

**MINUTES
TECHNICAL ADVISORY COMMITTEE
AT 2:00 P.M. ON JANUARY 29, 2019**

Present: Rosanna Bower, County
Heidi Kunstal, County, Vice Chair
John Olsen, City
Suresh Ratnam, Caltrans, via telephone
Joe Rye, RCTA, via telephone
Heather Welton, City

Absent: Taylor Carsley, County
John Couch, California Highway Patrol
Charlie Helms, Harbor
Brandi Natt, Yurok Tribe
Kevin Tupman, City
Nacole Sutterfield, City

Also Present: Susan Brown, Rural Approaches
Eileen Cooper, citizen
Rachel Demski, Rural Approaches
Tamera Leighton, DNLTC

1. CALL MEETING TO ORDER

Vice-Chair Kunstal called the meeting to order at 2:00 p.m.

2. PUBLIC COMMENT PERIOD

Public comments are welcome and encouraged; however, no proposed action can be taken on any item not appearing on the agenda. Public Comments are limited to three minutes.

The following person(s) addressed the Committee: Eileen Cooper talked about the necessity of evaluating walking paths in the vicinity of the Senior Center for obstructions and safety, noting that if people were using the walking paths for emergency evacuation they would not be able to pass through safely.

3. SELECT CHAIR AND VICE-CHAIR FOR THE TERM JANUARY 2019 TO JANUARY 2020.

Jon Olsen moved to nominate Nacole Sutterfield to serve as Chair of the TAC, seconded by Rosanna Bower and unanimously carried; the Technical Advisory Committee approved Nacole Sutterfield to serve as Chair.

Jon Olsen moved to nominate Suresh Ratnam to serve as Vice-Chair of the TAC, seconded by Rosanna Bower and unanimously carried; the Technical Advisory Committee approved Suresh Ratnam to serve as Vice-Chair.

4. MINUTES OF NOVEMBER 30, 2018

Proposed action: By consensus, approve minutes.

Rosanna Bower asked that the bluff stabilization project in the discussion of Item # 4 be clarified to state that the project is the City Bluff Stabilization project.

The TAC, by consensus, approved the minutes of November 30, 2018.

5. 2019-20 OVERALL WORK PROGRAM Proposed action: Recommend DNLTC direct staff to prepare final Overall Work Program.

Tamera Leighton reviewed the work elements in the Overall Work Plan (OWP), noting that the 2020 Economic and Demographic Profile is in flux because there are new consultants 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. Rosanna Bower asked that in future profiles the population data be clarified to reflect city, unincorporated, and prison populations separately. Tamera also noted that the upcoming California Transportation Commission Meeting, which is taking place in Del Norte County in November, has been placed in Work Element A 2, but it may be moved into Work Element A 1. Tamera discussed Work Element I which addresses the Pedestrian Evacuation Time Analysis. The TAC discussed the appropriate lead agency for the Pedestrian Emergency Evacuation Plan and agreed that this item should not be a separate Work Element, but should be a coordinated effort with other government agencies.

Public Comment: Eileen Cooper stated that she appreciates this topic being discussed and also thinks it should be a joint effort among the local agencies.

6. DISCUSSION

- Active Transportation Program – Suresh Ratnam handed out a list of projects and asked the TAC members to review, make comment, and prioritize the list.
- California Transportation Commission 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.
- RSTP fund balance – Tamera Leighton handed out the updated spreadsheet for the Regional Surface Transportation Program (RSTP) fund and asked the TAC to review and submit any edits to her.

- February meeting schedule: March 4 or March 5 morning – Tamera Leighton reported that she would be at the Statewide Planning Conference during the next scheduled TAC meeting and suggested that the meeting be changed to early March. The TAC members agreed to hold their next meeting on March 5th at 10:30 am.
- Information sharing by TAC members – Nothing to report.

