

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, JANUARY 12, 2021, AT 3 PM**

Present: Commissioner Alex Campbell, City
Commissioner Jason Greenough, City,
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County, Chair
Commissioner Beau Smith, City
Kevin Tucker, Caltrans, Policy Advisory Member

Absent:

Also Present: Stephanie Alward, Green Dot
Susan Brown, Rural Approaches
Colin Fiske
Randy Hooper
Tamara Leighton, Local Transportation Commission
Sophie Lepore
Jon Olson, City
Suresh Ratnam, Caltrans
Joe Rye, RCTA
Jeff Schwein, Green DOT
Darrin Short
Michael Wilson

1. CALL MEETING TO ORDER

Chair Howard called the meeting to order at 3:05 p.m.

2. PLEDGE OF ALLEGIANCE

Commissioner Hemmingsen led the Pledge of Allegiance

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Commission: None

4. ADJOURN TO THE POLICY ADVISORY COMMITTEE

Chair Howard adjourned as the Del Norte Local Transportation Commission and immediately reconvened as the Policy Advisory Committee at 3:02 p.m.

CONSENT AGENDA

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

a) MINUTES OF DECEMBER 1, 2020

Proposed action: By consensus, accept minutes of December 1, 2020.

b) ADOPT COORDINATED PUBLIC TRANSPORTATION PLAN

SSTAC and staff recommendation: By polled vote, adopt the 2021 Coordinated Public Transportation Plan.

Public Comment: None

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

POLICY and ADMINISTRATIVE

c) AWARD CONTRACT FOR REGIONAL MAPPING SERVICES.

Staff recommendation: By polled vote, authorize the director to execute the contract with the highest-scoring proposal for Regional Mapping Services. (The TAC will make a recommendation in a meeting also scheduled for January 12.)

Tamera Leighton explained this project started about a year ago and is now ready for the contract award to begin work. TAC members have recommended awarding this contract to GHD. Proposals were scored by a selected member of the city and county, along with the Commission's Executive Director. The Regional Mapping Project will be a benefit to Commission partners and community agencies. The mapping will capture all transportation networks on a digital map and will also track projects, and future projects. It is anticipated the two-year project will cost about \$98,000 covering two fiscal years. Funding for the project came from Regional Planning Assistance funds.

Public Comment: None

On a motion by Commissioner Hemmingsen, seconded by Commissioner Greenough, and unanimously carried on a polled vote the Del Norte Local Transportation Commission authorizes the director to execute the contract with the highest-scoring proposal for Regional Mapping Services.

d) DISCUSSION ITEMS

- 2020 Regional Transportation Plan Presentation – Jeff Schwein, Greet Dot, gave an overview of the Transportation Plan process and progress. He believes the plan will be ready for adoption by the Commission in March. Jeff explained while the Regional Transportation Plan is a 20-year document it needs to be updated every 4-5 years. Anticipated projects must be identified in the plan to be eligible for transportation-related funding. The plan covers all modes of transportation in the area. The Plan elements are the Introduction, Existing Conditions, Goals, Objectives, and Policies, Projects, and a Financial Plan. Transportation needs identified are pavement maintenance, bridges, bicycle and pedestrian improvements,

aviation, and transit improvements. Jeff also discussed how transportation projects are underfunded and gave an overview of the primary revenue streams. He next discussed the competitiveness of available grants. Grants are not reflected in the Financial Plan portion of the document because of the unpredictability of acquiring grants. Jeff gave a history of projects that were completed in the past few years which included the Front Street project, Cooper Avenue Storm Drain project, school zone safety improvements, Fred Haight Drive reconstruction, and other area projects. Jeff discussed some of the planned projects identified in the Transportation Plan. Klamath Beach Road and Washington Boulevard culvert replacements, Pebble Beach bluff stabilization, and other necessary projects that need to be identified in the plan. Commissioner Hemmingsen asked about trends in transportation planning. Jeff stated there is more funding to address greenhouse gas emissions, urban areas will see more concentrated funding, and legislation is discussing how all phases of transportation projects need more funding, such as engineering and environmental documents. Commissioner Campbell asked about the US 199 corridor and speed reduction and enforcement. Jeff stated there a lot of projects on the books concerning US 199, however, speed limits and restrictions are under the purview of Caltrans.

- 2021-2022 Overall Work Program – Tamera Leighton explained the Overall Work Plan (OWP) covers the work of the Transportation Commission. All anticipated work is contained in a single document, is State or Federally funded, and developed to meet the needs of our region. The Technical Advisory Committee (TAC) recommends projects to be included in the OWP. The OWP has standard requirements and also identifies partner agency projects for potential funding. New elements in the 2021-2022 OWP include Evacuation Planning, a Transit Hub Location Plan, and Regional Mapping.
- 2021 Economic and Demographic Profile - Tamera Leighton discussed the difficulties she is having with reaching anyone at Chico State to get updates or info. They have not returned any emails or calls, which is very concerning. For the past several years they have been great to work with and very responsive. Tamera is not sure if the lack of communication is due to the COVID shutdown or something else. If the Demographic Profile is not completed this year, efforts will be made to combine 2021 and 2022 into the next profile. Several Commissioners offered to reach out to Chico State to see what is happening.
- Sunset Circle progress update - Nacole Sutterfield, Crescent City Engineering Project Manager, reported that a good portion of the project is completed. The project is also on budget.
- Elk Valley Cross Road – Tamera Leighton reported that Caltrans has implemented additional safety measures, however, better solutions are still needed.

- Last Chance Grade – Tamera Leighton reported on an active slide at Last Chance Grade and Caltrans has the road open with one-lane traffic. A full road closure is expected during the nighttime hours only during the repairs.
- Richardson Grove Update – Chair Howard reported that he and other Commission members attended a council meeting in Eureka on this topic, but the discussion centered around STAA truck access. Commissioner Hemmingsen suggested the commission send a statement of support regarding this project.

5. COMMISSIONER COMMENTS AND REPORTS

Commissioner Hemmingsen requested that US Highway 199 be a standing item on the agenda. Other Commissioners agreed with this.

