

**DEL NORTE TRANSPORTATION COMMISSION  
REGULAR MEETING MINUTES: TUESDAY, FEBRUARY 5, 2019 AT 3 PM**

Present: Commissioner Alex Fallman, City, Chairman  
Commissioner Roger Gitlin, County  
Commissioner Chris Howard, County, Vice-Chairman  
Commissioner Blake Inscore, City  
Commissioner Heidi Kime, City  
Jesse Robertson, Caltrans, Policy Advisory Member

Absent: Commissioner Gerry Hemmingsen, County

Also Present: Susan Brown, Rural Approaches  
Rachel Demski, 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**

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 2019 Term.

On a motion by Commissioner Kime, seconded by Commissioner Fallman and unanimously carried on a polled vote Commissioner Fallman was elected Chairman for 2019 and began presiding over the meeting.

On a motion by Commissioner Kime, seconded by Chair Fallman, and unanimously carried on a polled vote Commissioner Howard was elected Vice Chairman for 2019.

## 5. ADJOURN TO THE POLICY ADVISORY COMMITTEE

Chair Fallman adjourned as the Del Norte Local Transportation Commission to the Policy Advisory Committee at 3:05 p.m. Chair Fallman 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 4, 2018

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

On a motion by Commissioner Howard, seconded by Commissioner Kime, with Commissioner Gitlin abstaining, and carried on a polled vote, the Del Norte Local Transportation Commission approved item 5a.

### POLICY AND ADMINISTRATION

#### b) 2019-2020 OVERALL WORK PROGRAM

TAC and recommendation, to review draft Overall Work Program and direct staff to prepare final Overall Work Program.

Tamara Leighton gave an overview of the Overall Work Program (OWP) elements highlighting changes. Work Element A which encompasses work on Last Chance Grade will include hosting the California Transportation Commissioners (CTC) on a local transportation needs tour and setting up a Town Hall for the CTC.

The 2020 Economic and Demographic Profile is in flux because there are new CSU Chico employees working on this profile. The 2018 profile has recently been released and it is anticipated that the 2019 profile would be completed in June of 2019.

The Regional Transportation Plan will be initiated this coming fiscal year and completed in 2020.

The SB 743 Transportation Plan is a new Work Element which will establish Vehicle Miles Traveled (VMT) threshold and maintain Level of Service data for City and County general plans.

Tamera Leighton recommends a withdrawal of the Safety and Security Work Element which includes the Tsunami Evacuation Path citing that this project needs to be a partner project with all local entities.

Public Comment: None

#### c) DISCUSSION ITEMS

- CTC Town Hall Meeting -Tamera Leighton reported that the California Transportation Commission (CTC) will be touring critical transportation corridors in the County and

they will also hold a CTC Town Hall. The event is scheduled for November 2019 and the agenda for the town hall and tour is in development. The meeting will be positive, informative and unique to region.

- Safety Projects on US 199 and 101- Policy Advisory Member Jesse Robertson reported on potential traffic safety projects. Projects are developed using analysis based on traffic safety incidents. Jesse also reported that District 1 has a higher number of reported safety incidents than any other District in the state. There are two significant issues on Highway 199 from post mile 2-6 with a narrow curve and no guard rail, and at post mile 20-20.6 there needs to be a curve correction. Commissioner Howard reported on increased accident reports on Hardscrabble Creek and asked for follow up on this issue from Policy Advisory Committee member Robertson.

#### **6. COMMISSIONER COMMENTS AND REPORTS**

The Commissioners welcomed new members Policy Advisory Jesse Robertson, Commissioner Gitlin, and Commissioner Inscore.

#### **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 polled vote, approve and adopt the actions taken by the Policy Advisory Committee in terms listed above.

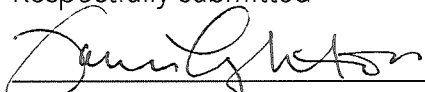
Public Comment: None

On a motion by Commissioner Howard, seconded by Commissioner Inscore, and unanimously carried on a polled vote the Del Norte Transportation Commission approved item 5 a-c.

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

With no further business before the Commission, Chairman Fallman adjourned the meeting at 3:27 p.m., until the next regularly scheduled meeting on March 5th, 2019 at 3:00 p.m.