7. ADJOURN TO THE NEXT REGULAR MEETING OF MARCH 5, 2019 AT 10:30 A.M.

With no further business to come before the TAC, the Vice-Chair adjourned the meeting at 3:10 p.m., to the next regularly scheduled meeting on March 5, 2019 at 10:30 a.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

MINUTES
TECHNICAL ADVISORY COMMITTEE
AT 2:00 P.M. ON APRIL 30, 2019

Present: Tasha Ahlstrand, Caltrans, via telephone
Rosanna Bower, County
Charlie Helms, Harbor
Heidi Kunstal, County, Vice Chair
John Olsen, City
Joe Rye, RCTA, via telephone
Nacole Sutterfield, City

Absent: John Couch, California Highway Patrol
Brandi Natt, Yurok Tribe

Also Present: Susan Brown, Rural Approaches
Eileen Cooper, Friends of Del Norte
Tamera Leighton, DNLTC

1. CALL MEETING TO ORDER

Chair Sutterfield called the meeting to order at 2:00 p.m.

2. PUBLIC COMMENT PERIOD

Public comments are welcome and encouraged; however, no proposed action can be taken on any item not appearing on the agenda. Public Comments are limited to three minutes.

The following person(s) addressed the Committee: Eileen Cooper discussed the Federal Highway Administration's program to predict safety issues. They look at predictors like width of shoulders, guardrails and other features to determine safety and accident ratios. The Federal Highway Administration uses the data to determine areas of need and safety concerns.

3. MINUTES OF JANUARY 29, 2019

Proposed action: By consensus, approve minutes.

Rosanna Bower moved to approve the minutes of January 29, 2019, seconded by John Olsen, and unanimously carried; the Technical Advisory Committee approved the minutes of January 29, 2019.

4. AMEND WEBSITE SERVICES CONTRACT.

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

Tamera Leighton explained that the website contractors require an amendment to the contract to include incorporating ADA compliance measures and additional

mapping on Commonplace for collision data. Rosanna Bower mentioned that the County has a collection of collision data that could be shared. The collision data mapping by itself is not usable data for projects and grants, but would certainly help as supplemental information for those applications.

Public Comment: None

Heidi Kunstal moved to approve Amendment 1 to the Website Services, Social Media and Crowdsourcing contract to include ADA compliance and collision mapping on Commonplace, seconded by Rosanna Bower, and unanimously carried; the Technical Advisory Committee approved Amendment 1 to the Website Services, Social Media and Crowdsourcing contract to include ADA compliance and collision mapping on Commonplace.

5. 2018-19 OVERALL WORK PROGRAM AMENDMENT 5

Proposed action: Recommend DNLTC approve Resolution 2019 3 amending the 2018-19 Overall Work Program.

Tamera Leighton explained an error on the 2018-2019 Overall Work Plan (OWP) and has been corrected regarding the mailing for the public mailers for the Last Chance Grade project.

John Olsen moved to approve DNLTC approve Resolution 2019 3 amending the 2018-19 Overall Work Program, seconded by Charlie Helms, and unanimously carried; the Technical Advisory Committee approved DNLTC approve Resolution 2019 3 amending the 2018-19 Overall Work Program.

6. 2019-20 OVERALL WORK PROGRAM

Proposed action: Recommend DNLTC approve Resolution 2019 4 adopting the 2019-20 Overall Work Program.

Tamera Leighton presented the 2019-2020 Overall Work Program (OWP) including comments from Caltrans which were incorporated into the OWP.

Public Comment; None

Rosanna Bower moved to recommend DNLTC approve Resolution 2019 4 adopting the 2019-20 Overall Work Program, seconded by Heidi Kunstal, and unanimously carried; the Technical Advisory Committee recommended DNLTC approve Resolution 2019 4 adopting the 2019-20 Overall Work Program.

7. DISCUSSION

- Active Transportation Program – Tamera Leighton reported a concern with new proposed legislation coming from urban areas regarding the allocation of the Active Transportation Program (ATP) funds. The proposed legislation reduces the amount of funding available for competitive projects in rural areas. Tamera suggests that concerned organizations should send a letter in opposition to this change in legislation.