6. ACTION ON THE RECOMMENDATIONS OF THE POLICY ADVISORY COMMITTEE

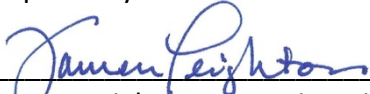
Adjourn as the Policy Advisory Committee, reconvene as the Del Norte Local Transportation Commission, and by polled vote, approve and adopt the actions taken by the Policy Advisory Committee in the items listed above.

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

7. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, FEBRUARY 2, 2021 AT 3:00 P.M.

With no further business before the Commission, Chair Howard adjourned the regular meeting at 4:15 p.m., until the next regularly scheduled meeting on Tuesday, February 2, 2021, at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, MARCH 2, 2021, AT 3 PM**

Present: Commissioner Jason Greenough, City
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County, Chair
Commissioner Blake Inscore, Alternate City
Commissioner Darrin Short, County
Kevin Tucker, Caltrans, Policy Advisory Member

Absent: Commissioner Beau Smith, City

Also Present: Susan Brown, Rural Approaches
Sebastian Cohen, Caltrans
Colin Fiske, Public
Tamara Leighton, Local Transportation Commission
Clayton Malmberg, Caltrans
David Morgan, Caltrans
Suresh Ratnam, Caltrans
Joe Rye, RCTA
Jeff Schwein, Green DOT
Nacole Sutterfield, City

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Commissioner Inscore led the Pledge of Allegiance

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Commission: None

4. CALTRANS REPORT ON LAST CHANCE GRADE EMERGENCY WORK

Caltrans Hydraulics Engineer Sebastian Cohen gave a presentation to the Commission on the status of the Last Chance Grade slide and repair work. Sebastian gave an overview of when the first slide occurred, mid-February, with approximately 10,000 cubic yards of slide material, which has since increased to tens of thousands of cubic yards of slide material. The road was fully closed 2-3 times in the first few days, but now has controlled access; however, additional rain and slides may cause more closures. Sebastian presented LIDAR images which show prior instability in the slide area. Caltrans is removing rockfall, but continued rockfall is making removal difficult. There is damage to guard rails, wall lagging, cable railing, and the lighting system. The

fallen material is being used to build up the road for use. Fallen material is also being used to build up a berm, which allows the road to be moved out. Crews continue to work to remove slide material until stable bedrock is found, or an appropriate road grade is found. The upper slope debris is being removed for safety and to lessen future slides. Last Chance Grade is currently open to controlled one-way traffic with up to two-hour delays. Sebastian noted that delays are weather and slide-activity-dependent. Caltrans continues to monitor the headscarp for any movement and they do not expect any slide movement to extend to the south of the grade, however, headscarp movement could cause additional slides to the north of the grade. Sebastian discussed the next steps Caltrans will be taking. They will continue to remove the unstable rock, monitor and survey the site to determine what final condition is required, and develop appropriate mitigation strategies, such as netting, or permanent or temporary walls. Chair Howard commented on how pro-active communication and response by Caltrans has been during this event. Their efforts are greatly appreciated.

5. PUBLIC HEARING

Chair Howard opened the Public Hearing at 3:33 PM.

Tamera Leighton explained the number of communication methods that were used to inform the public about the Transportation Plan and the Public Hearing.

Chair Howard opened the Hearing to public Comment.

Public Comment: Colin Fiske expressed concerns about greenhouse gas emissions concerning the VMT (Vehicle Miles Traveled) which doesn't take into account visitor travel. Colin also expressed concern about CEQA's (California Environmental Quality Act) involvement and stated that a full Environmental Impact Report should be done. Concern was relayed about road redesigns to accommodate STAA traffic.

Chair Howard closed the Public Hearing at 3:38 PM.

6. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

Requested Action: By consensus, elect a Chairperson and Vice-Chairperson for 2021. Commissioner Inscore nominated Commissioner Greenough as Chair. No other nominations were presented.

On a motion by Commissioner Inscore, seconded by Commissioner Hemmingsen, and unanimously carried on a polled vote the Del Norte Local Transportation Commission elected Commissioner Greenough as Chair for 2021.

Commissioner Hemmingsen nominated Commissioner Short as Vice-Chair. No other nominations were presented.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Greenough, and unanimously carried on a polled vote the Del Norte Local Transportation Commission elected Commissioner Short as Vice-Chair for 2021.

7. ADJOURN TO THE POLICY ADVISORY COMMITTEE

Chair Greenough adjourned as the Del Norte Local Transportation Commission and immediately reconvened as the Policy Advisory Committee at 3:42 p.m.

CONSENT AGENDA

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

a) MINUTES OF JANUARY 12, 2021

Proposed action: By consensus, accept minutes of January 12, 2021.

b) ADOPT RESOLUTION 2021 3 ALLOCATING PLANNING, PROGRAMMING AND MONITORING FUNDING

TAC and staff recommendation: By polled vote, adopt resolution 2021 3 allocating \$23,500 for the Regional Transportation Plan update.

Public Comment: None

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

POLICY and ADMINISTRATIVE

c) ADOPT RESOLUTION APPROVING THE MITIGATED NEGATIVE DECLARATION FOR THE 2020 REGIONAL TRANSPORTATION PLAN

TAC and staff recommendation: By polled vote, adopt resolution 2021 1 approving the Mitigated Negative Declaration for the 2020 Regional Transportation Plan.

Public Comment: None

On a motion by Commissioner Hemmingsen, seconded by Commissioner Howard, and unanimously carried on a polled vote the Del Norte Local Transportation Commission adopted resolution 2021 1 approving the Mitigated Negative Declaration for the 2020 Regional Transportation Plan.

d) ADOPT THE 2020 REGIONAL TRANSPORTATION PLAN

TAC and staff recommendation: By polled vote, adopt resolution 2021 2 adopting the 2020 Regional Transportation Plan.

Public Comment: None

On a motion by Commissioner Howard, seconded by Commissioner Short, and unanimously carried on a polled vote the Del Norte Local Transportation Commission adopted resolution 2021 2 adopting the 2020 Regional Transportation Plan.

e) APPOINT FINANCE COMMITTEE MEMBERS AND AUTHORIZE COMMITTEE MEMBERS TO SIGN NECESSARY AND ROUTINE BANKING DOCUMENTS.

