

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: WEDNESDAY, JANUARY 10, 2018 AT 3 PM**

Present: Commissioner Alex Fallman, City
Commissioner Roger Gitlin, County
Commissioner Gerry Hemmingsen, County, Vice-Chairman
Commissioner Heidi Kime, City

Absent: Commissioner Chris Howard, County
Commissioner Darrin Short, City, Chairman

Also Present: Susan Brown, Rural Approaches
Tamera Leighton, Local Transportation Commission
Kevin Tucker, Caltrans, Policy Advisory Member

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Commissioner Fallman 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

Vice Chair Hemmingsen adjourned as the Del Norte Local Transportation Commission and immediately reconvened as the Policy Advisory Committee at 3:01 p.m.

Vice Chair Hemmingsen asked for approval of the Consent Agenda.

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 13, 2017

Staff recommendation: By consensus, accept minutes of December 13, 2017.

b) 2016-17 DEL NORTE LOCAL TRANSPORTATION COMMISSION AUDIT

Staff and Finance Committee recommendation: By polled vote, accept the 2016-17 Del Norte Local Transportation Commission fiscal audit.

On a motion by Commissioner Kime, seconded by Commissioner Fallman, with Commissioner Gitlin recusing himself, on a polled vote, the Del Norte Local Transportation Commission approved item 4 a-b.

POLICY AND ADMINISTRATIVE

c) DATA COLLECTION AND BASELINE DATA PREPARATION CONTRACTING

TAC and Staff Recommendation: Review sole proposal and recommend commission award the Data Collection and Baseline Data Preparation contract to LSC Transportation Consultants.

Tamera Leighton reported that a single proposal was submitted by a known contractor; LSC Transportation Consultants. This was discussed at the TAC meeting and they are in agreement that this proposal meets the criteria of the RFP. LSC is a solid, known consulting firm who has done a lot of work for the Commission in the past. The TAC is comfortable moving forward with this proposal. The alternative is to repost this RFP to try to get additional responses, however that would push the Commission up against the timely use of funds for the Rural Planning Assistance (RPA) funds and would put the carry over funds at risk. After taking a look at all of this, the recommendation from the TAC and staff is to move forward with this proposal.

Public comment: none

On a motion by Commissioner Fallman, seconded by Commissioner Kime, and carried on a polled vote, the Del Norte Local Transportation Commission awarded the Data Collection and Baseline Data Preparation contract to LSC Transportation Consultants and authorized the director to execute the contract.

d) DISCUSSION ITEMS

– Last Chance Grade - Tamera Leighton reported that there is an upcoming Project Delivery Team. Kevin Tucker reported that he does not have any new information.

– US 199 intersection at Elk Valley Cross Road – Kevin Tucker relayed that there will be information in the February meeting regarding the roundabout that was discussed in the December meeting.

– 2018-19 Overall Work Program – Tamera Leighton reported that she worked with the TAC developing items for the 2018-2019 Overall Work Plan (OWP). One of the proposed projects is mapping the storm drains to be integrated into the GIS. Mapping the storm drains will help monitor conditions and potentially avoid catastrophic failure. This project will be a team effort between the County and the City. Another element in the OWP is following up with the Redwood Coast Transit's Short Range Transit Plan. The February Commission meeting should include a draft budget and a description of the work elements, after the draft is approved by the Commission it will be sent to Caltrans. Caltrans will make comments on the draft plan, the Commission will respond and incorporate their comments and then it will come back to the Commission in April or May. The Commission will adopt the OWP before July 1st. Commissioner Hemmingsen inquired about any other projects that can be included that could tie in with the storm drain mapping, such as sewer or water lines. Tamera Leighton responded that the County is being diligent in developing the project within the funding limits and perhaps if the County could perform additional work outside the scope of this funding during the project phase; it could be a cost savings to the County.

– 2018 SHOPP (State Highway Operations and Protection Program) Comment

Letter – Tamera Leighton reported that at the request of the Commission there is a comment letter in their agenda packet.

– Office move to 475 H Street – Tamera Leighton reported that she has moved her office to 475 H Street.

5. COMMISSIONER COMMENTS AND REPORTS

The following Commissioners reported on the following:

Commissioner Fallman requested that the Commission consider moving the meetings to 4:00 pm to accommodate his class schedule. The Commission discussed different meeting options. Tamera Leighton will investigate different days and times and send out a poll to the Commission for a new meeting day and time and asks that until a new date and time are selected that the Commission meet on the Second Wednesday's at 3:30 pm.

Commissioner Gitlin discussed a concern about illuminating the crosswalk across from the Senior Center on Northcrest Drive due to a senior community member who was almost hit as she crossed the road. Commissioner Gitlin asked if there was any money available to illuminate this section of the road. Tamera Leighton responded that typically when there are requests like this it would go to the jurisdiction first, which is the County. If there needs to be a study or a closer look, that may be the role of the Transportation Commission if the jurisdiction wants to move forward with a solution which requires planning, match funding or partnership. Tamera advised Commissioner Gitlin to first have a discussion with the Board of Supervisors and County staff. If Transportation Commission assistance is requested, it would first be discussed by the TAC, then brought to the Commission.

Commissioner Kime asked to whom someone would write a letter to regarding a near miss accident on Highway 199 and Elk Valley. Tamera Leighton responded that letters could be written to the City, County, Transportation Commission, Caltrans, posted on Commonplace, or to all of those options. It is an accumulation of comments that seems to have the greatest impact.

6. ACTION ON 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 items listed above. Chairman Short adjourned as the Policy Advisory Committee and immediately reconvened as the Del Norte Local Transportation Commission.

Public comment: None

On a motion by Commissioner Fallman, seconded by Commissioner Kime, and unanimously carried on a polled vote the Del Norte Local Transportation approved item 4 a-d.

7. ADJOURN TO THE REGULAR MEETING SCHEDULED ON WEDNESDAY, FEBRUARY 14, 2018 AT 3:30 P.M.

With no further business before the Commission, Chairman Short adjourned the meeting at 3:42 P.M., until the next regularly scheduled meeting on February 14, 2018 at 3:30 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: WEDNESDAY, MARCH 6, 2018 AT 3 PM**

Present: Commissioner Alex Fallman, City
Commissioner Gerry Hemmingsen, County, Vice-Chairman
Commissioner Chris Howard, County
Commissioner Heidi Kime, City
Commissioner Darrin Short, City, Chairman

Absent: Commissioner Roger Gitlin, County

Also Present: Susan Brown, Rural Approaches
Tamera Leighton, Local Transportation Commission
Kevin Tucker, Caltrans, Policy Advisory Member

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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: None

4. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

Requested Action: By motion, elect a Chairperson and Vice Chairperson for 2018.

Chair Short asked for nominations for Chair. Commissioner Hemmingsen nominated Commissioner Howard as new Chair.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Fallman, on a polled vote, the Del Norte Local Transportation Commission approved nomination of Commissioner Howard as Chair of the Del Norte Local Transportation Commission.