- Consultant Performance Evaluation – Tamera Leighton asked the TAC to review the evaluation form and submit comments. Comments will be incorporated and sent back out to TAC members.
- Overall Work Program project update – Tamera Leighton gave an update on the current Overall Work Plan noting that many elements are on target. Tamera asked for a report from the County regarding the Storm Drain Audit. Rosanna Bower reported the audit is in progress and had some minor delays due to equipment breakdown and weather but the audit is about 50% complete and it is anticipated to be completed on schedule. Tamera next asked Redwood Coast Transit Authority for an update on the Short Range Transit Plan. Joe Rye reported that the draft plan is scheduled to be completed near the end of May and will be presented to the Transit Board in June for adoption. Tamera asked Joe to submit the draft plan to the TAC for review and comment before it is presented to the Transit Board.
- Information sharing by TAC members – Nacole Sutterfield reported that the City, in partnership with the Elk Valley Rancheria, is re-applying for the Build grant. The application is due July 15th and the partners are able to better prepare for the grant during this cycle because they have more time to develop the application and conduct more community input and support. Public Comment: Eileen Cooper talked about the opportunity to have transformative projects such as green transportation. Developing more electric charging stations, encouraging electric bicycles for the mail carriers. Implementing a Revolving Loan Fund for green transportation.

8. ADJOURN TO THE NEXT REGULAR MEETING OF MAY 28, 2019 AT 10:30 A.M.

With no further business to come before the TAC, the Vice-Chair adjourned the meeting at 3:00 p.m., to the next regularly scheduled meeting on May 28, 2019 at 2:00 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

**MINUTES
TECHNICAL ADVISORY COMMITTEE
AT 2:00 P.M. ON JUNE 25, 2019**

Present: Rosanna Bower, County
Heidi Kunstal, County, Vice Chair
Jon Olson, City
Suresh Ratnam, Caltrans
Joe Rye, RCTA, via telephone
Nacole Sutterfield, City, Chair
Lane Tvasci, Harbor

Absent: John Couch, California Highway Patrol
Brandi Natt, Yurok Tribe

Also Present: Michael Baker, Harbor
Susan Brown, Rural Approaches
Alisa Green, Rural Approaches
Tamera Leighton, DNLTC

1. CALL MEETING TO ORDER

Chair Sutterfield called the meeting to order at 2:00 p.m.

2. PUBLIC COMMENT PERIOD

Public comments are welcome and encouraged; however, no proposed action can be taken on any item not appearing on the agenda. Public Comments are limited to three minutes.

The following person(s) addressed the Committee: None

3. MINUTES OF APRIL 30, 2019

Proposed action: By consensus, approve minutes.

Rosanna Bower moved to approve the minutes of April 30, 2019, with a correction of the spelling of Jon Olson, seconded by Lane Tvasci, and unanimously carried; the Technical Advisory Committee approved the minutes of April 30, 2019.

4. TRIENNIAL PERFORMANCE AUDIT

Proposed action: Recommend DNLTC accept Triennial Performance Audit and Response to Audit.

Public Comment: None

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.

Heidi Kunstal moved to recommend DNLTC accept Triennial Performance Audit and Response to Audit, seconded by Jon Olson, and unanimously carried; the Technical Advisory Committee approved recommending DNLTC accept Triennial Performance Audit and Response to Audit.