Staff recommendation:

- i. Chair appoints two Finance Committee members
- ii. By polled vote, authorize the Chair and Finance Committee members to sign necessary and routine banking documents.

Public Comment: None

On a motion by Commissioner Howard, seconded by Commissioner Short, and unanimously carried on a polled vote the Del Norte Local Transportation Commission appoints Commissioner Hemmingsen and Commissioner Short to the Finance Committee and authorizes the Chair and Finance Committee members to sign necessary and routine banking documents.

f) DISCUSSION ITEMS

- COVID relief funding in transportation: HR 133 – Tamera Leighton presented a letter regarding potential transportation funding related to COVID relief. Up to \$700,000 could be available to the Del Norte Transportation Commission for transportation-related projects. The funding is part of the COVID stimulus relief package and no guidelines are in place at this time. Tamera will keep the Commission informed as more information is released.
- 2021-22 Overall Work Program – Tamera Leighton reported on the status of the Overall Work Program (OWP) and gave an overview of the OWP projects and programs. Tamera reviewed the Work Elements in the OWP and explained that the TAC (Transportation Advisory Committee) advises the Commission on projects and programs for the document.
- 2021 Economic and Demographic Profile – Tamera Leighton reported that the 2021 Economic and Demographic Profile is back on track. There were some communication challenges due to COVID, but the profile is scheduled to be completed on time.
- Sunset Circle progress update – Nacole Sutterfield reported the project is almost complete. The city is waiting on some light poles and some clean-up is needed. The project is on time and budget.
- Elk Valley Cross Road and US 199 Safety – Tamera reported Caltrans would give the Commission a presentation at the next Commission meeting. David Morgan, Caltrans Project Engineer, discussed the progress of the Safety Audit for US 199. They are currently in the “K” phase reviewing areas of concern. The safety audit is scheduled to begin in 2021 and continue into 2022. David also went on to say they will be looking at eleven years of data to get a good picture of areas of concern. He noted that where high friction treatment has been applied is showing signs of cracking after three years. Typically, high friction treatment should last about ten years and believes the extreme weather conditions are causing the breakdown of the surface treatment. Caltrans is considering using an epoxy-based treatment at Hardscrabble Creek as a test case to see if it withstands weather conditions better. Commissioner Howard thanked Caltrans for moving ahead with the safety audit; it has been long overdue. Tamera Leighton would like to see all projects on US 199 that have implemented included be in the safety audit document.
- Last Chance Grade - Nothing additional.

8. COMMISSIONER COMMENTS AND REPORTS

None

9. ACTION ON THE RECOMMENDATIONS OF THE POLICY ADVISORY COMMITTEE

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

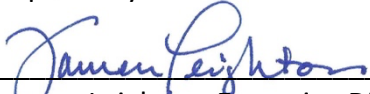
Public Comment: None

On a motion by Commissioner Inscore, seconded by Commissioner Howard, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved items 4 a-e.

**10. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, APRIL 6, 2021
AT 3:00 P.M.**

With no further business before the Commission, Chair Greenough adjourned the regular meeting at 4:45 p.m., until the next regularly scheduled meeting on Tuesday, April 6, 2021, at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, APRIL 6, 2021 AT 3 PM**

Present: Commissioner Ray Altman, City
Commissioner Jason Greenough, City
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County, Chair
Commissioner Blake Inscore, Alternate City
Commissioner Darrin Short, County
Suresh Ratnam, Caltrans, Policy Advisory Member

Absent: Commissioner Beau Smith

Also Present: Susan Brown, Rural Approaches
Tamara Leighton, Local Transportation Commission
Autumn Luna, Legal Council
David Morgan, Caltrans
Nacole Sutterfield, City

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chair Greenough led the Pledge of Allegiance

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Commission: None

4. ADJOURN TO THE POLICY ADVISORY COMMITTEE

Chair Greenough adjourned as the Del Norte Local Transportation Commission and immediately reconvened as the Policy Advisory Committee at 3:02 p.m.

CONSENT AGENDA

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

a) MINUTES OF MARCH 2, 2021

Proposed action: By consensus, accept minutes of January 12, 2021.

b) ADOPT RESOLUTION 2021 4 AUTHORIZING AND DIRECTING THE EXECUTIVE DIRECTOR TO EXECUTE ANNUAL FEDERAL APPORTIONMENT EXCHANGE PROGRAM AND STATE MATCH PROGRAM AGREEMENTS WITH THE STATE OF CALIFORNIA,

DEPARTMENT OF TRANSPORTATION AS THEY ARE MADE AVAILABLE TO DNLTTC, AND TO EXECUTE ANY RELATED DOCUMENTS FOR THE RSTP EXCHANGE PROCESS FOR FEDERAL AID PROJECTS – MASTER FUND TRANSFER AGREEMENT 00450S.

Staff recommendation: By polled vote, adopt Resolution 2021 4 approving the 2021-22 Overall Work Program.

- c) **ADOPT RESOLUTION 2021 5 APPROVING THE 2021-22 OVERALL WORK PROGRAM**
Redwood Coast Transit Authority and Staff recommendation: By polled vote, adopt Resolution 2021 05 approving the LCTOP project for the Electric Bus Infrastructure Program.
- d) **ADOPT RESOLUTION 2021 6 PROGRAMMING LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDS.**
Redwood Coast Transit Authority and Staff recommendation: By polled vote, adopt Resolution 2021 05 approving the LCTOP project for the Electric Bus Infrastructure Program.
- e) **DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION AUTHORIZING THE REDWOOD COAST TRANSIT AUTHORITY TO ADMINISTER THE 5311 FEDERAL TRANSIT ACT FUNDS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION.**
Redwood Coast Transit Authority and Staff recommendation: By polled vote, adopt Resolution 2021 06 approving the administration of the 5311 Federal Transit Act funding.

