

DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, JANUARY 28, 2020 AT 3 PM

Present: Commissioner Alex Fallman, City Chairman (3:03 PM)
Commissioner Roger Gitlin, County
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County, Vice-Chairman
Commissioner Blake Inscore, City
Commissioner Heidi Kime, City

Absent: None

Also Present: Susan Brown, Rural Approaches
Tamara Leighton, Local Transportation Commission
Suresh Ratnam, Caltrans, Policy Advisory Member

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Vice-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 Fallman adjourned as the Del Norte Local Transportation Commission and immediately reconvened as the Policy Advisory Committee at 3:04 p.m.

POLICY and ADMINISTRATIVE

a) CRESCENT CITY SUNSET CIRCLE

Staff recommendation: Consider the Crescent City request for \$160,000 of additional funds a third design the ATP funded Sunset Circle project. By polled vote, adopt resolution 2020 02 authorizing Regional Surface Transportation Program funds for the design phase of the Crescent City Sunset Circle project if the property owners don't agree to the right-of-way needed in Design 2 by February 4, 2020.

Tamera Leighton reported the TAC members recommend adopting the resolution with the addition of 'allocate to the City on a reimbursement basis a sum not to exceed \$20,000 for Sunset Circle design if the property owners agree on the minor right of way accommodations'. Tamera reported that originally the project was awarded \$640,000 from the state and \$160,000 from the Transportation Commission through Regional Surface Transportation Program (RSTP) funds. The City

received an additional \$42,000 in RSTP funds for a second design. Tamera explained the issues around the negotiations with property owners regarding acquiring right of ways as challenging. Two property owners have agreed and the one remaining owner is still negotiating conditions with the City. Tamera also explained that if the City does not complete this project the City must pay back all of the funds from State and Transportation Commission.

Eric Wier, Crescent City Manager, explained the negotiation process and difficulty with those negotiation but is confident the negotiations will be successfully completed next week and the project will move forward.

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 2020 02 authorizing Regional Surface Transportation Program funds for the design phase of the Crescent City Sunset Circle project if the property owners don't agree to the right-of-way needed in Design 2 by February 4, 2020.

5. COMMISSIONER COMMENTS AND REPORTS

No reports

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

7. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, FEBRUARY, 4 2020 AT 3 P.M.

With no further business before the Commission, Chair Fallman adjourned the meeting at 3:14 p.m., until the next regularly scheduled meeting on Tuesday, February 4, 2020 at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, FEBRUARY 4, 2020 AT 3 PM**

Present: Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County, Vice-Chairman
Commissioner Blake Inscore, City
Commissioner Heidi Kime, City

Absent: Commissioner Alex Fallman, City, Chair
Commissioner Roger Gitlin, County

Also Present: Susan Brown, Rural Approaches
Tamara Leighton, Local Transportation Commission
Kevin Tucker, Caltrans, Policy Advisory Member
Eric Wier, City Manager

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Vice-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. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

Requested Action: By consensus, elect a Chairperson and Vice-Chairperson for 2020. Commissioner Hemmingson nominated Commissioner Howard as Chair. No other nominations were presented.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Inscore, and unanimously carried on a polled vote the Del Norte Local Transportation Commission elected Commissioner Howard as Chair for 2020.

Commissioner Hemmingson nominated Commissioner Inscore as Vice-Chair. No other nominations were presented.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Kime, and unanimously carried on a polled vote the Del Norte Local Transportation Commission elected Commissioner Inscore as Vice-Chair for 2020.

5. APPOINT TWO MEMBERS TO SERVE ON THE FINANCE COMMITTEE, ONE FROM THE CITY AND ONE FROM THE COUNTY.

Requested Action: Chair appoints committee members

Chair Howard appointed Commissioner Hemmingson and Commissioner Inscore to serve on the Finance Committee.

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 3:04 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 3, 2019**

Staff recommendation: By consensus, accept minutes of December 3, 2019.

b) **MINUTES OF JANUARY 28, 2020**

Staff Recommendation: By consensus, accept minutes of January 28, 2020.

c) **2019-20 OVERALL WORK PROGRAM AMENDMENT2**

TAC and staff recommendation: Review draft Overall Work Program and direct staff to prepare final Overall Work Program.

d) **PROGRAM FEDERAL TRANSIT ADMINISTRATION FUNDS**

Staff recommendation: By polled vote, adopt resolution 2020 3 approving the programming of Federal Transit Administration funds totaling \$348,199.

On a motion by Commissioner IHemmingson, seconded by Commissioner Inscore, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved items 6 a-d.

POLICY and ADMINISTRATIVE

e) **2020-21 OVERALL WORK PROGRAM**

TAC and staff recommendation: Review draft Overall Work Program and direct staff to prepare complete Overall Work Program documents.

Tamera Leighton explained the Overall Work Plan (OWP) draft elements. The TAC and Caltrans will review the draft document and the final OWP will be adopted by the Commissioners in April or May. Tamera explained that Work Elements A-F are standard core elements which include Long-Range Planning, Public Participation and Information, Regional Transportation Improvement Program development, general administration, and the SAFE call box system. WE-G is the Regional Transportation Plan update. This work starts 2020 and will cross fiscal years. WE-H is Transit Planning. The focus will be a planning process to develop a Transit Hub. WE-I is Regional Mapping. Regional Mapping will begin with developing shapefiles for county-maintained mileage, but over time, this could be expanded to include Transit routes, bicycle paths, pedestrian routes, trails, and more.

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 directed staff to prepare complete Overall Work Program documents.

f) DISCUSSION ITEMS

- US Highway 199 at Elk Valley Cross Road – Tamera Leighton shared the document from Dokken Engineering regarding crash rates at the Intersection of Elk Valley Cross Road and Highway 199. Dokken’s crash rates are significantly higher than the rates reported by Caltrans. Tamera will share more information with the Commissioner as she receives it; the planning document is still in process. Chair Howard expressed concern over the significance of these numbers. Policy Advisory Member Kevin Tucker stated that Caltrans is reviewing the data from Dokken but speculates that the ten-year crash rate numbers in Dokken’s report includes statistics before improvement were made by Caltrans on that site ,and data collection should be narrowed to a five-year time span to calculate crash rates since the improvements.
- Last Chance Grade - Policy Advisory Member Kevin Tucker commented that the \$31 mil contract has been executed and work started regarding environmental and geotechnical studies.
- Staff services contract – Tamera Leighton reminded that Commissioners that her contract with Del Norte Local Transportation is due to expire at the end of the fiscal year. The Commission will need to put the contract out for bid soon and go through the contract process.

7. COMMISSIONER COMMENTS AND REPORTS

Commissioner Howard relayed that Solid Waste is looking for a northern transfer station. Timber Boulevard is being considered and there has been several collisions and near misses in the last couple of years at that intersection. If that site is selected Chair Howard would like to see the Del Norte Local Transportation Commission work with the Solid Waste Authority and Caltrans on issues at that intersection.

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 the items listed above.

On a motion by Commissioner Hemmingson, seconded by Commissioner Inscore, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved items 6 a-e.

9. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, MARCH 3, 2020 AT 3 P.M.

With no further business before the Commission, Chair Howard adjourned the meeting at 3:30 p.m., until the next regularly scheduled meeting on Tuesday, March 3, 2020 at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, MARCH 3, 2020 AT 3 PM

Present: Commissioner Alex Fallman, City, Chair
Commissioner Roger Gitlin, County
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County, Vice-Chairman
Commissioner Blake Inscore, City
Kevin Tucker, Caltrans, Policy Advisory Member

Absent: Commissioner Heidi Kime, City

Also Present: Susan Brown, Rural Approaches
Tamara Leighton, Local Transportation Commission
Rosanna Bower, County

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. 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 FEBRUARY 4, 2020

Staff recommendation: By consensus, accept minutes of February 4, 2020.

Public Comment: None

On a motion by Commissioner Hemmingsen, seconded by Commissioner Fallman, and unanimously carried the Del Norte Local Transportation Commission approved by consensus item 4 a.

POLICY and ADMINISTRATIVE

b) WASHINGTON BOULEVARD CULVERT REPLACEMENT

TAC and staff recommendation: Staff and TAC recommendation: Adopt resolutions authorizing funding a Washington Boulevard Culvert Replacement:

- 1) Resolution 2020 4 authorizing \$178,782 of Highway Infrastructure Program funds for Washington Boulevard Culvert Replacement.
- 2) Resolution 2020 5 authorizing \$321,218 of Regional Surface Treatment Program funds for Washington Boulevard Culvert Replacement.

Tamera Leighton explained there are two resolutions in front of the Commission today and asked Rosanna Bower to discuss the project. Rosanna Bower explained the county is looking for funding for this failed culvert. Rosanna also explained the disruption that will happen with a total failure including emergency services, medical transport, and local transportation. The Highway Infrastructure Program (HIP) funds made available to this region would be a good use of these funds. The HIP funding will be matched with Regional Surface Transportation Program (RSTP) funds. The County is also looking for other funding sources as well.

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 adopted resolutions 2020 4 and 2020 5 authorizing funding a Washington Boulevard Culvert Replacement.

c) DISCUSSION ITEMS

- 2021 Overall Work Program update – Tamera Leighton explained a change in direction for the 2021 Overall Work Program (OWP) after having a discussion with Joe Rye where it became evident there was no funding for Transit infrastructure. The Transit Hub work element will be discussed again next year. Tamera believes that a good use of the funds would be to replace Common Place with a more functional data collection application. She has looked at a GIS-based system which could import non-proprietary data from Cal Trans and California Highway Patrol, as well as having local data integrated. The GIS system would have better filtering for reports. Tamera explained after the initial set-up of the system there would be no annual fee which would have a cost-saving for the Transportation Commission in the long run. The OWP will be reviewed by the TAC with the change, then be presented to the Commission for adoption in June.
- Highway 199 at Elk Valley Cross Road – Tamera Leighton reported the public workshop was well-attended with good community comments and project understanding. The project information can be viewed on the Commission’s

website. Tamera also reported that David Morgan and Dokken Engineering will be meeting to discuss the crash data reports, and that Cal Trans is conducting a safety study on the intersection.

5. COMMISSIONER COMMENTS AND REPORTS

Commissioner Hemmingsen talked about the North Deal meeting where Highway 101 corridor turn pockets were discussed for areas of concern such as Timber Boulevard, Wonderstump, and Denny Street. Commissioner Hemmingsen also reported on Collier Tunnel. A back-up generator has been installed, and lead was found in the dust during their work on the ventilation system. The dust clean-up is expected to cost about \$5 million. Additionally, the Dr Fine Bridge, which was supposed to be completed this year and originally a \$29 million project, is now a \$65 million project and won't be completed until 2023.

Commissioner Giltin inquired about the completion timeline of the Collier Tunnel rest area. Commissioner Hemmingsen responded that it is due to be completed this month. Commissioner Gitlen next inquired about the Washington Boulevard Parkway's merge causing near-miss accidents and driver confusion. Tamera Leighton responded that the merge is normal and standard, and she will check with Cal Trans for any new conclusions about that area. Chair Howard asked that the topic be revisited at the next meeting.

Chair Howard discussed the 5 vehicle accident at Highway 101 and Timber Boulevard. He spoke with California Highway Patrol Commander DePee and David Morgan from District 1. Chair Howard hopes this issue can be addressed before the start of tourist season to try to mitigate the many accidents and near misses.

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 Inscore, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved items 4 a-b.

7. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, APRIL 7, 2020 AT 3 P.M.

With no further business before the Commission, Chair Howard adjourned the meeting at 3:30 p.m., until the next regularly scheduled meeting on Tuesday, April 7, 2020 at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, APRIL 7, 2020 AT 3 PM**

Present: Commissioner Alex Fallman, City, Chair (3:15 PM)
Commissioner Roger Gitlin, County
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County, Vice-Chairman
Commissioner Blake Inscore, City
Commissioner Heidi Kime, City
Kevin Tucker, Caltrans, Policy Advisory Member

Absent: None

Also Present: Susan Brown, Rural Approaches
Tamara Leighton, Local Transportation Commission

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. 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 MARCH 3, 2020

Staff recommendation: By consensus, accept minutes of March 3, 2020.

b) WASHINGTON BOULEVARD CULVERT REPLACEMENT

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

c) ADOPT RESOLUTION AUTHORIZING SIGNATURE AUTHORITY FOR THE REGIONAL SURFACE TRANSPORTATION PROGRAM (RSTP) EXCHANGE PROGRAM.

Staff recommendation: By polled vote, adopt Resolution 2020 7 authorizing the 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 to local agency-State agreement for Federal Aid Projects.

Public Comment: None

On a motion by Commissioner Gitlin, seconded by Commissioner Inscore, and unanimously carried the Del Norte Local Transportation Commission approved by consensus item 4 a-c.

POLICY and ADMINISTRATIVE

d) DISCUSSION ITEMS

- Letter request from Solid Waste Management Authority (attachment) – Tamera Leighton reviewed the letter from Del Norte County Solid Waste Authority requesting assistance from the Transportation Commission to complete a traffic analysis of the proposed site for their new facility. Tamera will work with District 1 on the project and doesn't believe it would require any outside consultants.
- Highway 199 at Elk Valley Cross Road – Tamera Leighton reported the planning document is being wrapped up and is expected to be completed in May.
- Last Chance Grade – Tamera Leighton reported that she is part of an advisory group that is evaluating communications, leadership and developing questionnaires.

5. COMMISSIONER COMMENTS AND REPORTS

Commissioner Hemmingsen commented on another accident at MP 16, the trailhead for Damnation Creek, which is less than three weeks from the last accident at that location. Policy Advisory Member Kevin Tucker stated there is no high friction treatment at that location, but Caltrans is discussing a barrier wall until a long-term solution can be found.

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 Inscore, 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, MAY 5, 2020 AT 3 P.M.

With no further business before the Commission, Chair Howard adjourned the meeting at 3:20 p.m., until the next regularly scheduled meeting on Tuesday, May 5, 2020, at 3:00 p.m.

Respectfully submitted

A handwritten signature in cursive script, appearing to read "Tamera Leighton", written over a horizontal line.

Tamera Leighton, Executive Director

DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, MAY 5, 2020 AT 4 PM

Present: Commissioner Roger Gitlin, County
Commissioner Gerry Hemmingsen, County (3:10 PM)
Commissioner Chris Howard, County, Chair
Commissioner Blake Inscore, City
Commissioner Heidi Kime, City
Absent: Commissioner Alex Fallman, City, Chair
Also Present: Susan Brown, Rural Approaches
Tamara Leighton, Local Transportation Commission
Kevin Tucker, Caltrans, Policy Advisory Member

1. CALL MEETING TO ORDER

Chair Howard called the meeting to order at 4:00 p.m.

2. PLEDGE OF ALLEGIANCE

Commissioner Gitlin 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 4:02 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 7, 2020

Staff recommendation: By consensus, accept minutes of April 7, 2020.

b) 2020-21 OVERALL WORK PROGRAM FINAL

TAC and Staff recommendation: By polled vote, adopt Resolution 2020 8 approving 2020-21 Overall Work Program.

c) 2020 ECONOMIC AND DEMOGRAPHIC PROFILE

TAC and Staff recommendation: By consensus, accept the 2020 Economic and Demographic Profile.

d) RESOLUTION AUTHORIZING AND APPROVING THE CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE *BUS ELECTRIFICATION PROJECT*

Staff recommendation: By polled vote, adopt resolution 2020 11.

e) CHAMBER OF COMMERCE GOVERNMENT MEMBERSHIP

Staff recommendation: By polled vote, authorize the expenditure of \$85 from the Office Operations/Work Element E1 for a DNLTC Chamber Membership.

**f) SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE) SYSTEM REPORT
STAFF RECOMMENDATION: BY CONSENSUS, ACCEPT THE SAFE SYSTEM REPORT.**

Public Comment: None

On a motion by Commissioner Gitlin, seconded by Commissioner Inscore, and unanimously carried the Del Norte Local Transportation Commission approved by consensus item 4 a-f.

POLICY and ADMINISTRATIVE

g) AMEND CONTRACT WITH DOKKEN ENGINEERING TO ACCOMMODATE ADDITIONAL COORDINATION WITH CALTRANS FOR US HIGHWAY 199 AT ELK VALLEY CROSS ROAD

Staff recommendation: Approve the three items below simultaneously with one vote to address the steps needed for a single change in the Overall Work Program.

1. TAC and staff recommendation: By polled vote, authorize the execution of Contract Amendment 2 with Dokken Engineering for the Elk Valley Cross Road Corridor Plan.
2. By polled vote, adopt resolution 2020 9, authorizing the funding strategy for additional consultant coordination with Caltrans for the US 199/Elk Valley Cross Road intersection.
3. By polled vote, adopt resolution 2020 10, amending the 2019-20 Overall Work Program to accommodate additional consultant coordination with Caltrans for the US 199/Elk Valley Cross Road intersection.

Tamera Leighton explained that the Elk Valley Cross Road project has met with some challenges and will require an amendment to the contract with Dokken Engineering. Dokken will produce a Tech Memo working with Caltrans on a unified solution to address the accident numbers that have been in dispute. The amendment agreement has been given to the TAC members for their information and consideration. The amendment provides for additional cost, scope, and schedule to allow Dokken to work with Caltrans on the Elk Valley project.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Kime, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved amending the contract with Dokken Engineering to accommodate additional coordination with Caltrans for US Highway 199 at Elk Valley Cross Road.

h) DISCUSSION ITEMS

- Highway 199 at Elk Valley Cross Road – Tamera Leighton reported that the document will be completed soon and it will be presented at the June meeting for acceptance at the July meeting.
- Last Chance Grade: March 11 begins night closures for 5 days – Tamera Leighton reported that Last Chance Grade will begin night closures on May 11 to allow Caltrans to move ahead quickly with their maintenance work. Public information notices have been sent out, but Tamera will resend the information and reach out to other communities whose travelers may be affected.
- SAFE System call box theft – Tamer Leighton reported that two call boxes have been stolen; one of the systems was a satellite call box. One call box was at Last Chance Grade and the other at Colliers Tunnel. Plans are in place to replace the missing call boxes and the California Highway Patrol will be on the lookout for suspicious activities around the call boxes.

5. COMMISSIONER COMMENTS AND REPORTS

Commissioner Giltin discussed the recent collision on Highway 199, commenting that speed was the issue, and inquired about addressing the speed issue. Chair Howard suggested additional signs, much like the signs Oregon uses that read “Slow Down and Save Lives.”

Chair Howard asked about have future discussions about Highway 101 and North Indian Road citing a high rate of collisions. The Tolowa Tribe should be included in these discussions.

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 Inscore, seconded by Commissioner Kime, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved items 4 a-g.

7. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, JUNE 2, 2020 AT 3 P.M.

With no further business before the Commission, Chair Howard adjourned the meeting at 4:26 p.m., until the next regularly scheduled meeting on Tuesday, June 2, 2020, at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, July 7, 2020, AT 3 PM

Present: Commissioner Alex Fallman, City,
Commissioner Roger Gitlin, County
Commissioner Gerry Hemmingsen, County (3:05 PM)
Commissioner Chris Howard, County, Chair
Commissioner Blake Inscore, City, Vice-Chair
Commissioner Heidi Kime, City

Absent: None

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

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Vice-Chair 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. ADJOURN TO THE POLICY ADVISORY COMMITTEE

Vice-Chair Inscore 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 JUNE 2, 2020

Staff recommendation: By consensus, accept minutes of June 2, 2020.

b) CALIFORNIA HIGHWAY PATROL STANDARD AGREEMENT FOR SAFE SYSTEM

Staff recommendation: By polled vote, adopt resolution 2020 12 authorizing the execution of the standard contract with the CHP.

c) TRANSPORTATION DEVELOPMENT ACT CLAIM

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

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

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

- i. 2020 13 Del Norte Local Transportation Commission resolution allocating funds to Redwood Coast Transit Authority for Operating Expenses.
- ii. 2020 14 Del Norte Local Transportation Commission resolution allocating funds for administrative and planning purposes.
- iii. 2020 15 Del Norte Local Transportation Commission resolution allocating funds for pedestrian and bicycle purposes.

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

POLICY and ADMINISTRATIVE

e) Discussion items

- Highway 199 at Elk Valley Cross Road – Tamera Leighton reported that all the documents for the Elk Valley Crossroad project, the SB 743 Implementation Plan, and Wonderstump Road have been completed. The Elk Valley Cross Road and SB 743 Implementation Plan documents are posted on the Transportation Commission’s website. Tamera also commented that the County did a great job with public outreach on the Wonder Stump project.
- SB 743 Implementation Plan - see above.
- Public Outreach: Wonderstump Road - See above
- Last Chance Grade - Tamera Leighton reported that the public information flyer is delayed until August. There was a communication glitch with Congressman Huffman’s office, but it is anticipated that the public information flyer will be distributed in August.

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.

On a motion by Commissioner Kime, seconded by Commissioner Fallman, 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, AUGUST, 4 2020 AT 3:00 P.M.

With no further business before the Commission, Vice Chair Inscore adjourned the meeting at 3:20 p.m., until the next regularly scheduled meeting on Tuesday, August 4, 2020, at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, September 1, 2020, AT 3 PM

Present: Commissioner Alex Fallman, City,
Commissioner Roger Gitlin, County
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County, Chair
Commissioner Blake Inscore, City, Vice-Chair
Commissioner Heidi Kime, City
Kevin Tucker, Caltrans, Policy Advisory Member

Absent: None

Also Present: Susan Brown, Rural Approaches
Tamara Leighton, Local Transportation Commission
Autumn Luna, Legal Council
Jon Olson, City
Kevin Tucker, Caltrans, Policy Advisory Member
Eric Wier, City

1. CALL MEETING TO ORDER

Chair Howard called the meeting to order at 3:04 p.m.

2. PLEDGE OF ALLEGIANCE

Vice-Chair 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. 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

Chair Howard suggested that Executive Session be held at the end of the Commission meeting. By consensus, the Commission agreed to hold the Executive Session at the end of the meeting.

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.

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 7, 2020

Staff recommendation: By consensus, accept minutes of July 7, 2020.

b) ADOPT RESOLUTION 2020 16 AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 WITH CALTRANS.

Proposed action: By polled vote, adopt resolution 2020 16 authorizing the Federal funding under FTA Section 5311 with Caltrans.

On a motion by Commissioner Inscore, seconded by Commissioner Fallman, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved items 5 a-b.

POLICY and ADMINISTRATIVE

c) CITY OF CRESCENT CITY REQUEST FOR ADDITIONAL REGIONAL SURFACE TRANSPORTATION PROGRAM FUNDING FOR SUNSET CIRCLE

Proposed action: Consider the TAC recommendation, the materials submitted, and poll the vote on the item.

Tamera Leighton reviewed the intended use of the Regional Surface Transportation Program (RSTP) Funds and made note that the TAC did recommend the DNLTC approve the request for additional RSTP funds for the Sunset Circle project, however even though the TAC recommended it, and there was a TAC quorum present, there were no county representatives at the TAC meeting. The County TAC members had concerns about granting yet more funds to the project; not the validity of the project. County TAC members felt if the funds were allocated to this project those funds would not be available for use on other projects. Tamera also noted that staff has not agreed to the recommendation because of not being sure if there is agreement on this item. Jon Olson, City Engineer, discussed that the city has funding to cover the project with a 3% contingency included. The additional \$42,000 request will give the City a 10% contingency for change orders or cost overruns. The City is not anticipating having any issues but would like to have the additional funds available if needed. Eric Wier, City Manager, added that the City does not take the request lightly. The project has been a long-term effort with many pieces, and other sources of funding have been sought and acquired for the project. Chair Howard commented the Commission has been very supportive of this project, allocating funding and additional requests for funding. Now the City is again asking for additional funds which essentially tie up the funds for a period of time. Chair Howard asked if the city has additional funds it can contribute. Eric Wier stated that the City is under budget due to the loss of revenue because of the COVID virus. Commissioner Hemmingsen asked why the City is requesting these funds before they may be needed. Jon Olson explained the project is now in a final construction phase of about 70-85 days and if there are change orders or cost overruns the City will need to act quickly to keep the project moving forward. Commissioner Hemmingsen asked about the time frame that would be needed for the Commissioners to act if the funds were needed. Tamera explained that since the TAC already approved the recommendation, there would just need to be a meeting of the Commission to approve the funds, and a special meeting could be called if necessary. Commissioner Hemmingsen asked if the project would be

held up if the funds were not approved at this meeting. Eric Wier stated no, the project would not be held up. The Commission discussed the fund balance and potential need for the funds for other projects in the pipeline, and how these other projects, such as the Bluff Stabilization project and Washington Boulevard project would need RSTP funds. The Commission agreed that if the funds were needed, a special meeting could be called.

No action by the Commission was taken on this item.

d) DNLTC SUPPORT FOR CITY OF CRESCENT CITY'S BALLOT MEASURE.

Proposed action: Consider the TAC recommendation, the materials submitted, and poll the vote on the item.

Tamera Leighton explained the City has sent a request for support of their upcoming ballot measure. In her position as Executive Director, she is already obligated to respond to inquiries and disseminate factual information regarding transportation commission issues and projects. Additional staff time will be required if she is to actively support the measure on behalf of the Commission. Staff salary is allocated through Local Transportation Funds (LTF) and funds would need to be reallocated for staff to perform additional duties, such as supporting this ballot measure, and it could reduce time spent on other projects. Eric Wier, City Manager, related how important this ballot measure is to the City. Increased funding would support the city's critical services; police, fire, pool, and local street repairs. Commissioner Hemmingen inquired about the cost involved for staff support. Tamera explained that the Commission could direct staff to support the measure but not expend staff time; there would be no impact on the funds. But if the Commission directs active involvement then additional staff time must be considered. A letter of support could be a solution to support the measure without additional staff time. On a motion by Commissioner Inscore, seconded by Commissioner Fallman, with a nay vote from Commissioner Gitlin, motion carried on a polled vote the Del Norte Local Transportation Commission approved DNLTC support for City of Crescent City's Ballot Measure.

e) DISCUSSION ITEMS

- Elk Valley Cross Road – Chair Howard discussed no progress has been made in this area. He referenced 2 recent accidents on Highway 199 & Elk Valley and met with Lt. Depee from CHP and both agreed that Highway 101 access to Highway 199 needs improving. Policy Advisory Member Kevin Tucker stated that striping on Highway 101 and Elk Valley was completed prior to the recent accident. Tamera responded that striping is minor compared to the recommendations in the planning document. Kevin responded that Caltrans and CHP are reviewing the suggestions in the planning document.

- Last Chance Grade – Tamera Leighton reported that the annual informational flyer has been sent out to the public. The flyer is intended to reduce speculation and informal chatter about the project. On another note, Tamera reported that the call box in the Last Chance Grade location has been knocked down. She will be driving out to the location to check it out.

6. COMMISSIONER COMMENTS AND REPORTS

Commissioner Gitlin would like to revisit the yellow speed caution signs posted on Highway 199. Changing the yellow caution speed signs to a legal speed limit may reduce speeds on the curves and save lives. He would like to bring this topic to a discussion in front of the Commission. Tamera reminded the Commission that

Caltrans is conducting a Safety Study on the Highway 199 corridor. The Commission should wait for the completion of the study to see if those changes are indicated in the document.

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.

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-d.

Chair Howard moved the Commission into the closed session.

8. 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

Chair Howard reported no action was taken in the Closed Session.

9. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, OCTOBER 6, 2020 AT 3:00 P.M.

With no further business before the Commission, Chair Howard adjourned the regular meeting at 4:20 p.m., and moved into Executive Session, until the next regularly scheduled meeting on Tuesday, October 6, 2020, at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, October 6, 2020, AT 3 PM

Present: Commissioner Alex Fallman, City,
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County, Chair
Commissioner Blake Inscore, City, Vice-Chair

Absent: Commissioner Roger Gitlin, County
Commissioner Heidi Kime, City

Also Present: Susan Brown, Rural Approaches
Tamara Leighton, Local Transportation Commission
Jon Olson, City
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

Vice-Chair 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. 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 SEPTEMBER 1, 2020

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

b) PLANNING, PROGRAMMING, AND MONITORING RESOLUTION AUTHORIZING STAFF ADMINISTRATION OF THE FUNDS FOR 2020-21.

Staff recommendation: By polled vote, adopt resolution 2020 17 authorizing the executive director to execute fund transfer agreements with the State of California

Department of Transportation for fiscal year 2020-21 Planning, Programming, and Monitoring program.

c) STATE OF GOOD REPAIR RESOLUTION AUTHORIZING THE PROJECT LIST AND STAFF ADMINISTRATION OF THE FUNDS FOR 2020-21.

Staff recommendation: By polled vote, adopt resolution 2020 18 authorizing the administration of the SGR program and the program list.

d) SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL MEMBERSHIP

Staff recommendation: By consensus, approve the Social Services Transportation Advisory Council membership.

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

POLICY and ADMINISTRATIVE

e) DISCUSSION ITEMS

- Sunset Circle progress update – Jon Olson, City, reported about a two-week delay in the initiation of the project due to Tidewater having to take care of emergency repairs on Highway 101 at Collier Tunner. Commissioner Hemmingson inquired about added project costs because of the delay. Jon stated that there shouldn't be any added costs because the city held off on the Notice to Proceed because of the emergency repairs.
- 2020 Regional Transportation Plan meeting – Tamera Leighton reported that the public meeting for the Regional Transportation Plan is scheduled for October 20 at 4: PM.
- Elk Valley Cross Road – Nothing to report.
- Last Chance Grade – Tamera Leighton discussed her position in the Advisory Committee as an advocate for community information. The annual flyer has been sent out.

5. COMMISSIONER COMMENTS AND REPORTS

Policy Advisory Member Kevin Tucker reported that Caltrans and Pacific Power are partnering on acquiring a generator for the Collier Tunnel and rest area, and advised travelers that there would be periodic travel delays during some of the tunnel work.

Chair Howard discussed the work he and Tamera are doing to offset the public misinformation regarding highway 197 and 199. They are taking a facts-based approach to the misinformation coming from the opposition.

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 Inscore, 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, NOVEMBER 3, 2020 AT 3:00 P.M.

With no further business before the Commission, Chair Howard adjourned the regular meeting at 4:20 p.m., and moved into Executive Session, until the next regularly scheduled meeting on Tuesday, November 3, 2020, at 3:00 p.m.

Respectfully submitted

A handwritten signature in cursive script, appearing to read "Tamera Leighton", written over a horizontal line.

Tamera Leighton, Executive Director

DEL NORTE TRANSPORTATION COMMISSION
REGULAR MEETING MINUTES: TUESDAY, October 6, 2020, AT 3 PM

Present: Commissioner Alex Fallman, City,
Commissioner Gerry Hemmingsen, County
Commissioner Chris Howard, County, Chair
Commissioner Blake Inscore, City, Vice-Chair
Commissioner Heidi Kime, City

Absent: Commissioner Roger Gitlin, County

Also Present: Susan Brown, Rural Approaches
Janet Gilbert, public
Tamara Leighton, Local Transportation Commission
Jon Olson, City
Kevin Tucker, Caltrans

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Vice-Chair 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. 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 OCTOBER 6, 2020

Proposed action: By consensus, accept minutes of October 6, 2020.

b) 2019-20 ANNUAL AUDIT

Staff recommendation: By polled vote, accept the 2019-20 Annual Fiscal Audit.

c) RESOLUTION ALLOCATING REGIONAL SURFACE TRANSPORTATION PROGRAM FUNDING FOR CLOUD-BASED PREVAILING WAGE SOFTWARE.

Staff recommendation: By polled vote, adopt resolution 2020 20 allocating \$3,950 in RSTP funds for prevailing wage software.

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-c.

POLICY and ADMINISTRATIVE

d) OVERALL WORK PROGRAM AMENDMENT 1

Staff and TAC recommendation: By polled vote, adopt resolution 2020 19 amending the 2020-21 Overall Work Program.

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

Public Comment: None

On a motion by Commissioner Fallman, seconded by Commissioner Hemmingsen, and unanimously carried on a polled vote the Del Norte Local Transportation Commission adopted resolution 2020 19 amending the 2020-21 Overall Work Program.

e) ATTORNEY-CLIENT FEE AGREEMENT WITH THE DEL NORTE COUNTY COUNSEL'S OFFICE

Staff recommendation: By polled vote, authorize the executive director to execute the Attorney-Client Fee Agreement with the Del Norte County Counsel's Office.

Tamera Leighton explained the execution of the Attorney Fee Agreement will allow the Commission to continue working with Legal Counsel, Autumn Luna, who has taken a position with the County's Legal Department. This will ensure continuity in representation, especially regarding environmental issues.

Public Comment: None

On a motion by Commissioner Inscore, seconded by Commissioner Kime, and unanimously carried on a polled vote the Del Norte Local Transportation Commission authorized the executive director to execute the Attorney-Client Fee Agreement with the Del Norte County Counsel's Office.

f) DISCUSSION ITEMS

- Sunset Circle progress update – Jon Olson, Crescent City Public Works Director, reported the project is about one-third done and there are no change orders to date. The project is on schedule and within budget.
- Elk Valley Cross Road – Tamera Leighton reported additional lights and speed controls have been installed at the intersection. Lt. Depee, California

Highway Patrol, suggested improving the sight distance with measures such as widening the radius of the curve. Tamera will follow-up with Caltrans on this suggestion.

- Last Chance Grade – Chair Howard reported the recent town hall for Last Chance Grade was poorly communicated from Senator McGuire’s office to the public. Tamera Leighton suggested the Commission will coordinate with the Senator’s office for better communication for meetings and information in the future.

5. COMMISSIONER COMMENTS AND REPORTS

Commissioner Fallman stated this was his last meeting on the commission and wishes to thank the Commission for their support during his time with them, and stated what a privilege it has been to work with them.

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

7. ADJOURN UNTIL THE MEETING SCHEDULED ON TUESDAY, JANUARY 12, 2020 AT 3:00 P.M.

With no further business before the Commission, Chair Howard adjourned the regular meeting at 3:23 p.m., until the next scheduled meeting on Tuesday, January 12, 2020, at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director