5. DISCUSSION

- Data Collection to Support RTP Goals work element – Tamera Leighton and Rosanna Bower discussed the Data Collection project and agreed that this work product is complete. Tamera will compile all the Data Collection reports and distribute the compilation to the TAC.
- Consultant Performance Evaluation – Tamera Leighton asked the TAC members if they had any changes or edits to the Consultant Performance Evaluation in the packet. The TAC members discussed delineating Quality and Technical Performance to include Usefulness of the deliverable product. Cost Performance was discussed in the sense that a Consultant shouldn't be penalized if project is over budget; potential additional work or other obstacles may have hindered this performance measure. Stress should be added to invoices being timely and accurate.
- Planning, Programming and Monitoring funding – Tamera Leighton reported that the Planning, Programming and Monitoring (PPM) funds have not been expended. PPM funds are used for Project Initiation Documents (PID), grant development, project monitoring, and other similar PPM uses. The TAC members discussed uses of the funds and the process for requesting PPM funds for projects. Tamera Leighton also reported there were some Safe Routes to Schools program funds also available for projects that fall under that particular use.
- Information sharing by TAC members – Jon Olson talked about the difficulties in meeting state timelines for disaster projects and extensions are not taking into consideration the length of time needed to ready a project for development; permits, engineering, Coastal Commission review and approval, and other pre-construction phases.

6. ADJOURN TO THE NEXT REGULAR MEETING OF JULY 30, 2019 AT 2:00 P.M.

With no further business to come before the TAC, the Chair adjourned the meeting at 2:50 p.m., to the next regularly scheduled meeting on July 30, 2019 at 2:00 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

**MINUTES
TECHNICAL ADVISORY COMMITTEE
AT 2:00 P.M. ON AUGUST 27, 2019**

Present: Rosanna Bower, County
Heidi Kunstal, County, Vice-Chair
Brandi Natt, Yurok Tribe
Suresh Ratnam, Caltrans
Joe Rye, RCTA, via telephone
Nacole Sutterfield, City, Chair
Kevin Tupman, City

Absent: John Couch, California Highway Patrol
Jon Olson, City

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

1. CALL MEETING TO ORDER

Chair Sutterfield called the meeting to order at 2:10 p.m.

2. PUBLIC COMMENT PERIOD

Public comments are welcome and encouraged; however, no proposed action can be taken on any item not appearing on the agenda. Public Comments are limited to three minutes.

The following person(s) addressed the Committee: None

3. MINUTES OF JUNE 25, 2019

Proposed action: By consensus, approve minutes.

Rosanna Bower moved to approve the minutes of June 25, 2019, with two spelling corrections, seconded by Heidi Kunstal, and unanimously carried; the Technical Advisory Committee approved the minutes of June 25, 2019.

4. SB 743 PLANNING REQUEST FOR PROPOSALS

Proposed action: Discuss and approve SB 743 Planning RFP and agree upon process for consultant procurement.

Public Comment: None

Tamera Leighton reviewed the Request for Proposal (RFP) with the TAC members and asked for comments and/or recommendations. The TAC members would like to see more detailed demographics, and an implementation plan with a training component for staff. Tamera also discussed the selection process which will include two members from the city, two members from the county, and Suresh Ratnam from Caltrans.

Heidi Kunstal moved to approve the SB 743 Planning RFP and the process for consultant procurement with the discussed changes, seconded by Rosanna Bower, and

unanimously carried; the Technical Advisory Committee approved the SB 743 Planning RFP and the process for consultant procurement with the discussed changes.

5. LOCAL STREETS AND ROADS NEEDS ASSESSMENT

Proposed action: Recommend DNLTC adopt resolution 2019 8 authorizing RSTP fund expenditure of \$172 to support statewide Local Streets and Roads Needs Assessment.

Public Comment: None

Tamera Leighton explained the statewide Local Streets and Roads Needs Assessment and Del Norte Local Transportation Commission (DNLTC) is proposing spending \$172 from Regional Surface Transportation Program (RSTP) funds to help support the process. DNLTC will be requesting a Needs list from the City and County along with an agreement of commitment to send the Needs list to DNLTC for contribution to the statewide assessment.

