0	19	0	0	6	30	0	10	0	0	0	0	69	\$14,981	\$0	\$0	\$0	\$0	\$14,981
Subtask 1.1 Existing Conditions	0	4	0	19	0	0	6	30	0	10	0	0	0	0	69	\$14,981	\$0	\$0	\$0	\$0	\$14,981
Task2	0	9	10	20	9	0	10	50	0	10	0	5	5	0	128	\$29,979	\$0	\$0	\$0	\$0	\$29,979
Subtask 2.1 Analysis	0	9	10	20	9	0	10	50	0	10	0	5	5	0	128	\$29,979	\$0	\$0	\$0	\$0	\$29,979
Task3	10	104	40	48	2	0	0	5	50	0	5	0	0	0	264	\$57,853	\$21,891	\$21,891	\$420	\$420	\$80,164
Subtask 3.1 Public Outreach	10	104	40	48	2	0	0	5	50	0	5	0	0	0	264	\$57,853	\$21,891	\$21,891	\$420	\$420	\$80,164
Task4	0	30	0	0	0	0	0	12	0	12	0	0	0	0	54	\$12,246	\$0	\$0	\$0	\$0	\$12,246
Subtask 4.1 Advisory Committee Meetings	0	30	0	0	0	0	0	12	0	12	0	0	0	0	54	\$12,246	\$0	\$0	\$0	\$0	\$12,246
Task5	1	10	20	40	20	0	10	99	0	40	0	10	5	0	255	\$59,942	\$0	\$0	\$0	\$0	\$59,942
Subtask 5.1 10% and 30% Design	1	10	20	40	20	0	10	99	0	40	0	10	5	0	255	\$59,942	\$0	\$0	\$0	\$0	\$59,942
Task6	10	35	21	30	20	10	13	50	0	20	0	0	0	20	229	\$54,984	\$0	\$0	\$0	\$0	\$54,984
Subtask 6.1 Draft and Final Plan	10	35	21	30	20	10	13	50	0	20	0	0	0	20	229	\$54,984	\$0	\$0	\$0	\$0	\$54,984
Task7	0	9	0	0	0	0	0	0	1	0	0	0	0	0	10	\$2,159	\$0	\$0	\$342	\$342	\$2,501
Subtask 7.1 Board Review/Approval	0	9	0	0	0	0	0	0	1	0	0	0	0	0	10	\$2,159	\$0	\$0	\$342	\$342	\$2,501
Total Labor Hours	21	201	91	157	51	10	39	246	51	92	5	15	10	20	1009	\$232,144	\$21,891	\$21,891	\$762	\$762	\$254,797
Estimated Project Total	\$5,985	\$44,421	\$24,024	\$33,441	\$16,065	\$2,850	\$11,115	\$45,018	\$8,670	\$26,220	\$1,190	\$4,725	\$3,660	\$4,760	1009	\$232,144	\$21,891	\$21,891	\$762	\$762	\$254,797

Item 6 Staff Report

DATE: JANUARY 30, 2024
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: PEBBLE BEACH DRIVE PLANNING

REQUESTED ACTION: Consider funding planning work for Pebble Beach Drive. Make a recommendation to Del Norte Local Transportation Commission.

BACKGROUND: Pebble Beach Drive failed during a recent storm event. Strategies for moving forward are being discussed, and if the TAC has recommendations for how DNLTC can support this effort, they will be discussed in the meeting with possible action for a recommendation to the Commission. Initial thoughts include planning for an immediate solution while the long-term solution is worked out, including immediate funding or grant applications that are near term but not immediate. This is a discussion about immediate planning needs. It is not a discussion about construction funding.

WORK ELEMENT Z: Caltrans Information Element**2023-24 Overall Work Program**

The purpose of the Information Element is to list transportation planning activities that are being done by other agencies in the region.

<u>Title/Product(s)</u>	<u>Activity Description</u>	<u>Lead Agency</u>	<u>Due Date</u>
RTPA Outreach and Coordination	Ongoing and consistent project-related communication with RTPAs and local stakeholders	District 1	Ongoing
RTPA Regional Transportation Plan Guidelines update	Update of the Regional Transportation Plan (RTP) Guidelines for RTPAs	Caltrans HQ	12/23/23
Regional Planning Handbook update	Update of the Regional Planning Handbook	Caltrans HQ	12/23/23
California Transportation Plan Guidelines update	Update of the California Transportation Plan (CTP) Guidelines	Caltrans HQ	12/23/23
Non-motorized Data Collection	Regular count schedule in D-1 to collect non-motorized data on a rotating three-year basis	District 1	Ongoing
Active Transportation Enumeration for Non-Motorized Count Stations	A plan establishing guidelines, policies, and procedures for implementation of permanent non-motorized count stations for the district	District 1	6/23/23
Growth Factor Updates	Reexamine factors that affect traffic projections for District 1. Develop methodology and proof of concept	District 1	12/23/23
District System Management Plan (DSMP) update	Strategic and policy planning document describing the district's vision for the state highway system, including development, maintenance, and management for a 20-year horizon	District 1	12/24/23
DSMP Guidelines	Update of the District System Management Plan Guidelines	Caltrans HQ	Spring 2024
Strategic Investment Planning	Partnering with RTPAs and local agencies on grant application development	District 1	Ongoing
D-1 Pedestrian and Bicycle Advisory Committee	A districtwide committee to discuss pedestrian and bicycle activities and needs on the state highway system	District 1	Ongoing
Climate Change Vulnerability Assessments	Update the District 1 Climate Change Vulnerability Assessments	Caltrans HQ	Spring 2024

Yurok Tribe Bridge to Health	FY 2019-20 Sustainable Transportation Planning Grant to address the barrier of US 101 through the community of Klamath and revive ecotourism, cultural resources and recreation in the area	Yurok Tribe	2/26/23
Tolowa Dee-ni' Nation Connected Communities Plan	FY 2021-22 Sustainable Transportation Planning grant for a Connected Communities Plan (CCP) with multi-modal transportation elements for US 101 through Smith River	Tolowa Dee-ni' Nation	2/1/24