Chair Short asked for nominations for Vice-Chair. Commissioner Howard nominated Commissioner Fallman as new Vice-Chair.

On a motion by Commissioner Howard, seconded by Commissioner Hemmingsen, on a polled vote, the Del Norte Local Transportation Commission approved nomination of Commissioner Fallman as Vice-Chair of the Del Norte Local Transportation Commission.

5. CLOSED SESSION

Conference With Legal Counsel: Anticipated Litigation, Initiation of Litigation pursuant to Government Code Section 54956.9, subd. (4), one case.

Public Comment: None

Chair Howard recessed the open session at 3:05 p.m. and immediately convened in closed session. The closed session was adjourned at 3:27 p.m. and the meeting was immediately reconvened in open session. Chair Howard announced that no action was taken during the closed session.

6. 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 3:27 p.m.

Chair Howard asked for approval of the Consent Agenda.

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 10, 2018

Staff recommendation: By consensus, accept minutes of January 10, 2018.

b) RESOLUTION APPROVING THE PROGRAMMING OF FTA SECTION 5311
NON-URBANIZED PROGRAM FUNDS FOR CAPITAL AND OPERATING
ASSISTANCE

Staff recommendation: By polled vote, adopt resolution 2018 01 approving the programming of FTA section 5311 non-urbanized program funds for Redwood Coast Transit Authority capital and operating assistance.

c) AUTHORIZE LOW CARBON TRANSIT OPERATIONS PROGRAM PROJECT

Staff recommendation: By polled vote, adopt resolution 2018 02 Authorizing the Execution of the Low Carbon Transit Operations Program Project: Free Bus Program for \$35,203.

d) AUTHORIZE EXECUTION OF THE ADMINISTRATIVE DOCUMENTS FOR THE
LCTOP FUNDS

Staff recommendation: By polled vote, adopt resolution 2018 03 authorizing the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program

e) ACCEPT THE 2018 ECONOMIC AND DEMOGRAPHIC PROFILE

Staff recommendation: By polled vote, accept the 2018 Economic and Demographic Profile as presented by staff and the Center of Economic Development at CSU Chico.

Public Comment: None

On a motion by Commissioner Short, seconded by Commissioner Kime, on a polled vote, the Del Norte Local Transportation Commission approved item 6 a-e.

POLICY and ADMINISTRATIVE

f) 2018-19 OVERALL WORK PROGRAM

TAC and staff recommendation: By consensus, direct staff to continue forward with the draft 2018-19 Overall Work Program approval process.

Tamera Leighton explained the Overall Work Program (OWP) as the work that is done by the Commission year over year. The Transportation Advisory Committee (TAC) has been working on the elements of the OWP since December. Much of the work program is mandatory regulatory work that staff performs on an ongoing basis. Some areas of the OWP are discretionary in which the TAC, who consist of City, County, Public Works, Harbor, California Highway Patrol, Caltrans, Redwood Transit, and Yurok Tribe, come together and discuss transportation needs and planning. Tamera explained the elements of the work program beginning with Work Element A-Long Range Planning Coordination. The 2018 Economic & Demographic Profile has been completed and this document is used by many organizations in the County. The data in this profile is used for transit planning and has been used by Caltrans as well. The Last Chance Grade direct mailing may change depending upon our focus later in the year. Chair Howard talked about a discussion with the California Transportation Commission (CTC) in which Highway 101 and Last Chance Grade was a topic. There was a request to invite Commissioners and the Director from CTC to meet with the Transportation Commission prior to the CTC's meeting in May or June. Tamera Leighton continued on with Element B-Overall Work Program covers what we are working on right now with the TAC. There is a review process with Caltrans. Caltrans may comment or negotiate projects, request language changes, deny the OWP altogether or portions they deem not eligible. The challenge right now is with the Storm Damage Reduction Planning work element that Tamera will discuss later. Work Element C-Public Participation and Information Dissemination discusses outreach; holding public meetings, posting agendas; keeping the public and the Transportation Commissioned informed. Partnerships and Planning Agreements are attending Rural Counties Task Force and partnering with local agencies. The Website and Crowd-Sourcing is maintaining the website and Common Place platform. Work Element D- Regional Transportation Improvement Program (RTIP) maintains the TIP program and Project Representation which manages the State Transportation Improvement Program Funds (STIP). Work Element E-Transportation Development Act (TDA) Administration and Fiscal Management is basic office operations and maintaining records. There will a triennial performance audit in addition to our fiscal audit. The Performance audit will look at the past three years of the Commission for work product, meeting agenda and minutes. Work Element F-SAFE: Service Authority for Freeway Emergency maintains the call box system. Work Element G-Transit Planning includes the Short-Range Transit Development Plan. Work Element H-Storm Damage Reduction Planning.

Caltrans has commented that this project is not regionally significant. Tamera Leighton sent this work element to colleagues and the Rural Task Force for comments and has made some changes to better meet Caltrans' criteria, noting that the extreme amount of rainfall in the region, which is more than any other County in the State, does make this a regionally significant project because of the major failures that happen in intense rain. The roadway infrastructure drainage project will help us avoid this type of failure in the future by having a better understanding of the condition of the culverts. Tamera will continue to work on this element to make sure it is considered eligible for the Rural Planning Assistance (RPA) funds. Work Element I is Data Collection is a continuation of work and will support the Regional Transportation Plan and grant funding. Work Element J is the Systemic Safety Analysis Report is match funding for the County and for Caltrans Information Element which Tamera will receive that piece from Caltrans in the next few weeks. That ended Tamera Leighton's presentation of the OWP. Commissioner Kime commented on the great quality of the Demographic and Economic data Profile.

Chair Howard asked for Public Comment: None

g) DISCUSSION ITEMS

- Last Chance Grade- Policy Advisory Member Kevin Tucker discussed the Expert Based Risk Assessment, there will be an onsite meeting on March 11th. The report is scheduled to be completed by May. The public engagement timelines should be May or June and will present the results of the Expert Based Risk Assessment. The Last Chance Grade mailer will be sent out around the end of June. A public meeting will be scheduled in July or August to update the community on the project.
- US 199 intersection at Elk Valley Cross Road- Policy Advisory Member Kevin Tucker brought information about the roundabouts on Highway 20 that was requested by the Commission. Kevin collected some information for comparison. Highway 20 in Lake County project was initiated based on collision history; 31 collisions in a five-year period, compared to 10 collisions in a ten-year period on Highway 199 and Elk Valley. That is six times as many collisions on Highway 20. The roundabout was selected based on volume and collision history. Also in 2008 Lake County Redevelopment Agency prepared a North Shore Traffic Calming and Beautification Plan which called for a roundabout at that location. The project was initiated in 2011. Kevin asked about the Elk Valley Multi-Modal Plan; why wasn't this intersection considered in that plan. And maybe there are some grant opportunities. Caltrans has a Sustainable Communities Grant for corridor planning. The next opportunity is in October, this might be a way to find funding for this planning. Tamera Leighton responded about the Elk Valley Multi-Modal Plan stating that the plan was developed because of the unusually high collision rate in that area, which is different than the Highway 199 and Elk Valley Crossing. This is the first time Tamera has heard that the Transportation Commission is being called on to develop a plan for this intersection; this is an intersection on the State Highway and Caltrans also has an obligation to conduct the planning. The Commission could do this type of planning, but Tamera is not convinced that the Sustainable Communities grant is the right vehicle for this type of work. There is carryover RPA funding for rural counties in this fiscal year and the State should be

asking for proposals for this carryover funding. This could be an opportunity to apply for funding for that intersection. With the difference in accident rates with Lake County and the resistance we have had to make significant changes, would developing a plan help get something built. It could certainly be something to look into to add to the weight of the information we have along with information gathered on the Commonplace website. The public needs to weigh in on this intersection on the Commonplace website. Kevin Tucker will share with Tamera different grants that communities have used for improvements on the State Highway System. Tamera is directed to seek funding for a planning document for Elk Valley Cross Road.

- Economic Summit- Tamera Leighton will be presenting the Commonplace website and updates on community projects.
- Call Box system performance update- Tamera Leighton reported that the system is fully functioning. The Commission is spending more money on the system, but the results are the system is performing well.

7. COMMISSIONER COMMENTS AND REPORTS

Commissioner Howard reported that there has been some discussion with Caltrans about the head-on collision in front of the Dollar General, and reminds everyone that this is a dangerous intersection. Also, there was a three-car collision at King's Valley and this intersection continues to be problematic.

8. 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 items listed above.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Kime, and unanimously carried on a polled vote the Del Norte Local Transportation approved item 6 a-g.

9. ADJOURN TO THE REGULAR MEETING SCHEDULED ON TUESDAY, APRIL 3, 2018 AT 3 P.M.

With no further business before the Commission, Chairman Howard adjourned the meeting at 4:03 P.M., until the next regularly scheduled meeting on April 3, 2018 at 3:00 p.m.

With no further business before the Commission, Chairman Short adjourned the meeting at 3:42 P.M., until the next regularly scheduled meeting on February 14, 2018 at 3:30 p.m.

Respectfully submitted


Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: WEDNESDAY, MAY 1, 2018 AT 3 PM**

Present: Commissioner Alex Fallman, City, Vice-Chairman
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County, Chairman
Commissioner Heidi Kime, City
Commissioner Darrin Short, City

Absent: None

Also Present: Susan Brown, Rural Approaches
Eileen Cooper, Friends of Del Norte
Tamera Leighton, Local Transportation Commission
Nacole Sutterfield, Crescent City
Kevin Tucker, Caltrans, Policy Advisory Committee Member

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chair Howard 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:

Eileen Cooper talked about her frustration with Caltrans' terrible errors that have resulted in gargantuan mistakes; wrong materials on the Bay Bridge, and the Willits bypass collapse. Eileen went on to say that a petition was brought before the Commission signed by thousands of people along the Smith River who want answers, and Caltrans has ignored us. A reputable engineer presented a study to Caltrans which points out flaws in bringing larger trucks onto US 199 and Caltrans has not responded to this document.

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 3:04 p.m.

Chair Howard asked for approval of the Consent Agenda.

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 6, 2018
Staff recommendation: By consensus, accept minutes of March 6, 2018.
- b) 2018-19 OVERALL WORK PROGRAM
TAC and staff recommendation: By polled vote, adopt resolution 2018 04 approving the 2018-19 Overall Work Program.

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

POLICY and ADMINISTRATIVE

- c.) CITY REQUEST FOR FUNDING ASSISTANCE FOR ATP GRANT APPLICATION
TAC and staff recommendation: By polled vote, allocate \$10,000 of RSTP funding to the City of Crescent City for assistance in submitting a Cycle 4 Active Transportation Program funding application for the Pebble Beach Drive Pedestrian and Bicycle Improvement Project.

Tamera Leighton explained that the City of Crescent City is developing Project Initiation Documents (PID) for the Pebble Beach Drive pedestrian improvement project. They are developing this project with the intention of submitting an Active Transportation Program (ATP) grant application. The State of California estimates that it costs about \$10,000 to develop the ATP application. It will probably actually cost less because of the work the City is already doing to complete the PID. The City's request for \$10,000 is based on the State's estimate, but only what is needed will be used up to \$10,000. The staff and TAC recommendation is that the Commission award Regional Surface Transportation Program (RSTP) funding to assist the City in developing the grant application.

Public Comment: None

On a motion by Commissioner Hemmingsen, seconded by Commissioner Fallman, and unanimously carried on a polled vote the Del Norte Local Transportation approved allocating \$10,000 of RSTP funding to the City of Crescent City for assistance in submitting a Cycle 4 Active Transportation Program funding application for the Pebble Beach Drive Pedestrian and Bicycle Improvement Project.

- d) DEL NORTE TRAIL ALLIANCE REQUEST TO INCLUDE CRAIG'S CREEK LOOP TRAIL IN TRANSPORTATION PLANNING
TAC and staff recommendation: By polled vote, adopt Resolution 2018 04 amending the Active Transportation Plan to include the Craig's Creek Loop Trail.
Tamera Leighton informed the Commission that Joe Gillespie, a representative of the Del Norte Trail Alliance, spoke to the TAC at their last meeting about the project to extend 8.6 miles of trail at Craig's Creek Loop. This resolution amends the Active Transportation plan to include the Craig's Creek Loop Trail project. Amending the project into the ATP makes the project eligible for funding from the Environmental Enhancement and Mitigation (EEM) program through Caltrans. This funding is used support environmental enhancement like trails. Joe Gillespie has conducted several community meetings and community outreach. Staff and the TAC recommend

amending this project into the ATP. Commissioner Hemmingsen asked if there were other projects that the Commission has that may apply for EEM funding. Tamera Leighton responded that there is nothing in the plan at this time that would use this funding source, and if something did come up it would not preclude the Commission from applying for this money. Policy Advisory Member Kevin Tucker commented about other types of projects that have been funded through the EEM program which were for restoration and mitigation; Land Trusts generally apply for this program. Tamera Leighton went on to explain that any grant funding is a program of the non-profit, Del Norte Trail Alliance, and not a responsibility of the Commission. Very little staff time would be used on this project.

Public Comment: None

On a motion by Commissioner Short, seconded by Commissioner Fallman, and unanimously carried on a polled vote the Del Norte Local Transportation adopted Resolution 2018 04 amending the Active Transportation Plan (ATP) to include the Craig's Creek Loop Trail.

e) DISCUSSION ITEMS

- ADA path from US 101 to existing Harbor Trail -Tamera Leighton talked about the ADA project by Caltrans which does not currently connect the ADA path to the existing harbor trail. There is a gap in the trail from the proposed area of pedestrian crossing on US 101 over the drainage ditch. Caltrans is constructing the pedestrian path and the bridge over the drainage ditch, and from there the connecting path will need to be constructed. This is an important connection that will allow safe passage for pedestrians to cross US 101 and connect to the harbor trail. There has been a staff level meeting about completing the connection from the bridge over the ditch to the harbor trail. The project is potentially less than \$40,000 and there may be a future funding request from Harbor to the Transportation Commission that could be used, and using county road crew to construct the trail would reduce the cost. The Harbor is looking for different funding sources like the Coastal Conservancy.
- Last Chance Grade – Tamera Leighton reported that there is a stakeholder meeting soon for Last Chance Grade. The new Caltrans Director will be touring Last Chance Grade and the Smith River. The Commission is working collaboratively with Caltrans and Congressman Huffman's office to put together a public information piece. The message in the public information piece will align with Caltrans information regarding the project.
- US 199 intersection at Elk Valley Cross Road – Tamera Leighton reported that the Commission in partnership with the county put together a funding application for Rural Planning Assistance (RPA) money, which is the leftover money from the State, to develop planning documents for the Elk Valley Cross Road and US 199 Intersection. The project would include the entire stretch of Elk Valley Cross Road which is a very complicated stretch of roadway; residential areas, the prison traffic, a school, and a section of Caltrans road. The application is fairly simple and if not funded this project will most likely become part of our Overall Work Plan in the 2019-20 year.
- Call Box system service – Tamera Leighton discussed the challenges in maintaining the Call Box system in such a remote area. Tamera is working on getting someone

local who can be trained on simple maintenance for the call box systems. Having a local maintenance person would result in less downtime of our call box system. Tamera is working with Case Systems to see if they can hire someone local so we can get faster and less expensive service to the boxes.

5. COMMISSIONER COMMENTS AND REPORTS

Policy Advisory Member Kevin Tucker spoke about the tragic incidents over the past couple of months. In District 1 alone there has been more than a dozen deaths on state highways. A head-on collision on the Klamath River Bridge caused damage to the deck of the bridge, currently one lane is blocked off due to the damage. Another incident on Highway 199 will be looked at closely by the California Highway Patrol and reported to Caltrans for assessment. Commissioner Hemmingsen asked if the high-friction treatment is on the road. Kevin Tucker responded that the high-friction treatment has been placed in five sections, however, not yet on that particular stretch where the accident occurred. Commissioner Howard asked about getting a section of guardrail put up in this section of the road. Kevin Tucker responded that Caltrans will have to evaluate this section to determine if guardrails are possible, especially on some of these sections that do not have adequate shoulder space. Commissioner Howard stated that he will be showing the new Caltrans Director that particular stretch of road while she is in the County to look at Last Chance Grade and the Smith River.

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 items listed above.


Public Comment: None

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

7. ADJOURN TO THE REGULAR MEETING SCHEDULED ON TUESDAY, JUNE 5, 2018 AT 3 P.M.

With no further business before the Commission, Chairman Howard adjourned the meeting at 3:34 P.M., until the next regularly scheduled meeting on June 5, 2018 at 3:00 p.m.

Respectfully submitted


Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, JUNE 5, 2018 AT 3 PM**

Present: Commissioner Alex Fallman, City, Vice-Chairman
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County, Chairman (arrived at 3:02 pm)
Commissioner Heidi Kime, City
Commissioner Darrin Short, City
Kevin Tucker, Caltrans, Policy Advisory Member

Absent: None

Also Present: Susan Brown, Rural Approaches
Eileen Cooper, Citizen
Tamera Leighton, Local Transportation Commission

1. CALL MEETING TO ORDER

Vice-Chair Fallman called the meeting to order at 3:00 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: Eileen Cooper shared ideas regarding Redwood Coast Transit. She uses the Redwood Coast Transit system frequently and thinks it's a mistake to eliminate the late return route from Arcata. This route allows travelers to enjoy a full day in Arcata and allows travelers to return to Crescent City from San Francisco through the regional link to the Greyhound Bus service. Redwood Coast Transit has not advertised their reduced rate to Arcata and Redwood Coast Transit should also market the area attractions on their brochures. Chair Howard stated to Eileen Cooper that Redwood Transit Authority is not within the Commissions jurisdiction.

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 3:05 p.m.
Chair Howard asked for approval of the Consent Agenda.

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 MAY 1, 2018

Staff recommendation: By consensus, accept minutes of May 1, 2018.

- b) **PLANNING, PROGRAMMING, AND MONITORING RESOLUTION AUTHORIZING STAFF ADMINISTRATION OF THE FUNDS FOR 2018-19.**
Staff recommendation: By polled vote, adopt resolution 2018 09 authorizing the executive director to execute fund transfer agreements with the State of California Department of Transportation for fiscal year 2018-19 Planning, Programming and Monitoring program.
- c) **ADOPT TRANSPORTATION DEVELOPMENT ACT (TDA) RESOLUTIONS FOR 2018-19.**
Staff recommendation: By polled vote, adopt the following resolutions per the TDA fund estimate:
- i. 2017 10 Del Norte Local Transportation Commission resolution allocating funds for administrative and planning purposes.
 - ii. 2018 11 Del Norte Local Transportation Commission resolution allocating funds to Redwood Coast Transit Authority for Operating Expenses.
 - iii. 2018 12 Del Norte Local Transportation Commission resolution allocating funds for pedestrian and bicycle purposes.
- d) **SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL MEMBERSHIP**
Staff recommendation: By consensus, approve the Social Services Transportation Advisory Council membership
Public Comment: None
On a motion by Commissioner Hemmingsen, seconded by Commissioner Kime, and unanimously carried on a polled vote the Del Norte Local Transportation approved the Item 4 a-d.

POLICY and ADMINISTRATIVE

- e) **AMENDMENT 1 TO OVERALL WORK PROGRAM**
TAC and staff recommendation: By polled vote, adopt resolution 2018 08 approving Amendment 1 for the 2018-19 Overall Work Program.
Tamera Leighton explained that this amendment was initiated because the Commission was awarded the grant from the Rural Planning Assistance (RPA) discretionary fund to develop Planning Documents for the Elk Valley Cross Road project. Tamera worked with Policy Advisory Member Kevin Tucker and Rosanna Bower, County Engineer, to develop the grant application. The Transportation Commission is the Grant Applicant, but the County will be the lead agency administering the program. The Commission will be working collaboratively with the County on the project. It is anticipated that the project will be completed in the 2018-2019 work plan year. The amendment also consists of funding the Commonplace project and minor corrections.
Public Comment: Eileen Cooper addressed the Commission regarding the change to the Overall Work Program stating that Elk Valley Cross Road is a complicated project and maybe there should be a few changes on King's Valley Road as well. Eileen feels that Elk Valley Cross Road requires structural changes. She would like to see an engineer's

report with ideas about this section of road. Eileen also mentioned the need for electric buses and charging stations.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Fallman, and unanimously carried on a polled vote the Del Norte Local Transportation adopted resolution 2018 08 approving Amendment 1 for the 2018-19 Overall Work Program.

f) DISCUSSION ITEMS

- Last Chance Grade: Walkthrough, stakeholder meeting, value analysis, public information flyer.- Tamera Leighton reported that she participated in a walkthrough with Caltrans staff, colleagues, and local officials to review the conditions of Last Chance Grade. There was also a stakeholder meeting which discussed the upcoming Value Analysis in July. Tamera also reported that the public information flyer is nearly complete and will be mailed out to approximately 9,000 households at the end of June. Chair Howard discussed a meeting with Caltrans Director Laurie Berman and Region 1 Director, Matt Brady. Ms. Berman was clearly stunned by the conditions of Last Chance Grade. She was very appreciative of the stakeholder group and community involvement in last Chance Grade. State and National Parks, Humboldt Council of Government (HCOG) were also present at this gathering. Chair Howard is hopeful that they will be taking the next steps in this process to look at funding avenues specific to the biological assessment. Another piece to look at, along with the Value Analysis, is to encourage the California Transportation Commissioners to tour Last Chance Grade and recognize that this section should be one of the highest priorities in the State. Commissioner Hemmingsen stated he is interested in Alternative L, which seems to have the most support. Tamera Leighton suggested folks should contact Caltrans Public Information Officer or go to Caltrans website to receive specific information on Alternative L. Tamera could also print this information out for folks who cannot access or find the information. Policy Advisory Member Kevin Tucker informed the Commission that there will be Public Information Meeting on Last Chance Grade on July 19th at the Fairgrounds from 6:30 pm to 8:00 pm to hear updated information and learn about the new proposed Alternative L.
- US 199 intersection at Elk Valley Cross Road – Tamera Leighton reported that Commission was awarded the grant that was applied for to develop planning documents which is included in the 2018-19 Overall Work program.
- SAFE system *Call Box Ahead* signs- Tamera Leighton reported that “Call Box Ahead” sign are being made, however these signs are no longer allowed on State Highways. The Commission was not aware of this until recently. The reasoning is that folks can see the call boxes, so signage is not needed. This was an urban-centric decision by the State of California and the Commission worked with Caltrans District 1 and were successful in gaining an exception to that rule, so the Commission will be installing the “Call Box Ahead’ signs. Preliminary sign locations are scoped out and the Commission will work with Caltrans for the appropriate locations for the signs.
- US 101 Pedestrian/ADA Project in the Crescent City urban area – Tamera Leighton gave an update which included a public meeting she attended a couple of weeks ago. Project boards and displays from the public meeting are at Tamera’s office and

anyone may come in the view them. Public comment on this project is still open and Tamera invites folks to submit comment. There is concern that there has not been enough outreach to local businesses that will be impacted by the construction and she encourages these business to get in touch with Caltrans so that they may help mitigate impacts to their businesses.

- Emergency Transportation Planning – Tamera Leighton reported that the scope of work for this current year has been completed. The Commission is the funding source that brings in the specialty experts regarding Transportation Emergency Planning. The Commission, working with Cindy Henderson, the County Emergency Services manager, is preparing for a full community exercise in the spring of 2018. Chair Howard asked about public outreach for these types of critical planning exercises and information. Tamera responded that she will talk to Cindy Henderson about better outreach and find out how the Commission can assist with that.
- Consolidated Transportation Service Agency update – Tamera Leighton explained the current relationship with Sutter Coast Hospital, who was the Consolidated Transportation Service Agency. The program was implemented last year to assist patients in returning home when they are released from care. Not a single patient has needed to use this service, which tells us that this program is not needed at the hospital. Sutter Coast Hospital will be returning 100% of the funds allocated to them for this program and the Commission will seek new provider for this service. Redwood Coast Transit Authority has expressed an interest in becoming the Consolidated Transportation Service agency and Tamera will have formal action for this item at the next Commission meeting.
- Confirm quorum for July 3 meeting date – The Transportation Commissioner all agreed they would be available for a July 3rd meeting.
Public Comment: Eileen Cooper inquired about where the Redwood Coast Transit buses are parked. Tamera Leighton responded that they are parked behind the fairgrounds. Eileen commented that area is in a watershed and Redwood Transit should find a smarter place to store their busses. Eileen also commented that the Last Chance Grade repairs are going to be very expensive and all alternative routes will be vulnerable to weather issues.

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 items listed above.

Public Comment: None

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

7. ADJOURN TO THE REGULAR MEETING SCHEDULED ON TUESDAY, JULY 3, 2018 AT 3 P.M.

With no further business before the Commission, Chairman Howard adjourned the meeting at 3:38 P.M., until the next regularly scheduled meeting on July 3, 2018 at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, JULY 3, 2018 AT 3 PM**

Present: Commissioner Alex Fallman, City, Vice-Chairman
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County, Chairman
Commissioner Darrin Short, City

Absent: Commissioner Heidi Kime, City

Also Present: Susan Brown, Rural Approaches
Tamera Leighton, Local Transportation Commission
Kevin Tucker, Caltrans, Policy Advisory Member

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chair Howard 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: Tamera Leighton asked to add an item to the agenda; a request from Congressman Huffman's office to continue the contract for the Last Chance Grade stakeholder meetings. This item is due in the middle of July. Chair Howard suggested the item be placed as item i) under Policy and Administrative and asked for a motion to add the item.

On a motion by Commissioner Short, seconded by Commissioner Hemmingsen, and unanimously carried on a polled vote the Del Norte Local Transportation Commission added Resolution 2018 16 Allocating up to \$34,200 in Regional Surface Transportation program funds to partnership with Congressman Jared Huffman to facilitate stakeholders group development for the benefit of Last Chance Grade.

4. Public Hearing

Conduct a public hearing to gather information on unmet transit needs.

Chair Howard opened the Public Hearing for unmet transit needs at 3:03 p.m. Tamera Leighton explained that the Transportation Commission holds a hearing annually to listen to unmet transit needs. The Social Services Transportation Advisory Council (SSTAC) held a meeting in June to listen to unmet transit needs as well. After this public hearing, Tamera will draft a resolution for the Commission to adopt at a future meeting acknowledging the unmet transit needs in the community. The resolution will list the unmet needs that the SSTAC prioritized along with any unmet needs that are identified in

this public hearing. Chair Howard asked for public comment. None was heard. Chair Howard adjourned the public hearing at 3:04 p.m.

5. 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 3:05 p.m.

Chair Howard asked for approval of the Consent Agenda.

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 JUNE 5, 2018
Staff recommendation: By consensus, accept minutes of June 5, 2018.
- b) RESOLUTION AUTHORIZING EXECUTION OF NECESSARY DOCUMENTS FOR THE STATE OF GOOD REPAIR PROGRAM
Staff recommendation: By polled vote, adopt Resolution No. 2018 13 authorizing the execution of the Certifications and Assurances for the State of Good Repair program.
- c) RESOLUTION AUTHORIZING PROGRAMMING OF TRANSIT GRANT FUNDS AND EXECUTION OF NECESSARY GRANT DOCUMENTS
Staff recommendation: By polled vote, adopt Resolution No. 2018 14 approving programming of 5311 and 5311(f) funds, execution of Certifications and Assurances and providing information as necessary and required.
- d) RESOLUTION DESIGNATING REDWOOD COAST TRANSIT AUTHORITY AS THE CONSOLIDATED TRANSPORTATION SERVICES AGENCY
Staff recommendation: By polled vote, adopt Resolution 2018 7 designating Redwood Coast Transit Authority as the Consolidated Transportation Services Agency
- e) AWARD THREE-YEAR AUDITING CONTRACT TO TOP SCORING AUDITING FIRM
TAC and staff recommendation: Authorize director to execute contract with Harshwal & Co. LLP after review by counsel.
- f) AWARD THREE-YEAR WEBSITE, CROWDSOURCING AND SOCIAL MEDIA CONTRACT TO TOP SCORING FIRM
TAC and staff recommendation: Authorize director to execute contract with Green DOT Transportation Solutions after review by counsel.
- g) ADOPT A PROCLAMATION ACKNOWLEDGING PHIL DOW'S CONTRIBUTION TO THE DEL NORTE REGION AND RURAL TRANSPORTATION
Staff recommendation: By consensus, adopt the attached proclamation.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Short, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved item 5 a-g.

POLICY and ADMINISTRATIVE

h) REQUEST FOR \$81,040.45 IN RSTP FUNDS FOR BESS MAXWELL SAFE ROUTES TO SCHOOLS

TAC and staff recommendation: By polled vote, adopt resolution 2018 15 approving the County's request for up to \$81,040 of RSTP funding for the Bess Maxwell Safe Routes to Schools Alternative 2.

Tamera Leighton explained that the County of Del Norte is funding the majority of this project with Community Development Block Grant (CDBG) money and had indicated previously that they (the County) would ask the Transportation Commission for additional money for a proposed alternative. The County will be spending down the CDBG funding first and the maximum amount they may need from the Transportation Commission would be no more than \$81,040 to complete the project.
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 adopted resolution 2018 15 approving the County's request for up to \$81,040 of RSTP funding for the Bess Maxwell Safe Routes to Schools Alternative 2.

i) RESOLUTION 2018 16 ALLOCATING UP TO \$34,200 IN REGIONAL SURFACE TRANSPORTATION PROGRAM FUNDS TO PARTNERSHIP WITH CONGRESSMAN JARED HUFFMAN TO FACILITATE STAKEHOLDERS GROUP DEVELOPMENT FOR THE BENEFIT OF LAST CHANCE GRADE.

Tamera Leighton explained the contract is with the Institute for Environmental Conflict Resolution to provide continued leadership for the stakeholder group meetings at the request of Congressman Huffman with a total contract cost of \$34,200. This is the contract the stakeholder development group has been working under for the past three years; this will renew the contract to continue the work for another three years.
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 adopted Resolution 2018 16 Allocating up to \$34,200 in Regional Surface Transportation program funds to partnership with Congressman Jared Huffman to facilitate stakeholders group development for the benefit of Last Chance Grade.

j) DISCUSSION ITEMS

- Front Street BUILD grant collaborative- Tamera Leighton explained that Elk Valley Rancheria contacted the Commission regarding the BUILD grant opportunity partnering with Crescent City and the Transportation Commission. Tamera has drafted the Request for Proposals and contacted several known consultants on behalf of the Tribe. The Tribe conducted the hiring process and has hired a consultant to work with city staff to help build the partnerships and support.

If it is not funded in this first round, the Tribe is committed to evaluating their application and trying again. It is an amazing opportunity and partnership to get Front Street built. Commissioner Short commented that one of the issues with some of the city's grant applications is not developing the needed partnerships so the city is excited about the opportunity.

- Last Chance Grade: Value Analysis, public meeting, public information flyer- Tamera Leighton reported that the value analysis is completed and on the website, there is a public meeting scheduled for July 19 and the public information flyer has been sent out. Chair Howard is hopeful about the attendance for the public meeting.
- US 199 intersection at Elk Valley Cross Road-Tamera Leighton reported that the selection process will start shortly and the planning document is scheduled to be completed by June of 2019.

6. COMMISSIONER COMMENTS AND REPORTS

None

**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 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 item 5 a-j.

**8. ADJOURN TO THE REGULAR MEETING SCHEDULED ON TUESDAY, JULY 3,
2018 AT 3 P.M.**

With no further business before the Commission, Chairman Howard adjourned the meeting at 3:18 P.M., until the next regularly scheduled meeting on July 3, 2018 at 3:00 p.m.

Respectfully submitted


Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, SEPTEMBER 4, 2018 AT 3 PM**

Present: Commissioner Alex Fallman, City, Vice-Chairman
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County, Chairman
Commissioner Heidi Kime, City
Kevin Tucker, Caltrans, Policy Advisory Member

Absent: Commissioner Darrin Short, City

Also Present: Susan Brown, Rural Approaches
Tamera Leighton, Local Transportation Commission
Eric Wier, City

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chair Howard 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.

Chair Howard asked for approval of the Consent Agenda.

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 3, 2018

Staff recommendation: By consensus, accept minutes of July 3, 2018.

b) ADOPT RESOLUTION CERTIFYING UNMET NEEDS.

Social Services Transportation Advisory Council and staff recommendation: By polled vote, adopt resolution 2018 18 certifying the unmet needs for year 2017-18.

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

POLICY and ADMINISTRATIVE

c) HARDING AVENUE FUNDING REQUEST

TAC and staff recommendation: By polled vote, adopt resolution 2018 17 approving the City's request for up to \$28,402 of RSTP funding for Harding Avenue Cost Overruns.

Tamera Leighton explained that award for this project will be reported in the last fiscal year because the invoice came in late, but the work was done in the prior fiscal year. There were a series of events that occurred during the project, which caused delays and cost overruns. The letter in the Commission packet from City Manager Eric Wier explains that cost overruns were due to soils being discovered in the project area that were unstable and had to be removed which required more equipment and staff time. Tamera then explained that the TAC and staff recommend awarding the city's request.

Public comment: None

On a motion by Commissioner Hemmingsen, seconded by Commissioner Kime, and unanimously carried on a polled vote the Del Norte Local Transportation Commission adopted resolution 2018 17 approving the City's request for up to \$28,402 of RSTP funding for Harding Avenue Cost Overruns.

d) DISCUSSION ITEMS

- Last Chance Grade – Commissioner Hemmingsen reported about the meeting he attended regarding the value analysis that was done for Last Chance Grade. There was discussion about the alternatives and three alternatives were eliminated. The next part of the process should go quicker because of the fewer number of alternatives. There is a potential new alternative to be added labeled A-new. It is a variation of one of the A routes that are being looked at. Tamera Leighton added that the geological work still needs to be completed to move forward. Tamera also explained that if SB-1 is repealed the Last Chance Grade will not go forward.
- US 199 intersection at Elk Valley Cross Road – Tamera Leighton informed the Commissioners this project is considered an operational improvement project, not a safety project so funding would not be available if there is no money in the state transportation fund. The Commission will still move forward with the planning of this project because current law has funding and the planning will be ready for funding if SB-1 is not repealed.
- Elk Valley Cross Road Corridor Plan - Tamera Leighton explained that the RFP for this project is being reposted and with an extended deadline for proposals. Right now many of the consultants who would respond to this RFP are extremely busy, but extending the start date will attract more proposals. This will be a year-long project, so when the consultants start they will complete the project in one year.

5. COMMISSIONER COMMENTS AND REPORTS

Commissioner Hemmingsen talked about the DEAL meeting in which much of the discussion centered on Last Chance Grade. The Doctor Fine Bridge is

still on course. There were some public comments about the turn pockets on Highway 101, specifically at Wonder Stump, Wilson Lane, and at Dollar General. Those locations need to be looked and Commissioner Hemmingsen asked to get a report on this project.

Commissioner Howard also talked about this same concern adding the length of the corridor that needs examining is from Fred Haight Drive to the Oregon border as well as the Morrison Creek intersection. A short term resolution is to address it on the Del Norte Local Transportation webpage. Commissioner Howard asked policy Advisory Member Kevin Tucker about the status of the Commission's request to mount cameras at these locations to record the number of near misses. Kevin Tucker responded that the cameras will be going up but could not disclose when because Caltrans doesn't want that information public; it may influence driver behavior. Commissioner Howard also discussed the non-existent center divider lane just past the First Chance/Last Chance store going south. It would be good for Caltrans to reconsider adding a center divider lane for safety. Commissioner Howard also asked Kevin Tucker about the high friction surface that was to be applied on Highway 199 at the 10.8 mile marker. Kevin Tucker responded that there was work done with high friction but is unsure if it covered that location. Kevin will bring that information back to the Commission.

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 items listed above.

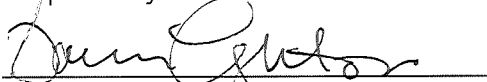
Public Comment: None

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

7. ADJOURN TO THE REGULAR MEETING SCHEDULED ON TUESDAY, JULY 3, 2018 AT 3 P.M.

With no further business before the Commission, Chairman Howard adjourned the meeting at 3:25 P.M., until the next regularly scheduled meeting on October 2, 2018 at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, NOVEMBER 6, 2018 AT 3 PM**

Present: Commissioner Alex Fallman, City, Vice-Chairman
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County, Chairman
Commissioner Heidi Kime, City
Commissioner Darrin Short, City
Kevin Tucker, Caltrans, Policy Advisory Member

Absent: None

Also Present: Susan Brown, Rural Approaches
Tamera Leighton, Local Transportation Commission
Eileen Cooper, Citizen

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chair Howard 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: Eileen Cooper read an excerpt from "Cascadia Fault" regarding the failure of a vertical evacuation center during a major Tsunami event which ended with mass casualties because of the failure of the evacuation center. Eileen then stressed the importance of a walking trail out of the harbor to higher ground. Commissioner Howard thanked Eileen for her comments and concern and feels that there is more that can be done for Tsunami safety and awareness.

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 3:05 p.m.

Chair Howard asked for approval of the Consent Agenda.

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.

Tamera Leighton asked that Item d) be removed from the Consent Agenda for an update. The Commission by consensus removed Item d) from the Consent Calendar for an update before a decision.

a) MINUTES OF SEPTEMBER 4, 2018

Staff recommendation: By consensus, accept minutes of September 4, 2018.

b) AWARD ELK VALLEY CROSS ROAD CORRIDOR PLAN CONTRACT AWARD.

TAC and staff recommendation: By polled vote, authorize execution of contract for Elk Valley Cross Road Corridor Plan after review by counsel.

c) AWARD TRIENNIAL PERFORMANCE AUDIT CONTRACT AWARD.

TAC and staff recommendation: By polled vote, award Triennial Performance Audit contract to Michael Baker International after review by counsel.

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 item 4 a-c.

d) 2018-19 OVERALL WORK PROGRAM AMENDMENT 2

TAC and staff recommendation: By polled vote, adopt resolution 2018 19 approving the 2018-19 Overall Work Program Amendment 2.

Tamera Leighton reported that the amendment to the Overall Work Program was recommended for approval and adoption by the Transportation Advisory Committee (TAC), however after the contract was awarded for the Elk Valley Cross Road Corridor Plan, a change of approximately \$4,000 was needed. The change is reflected in the resolution in the Commissioners agenda packet.

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 item 4 d.

e) DISCUSSION ITEMS

- Last Chance Grade –Tamera Leighton reported that in the packet is the Caltrans updated fact sheet for Lance Chance Grade. The fact sheet is also posted on the website. There was Project Delivery Team (PDT) meeting with Caltrans about Last Chance Grade. Caltrans is moving forward with the recommendations of the Stakeholder group to eliminate some of the alternatives that do not meet the purpose and need of the project. Chair Howard thanked Tamera for keeping the Last Chance Grade project moving forward.
- Elk Valley Cross Road – The contract for the corridor planning document was just approved by the Commission, so this project will be moving forward.

5. COMMISSIONER COMMENTS AND REPORTS

Policy Advisory member Kevin Tucker gave an update from a previous Commission meeting question regarding the high surface friction treatment on US Highway 199. Kevin reported that the high friction surface treatment has been applied to a number of locations; mile markers 7 to 27, 10.41 to 10.64, and 11.34 to 11.53. Kevin also updated the Commission on an upcoming safety project from mile marker 10.2 to 10.7 on US Highway 199. Chair Howard reported that Caltrans response to the Commission's concerns regarding turn lanes on US Highway 101 going north was that changes were not justified. Chair Howard commented that this section of US Highway 101 continues to be problematic for travelers who frequently turn off Highway 101 causing followers to skid to slow down or stop. Policy Advisory Member Kevin Tucker reported that Caltrans did place cameras in the proposed problematic areas and the traffic engineers concluded that changes were not warranted. Chair Howard would like the Turn Pockets discussion added as a discussion item on the agendas for follow-up and investigation. Commissioner Short reported that this would be his last meeting with the Del Norte Local Transportation Commission because his term with the City will be expiring. The Commissioners all thanked Commissioner Short for his service and wished him well. Chair Howard requests that Tamera Leighton and the appropriate staff level folks take another look at the Pedestrian Evacuation Time Analysis and report back to the Commission.

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 items listed above.

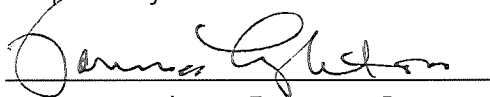
Public Comment: None

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

7. ADJOURN TO THE REGULAR MEETING SCHEDULED ON DECEMBER 4, 2018 AT 3 P.M.

With no further business before the Commission, Chairman Howard adjourned the meeting at 3:27 P.M., until the next regularly scheduled meeting on December 4, 2018 at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, DECEMBER 4, 2018 AT 3 PM**

Present: Commissioner Alex Fallman, City, Vice-Chairman
Commissioner Chris Howard, County, Chairman
Commissioner Heidi Kime, City
Kevin Tucker, Caltrans, Policy Advisory Member

Absent: Commissioner Gerry Hemmingsen, County

Also Present: Susan Brown, Rural Approaches
Tamera Leighton, Local Transportation Commission
Eileen Cooper, Citizen

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chair Howard 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: Eileen Cooper commented that she was concerned about spending transportation dollars on the Elk Valley Cross Road planning document, especially since Caltrans has declared improved safety with their implemented changes, and there has been no public comment on the issue. The Elk Valley Crossroads project has morphed into a bicycle trail planning project. Elk Valley Crossroads was requested by the public to make the intersections with Elk Valley Road and other intersections more safe for traffic. This is a dangerous road to encourage bicycles. Eileen went on to say the money could be better used for the Tsunami Evacuation Safety Trail. Chair Howard explained that there has been many public outreach sessions on the Elk Valley Cross Road subject.

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 3:05 p.m.

Chair Howard asked for approval of the Consent Agenda.

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.

Tamera Leighton asked that Item d) be removed from the Consent Agenda for an update. The Commission by consensus removed Item d) from the Consent Calendar for an update before a decision.

- a) **Minutes of November 6, 2018**
Staff recommendation: By consensus, accept minutes of November 6, 2018.

- b) **2018-19 Overall Work Program Amendment 3**
TAC and staff recommendation: By polled vote, adopt resolution 2018 22 approving the 2018-19 Overall Work Program Amendment 3.

- c) **Accept 2017-18 Fiscal Audit**
Staff recommendation: By consensus, accept the 2017-18 Fiscal Audit.
Note: The finance committee will meet after the posting of the agenda and will make an independent recommendation.
On a motion by Commissioner Fallman, seconded by Commissioner Kime, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved item 4 a-c.

POLICY and ADMINISTRATIVE

- d) **City of Crescent City request for \$42,000 for Sunset Circle project scope change**
TAC and Staff recommendation: By polled vote, adopt Resolution 2018 21 authorizing reimbursement of up to \$42,000 for a scope change to Sunset Circle Active Transportation Program grant-funded project.
Tamera Leighton reported that the TAC members discussed the Regional Surface Transportation Program (RSTP) funds before making decisions. RSTP will be replenished in the next couple of months so the TAC members felt comfortable with their decision to fund the two projects on the agenda. RSTP funds are typically used for construction and match funding for projects such as these. Jon Olsen, Crescent City, gave an overview of the project. The project includes trail construction, Right of Way agreements, additional survey work, and road safety alterations on Sunset Circle. Policy Advisory Member Tucker asked about the separation of the trail and roadway. Jon responded there would be a three to five-foot separation with a curb or valley gutter.
Public Comment: Eileen Cooper commented the one-way traffic design will provide good safety.
On a motion by Commissioner Fallman, seconded by Commissioner Kime, and unanimously carried on a polled vote the Del Norte Local Transportation Commission adopted Resolution 2018 21 authorizing reimbursement of up to \$42,000 for a scope change to Sunset Circle Active Transportation Program grant-funded project.

- e) **City of Crescent City request for \$110,140 for match funds**
TAC and Staff recommendation: Deny the City request of \$110,140 and by polled vote adopt resolution 2018 20 authorizing funds of \$85,140 to match the grant-funded \$3,840,953 bank stabilization project.
Tamera Leighton explained with the changes to the RSTP funds the Commission needs to deny the request for \$110,140 and the TAC and Staff recommend that the Commission adopt the resolution with the amended amount of \$85,140 for

the bank stabilization project. The RSTP fund balance can support the amended amount. Jon Olsen commented that the lower amount of funding will get the city through the design phase, permitting and geological studies needed.

Public Comment: Eileen Cooper commented that she has seen the city's presentation on this project and it seems that the city is pretty far along in the process and asks the Commission to consider the habitat and involve Environmentally Sensitive Habitat (ESHA).

Tamera Leighton reminded the Commission that this is a city project and the Commission does not have jurisdiction to change the city's project.

On a motion by Commissioner Fallman, seconded by Commissioner Kime, and unanimously carried on a polled vote the Del Norte Local Transportation Commission denied the City request of \$110,140 and by polled vote adopt resolution 2018 20 authorizing funds of \$85,140 to match the grant-funded \$3,840,953 bank stabilization project

f) **DISCUSSION ITEMS**

- 2019-20 Overall Work Program Development and Transportation Planning Conference - Tamera Leighton explained that the time is coming to update the Overall Work Plan (OWP) and the TAC will be submitting potential projects for inclusion. However, it is becoming more difficult to spend down Rural Planning Assistance (RPA) funds due to increased restrictions, especially in the rural areas. The Transportation Planning Conference is a state conference where there may be ideas for more effective ways to utilize the RPA funds.
- Last Chance Grade – Chair Howard commented that with the support for SB-1 the County and City are relieved. Last Chance Grade is a vital community link and without this funding source it would be more difficult to fix Last Chance Grade.
- US 199 intersection at Elk Valley Cross Road – Tamera Leighton reported that the contract has been awarded, the consultants are due to begin the project in a couple of months.
- Turn pockets on US 101 in the Smith River area – Policy Advisory Member Kevin Tucker will follow-up with sharing correspondence from David Morgan, Project Engineer Caltrans, regarding the collection data for turn pockets with the Commission.

5. COMMISSIONER COMMENTS AND REPORTS

Policy Advisory Member Kevin Tucker shared that maintenance staff at Caltrans will be conducting skid testing on US Highway 199 from mile marker 9.5 to 24 due to the increased number of incidents on that stretch of highway. Chair Howard commented on the increased number of accidents and how it is critical that Caltrans address this.

Commissioner Fallman discussed the Finance Committee meeting, relaying that the committee is in agreement with Executive Director Tamera Leighton assessment that the auditors did not meet the anticipated needs of a thorough audit.

Chair Howard reported on his recent visit to Washington DC, Last Chance Grade is getting recognition as a critical transportation corridor and the Commission needs to continue its push for a solution.

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 items listed above.

Public Comment: None

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

7. DISCUSS RESCHEDULING THE REGULAR MEETING CURRENTLY SCHEDULED ON TUESDAY, JANUARY 1, 2018 AT 3 P.M., WHICH IS A NATIONAL HOLIDAY.

Tamera Leighton explained that the next scheduled meeting for the Commission is scheduled for New Year's Day and is comfortable canceling the January meeting and having the next Commission meeting on February 5, 2019. The Commissioners, by consensus, agreed.

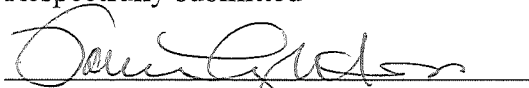
8. ADJOURN TO THE REGULAR MEETING SCHEDULED ON FEBRUARY 5, 2019 AT 3 P.M.

With no further business before the Commission, Chairman Howard adjourned the meeting at 3:53 P.M., until the next regularly scheduled meeting on February 5, 2019 at 3:00 p.m.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Executive Director Tamera Leighton, at (707) 465-3878, at least five (5) days prior to the meeting.

For TDD use for speech and hearing impaired, please call (707) 464-2226.

Respectfully submitted



Tamera Leighton, Executive Director