Rosanna Bower moved to recommend DNLTC adopt resolution 2019 8 authorizing RSTP fund expenditure of \$172 to support statewide Local Streets and Roads Needs Assessment, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee approved the recommendation that DNLTC adopt resolution 2019 8 authorizing RSTP fund expenditure of \$172 to support statewide Local Streets and Roads Needs Assessment

6. DISCUSSION

- Elk Valley Cross Road Development Plan Update – Nothing to report at this time.
- Wonderstump Road public outreach update - The Project Director reported that comments have been received and incorporated into the document. A public meeting will happen with stakeholders such as road crews, utilities, CalFire, CalOES, commercial users, etc. The input gathered from the stakeholders will be presented to the community meeting for additional comment and input.
- Planning, Programming and Monitoring funding – Tamera Leighton explained that the Commission did not program new funds but will use carryover funds for projects. The TAC discussed using the funds for project management software related to transportation projects.
- 5310 Transit Grant application – Tamera Leighton reported that Redwood Coast Transit will be submitting an application for these funds this year.
- CTC Town Hall meeting update – Tamera Leighton discussed the draft agenda for the California Transportation Commission meeting that is scheduled for November. The draft schedule is geared towards local needs.
- Information Sharing by TAC members – Tamera Leighton passed around an information sheet for TAC members regarding transportation planning grants.

7. ADJOURN TO THE NEXT REGULAR MEETING OF SEPTEMBER 24, 2019 AT 2:00 P.M.

With no further business to come before the TAC, the Chair adjourned the meeting at 3:22 p.m., to the next regularly scheduled meeting on September 24, 2019 at 2:00 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 Local Transportation Commission

MINUTES
TECHNICAL ADVISORY COMMITTEE
AT 2:00 P.M. ON OCTOBER 29, 2019

- Present:** Rosanna Bower, County
Heidi Kunstal, County, Vice-Chair
Melissa Miguelena, Yurok Tribe Transit Manager, via telephone
Jon Olson, City
Suresh Ratnam, Caltrans
Joe Rye, RCTA, via telephone
Kevin Tupman, City
Lane Tvasci, Harbor
- Absent:** John Couch, California Highway Patrol
Brandi Natt, Yurok Tribe
Nacole Sutterfield, City, Chair
- Also Present:** Susan Brown, Rural Approaches
Eileen Cooper, Friends of Del Norte
Valency Fitzgerald, Caltrans
Talitha Hodgson, Caltrans
Tamera Leighton, DNLTC
Kevin Tucker, Caltrans

1. CALL MEETING TO ORDER

Vice-Chair Kunstal called the meeting to order at 2:05 p.m.

2. PUBLIC COMMENT PERIOD

Public comments are welcome and encouraged; however, no proposed action can be taken on any item not appearing on the agenda. Public Comments are limited to three minutes.

The following person(s) addressed the Committee: Eileen Cooper would like clarity regarding the schedule and field trips for the California Transportation Commission's (CTC) upcoming meeting.

3. MINUTES OF AUGUST 27, 2019

Proposed action: By consensus, approve minutes.

Rosanna Bower noted two corrections to the Wonderstump Road public outreach update discussion item.

Public Comment: None

Jon Olson moved to approve the minutes of August 27, 2019, with two corrections, seconded by Rosanna Bower, and unanimously carried; the Technical Advisory Committee approved the minutes of August 27, 2019.

4. SB 743 IMPLEMENTATION PLAN CONTRACT AWARD

Proposed action: Recommend DNLTC award contract to the highest-ranking consultant per the TAC member scoring.

Tamera Leighton reviewed and reported the scores to the TAC members. VRPA received the highest scores.

Public Comment: None

Rosanna Bower moved to approve recommending DNLTC award contract to VRPA, the highest-ranking consultant per the TAC member scoring, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee approved the recommendation DNLTC award contract to VRPA, the highest-ranking consultant per the TAC member scoring.

5. 2020 REGIONAL TRANSPORTATION PLAN UPDATE CONTRACT AWARD

Proposed action: Recommend DNLTC award contract to the highest-ranking consultant per the TAC member scoring.

Tamera Leighton reviewed and reported the scores to the TAC members. Green Dot received the highest scores.