Public Comment: None

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

POLICY and ADMINISTRATIVE

- f) **EXECUTIVE DIRECTOR CONTRACT FOR SERVICES.**
Counsel recommendation: By polled vote, approve the attached contract for Executive Director services and authorize the chair and counsel to sign the contract.
Public Comment: None
Legal Counsel Autumn Luna discussed the process used to issue and distribute the RFP as required. Autumn stated only one proposal was received and that was from the current Executive Director Tamera Leighton. Autumn also noted the proposal was very complete and shows Tamera's fitness for the role.
On a motion by Commissioner Short, seconded by Commissioner Howard, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved the contract for Executive Director services and authorized the chair and counsel to sign the contract.

g) DISCUSSION ITEMS

- US 199 presentation with David Morgan - David Morgan, Caltrans Project Engineer gave an update on the Safety Audit for Highway 199 starting with a 20-year project history of work that has been done on Highway 199. Caltrans has expended nearly \$64 million in project work on Hwy 199. David noted the number of times High Friction Surface Treatment (HFST) has been used for problem areas, and also noted the treatment only has a life span of about three years. The life span of HFST in other areas is closer to ten years. The diverse weather on Hwy 199 is causing the friction treatment to fail more quickly. Caltrans is looking into an epoxy-based treatment that should last longer. Caltrans is also experimenting with laser testing to measure the life of HSFT. David explained an independent contractor with assistance from Caltrans staff does the Safety Audit. The audit is expected to be completed in 2022. The audit will take into account 11 years of incident data on Hwy 199. The audit will present recommendations that will be implemented in conjunction with the local transportation commission. David explained the process to address concerns is to start with incremental improvements on areas of concern and work up to major improvements. Caltrans expects to see that efforts are made to improve conditions by starting with simple solutions like more signage, chevrons, and other safety measures. David finished by discussing the process to identify and address problem areas on Hwy 199.
- SAFE system annual report – Tamera Leighton discussed the information packet contained in the agenda with Safety Call Box data.
- Software for website posting and sharing (Dropbox) – Tamera Leighton informed the Commissioner of the need to purchase additional cloud storage for large files being posted on the Commission’s website. The large files are files that Caltrans has taken off their site and Tamera has added them to the local Commission’s site. The additional storage will cost about \$200.
- Sunset Circle progress update – Nacole Sutterfield reported the Sunset Circle project is nearly complete. The City is waiting on the delivery of the light poles; they are expected to arrive in early May.
- Elk Valley Cross Road – Nothing further to report.
- Last Chance Grade – Tamera Leighton informed the Commission the next stakeholders meeting will be on April 22nd and she is encouraging regular PSA’s be sent to the public on the status of Last Chance Grade.
- Funding update: Regional Planning Assistance, Regional Surface Transportation Program; Planning, Programming, and Monitoring; Coronavirus Response and Relief Supplemental Appropriations Act of 2021 Highway Infrastructure Programs Funding Distribution (CRSSA), Active Transportation Program – Tamera Leighton reviewed the different funding streams starting with Rural Planning Assistance (RPA) which supports the core operations of the Transportation Commission. The Regional Surface Transportation Program (RSTP) provides about \$260,000 annually for projects. Planning, Programming & Monitoring (PPM) funds are approximately \$28,000 this year. The Coronavirus Response and Relief Supplemental Appropriations Act (CRSSA) and is anticipated to be about \$713,000. The Active Transportation Plan (ATP) funds are very competitive but we should apply for these funds in the event of more funding brought into this program. Commissioner Howard inquired about the CRSSA funds being used for high-priority projects that have been identified by the Commission and collaborating with Caltrans on these projects. David Morgan stated that realigning the ramp to Grants Pass could be a good partner project. The widening of the

curve would lessen rates of incidents at the juncture. Commissioner Hemmingsen requested a short turn pocket leading into Dollar General would also be a good partner project. Tamera will work with David on potential partner projects.

5. COMMISSIONER COMMENTS AND REPORTS

Chair Greenough expressed his frustration with the process and how long it is taking to fix Last Chance Grade and asks if there is interest from the Commission to discuss alternate routes. Commission members discussed their concern about an alternate route being approved because of environmental issues.

6. ACTION ON THE RECOMMENDATIONS OF THE POLICY ADVISORY COMMITTEE

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

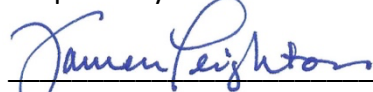
Public Comment: None

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

7. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, JUNE 1, 2021 AT 3:00 P.M.

With no further business before the Commission, Chair Greenough adjourned the regular meeting at 4:15 p.m., until the next regularly scheduled meeting on Tuesday, June 1, 2021, at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, JULY 6, 2021 AT 3 PM**

Present: Commissioner Ray Altman, City
Commissioner Jason Greenough, City, Chair
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County
Commissioner Darrin Short, County
Tatiana Ahlstrand, Caltrans, Policy Advisory Member

Absent: Commissioner Beau Smith, City

Also Present: Tatiana Ahlstrand, Caltrans, Policy Advisory Member
Susan Brown, Rural Approaches
Jen Buck, Caltrans
Scott Burger, Caltrans
Jessica Cejnar, Wild Rivers Outpost
Tom Fitzgerald, Caltrans
Valency Fitzgerald, Caltrans
Tamara Leighton, Local Transportation Commission
Autumn Luna, Legal Council
Cori Reed, Caltrans
Nacole Satterfield, City

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chair Greenough led the Pledge of Allegiance

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Commission: None

4. ADJOURN TO THE POLICY ADVISORY COMMITTEE

Chair Greenough adjourned as the Del Norte Local Transportation Commission and immediately reconvened as the Policy Advisory Committee at 3:02 p.m.

CONSENT AGENDA

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

a) MINUTES OF APRIL 6, 2021

Proposed action: By consensus, accept minutes of April 6, 2021.

b) TRANSPORTATION DEVELOPMENT ACT CLAIM

Staff recommendation: By polled vote, approve Redwood Coast Transit Authority Transportation Development Act claim and authorize the Chair to sign.

c) ADOPT TRANSPORTATION DEVELOPMENT ACT (TDA) RESOLUTIONS FOR 2020-21.

Proposed action: By polled vote, adopt the following resolutions per the TDA fund estimate:

- i. 2021 8 Del Norte Local Transportation Commission resolution allocating funds to Redwood Coast Transit Authority for Operating Expenses.
- ii. 2021 9 Del Norte Local Transportation Commission resolution allocating funds for administrative and planning purposes per the adopted Overall Work Program.
- iii. 2021 10 Del Norte Local Transportation Commission resolution allocating funds for pedestrian and bicycle purposes.

d) ADOPT RESOLUTION 2021 11 AUTHORIZING THE EXECUTIVE DIRECTOR TO ADMINISTER PLANNING, PROGRAMMING AND MONITORING FUNDING.

Proposed action: Adopt Resolution 2021 12 authorizing the Executive Director to execute fund transfer agreements with the State of California Department of Transportation for planning, programming and monitoring purposes.

Public Comment: None

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

POLICY and ADMINISTRATIVE

e) CONSIDER CONSTRUCTION UPDATE BY CALTRANS AND PARTNERSHIP WITH CHAMBER OF COMMERCE TO SUPPORT EMERGENCY CONSTRUCTION AT LAST CHANCE GRADE.

Recommended action: By polled vote, adopt resolution 2021 12 allocating \$6,650 of Regional Surface Transportation Program (RSTP) funds to the Crescent City/Del Norte County Chamber of Commerce for construction support at Last Chance Grade.

Tamera Leighton discussed the opportunity to partner with the Chamber of Commerce and Caltrans to disseminate information about the Last Chance Grade four-hour closures twice daily. The Chamber of Commerce, working with Caltrans and DNLTC, proposes to distribute flyers provided by Caltrans with information

regarding the closures. The funding requested will help with the expenses needed media outreach to reduce the number of vehicles waiting for several hours for the highway to open. Caltrans has placed 20 porta-potties, 20 extra support personnel to hand out water, granola bars, and informational flyers at the closure site. Additionally media outlets will be continually updated on the road closure. The twice-daily 4-hour road closures will help significantly in the progress of the road repair work. Chair Greenough asked when these long road closures would end. Cori Reed, Caltrans Chief of Public Information and Legislative Affairs, responded that the extended closures are expected to end by August 31. Commissioner Short inquired about the many businesses that are losing income due to the extended closures. Cori Reed understands the dilemma and Caltrans is working as quickly as possible to reduce the closure. Commissioner Short then asked if the slide material could be pushed to the downside to speed up site clearing. Tom Fitzgerald, Caltrans District 1 Deputy Director, replied several agencies would take issue with pushing slide material over the side, and there would be many permitting and environmental constraints. Nacole Sutterfield asked if this was a semi-permanent correction, and where is Caltrans in the process of a permanent solution. Tom Fitzgerald explained this slide is part of a conglomeration of slide areas and none of this current work is a permanent solution; it is semi-permanent work to control this particular slide.

Public Comment: None

On a motion by Commissioner Hemmingsen, seconded by Commissioner Howard, and unanimously carried on a polled vote the Del Norte Local Transportation Commission adopted resolution 2021 12 allocating \$6,650 of Regional Surface Transportation Program (RSTP) funds to the Crescent City/Del Norte County Chamber of Commerce for construction support at Last Chance Grade.

f) SHOPP NOMINATION PROCESS AND PROJECT LIST PRESENTATION BY CALTRANS.

Staff recommendation: By consensus, direct staff to respond.

Tamera Leighton introduced Caltrans Asset Manager Valency Fitzgerald, Caltrans Project Engineer Kirsten Thuresson, and Caltrans Del Norte Coordinator Tatiana Ahlstrand to present the State Highway Operations and Protections Program (SHOPP) process and project list. Valency Fitzgerald gave a brief overview of the 10-year plan and 2-year asset management cycle, how projects are nominated, and district performance and objectives. Valency presented the preliminary list of projects and discussed the best time to incorporate projects into the 10-year plan. Kirsten Thuresson gave an update on the pedestrian and bike paths, GIS data, and talked about documenting and communicating multi-modal needs and working with Caltrans staff. Kirsten gave an overview of submitting Project Initiation Documents (PID) on a 2-year cycle in July of odd number years. Kirsten also discussed SB1 and related the next round of applications is in 2022. The application process is very competitive and applications must align with state goals. Tatiana Ahlstrand gave an overview of the scoping information worksheets. Valency added local needs projects may be incorporated with Caltrans projects if circumstances fit the

projects. Tamera Leighton noted that there was only one Del Norte County project on the SHOPP list and that most of the project is in a neighboring county. Tamera also noted that most of the Del Norte projects do not fit within the state parameters. Valency stated that some of those projects may be incorporated into the SHOPP reservation list which is a longer outlook on the list and initiated differently.

Public Comment: None

No action was taken.

g) DISCUSSION ITEMS

- Last Chance Grade: Permanent solution – Jamie Mattioli, Caltrans Project Manager, relayed Caltrans is working towards a long-term solution for Last Chance Grade. This project started in 2015 and to date, there has been much work done. Geo-technical studies, alternative analysis, engineering studies, and environmental studies are underway. Currently, they are working on biological and general studies and expect these to be completed this year. The draft environmental document will be written in 2022. Jamie discussed a town hall that is planned for this fall, probably in November.
- Project Status Report review – Jen Buck, Caltrans Project Engineer, discussed increasing and improving communications. Jen presented the project list and stated that a map will be incorporated into the list to better see and review the projects.
- Safety Audit Update – Tom Fitzgerald, Caltrans District 1 Deputy Director, discussed the US 199 Safety Audit. The contract with the consultant will be finalized next month and work will begin at that time. Stakeholders and the public will be engaged in the process. The expectation is the Safety Audit will be completed in one year.
- US 199 at Elk Valley Cross Road - Tom Fitzgerald discussed Elk Valley Cross Road reporting the Safety Office is reviewing funding to implement safety measures or develop a permanent solution which would be implemented over time. Tamera Leighton suggested a partnership with Caltrans using the funds received through Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) to find a solution. Maybe tightening the ramp so drivers will have to slow down and to increase sight distance. Tom responded that Caltrans does not have enough collision history to merit an Elk Valley Cross Road safety project, however, there should be a discussion with Caltrans regarding what can be done by Caltrans using the CRRSAA funds.
- US 101 at Timbers Boulevard – Tom Fitzgerald reported Caltrans will be developing a turn pocket for the northbound traffic. Funds are being allocated for the improvement. Commissioner Howard asked about a

southbound turn lane as well. Tom responded that a southbound turn pocket is included in the project.

- Zero-emission infrastructure – Tamera Leighton reported that she is a member of the North State Super Region Work Group regarding the State’s zero-emissions mandate. California has mandated that no new vehicles are to be sold unless they are electric when this mandate goes into effect.
- Dr. Fine Bridge Replacement Project (added discussion item)- Jen Buck, Caltrans Project Engineer, reported the project is ready to list and will go out to bid. Funding has been requested for the project.

Public Comment: None

5. COMMISSIONER COMMENTS AND REPORTS

None

6. ACTION ON THE RECOMMENDATIONS OF THE POLICY ADVISORY COMMITTEE

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

Public Comment: None

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

7. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1)

Friends of Del Norte et al. v. California Dept. of Transportation et al.

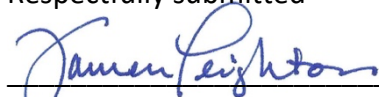
United States District Court Northern District of California Case No. 3:18-cv-00129

Tamera Leighton reported that no action was taken in the closed session.

8. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, AUGUST 3, 2021 AT 3:00 P.M.

With no further business before the Commission, Chair Greenough adjourned the regular meeting at 4:27 p.m., until the next regularly scheduled meeting on Tuesday, August 3, 2021, at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, SEPTEMBER 7, 2021 AT 3 PM**

Present: Commissioner Ray Altman, City
Commissioner Jason Greenough, City, Chair
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County
Commissioner Darrin Short, County, Vice-Chair
Commissioner Beau Smith, City

Absent: None

Also Present: Tatiana Ahlstrand, Caltrans, Policy Advisory Member
Susan Brown, Rural Approaches
Tom Fitzgerald, Caltrans
Andrew Leighton, City
Tamara Leighton, Local Transportation Commission
Brad Mettam, Caltrans
Joe Rye, Redwood Coast Transit

1. CALL MEETING TO ORDER

Vice-Chair Short called the meeting to order at 3:04 p.m.

2. PLEDGE OF ALLEGIANCE

Vice-Chair Short led the Pledge of Allegiance

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Commission: Janet Gilbert inquired about design compliance in the significant transportations issues on page 3 of the Overall Work Plan. Tamera Leighton will get the information to Janet.

4. ADJOURN TO THE POLICY ADVISORY COMMITTEE

Chair Greenough adjourned as the Del Norte Local Transportation Commission and immediately reconvened as the Policy Advisory Committee at 3:10 p.m.

CONSENT AGENDA

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

a) MINUTES OF JULY 6, 2021

Staff recommendation: By consensus, accept minutes of July 6, 2021.

b) FISCAL AUDIT CONTRACT FOR 2020-21 YEAR

Proposed action: By polled vote, authorize the executive director to execute the contract with Harshwall and Associates for fiscal audit services.

c) TRANSPORTATION DEVELOPMENT ACT FUNDING FOR TRIENNIAL PERFORMANCE AUDIT

Proposed action: By polled vote, adopt Resolution 2021 13 allocating Transportation Development Act (TDA) for Triennial Performance Audit services.

d) RESOLUTION APPROVING THE STATE OF GOOD REPAIR TRANSIT FUNDING LIST

Proposed action: By polled vote, adopt Resolution 2021 14 approving the State of Good Repair funding project list.

Public Comment: None

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

POLICY and ADMINISTRATIVE

e) DISCUSSION ITEMS

- Review the conceptual and preliminary proposal for US 199 at Elk Valley Cross Road and the related funding strategy – Tamera Leighton introduced Tom Fitzgerald, Caltrans District 1 Deputy Director, and Brad Mettam, Deputy Director for Planning and Landscape Architecture, who will update the Commissioners on the preliminary Proposal. Tom Fitzgerald shared a mock-up of a proposed 130’ round-a-bout that would be constructed at the US 199 and Elk Valley Cross Road. The proposed round-a-bout would fit within the paved area of the road and would slow traffic and lower the severity of accidents. Tom explained that the incident rate for this crossroad does not meet the threshold for major project work. Caltrans has been searching for a solution and found the round-a-bout may be a viable solution. The Safety Index for this crossroad is 230, which is the bare minimum to justify a project. The history of traffic incidents merits about \$2.2 million for project work. Combining Caltrans funding with the available Del Norte Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds may bring this project to completion. Right now Caltrans does not have enough information on estimated costs for the project but expects to have an estimate in December. The estimate will help Caltrans decide if the project is doable with Caltrans funds only, or Caltrans funds combined with CRRSAA funds, or if there are no funds from Caltrans for this project. The funding determination is scheduled to be decided by March of 2022. The proposal will then go to headquarters for conceptual approval and funds may then be committed. Commissioner

Short asked if a 130' round-a-bout is a standard width. Tom is not aware of a standard width but informed the Commissioners that the Lake County round-a-bout is 130' which accommodates trucks. The designer working on the Elk Valley Cross Road round-a-bout is the same designer that worked on the Lake County project. 130' is substantial and should be adequate. Of concern is the shoulder because of how it may currently be constructed. Commissioner Hemmingsen asked if there are any hoops to go through or if there is enough data to move this project forward. Tom responded the 8 documented collisions move the project into funding eligibility, however, that funding is at a minimum of approximately \$2.2 million. Tom went on to say they are now trying to fit a project into the budget amount. Getting the estimate is the crucial next step. Commissioner Howard expressed appreciation to Caltrans for their help in moving this project forward as it has been discussed for several years. Tamera informed the Commissioners the CRSSA funds are about \$0.5 million and could assist in getting this project going, and if the project cannot happen the funds can be reallocated to another project such as the Washington Boulevard Culvert Project. Tamera stated and Tom confirmed that Caltrans will make a commitment or inform DNLTC that the project will not go forward by March 31, 2022. Tamera also stated the TAC members are informally supporting the project. Chair Greenough asked if this is the best possible option for the desired result. Tamera related that several studies have been done and meetings with Caltrans concluded that traffic circles are effective and the best possible solution for this intersection and within budget limitations. Tightening the onramp curve that was previously discussed will most likely cause more collisions and is cost-prohibitive. Also, traffic circles solve the traffic problem from all directions, not just for drivers exiting 101 North to 199, though this has the highest collision incidence. Commissioner Smith inquired about collision data. Tamera will distribute the Elk Valley Cross Road document that includes problems and solutions.

- DNLTC Crowdsourcing review with Green DOT Transportation Solutions - Tamera Leighton discussed the crowdsourcing link on the DNLTC website where anyone can insert a pin on an area of concern and add their comment. All comments are moderated to make sure only relevant comments appear. Previous data from Commonplace and collision data from Law Enforcement agencies have been incorporated into the new site. Data can be filtered for specific needs.
- US 199 Safety Audit study update – Tamera Leighton reported there have been multiple contracting delays and a schedule has been requested from Caltrans. Tamera reported this project has been in the works for about three years and the study will look for lower-level solutions first and will make recommendations for improvements.
- Hiouchi community convening to discuss improvements – Tamera Leighton reported that the community of Hiouchi is taking another look at a possible

pedestrian crossing between the rest area and Hiouchi. Community meetings will determine if common ground can be reached or not.

- Transportation economic impact – Tamera Leighton directed the Commissioner to the information in the packet.
- Caltrans milestones chart - Tamera Leighton referred to the information in the packet and stated the Commission should receive quarterly reports tracking projects and their progress.

Public Comment: None

5. POLICY ADVISORY COMMITTEE COMMENTS AND REPORTS

Tasha Ahlstrand discussed the Clean California Program and she is currently reviewing documents for the Crescent City Gateway, Bus Shelter, Smith River Safety corridor, and other projects. Tasha explained she worked with the TAC members on priorities. She also stated there is a current call for applications for planning activities only for Clean California priorities.

Commissioner Short commented on a recent accident at Walker Road and US Highway 199 stating that the cause was the driver not seeing additional traffic.

Commissioner Hemmingsen relayed his appreciation to Caltrans for their response to the local transportation needs.

Chair Greenough thanked Caltrans for all their work.

6. ACTION ON THE RECOMMENDATIONS OF THE POLICY ADVISORY COMMITTEE

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

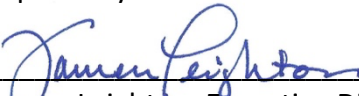
Public Comment: None

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

7. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, OCTOBER 5, 2021 AT 3:00 P.M.

With no further business before the Commission, Chair Greenough adjourned the regular meeting at 4:00 p.m., until the next regularly scheduled meeting on Tuesday, October 5, 2021, at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, OCTOBER 5, 2021 AT 3 PM**

Present: Commissioner Ray Altman, City
Commissioner Jason Greenough, City, Chair
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County
Commissioner Darrin Short, County, Vice-Chair
Tatiana Ahlstrand, Caltrans, Policy Advisory Member

Absent: Commissioner Beau Smith, City

Also Present: Susan Brown, Rural Approaches
Jessica Cejnar, Lost Coast Outpost
Tamara Leighton, Local Transportation Commission
Brandi Natt, Yurok Tribe
Andrew Leighton, City
Michael Wilson, public

1. CALL MEETING TO ORDER

Chair Greenough called the meeting to order at 3:01 p.m.

2. PLEDGE OF ALLEGIANCE

Chair Greenough led the Pledge of Allegiance

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Commission: None

4. ADJOURN TO THE POLICY ADVISORY COMMITTEE

Chair Greenough adjourned as the Del Norte Local Transportation Commission and immediately reconvened as the Policy Advisory Committee at 3:03 p.m.

CONSENT AGENDA

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

a) MINUTES OF SEPTEMBER 7, 2021

Staff recommendation: By consensus, accept minutes of September 7, 2021.

b) TRIENNIAL PERFORMANCE AUDIT CONTRACT

Proposed action: By polled vote, authorize the executive director to execute a contract with Michael Baker International for Triennial Performance Audit services.

Public Comment: None

Policy Advisory Member Tatiana Alhstrand requested “only for Clean California priorities” be removed from her comments under Policy Advisory Committee Comments and Reports.

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

POLICY and ADMINISTRATIVE

c) OVERALL WORK PROGRAM AMENDMENT 1

Staff and TAC recommendation: By polled vote, adopt resolution 2021 15 amending the 2021-22 Overall Work Program

Tamera Leighton explained this will be a substantial amendment and directed the Commission to the chart in the packet. Changes include adding funding for Zero Emissions Readiness Planning, Mapping projects, staff time, the City’s Measure A transportation activities, Triennial Audit Consultant, and additional project work. The amendment reduces funding from the Office of Emergency Services work element; the County is not ready to move forward at this time. Tamera explained the TAC has reviewed these changes and recommends the Commission adopt the resolution.

Public: None

On a motion by Commissioner Short, seconded by Policy Advisory Member Tatiana Ahlstrand, and unanimously carried on a polled vote the Del Norte Local Transportation Commission adopted resolution 2021 15 amending the 2021-22 Overall Work Program

d) DISCUSSION ITEMS

- Hiouchi Flat Trail – Tamera Leighton reported this trail has been completed with the State Parks Department and Smith River Alliance stepping in to complete the project. Signage is still needed. The trail leads to the Fire Hall in Hiouchi which may cause additional pedestrian traffic. There may be a need for a Project Initiation Document (PID) to address the increased foot traffic. Tamera will keep the Commission informed if further attention is needed.
- US Highway 199 at Elk Valley Cross Road – Tamera Leighton had nothing new to report on this topic.

Public Comment: None

5. POLICY ADVISORY COMMITTEE COMMENTS AND REPORTS

Commissioner Howard discussed another injury on Last Chance Grade. The incident involved a Caltrans employee and Commissioner Howard stated his appreciation for the hard and dangerous work being done.

Tatiana Ahlstrand reported on a second workshop being held on Thursday for the Clean California Project, the deadline to complete projects has been extended to June of 2024, and the hiring of the Clean California Project Coordinator to work with agencies. Tatiana also reported that the Timber Boulevard Project is moving along, and the Safety Audit Task Order is being worked out and work will soon begin.

6. ACTION ON THE RECOMMENDATIONS OF THE POLICY ADVISORY COMMITTEE

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

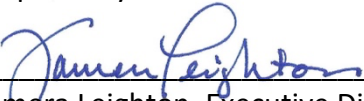
Public Comment: None

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

7. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, NOVEMBER 3, 2021 AT 3:00 P.M.

With no further business before the Commission, Chair Greenough adjourned the regular meeting at 4:00 p.m. until the next regularly scheduled meeting on Tuesday, November 3, 2021, at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, DECEMBER 7, 2021 AT 3 PM**

Present: Commissioner Ray Altman, City
Commissioner Jason Greenough, City, Chair
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County
Commissioner Darrin Short, County, Vice-Chair
Brad Mettam, Caltrans, Policy Advisory Member

Absent: Commissioner Beau Smith, City

Also Present: Susan Brown, Rural Approaches
Andrew Leighton, City
Tamara Leighton, Local Transportation Commission
Clayton Malmberg, Caltrans
Jamie Matteoli, Caltrans
Joe Rye, Redwood Coast Transit

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Commissioner Altman led the Pledge of Allegiance.

3. PUBLIC COMMENT PERIOD

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

The following person(s) addressed the Commission: None

4. ONLINE MEETINGS DETERMINATION

Counsel and staff recommendation: By polled vote, determine that, as a result of the proclaimed state and local emergency related to Covid-19, meeting in person would present an imminent risk to the health and safety of attendees, and that therefore the Del Norte Local Transportation Commission's meetings will be conducted virtually, pursuant to Government Code 54953(e).

Tamera Leighton discussed the recent Board of Supervisor's meeting, in which there was an attendee who was not wearing a mask and was coughing and spitting into a paper towel. This conduct was not called to her attention nor was there any concern from the Board regarding enforcement of a mask mandate. Tamera is very concerned about not following the state's continued mask guidelines and is strongly suggesting that future meetings of the Del Norte Local Transportation Commission continue to be conducted through Zoom until the mask mandate is lifted. The Commission

discussed hybrid meetings where attendees could appear in person or by Zoom, whichever is comfortable for them. The Board also discussed the Brown Act and notices for meetings. Chair Greenough suggested contacting the County IT Department to help with hybrid meetings to accommodate people who have concerns. The Commission agreed that hybrid meetings would be held until the mask mandate is lifted.

Public Comment: None

On a motion by Commissioner Hemmingsen, seconded by Commissioner Howard, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved meetings will be conducted as hybrid meetings, virtually or in person, pursuant to Government Code 54953(e).

5. ADJOURN TO THE POLICY ADVISORY COMMITTEE

Chair Greenough adjourned as the Del Norte Local Transportation Commission and immediately reconvened as the Policy Advisory Committee at 3:15 p.m.

CONSENT AGENDA

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

a) MINUTES OF OCTOBER 5, 2021

Staff recommendation: By consensus, accept minutes of October 5, 2021.

b) GHD INC CONTRACT AMENDMENT 2

Proposed action: By polled vote, authorize the executive director to execute contract amendment 2 with GHD.

c) 2022 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM.

Staff recommendation: By polled vote, adopt resolution 2021 16 adopting the Regional Transportation Improvement Program

d) 2021 ANNUAL FISCAL AUDIT

Accountant and Staff recommendation: by polled vote, accept 2021 audit report.

e) ALLOCATE CARRYOVER STATE TRANSIT ASSISTANCE FUNDS TO REDWOOD COAST TRANSIT AUTHORITY

Staff and accountant recommendation: By polled vote, adopt resolution 2021 17 allocating \$154,573.56 in State Transit Assistance Funds to Redwood Coast Transit Authority for transportation purposes as designated in the Transportation Development Act.

Public Comment: None

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

POLICY and ADMINISTRATIVE

f) DISCUSSION ITEMS

- CASE Systems refund – Tamera Leighton reported there were some technical glitches with the billing system. The bills were 2 ½-3 times higher than normal for the Call Box System. Tamera has been working with CASE Systems and they will be issuing a refund for the excessive cell phone costs that were caused by their faulty equipment.
- Regional Planning Assistance funding – Tamera Leighton reported that there has been no adjustment for inflation since 2012 and she has requested this be evaluated and adjusted for inflation.
- Promise Neighborhood participation – Tamera Leighton attended a meeting regarding the True North Grant which is in process and she is working with the team to roll out the transportation planning component.
- US Highway 199 at Elk Valley Cross Road –Tamera Leighton reported that Caltrans is on track and gathering information needed to construct the round-a-bout using Caltrans funds and Coronavirus Response and Relief Supplemental Appropriations Act (CRSSA) funds.
- Breaking down the federal infrastructure bill: Caltrans Mobility newsletter – Tamera Leighton directed the Commissioners to the information in the packet which outlines the Bill.

Public Comment: None

6. POLICY ADVISORY COMMITTEE COMMENTS AND REPORTS

Jamie Matteoli, Caltrans, discussed the progress on Last Chance Grade stating the public scoping process will kick off the environmental phase. The comment period is open on the content and scope of the document, essentially what content topics will be included in the document. There was an incorrect statement in the Triplicate which reported that comments were open on the Alternatives. Jamie would like to clarify the comments are on the scope and content of the document, not on the Alternatives, and the comment period is still open with plenty of time for folks to review and send comments. Jamie expects the draft document will be ready in 2023 and there will be a public forum for additional feedback.

Tamera Leighton gave an update on several projects starting with the Crescent City ADA project being about 70% complete with an expected completion of the project in early 2022. The Pedestrian and Bike Path Project at US 101 and Washington Boulevard is in the final design phase and is expected to be finished in 2022. The Dr. Fine Bridge Project is out for bid, with an expected construction contract award in 2022. Commission Hemmingsen asked about the South Fork Smith River Bridge

project being held up in court. Tamera stated a new court date has been set for March of 2022.

7. ACTION ON THE RECOMMENDATIONS OF THE POLICY ADVISORY COMMITTEE

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

Public Comment: None

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

8. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, JANUARY 4, 2022 AT 3:00 P.M.

With no further business before the Commission, Chair Greenough adjourned the regular meeting at 3:40 p.m., until the next regularly scheduled meeting on Tuesday, January 4, 2022, at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director