Respectfully submitted

  
\_\_\_\_\_  
Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION**  
**REGULAR MEETING MINUTES: TUESDAY, APRIL 2, 2019 AT 3 PM**

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

Absent: None

Also Present: Rachel Demski, Rural Approaches  
Tamara Leighton, Local Transportation Commission  
Eileen Cooper, Citizen

**1. CALL MEETING TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

Chair 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:

Eileen Cooper requested that public comment be held later in the agenda to accommodate arrival of the public who take the local bus to attend the meeting.

**4. ADJOURN TO THE POLICY ADVISORY COMMITTEE**

Chair Fallman adjourned as the Del Norte Local Transportation Commission to the Policy Advisory Committee at 3:05 p.m. Chair Fallman 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 FEBRUARY 5, 2019

Staff recommendation: By consensus, accept minutes of February 5, 2019.

b) 2018-19 OVERALL WORK PROGRAM AMENDMENT 4

Staff recommendation: By polled vote, adopt resolution 2019 1 approving the 2018-19 Overall Work Program Amendment 4.

c) APPROVE LCTOP PROGRAMMING

Redwood Coast Transit Authority and Staff recommendation: By polled vote, adopt resolution 2019 2 authorizing the execution of documents and programming supporting the Low Carbon Transit Operations Program for Free Bus Partner Program and Restoration of Crescent City Saturday Service totaling \$53,171

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 item 4 a-c.

## **POLICY AND ADMINISTRATION**

d) DISCUSSION ITEMS

- Pedestrian safety on US 101 at Washington Boulevard onramp – Tamera Leighton gave a brief overview of the project noting safety concerns for pedestrians. The project is anticipated to align with Caltrans other projects in the downtown area, meeting ADA standards for pedestrian paths. Suresh Ratnam added that the project work is anticipated to be completed in three to four years. Commissioner Inscore expressed concern regarding the length of time for completion of the ADA pathway noting the severity of danger posed to citizens who are currently using the path to reach their destination; there have been numerous injuries and fatalities due to the speed of vehicles exiting on the ramp while pedestrians are trying to cross the road. Tamera explained that projects such as these require many phases; community engagement, design, construction, and funding. This project has been accelerated to be implemented with the project work that will be happening in the downtown area as noted previously in the discussion.
- Overall Work Program – Tamera Leighton has not yet received comments from Caltrans on the Overall Work Program (OWP). When the comments are received, they will be addressed through the Transportation Advisory Committee (TAC) and the Del Norte Local Transportation Commission (DNLTC). The Overall Work Program will then be presented to the Commission for approval. Current work on the OWP is on track and it is anticipated all work in the current plan will be completed in a timely manner.
- Last Chance Grade – Tamera Leighton reported that the California Transportation Commission (CTC) allocated \$45 million for the Environmental Documents for the

project. The CTC would like to see this project accelerated and have the Environmental Phase completed by 2024.

- US 199 intersection at Elk Valley Cross Road – Tamera Leighton has nothing new to report noting that the Cross Road Corridor Plan has been initiated.
- Public Comment: Eileen Cooper commented on the problems entering Highway 199 from King’s Valley road.
- Turn pockets on US 101 in the Smith River area – Tamera Leighton did not have any updates on this topic.
- Commonplace crowdsourcing and collision mapping – Tamera Leighton reported that she is working with the Consultant to add collision incidents to Commonplace, which will help, identify high collision areas more quickly.  
Public Comment: Eileen Cooper commented on the new round-a-bout being hazardous to pedestrians.

**5. COMMISSIONER COMMENTS AND REPORTS**

Commissioner Gitlin would like to have a guardrail installed at milepost 12.6 on Highway 199 and inquired about the process of installing guardrails.

Commissioner Hemmingsen inquired about the status of the Highway 199 project. Tamera Leighton suggested that Autumn Luna, counsel for DNLTC, meet with the Commissioners for a project update at the next meeting.

**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 polled vote, approve and adopt the actions taken by the Policy Advisory Committee in the items listed above.

Public Comment: None

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

**7. ADJOURN TO THE REGULAR MEETING SCHEDULED ON MARCH 5, 2019 AT 3 P.M.**

With no further business before the Commission, Chairman Fallman adjourned the meeting at 3:34 p.m., until the next regularly scheduled meeting on Tuesday May 7, 2019 at 3:00 p.m.

Respectfully submitted

  
Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION  
REGULAR MEETING MINUTES: TUESDAY, MAY 7, 2019 AT 3 PM**

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

Absent: Commissioner Heidi Kime, City

Also Present: Eileen Cooper, Citizen  
Rachel Demski, Rural Approaches  
Tamara Leighton, Local Transportation Commission  
Suresh Ratnam, Caltrans, Policy Advisory Committee Member

**1. CALL MEETING TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

Chair 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:

Eileen Cooper discussed transformative projects, especially those related to the transportation network. Eileen stated that we should encourage green vehicles and solar charging stations. Eileen also suggested that the community become more self-sustaining through requiring that new buildings and parking lots install solar energy.

**4. ADJOURN TO THE POLICY ADVISORY COMMITTEE**

Chair Fallman adjourned as the Del Norte Local Transportation Commission to the Policy Advisory Committee at 3:05 p.m. Chair Fallman 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 APRIL 2, 2019

Staff recommendation: By consensus, accept minutes of April 2, 2019.

b) AMEND WEBSITE SERVICES CONTRACT.

Proposed action: By polled vote, approve Amendment 1 to the Website Services, Social Media and Crowdsourcing contract to include ADA compliance and collision mapping on Commonplace.

c) 2018-19 OVERALL WORK PROGRAM AMENDMENT 5

Proposed action: By polled vote, approve Resolution 2019 3 amending the 2018-19 Overall Work Program.

d) 2019-20 OVERALL WORK PROGRAM

Proposed action: By polled vote, approve Resolution 2019 4 adopting the 2019-20 Overall Work Program.

Public Comment: None

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

## **POLICY AND ADMINISTRATION**

e) SB 152 AS AMENDED

Requested action: Authorize Chair to sign letters of concern as needed.

Tamera Leighton related that the effect of SB152 to rural counties will be fewer opportunities for funding, and that urban areas will benefit from this legislation. Tamera went on to explain that this topic will be on the Rural Counties meeting agenda and that she will be meeting with Senator Mike McGuire about his position for the legislation; which will largely hurt rural counties. The new legislation proposes to reduce funding to rural communities to a 40% apportionment of Active Transportation Planning (ATP) funds and gives the Metropolitan Planning Organizations (MPO) 60% of these funds directly. Tamera is asking that the Commission authorize Chair Fallman to sign letters of concern as needed regarding this bill.

Public Comment: Eileen Cooper talked about the need to have careful analysis of the unmet needs in rural areas and compare those against the unmet needs in urban areas. Eileen requested the Commission demand a fair allotment of the funds in question.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Howard, and unanimously carried on a polled vote the Del Norte Local Transportation Commission authorized Chair Fallman to sign letters of concern as needed.

f) DISCUSSION ITEMS

– SHOPP project update – Tamera Leighton reported that she met with Richard Mullen, District 1 Project Manager and reviewed the State Highway Operations and Protections Program (SHOPP) list. The lighting at Collier Tunnel is being addressed and the rest area at the tunnel is scheduled for improvements. The other projects listed are routine in nature. The list will be presented to the Commission at their next meeting.

– Last Chance Grade – Commissioner Hemmingsen reported at the last Stakeholder meeting mitigation was discussed and the biggest concern was when the project



would get started. Commissioner Howard asked about the National Environmental Policy Act (NEPA) lawsuit regarding Richardson Grove. Tamera relayed that Autumn Luna, Legal Council should be able to give an update at the July Meeting.

- US 199 intersection at Elk Valley Cross Road – Tamera Leighton reported that the Planning Document phase is moving forward. Preliminary meetings have happened with the school district and Caltrans, and public meetings are being scheduled for late May or early June.
- US Highway 199 litigation: July 2 update – Tamera Leighton reported that Autumn Luna, Legal Council will give an update to the Commission at the July meeting.

Public Comment: Eileen Cooper talked about the safety meeting at the County with little attendance by the community and hoped there will be better outreach for community involvement at the Elk Valley Cross Road meeting.

#### **5. COMMISSIONER COMMENTS AND REPORTS**

Commissioner Gitlin reported that he met with Commander Depee, California Highway Patrol, who suggested that restriping or additional guardrails on Highway 199 at milepost 10.46 be implemented to lessen potential incidents.

Commissioner Howard reported that he is attending the transportation meeting in Eureka and will be meeting with Assembly Transportation Chair Jim Frazier. We hope to hear about projects and concerns about SB152, Highway 199, Last Chance Grade, Highway 197, and long-standing issues on Highway 101.

Public Comment: Eileen Cooper relayed that the Friends of Del Norte is very supportive of safety projects on Highway 199. Eileen stated she has reviewed the evaluation document put out by Federal Highway Safety Administration that studies all of the elements that go into making high-speed roads safer. Their number one issue is not having adequate shoulders. Inadequate shoulders should be improved.

#### **6. ACTION ON THE RECOMMENDATIONS OF THE POLICY ADVISORY COMMITTEE**

Public Comment: None

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

#### **7. ADJOURN TO THE REGULAR MEETING SCHEDULED ON JUNE 4, 2019 AT 3 P.M.**

With no further business before the Commission, Chairman Fallman adjourned the meeting at 3:43 p.m., until the next regularly scheduled meeting on Tuesday June 4, 2019 at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION  
REGULAR MEETING MINUTES: TUESDAY, JULY 2, 2019 AT 3 PM**

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

Absent: Commissioner Heidi Kime, City

Also present: Alisa Green, Rural Approaches  
Tamara Leighton, Local Transportation Commission  
Autumn Luna, Legal Council  
Suresh Ratnam, Caltrans, Policy Advisory Member

**1. CALL MEETING TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

Chair Fallman led the Pledge of Allegiance.

**PUBLIC COMMENT PERIOD**

Anyone wishing to make public comments regarding matter either on or off the agenda and within the Commissioner'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

**3. CLOSED SESSION**

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

Chair Fallman recessed the open session at 3:02 p.m. and immediately convened in closed session. The closed session was adjourned at 3:13 p.m. and the meeting was immediately reconvened in open session. Chair Fallman announced that no action was taken during the closed session.

**ADJOURN TO THE POLICY ADVISORY COMMITTEE**

Chair Fallman adjourned as the Del Norte Local Transportation Commission to the Policy Advisory Committee at 3:13.

**4. 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 7, 2019

Staff recommendation: By consensus, accept minutes of May 7, 2019.

b) TRANSPORTATION DEVELOPMENT ACT CLAIM

By polled vote, approve Redwood Coast Transit Authority Transportation Development Act claim and authorize the chair to sign.

c) ADOPT TRANSPORTATION DEVELOPMENT ACT (TDA) RESOLUTIONS FOR 2019-20.

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

- i. 2019 5 Del Norte Local Transportation Commission resolution allocating funds to Redwood Coast Transit Authority for Operating Expenses.
- ii. 2019 6 Del Norte Local Transportation Commission resolution allocating funds for administrative and planning purposes.
- iii. 2019 7 Del Norte Local Transportation Commission resolution allocating funds for pedestrian and bicycle purposes.

Public Comment: None

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

## POLICY AND ADMINISTRATIVE

d) TRIENNIAL PERFORMANCE AUDIT AND RESPONSE TO AUDIT SB

TAC and staff recommendation: By consensus, accept Triennial Performance Audit and Response to Audit.

Tamera Leighton explained that this audit is conducted every three years and takes into consideration the work program and work product. This is a mandated audit under the Transportation Development Act. The audit was deemed as satisfactorily meeting the applicable state legislative mandates.

Public Comment: None

Chair Fallman asked for consensus from the Commissioner to accept the Triennial Performance Audit and response to audit. Consensus was given by all Commissioners present.

e) DISCUSSION ITEMS

- Last Chance Grade - Tamera Leighton announced that the Last Chance Grade annual public information mailer has been sent out and displayed a copy for the Commissioners. Tamera reported that after the current contract expires for the stakeholder process, Caltrans will be picking up the contract and continuing the stakeholder meetings as part of the project development process.

- US 199 intersection at Elk Valley Cross Road - Tamera Leighton reported that there was a public meeting last week to start the information gathering phase of the project. Tamera also reported that Caltrans will be conducting a safety study of US Highway 199 corridor. The safety study is expected to yield some long-term solutions and some solutions that nearly immediately to reduce the injury and fatality collisions safety issues on US 199.

## **5. COMMISSIONER COMMENTS AND REPORTS**

None

## **6. ACTION ON THE RECOMMENDATIONS OF THE POLICY ADVISORY COMMITTEE**

Adjourned as the Policy Advisory Committee, reconvened as the Del Norte Local Transportation Commission, and by polled vote, approved and adopted the actions taken by the Policy Advisory Committee in the items listed above.

Public Comment: None

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

## **7. ADJOURNED UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, AUGUST 6, 2019 AT 3 P.M.**

With no further business before the Commission, Chairman Fallman adjourned the meeting at 3:35 p.m., until the next regularly scheduled meeting on Tuesday, August 6, 2019 at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION  
REGULAR MEETING MINUTES: TUESDAY, SEPTEMBER 3, 2019 AT 3 PM**

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

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

Also Present: Eileen Cooper  
Alisa Green, Rural Approaches  
Tamara Leighton, Local Transportation Commission  
Suresh Ratnam, Caltrans, Policy Advisory Member

**1. CALL MEETING TO ORDER**

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

**2. 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 3:01 p.m.

Chair Fallman 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 2, 2019**

Proposed action: By consensus, accept minutes of July 2, 2019.

**b) TDA FUND ALLOCATION FOR CONSOLIDATED TRANSPORTATION  
SERVICE AGENCY SERVICES TO REDWOOD COAST TRANSIT  
AUTHORITY**

Proposed action: By polled vote, adopt resolution 2019 10 authorizing Transportation Development Act funds to Redwood Coast Transit Authority for ADA eligibility determination and travel training programs.

**c) CERTIFICATIONS AND ASSURANCES FOR TRANSIT FUNDS**

Proposed action: By polled vote, adopt resolution 2019 9 authorizing certifications and assurances to Caltrans for Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funding with Redwood Coast Transit Authority.

**d) LOCAL STREETS AND ROADS NEEDS ASSESSMENT**

Proposed action: By polled vote, adopt resolution 2019 8 authorizing an RSTP fund expenditure of \$172 to support statewide Local Streets and Roads Needs Assessment.

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-d.

**POLICY and ADMINISTRATIVE**

**e) DISCUSSION ITEMS**

- Last Chance Grade – Tamera Leighton reported there will be a Last Chance Grade stakeholder meeting on September 11. Tamera also relayed information about any concerns about the light on the tunnel not functioning. The malfunction was due to a spill of fish from a commercial truck. Caltrans was on the scene to assist traffic.
- US 199 intersection at Elk Valley Cross Road – Tamera Leighton reported on the terrible accident at this intersection. Lostcoastoutpost.com in the Wild Rivers section has been a good source of immediate information regarding these issues. Tamera is still researching ways to develop a better database; whether that is Common Place or another forum for information gathering.
- California Transportation Commission meeting planning – Tamera Leighton reported that a draft list of discussion items has been developed. The California Transportation Commission (CTC) meeting will be a one-day meeting on November 6th in the Board of Supervisors meeting room starting at 8:30 am and ending at 5:00 pm. The CTC Commissioners will have an opportunity to tour Last Chance Grade, have a driving tour of Hwy 199 and 197, and an Urban Area Partnership tour. A particular item of discussion will be the limited emergency funding parameters and project time extensions rural areas need. Senator Mike McGuire is hosting a town hall that same evening and CTC members may want to attend.

Public Comment: Eileen Cooper commented that the Friends of Del Norte expect to have time allotted to speak before the CTC during their meeting; the key issues being Last Chance Grade, and Highway 199 and 197. Eileen also commented on the US 199 and Elk Valley Cross Road planning document stating that other areas are more in need of planning.

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

**7. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, OCTOBER 1, 2019 AT 3 P.M.**

With no further business before the Commission, Chair Fallman adjourned the meeting at 3:29 p.m., until the next regularly scheduled meeting on Tuesday, October 1, 2019, at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION  
REGULAR MEETING MINUTES: TUESDAY, OCTOBER 1, 2019 AT 3 PM**

Present: Commissioner Alex Fallman, City Chairman  
Commissioner Roger Gitlin, County  
Commissioner Gerry Hemmingsen, County  
Commissioner Blake Inscore, City

Absent: Commissioner Chris Howard, County, Vice-Chairman  
Commissioner Heidi Kime, City

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

**1. CALL MEETING TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

Chair 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**

Chair Fallman adjourned as the Del Norte Local Transportation Commission and immediately reconvened as the Policy Advisory Committee at 3:05 p.m.

Chair Fallman 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 SEPTEMBER 3, 2019**

Proposed action: By consensus, accept minutes of September 3, 2019.

**b) APPROVE STATE OF GOOD REPAIR PROJECT LIST**

By polled vote, adopt resolution 2019 11 approving the Del Norte County Fiscal year 2019-20 SB-1 State of Good Repair funding project list.



**c) APPROVE THE FEDERAL TRANSIT ADMINISTRATION SECTION 5310 PROGRAM**

By polled vote, adopt resolution 2019 12 approving the Federal Transit Administration Section 5310 Program

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

**POLICY and ADMINISTRATIVE**

**d) DISCUSSION ITEMS**

- Last Chance Grade – Tamera Leighton had nothing new to report. Commissioner Hemmingsen stated that mitigation and the timeline are still being worked on.
- US 199 intersection at Elk Valley Cross Road – Tamera Leighton Reported the Corridor Plan is moving forward.
- California Transportation Commission meeting planning – Tamera Leighton gave an update on the upcoming California Transportation Commission (CTC) meeting which is scheduled for November 6<sup>th</sup>. The preliminary schedule is set and she expects most of the CTC members will attend. Tamera also expressed concern regarding the lack of rural representation on the CTC and encourages the Commission to advocate for a rural appointee when there is another opening for a CTC member.

Public Comment: Eileen Cooper expressed concern about a previous Executive Session where at the end of the session, Chair Fallman stated there was nothing to report from the session. Eileen believes that a decision was made in Executive Session but not reported out and has asked for a public records request regarding this incident.

**5. COMMISSIONER COMMENTS AND REPORTS**

Commissioner Hemmingsen inquired about the pending litigation regarding US Hwy 101. Tamera Leighton reported that the latest petition will be heard by the court on October 31 and after the hearing, Legal Council will release information regarding the proceedings.

**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, NOVEMBER 5, 2019 AT 3 P.M.**

With no further business before the Commission, Chair Fallman adjourned the meeting at 3:15 p.m., until the next regularly scheduled meeting on Tuesday, November 5, 2019, at 3:00 p.m.

Respectfully submitted

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

Tamera Leighton, Executive Director

**DEL NORTE TRANSPORTATION COMMISSION  
REGULAR MEETING MINUTES: TUESDAY, NOVEMBER 5, 2019 AT 3 PM**

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

Absent: Commissioner Blake Inscore, City

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

**1. CALL MEETING TO ORDER**

Chair Fallman called the meeting to order at 3:16 p.m.

**2. PLEDGE OF ALLEGIANCE**

Chair 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. CLOSED SESSION**

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

Nothing to report.

**5. 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 3:40 p.m.

Chair Fallman 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 OCTOBER 1, 2019**

Proposed action: By consensus, accept minutes of October 1, 2019.

**b) AUTHORIZE EXECUTION OF CONTRACT FOR SB 743 IMPLEMENTATION PLAN**

Staff and TAC recommendation: By polled vote, authorize executive director to execute contract for SB 743 Implementation plan with VRPA Technologies, Inc.

**c) AUTHORIZE EXECUTION OF CONTRACT FOR 2020 REGIONAL TRANSPORTATION PLAN**

Staff and TAC recommendation: By polled vote, authorize executive director to execute contract for 2020 Regional Transportation Plan with Green DOT Transportation Solutions.

Public Comment: None

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

**POLICY and ADMINISTRATIVE**

**a) PUBLIC OUTREACH SCOPE AND COST AMENDMENT**

TAC and Staff recommendation: Award an additional \$10,000 for a total of \$36,000 for Del Norte County Community and Stakeholder Engagement.

Tamera Leighton reported the County's public outreach has exceeded their expectations and is requesting an additional \$10,000 to complete the Community and Stakeholder Engagement.

Public Comment: None

On a motion by Commissioner Hemmingsen, seconded by Commissioner Howard, and unanimously carried on a polled vote the Del Norte Local Transportation Commission awards an additional \$10,000 for a total of \$36,000 for Del Norte County Community and Stakeholder Engagement.

**b) PROJECT MANAGEMENT SOFTWARE FOR THE COUNTY OF DEL NORTE**

TAC and Staff recommendation: By polled vote, adopt Resolution 2019 13 awarding up to \$700 of PPM funds to the County of Del Norte for the purchase of Microsoft Project.

Tamera Leighton discussed the County's request for \$700 to purchase Microsoft Project for transportation-related project tracking. The funds will come from Planning, Programming & Monitoring (PPM) funds. Microsoft Project is stand-alone software and does not have an annual licensing fee.

Public Comment: None

On a motion by Commissioner Howard, seconded by Commissioner Kime, and unanimously carried on a polled vote the Del Norte Local Transportation Commission adopted Resolution 2019 13 awarding up to \$700 of PPM funds to the County of Del Norte for the purchase of Microsoft Project.

**c) SAFE ROUTES TO SCHOOL/CALIFORNIA ENDOWMENT FUNDING ALLOCATION FOR THE MARY PEACOCK ELEMENTARY SCHOOL ZONE**

TAC and Staff recommendation: By polled vote, adopt Resolution 2019 14 contribute the fund balance of approximately \$13,000 for Safe Routes to Schools project costs in the Mary Peacock Elementary School zone.

Tamera Leighton explained the leftover fund balance and uses for the fund. The proposed use of leftover funds will be for curb ramps at Mary Peacock Elementary School.

Public Comment: None

On a motion by Commissioner Gitlin, seconded by Commissioner Kime, and unanimously carried on a polled vote the Del Norte Local Transportation Commission adopted Resolution 2019 14 contribute the fund balance of approximately \$13,000 for Safe Routes to Schools project costs in the Mary Peacock Elementary School zone.

**d) EXPAND TRAVEL AND TRAINING EXPENSES TO INCLUDE PUBLIC MEETING EXPENSES.**

Staff recommendation: Expand Local Transportation Fund supported Travel and Training to include reimbursable expenses associated with State and Federal meetings in the Del Norte region, including the CTC Town Hall meeting.

Tamera Leighton explained that \$10,000 is allocated to this expense and is generally adequate, but with the upcoming California Transportation Commission (CTC) meeting it is anticipated additional funding may be needed.

Public Comment: None

On a motion by Commissioner Kime, seconded by Commissioner Howard, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved expanding Local Transportation Fund supported Travel and Training to include reimbursable expenses associated with State and Federal meetings in the Del Norte region, including the CTC Town Hall meeting.

**e) DISCUSSION ITEMS**

- Last Chance Grade – Tamera Leighton reported that the Last Chance Grade project will be a major part of the discussion during the upcoming California Transportation Commission (CTC) meeting and that the CTC members will be touring the site.
- US 199 intersection at Elk Valley Cross Road – Tamera Leighton reported the Corridor Study is anticipated to be completed by the end of June 2020.

- California Transportation Commission meeting planning – Tamera Leighton gave an overview of the upcoming California Transportation Commission (CTC) Town Hall and tours.
- Staff services planning: Vacation and office location – Tamera Leighton gave the Commissioner an update on her vacation leave and potential new office location.

Public Comment: None

## 6. COMMISSIONER COMMENTS AND REPORTS

No reports

## 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 Gitlin, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved items 5 a-d.

## 8. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, DECEMBER 3, 2019 AT 3 P.M.

With no further business before the Commission, Chair Fallman adjourned the meeting at 3:56 p.m., until the next regularly scheduled meeting on Tuesday, December 3, 2019, at 3:00 p.m.

Respectfully submitted



Tamera Leighton, Executive Director