Public Comment: None

Jon Olson moved to recommend DNLTC award contract to Green DOT Transportation Solutions, the highest-ranking consultant per the TAC member scoring, seconded by Rosanna Bower, and unanimously carried; the Technical Advisory Committee approved the recommendation DNLTC award contract to Green DOT Transportation Solutions, the highest-ranking consultant per the TAC member scoring.

6. PUBLIC OUTREACH SCOPE AND COST AMENDMENT

Proposed action: Recommend DNLTC award an additional \$10,000 for a total of \$36,000 for Work Element 1: Community and Stakeholder Engagement.

Rosanna Bower reported that the County has expended \$18,000 of the \$26,000 awarded for public engagement and is requesting an additional \$10,000 to complete the work.

Public Comment: None

Jon Olson moved to recommend DNLTC award an additional \$10,000 for a total of \$36,000 for Work Element 1: Community and Stakeholder Engagement, seconded by Rosanna Bower, and unanimously carried; the Technical Advisory Committee approved the recommendation DNLTC award an additional \$10,000 for a total of \$36,000 for Work Element 1: Community and Stakeholder Engagement.

Public Comment: Eileen Cooper commented that she has attended the Public Engagement events and feels the ditches should be maintained status quo.

7. PROJECT MANAGEMENT SOFTWARE FOR THE COUNTY OF DEL NORTE

Proposed action: Recommend DNLTC adopt resolution awarding up to \$700 of PPM fund to the County of Del Norte for the purchase of Microsoft Project.

Rosanna Bower explained the County's request to purchase the scheduling software, Microsoft Project, using Planning, Programming & Monitoring (PPM) funds. The scheduling software will be used for transportation-related projects.

Public Comment: None

Jon Olson moved to recommend DNLTC adopt resolution awarding up to \$700 of PPM fund to the County of Del Norte for the purchase of Microsoft Project, seconded by Joe Rye, and unanimously carried; the Technical Advisory Committee approved the recommendation DNLTC adopt resolution awarding up to \$700 of PPM fund to the County of Del Norte for the purchase of Microsoft Project.

8. SAFE ROUTES TO SCHOOL/CALIFORNIA ENDOWMENT FUNDING ALLOCATION MARY PEACOCK ELEMENTARY SCHOOL

Proposed Action: Recommend DNLTC 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 the uses for the fund and proposes using the leftover funds for curb ramps at Mary Peacock Elementary School.

Public Comment: None

Jon Olson moved to recommend DNLTC contribute the fund balance of approximately \$13,000 for Safe Routes to Schools project costs in the Mary Peacock Elementary School zone, seconded by Rosanna Bower, and unanimously carried; the Technical Advisory Committee approved the recommendation DNLTC contribute the fund balance of approximately \$13,000 for Safe Routes to Schools project costs in the Mary Peacock Elementary School zone

9. DISCUSSION

- Asset Management Presentation by Caltrans – Talitha Hodgson, Valency Fitzgerald, and Kevin Tucker presented an overview of project selection, input opportunities, project development process, asset management, SB 1 State funding, project cycles and timing, and target projects. They also discussed finding methods to better communicate with Districts and are working on policies to improve communications and asset management.

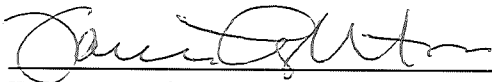
Public Comment: Eileen Cooper commented on the connection corridor to the Farmer's Market at the fairgrounds as dangerous to bicyclists and pedestrians.

- State Highway Operations and Protection Program (SHOPP) update – Included in above presentation
- SB 1 Project Report Schedule – Attached in packet
- CTC Town Hall meeting update – Tamera Leighton reported the draft agenda has been developed and sent out. Final preparations are being done.

10. ADJOURN TO THE NEXT REGULAR MEETING OF NOVEMBER 26, 2019 AT 2:00 P.M.

With no further business to come before the TAC, the Vice-Chair adjourned the meeting at 3:15 p.m., to the next regularly scheduled meeting on November 26, 2019 at 2:00 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission