

MINUTES
TECHNICAL ADVISORY COMMITTEE
SPECIAL MEETING AT 2:00 P.M. ON JANUARY 12, 2021

Present: Rosanna Bower, County
Dan Herron, RCTA
Joe Rye, RCTA
Heidi Kunstal, County, Vice-Chair
Jon Olson, City
Tim Petrick, Harbor
Suresh Ratnam, Caltrans, Chair
Nacole Sutterfield, City

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

Also Present: Susan Brown, Rural Approaches
Tamera Leighton, DNLTC
Janet Gilbert, public

1. CALL MEETING TO ORDER

Chair Ratnam 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 NOVEMBER 24, 2020

Proposed action: By consensus, approve minutes.

Public Comment: None

Jon Olson moved to approve the minutes of November 24, 2020, seconded by Heidi Kunstal, and unanimously carried; the Technical Advisory Committee approved the minutes of November 24, 2020.

4. ADOPT COORDINATED PUBLIC TRANSPORTATION PLAN

SSTAC and staff recommendation: Recommend DNLTC adopts the 2021 Coordinated Public Transportation Plan.

Tamera Leighton reminded the TAC members the Coordinated Public Transportation Plan was approved by the TAC in November with any changes or edits that were needed. There were several changes, so the Plan was reposted for public review. Tamera is asking the TAC to recommend the Commission adopt the Coordinated Public Transportation Plan with the changes.

Heidi Kunstal moved to recommend DNLTC adopt the 2020 Coordinated Public Transportation Plan as presented, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee recommend DNLTC adopt the 2020 Coordinated Public Transportation Plan as presented.

5. AWARD CONTRACT FOR REGIONAL MAPPING SERVICES.

Review committee recommendation: Recommend DNLTC authorize the director to execute the contract with the GHD, highest-scoring proposal from the review team for Regional Mapping Services.

Tamera Leighton explained this contract and work is a product of the Overall Work Plan (OWP). Proposals were reviewed by a member from each of the city, county, and the Transportation Commission’s Executive Director. The review committee recommends the contract be awarded to GDH. This is a good project and will be beneficial to our area and partners.

Suresh Ratnam moved to recommend DNLTC authorize the director to execute the contract with the GHD, highest-scoring proposal from the review team for Regional Mapping Services, seconded by Nacole Sutterfield, and unanimously carried; the Technical Advisory Committee recommends DNLTC authorize the director to execute the contract with the GHD, highest-scoring proposal from the review team for Regional Mapping Services.

6. DISCUSSION

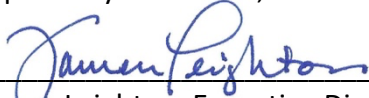
- 2020 Regional Transportation Plan update – Tamera Leighton reported the Commission will receive a presentation at its meeting later today. It is anticipated the plan will be adopted at the March Commission meeting.
- 2021-22 Overall Work Program development – Tamera Leighton reported the Overall Work Plan (OWP) is coming together nicely. Elements include standard work, and additional elements are the second year of the Regional Mapping Project, Safety and Security Planning, and the Transit Hub Location planning. The draft OWP should be ready for review at the next TAC meeting.
- 2021 Economic and Demographic Profile – Tamera Leighton discussed the difficulties she is having with reaching anyone at Chico State to get updates or info. They have not returned any emails or calls, which is very concerning. For the past several years they have been great to work with and very responsive. Tamera is not sure if the lack of communication is due to the COVID shutdown or something else. If the Demographic Profile is not completed this year, efforts will be made to combine 2021 and 2022 into the next profile.
- Sunset Circle progress update – Nacole Sutterfield reported that a good portion of the project is completed. The project is also on budget. Nacole also reported that the Front Street storm drain project is within time and budget as well.
- Richardson Grove update – Tamera Leighton relayed that the project is moving forward and that an updated fact sheet will be sent out.

- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC – Suresh Ratnam reminded TAC members that it is application season for Caltrans Programs.

7. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON FEBRUARY 23, 2021 AT 2:00 PM BY ZOOM WEBINAR UNLESS RESTRICTIONS RELATED TO COVID-19 ARE LIFTED.

With no further business to come before the TAC, the Chair adjourned the meeting at 2:26 p.m., to the next regularly scheduled meeting on February 23, 2021, at 2:00 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

**MINUTES
TECHNICAL ADVISORY COMMITTEE
SPECIAL MEETING AT 2:00 P.M. ON FEBRUARY 23, 2021**

Present: Rosanna Bower, County
Joe Rye, RCTA
Heidi Kunstal, County, Vice-Chair
Jon Olson, City
Suresh Ratnam, Caltrans, Chair
Nacole Sutterfield, City

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

Also Present: Tamera Leighton, DNLTC
Drew Leighton, City

1. CALL MEETING TO ORDER

Chair Ratnam 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. SELECT CHAIR AND VICE CHAIR FOR THE 2021 CALENDAR YEAR.

Proposed action: By consensus, select chair, and vice-chair.

Nacole Sutterfield nominated Jon Olson as Chair. Jon Olson nominated Joe Rye as Vice-Chair. Suresh Ratnam seconded both nominations. By consensus, the Technical Advisory Committee approved Jon Olson as Chair and Joe Rye as Vice-chair.

4. MINUTES OF JANUARY 12, 2021

Proposed action: By consensus, approve minutes.

Public Comment: None

Rosanna Bower moved to approve the minutes of January 12, 2021, seconded by Nacole Sutterfield, and unanimously carried; the Technical Advisory Committee approved the minutes of January 12, 2021.

5. APPROVING THE MITIGATED NEGATIVE DECLARATION FOR THE 2020 REGIONAL TRANSPORTATION PLAN

Proposed action: Recommend DNLTC adopts resolution 2021 1 approving the Mitigated Negative Declaration for the 2020 Regional Transportation Plan.

Tamera Leighton explained this action is part of the normal process for the Regional Transportation Plan. Comments received have been responded to by Jeff

Schwein, and Tamera is confident with Green Dot's development process and knowledge of rural transportation needs. There will be some minor corrections, such as dates, spelling, etc., before the final adoption.

Public Comment: None

Heidi Kunstal moved to recommend DNLTC adopts resolution 2021 1 approving the Mitigated Negative Declaration for the 2020 Regional Transportation Plan, seconded by Nacole Sutterfield, and unanimously carried; the Technical Advisory Committee recommend DNLTC adopts resolution 2021 1 approving the Mitigated Negative Declaration for the 2020 Regional Transportation Plan.

6. ADOPT THE 2020 REGIONAL TRANSPORTATION PLAN

Proposed action: Recommend DNLTC adopts resolution 2021 2 adopting the 2020 Regional Transportation Plan.

Public Comment: None

Nacole Sutterfield moved to recommend DNLTC adopts resolution 2021 2 adopting the 2020 Regional Transportation Plan, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee recommend DNLTC adopt the 2020 Coordinated Public Transportation Plan as presented.

7. ALLOCATE PPM FUNDING FOR WORK ELEMENT G1: REGIONAL TRANSPORTATION PLAN UPDATE.

Proposed action: Recommend DNLTC adopt resolution 2021 3 allocating \$23,500 in Planning, Programming, and Monitoring funding for the Regional Transportation Plan update.

Tamera Leighton explained an error in the spreadsheet that occurred when she was doing the reconciliation from last year to this year on the Overall Work Plan (OWP). The reconciliation should have been done at the Work Element level and within the OWP. Tamera explained that she failed to take into account the work level element crossed over both years. The correction does not affect available funding for the work element or the OWP. The best solution is to pass this resolution to correct the error.

Public Comment: None

Heidi Kunstal moved to recommend DNLTC adopt resolution 2021 3 allocating \$23,500 in Planning, Programming and Monitoring funding for the Regional Transportation Plan update, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee recommends DNLTC adopt resolution 2021 3 allocating \$23,500 in Planning, Programming and Monitoring funding for the Regional Transportation Plan update.

8. DISCUSSION

- 2021-22 Overall Work Program – Tamera Leighton sent the draft Overall Work Plan (OWP) to the TAC for review and discussed the change to the scope of work for Redwood Transit Hub. Much planning work has been done regarding the Transit Hub, so work should begin on a Project Initiation Document to ready the project for

applying for grants. This would free up about \$20,000 of Rural Planning Assistance (RPA) funds that could be used for the Regional Mapping Project. Tamera will present the draft OWP to the Commission next week, then it comes back to the next meeting of the TAC for approval.

- HR 133 transportation funding (attachment) – Tamera Leighton discussed potential funding for the Commission through HR 133 which is part of the current Economic Stimulus package for COVID relief. Discussion at the state level is happening regarding how funds will be allocated and spent. So far, the state is not involving rural regions in the discussions. Tamera will keep the TAC informed as more information is released.

- 2021 Economic and Demographic Profile – Tamera Leighton reported the 2021 Economic and Demographic Profile is back on track and expected to be completed in June.

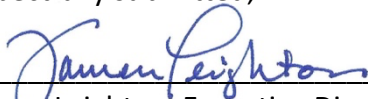
- Sunset Circle progress update – Jon Olson reported the Sunset Circle Project is near completion with some minor clean-up and sign installation remaining. The light poles should be delivered and installed in early March. The project will be wrapped up soon.

- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC Sunset Circle progress update – Jon Olson talked about minor repairs on F Street. Tamera Leighton invited the members to attend the Commission meeting because Sebastian Cohen, Caltrans Engineer, will deliver a presentation regarding slide repair at Last Chance Grade. Tamera also commented that there are two separate and distinct projects happening at Last Chance Grade; Bypass work and maintenance. It would be good to get the word out to the community about these two projects. Jon Olson introduced Drew Leighton as the new city engineer. Drew will fill in at the TAC meetings.

9. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON MARCH 30, 2021 AT 2:00 PM BY ZOOM WEBINAR UNLESS RESTRICTIONS RELATED TO COVID-19 ARE LIFTED.

With no further business to come before the TAC, the Chair adjourned the meeting at 2:26 p.m., to the next regularly scheduled meeting on March 30, 2021, at 2:00 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

MINUTES
TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING AT 2:00 P.M. ON March 30, 2021

Present: Rosanna Bower, County
Joe Rye, RCTA
Heidi Kunstal, County, Vice-Chair
Jon Olson, City
Suresh Ratnam, Caltrans, Chair
Nacole Sutterfield, City

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

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

1. CALL MEETING TO ORDER

Chair Olson 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 FEBRUARY 23, 2021

Proposed action: By consensus, approve minutes.

Public Comment: None

Suresh Ratnam moved to approve the minutes of February 23, 2021, seconded by Rosanna Bower, and unanimously carried; the Technical Advisory Committee approved the minutes of February 23, 2021.

4. 2021-22 OVERALL WORK PROGRAM

Proposed action: Consider Caltrans's comments and recommend DNLTTC adopts resolution 2021 5 approving the 2021-22 Overall Work Program.

Tamera Leighton reported that comments from Caltrans were received and the responses are in the Overall Work Plan (OWP). The comments were generally of a housekeeping nature and the OWP will be presented to the Commission in April for adoption.

Public Comment: None

Heidi Kunstal moved to recommend DNLTTC adopt resolution 2021 5 approving the 2021-22 Overall Work Program, seconded by Rosanna Bower, and unanimously

carried; the Technical Advisory Committee recommend DNLTC adopt resolution 2021 5 approving the 2021-22 Overall Work Program.

5. DISCUSSION

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- SAFE system annual report – Tamera Leighton presented data related to the SAFE call box system and explained the information is usually just sent to the Commission, but she thought the TAC might like to see the data as well. The data reflects the call usage on the SAFE call boxes. Tamera noted that some are used regularly and others are not used very much or at all. This data will help with decisions for repairs, removal, or replacement.
- Funding update: Regional Planning Assistance, Regional Surface Transportation Program; Planning, Programming, and Monitoring; Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRSSA), Active Transportation Program, Pedestrian and Bicycle set aside, Highway Infrastructure Program. – Tamera Leighton gave an update on the different funding sources. Rural Planning Assistance (RPA) has not had an increase in funding for at least 14 years. This fund supports basic operating needs to meet minimum obligations. The state is considering an increase for this fund. The Regional Surface Transportation Program (RSTP) fund is currently budgeted for \$265,000 and the Commission is working through the contract award at this time. Planning, Programming & Monitoring (PPM) funds are budgeted at \$28,000, however, these may change due to the Coronavirus Response and Relief Supplemental Appropriations Act (CRSSA). The CRSSA funding to Del Norte should be about \$713,000. This award is a combination of the State Transportation Improvement Program (STIP) and Regional Surface Transportation Program (RSTP) and must be spent according to those funding guidelines. The Commission must decide how to spend these funds quickly, and address economic impacts. These projects could include state highway projects or local road projects. Projects development needs to start immediately to be ready when the funds are released. Selected projects need to be through the planning process. The Active Transportation Plan (ATP) fund is a challenging fund because it funding larger projects, which means fewer projects are being funded. The application process is very competitive and applications must score 90 or higher for consideration. The state is looking at how to more fully fund this program. An application for this fund should be submitted in case more funding becomes available. The Ped/Bike fund is budgeted at \$58,000 and would be good match funding for a larger project. The Highway Infrastructure Program (HIP) is being used on the Washington Boulevard Culvert Project. CRSSA funds would be a good fit for this project. Jon Olson inquired about using CRSSA funds for additional work on the Pebble Beach project. Tamera said it would be a good source of funds to finish that project.
- Dropbox file sharing – Tamera Leighton discussed the amount of additional website storage needed to host Caltrans information on the local Transportation Commission site. Caltrans has removed a lot of information from their site and Tamera has had it placed on the Commission’s site so that folks will still be able to

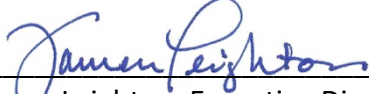
access these documents. The size of these files requires additional storage be purchased. With additional storage, Tamera will be able to host other agencies' project information if they would like to have it placed on the Commission's site.

- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC – Joe Rye reported on the sudden passing of Chuck Clarkson, Operation Manager. Chuck was with RCTA for about 3 ½ years and will be greatly missed. Joe also shared Transit has received about \$1 million from CRSSA funds over the past year. The funds will help with additional expenses and lost revenue over the past year. Transit will be restoring some of its services this summer, specifically Saturday service.

6. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON APRIL 27, 2021 AT 2:00 PM BY ZOOM WEBINAR UNLESS RESTRICTIONS RELATED TO COVID-19 ARE LIFTED.

With no further business to come before the TAC, the Chair adjourned the meeting at 3:00 p.m., to the next regularly scheduled meeting on April 27, 2021, at 2:00 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

**MINUTES
TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING AT 2:00 P.M. ON JULY 27, 2021**

Present: Rosanna Bower, County
Andrew Leighton, City
Heidi Kunstal, County, Vice-Chair
Jon Olson, City, Chair
Tim Petrick, Harbor
Suresh Ratnam, Caltrans
Joe Rye, RCTA

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

Also Present: Tasha Ahlstrand, Caltrans
Scott Berger, Caltrans
Susan Brown, Rural Approaches
Valency Fitzgerald, Caltrans
Alexis Kelso, Caltrans
Grant Klopmeier, Yurok Tribe
Tamera Leighton, DNLTC

1. CALL MEETING TO ORDER

Chair Olson 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 MARCH 30, 2021

Proposed action: By consensus, approve minutes.

Public Comment: None

Heidi Kunstal moved to approve the minutes of March 30, 2021, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee approved the minutes of March 30, 2021.

4. DISCUSSION

- Caltrans Active Transportation Plan (CAT) – Tamera Leighton reviewed the status of the Overall Work Plan (OWP) discussing the completion of the 4th quarter reports, and the status of carry-over funds. The OWP will likely be amended by October to reflect the allocation of the carry-over funds.
- Funding update: Regional Planning Assistance, Regional Surface Transportation Program; Planning, Programming, and Monitoring; Coronavirus Response and Relief

Supplemental Appropriations Act of 2021 (CRSSA), Active Transportation Program, Pedestrian and Bicycle set aside, Highway Infrastructure Program. - City and County Pebble Beach Bank Stabilization Plan – Tamera Leighton gave an update on funding sources starting with the Planning, Programming, and Monitoring funds (PPM). The PPM has approximately \$23,000 left that has not been programmed and Tamera is asking the TAC members to give her input on how these funds may be used.

Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) fund information is presented in the meeting packet. Tamera suggested to the TAC members the funds might be well used in partnership with Caltrans to address safety issues related to the US Highway 101 at US Highway 199 on-ramp. In partnership with Caltrans, the funds could potentially be used to realign the curve and improve sight distance. The CRRSAA funds are not enough to tackle the whole project but could be used as an incentive with Caltrans for the project. CRRSAA funds must be obligated in two years and spent down in five years. Jon Olson asked how much discretion the Transportation Commission has with these funds. Tamera explained that the funds consist of State Transportation Improvement Program (STIP) and Highway Infrastructure Program (HIP) funds. STIP funds are more regulated than HIP funds. Tamera is looking for recommendations from the TAC on how these funds should be used.

- Caltrans Active Transportation Plan (CAT Plan) – Alexis Kelso, Caltrans Senior Transportation Planner, reviewed the fact sheet in the agenda packet and related that the public comment period and survey are now open. The final plan is scheduled to be completed in October.

- City and County Pebble Beach Bank Stabilization – Jon Olson reported the project is estimated from between twenty and thirty million for the city's portion with a needed 3% match. Rosanna Bower reported the county's portion of the project is estimated to be between forty and fifty million dollars with a needed 3% match. There are still many factors that need to be considered and both the city and county are considering mitigation sites.

- In-person Meetings – Tamera Leighton asked for the TAC's input on having in-person meetings, continue with Zoom meetings or blended meetings. Blended meetings will require some technical support from the city to properly set up a telecommunications network for blended meetings. The TAC decided to table this discussion until a later time.

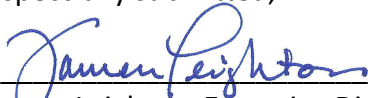
- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC - Caltrans Asset Manager Valency Fitzgerald gave an overview of State Highway Operations and Protections Program (SHOPP) starting with reviewing District 1's Performance Plans and Objectives. Valency reviewed the proposed 2024 candidate projects and stated the best time for project development is during the 10-year planning process or with a completed Project Initiation Documents (PID). Alexis Kelso, Caltrans Senior Transportation Planner, discussed input opportunities, keeping pedestrian and bicycle plans updated, keeping GIS data current, documenting project needs, and communicating with Caltrans. Valency added input opportunities for the process is in May of odd

years, and project nomination happens in October of odd years. Alexis added that agencies use these input opportunities for PID meetings, quarterly reports, staff reports, Regional Transportation Planning Agency (RTPA) needs, and planning and scoping. Alexis talked about SB-1 and the competitive applications process with the next round of applications due in the spring of 2022. Tasha Ahlstrand, Caltrans Del Norte Coordinator, gave an overview of the Transportation Planning and Scoping Information sheets. Alexis gave an overview of project development including quarterly reports, milestones, changes, and public engagement. Joe Rye, redwood Coast Transit, plans to bring back more bus service but revealed that the hiring staff is difficult. Joe also related they will be updating their long-range transit plan, and starting the hub project soon. Transit is also working towards an electric bus system. Tim Petrick stated the Harbor is looking at redevelopment plans. Jon Olson talked about the F Street project being on time and budget, and the city is wrapping up the Sunset Circle project. Andrew Leighton added the city is filing for a time extension on the Pebble Beach project.

5. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON AUGUST 31, 2021 AT 2:00 PM BY ZOOM WEBINAR UNLESS RESTRICTIONS RELATED TO COVID-19 ARE LIFTED.

With no further business to come before the TAC, the Chair adjourned the meeting at 3:30 p.m., to the next regularly scheduled meeting on August 31, 2021, at 2:00 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

**MINUTES
TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING AT 2:00 P.M. ON AUGUST 31, 2021**

Present: Rosanna Bower, County
Andrew Leighton, City
Heidi Kunstal, County, Vice-Chair
Brandi Natt, Yurok Tribe
Jon Olson, City, Chair
Suresh Ratnam, Caltrans
Joe Rye, RCTA

Absent: John Couch, California Highway Patrol
Tim Petrick, Harbor

Also Present: Susan Brown, Rural Approaches
Tom Fitzgerald, Caltrans
Grant Klopmeier, Yurok Tribe
Tamera Leighton, DNLTC
Brad Mettam, Caltrans

1. CALL MEETING TO ORDER

Chair Olson 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 JULY 27, 2021

Proposed action: By consensus, approve minutes.

Public Comment: None

Jon Olson noted 'Chair' needs to be removed from Suresh Ratnam's name.

Heidi Kunstal moved to approve the minutes of July 27, 2021, with the noted change, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee approved the minutes of July 27, 2021, with the noted change.

4. AUDIT CONTRACT FOR 2020-21 YEAR

Proposed action: By consensus, recommend DNLTC authorize the executive director to extend the contract with Harshwal and Associates by one year for fiscal audit services. Tamera Leighton explained that normally this contract would be extended for one more year, however, the previous contract has expired and the new contract has two minor language changes in the new contract template. Jon Olson inquired about contracting versus RFP's. Tamera explained contracts normally cover work under \$100,000 and any work over \$100,000 would require an RFP process.

Heidi Kunstal moved to approve the recommendation DNLTC authorize the executive director to extend the contract with Harshwal and Associates by one year for fiscal audit services, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee approved the recommendation DNLTC authorize the executive director to extend the contract with Harshwal and Associates by one year for fiscal audit services.

5. US 199 AT ELK VALLEY CROSS ROAD

Discussion only: Review the Project Initiation Proposal for US 199 at Elk Valley Cross Road and consider assisting with project development and construction using the Del Norte CRRSAA funding.

Tamera Leighton relayed the discussion with the Del Norte Local Transportation Commissioners regarding the use of the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) funds to inspire a collaboration with Caltrans on a safety project for this intersection, which is a high priority for the Commission. Tamera stated the funds are an opportunity to potentially move this project forward, and if the project cannot happen the CRRSAA funds can be allocated to another project, such as the Washington Boulevard Culvert Project. Tamera then introduced Tom Fitzgerald and Brad Mettam from Caltrans to share information on the US 199 at Elk Valley Cross Road project. Tom Fitzgerald shared a mock-up of a proposed round-a-bout that would be constructed at the US 199 and Elk Valley Cross Road. The proposed round-a-bout would fit within the paved area of the road and would slow traffic and lower the severity of accidents. Tom explained that the incident rate for this crossroad does not meet the threshold for major project work. Caltrans has been searching for a solution and found the round-a-bout may be a viable solution. The Safety Index for this crossroad is 230, which is the bare minimum to justify a project. The history of traffic incidents merits about \$2.1 million for project work. Combining Caltrans funding with the available Del Norte CRRSAA funds may bring this project to completion. Right now, Caltrans does not have enough information on estimated costs for the project but expects to have an estimate in December. The estimate will help Caltrans decide if the project is doable with Caltrans funds only, or Caltrans funds combined with CRRSAA funds, or if there are no funds from Caltrans for this project. The funding determination is scheduled to be decided by March of 2022. Currently, Caltrans would be looking at Safety Funding for the project. State Highway Operations and Protections Program (SHOPP) is being reorganized, however, there may be some proactive funding in reserve available as well. The project may have to look for funding through several different funding pots. Jon Olson inquired about what is driving the costs. Tom explained there may sections of the road which are not meant for traffic, there may be a need to pave more deeply and add drainage. Tom explained that other similar round-a-bout projects have costed much more; Lake County's project was around \$7 million and the East Lucerne project was \$5-6 million. Tom also went on to say that both projects had good results; increased safety, good traffic movement, and public acceptance. Rosanna Bower asked if a cost-benefit analysis has been done to

document reduced incidents by installing a round-a-bout. Tom responded there has not been an analysis done for round-a-bouts but explained that increased incidents are likely at first until there is acceptance and awareness of the round-a-bout. Andrew Leighton asked about the previous discussions around a curve realignment. Tom suggested that a curve realignment may not be the best solution. Tightening the curve may cause more accidents, and a curve realignment would be cost-prohibitive. Tom also explained that cost estimates for caution signs still need to be estimated and funds are not available for these unless some discretionary funds can be found.

6. 2021-22 OVERALL WORK PROGRAM AMENDMENT 1

Proposed action: Discuss and recommend DNLTC adopt resolution approving the 2021-22 Overall Work Program Amendment 1

Tamera Leighton explained there is more money than projects and she is looking for project ideas from the TAC members. The TAC members discussed potential projects but did not have enough information to submit ideas. Tamera asked the TAC to consider projects for these funds and bring project ideas to the next TAC meeting.

7. DISCUSSION

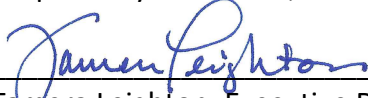
- DNLTC Crowdsourcing review with Green DOT Transportation Solutions – Jeff Schwein, Green DOT, gave an overview of the crowdsourcing platform located on the Del Norte Local Transportation’s website. The platform has a background of data from the previous collection site and now includes collision data from local law enforcement. The public can add comments and drop a pin at the site on the map relevant to their comments. Data can be filtered and viewed as needed, and all comments are moderated before they become visible on the site. The TAC members discussed the different aspects of data available and how the data can be utilized.
- Caltrans Safety Corridor study for US Highway 199 - Tamera Leighton gave an overview of the study and reported the ongoing litigation has affected the deadline. This discussion item will be moved to the next TAC meeting for any further updates.
- Caltrans milestones chart – Tamera Leighton referred to the information in the TAC packet and stated the Commission should receive quarterly reports tracking projects and their progress.
- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC – Joe Rye reported that during the June Board meeting the Board reinstated service, however staffing drivers remains a problem. Redwood Coast Transit is offering competitive wages and in-house training in the hopes it can attract good applicants. Brandi Natt reported that the Yurok Tribe is having the same issues finding drivers. Jon Olson reported that the Sunset Circle project is in the planning phase for using Measure S funds. Rosanna Bower reported the Clean California Initiative will be hosting informational webinars for their competitive and direct fund sources. There will be more information to come

regarding the use of funds and these funds are for non-traditional transportation needs. Suresh Ratnam reported he will send an update to the members regarding the US 199 Safety Study.

8. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON SEPTEMBER 28, 2021 AT 2:00 PM BY ZOOM WEBINAR UNLESS RESTRICTIONS RELATED TO COVID-19 ARE LIFTED.

With no further business to come before the TAC, the Chair adjourned the meeting at 3:30 p.m., to the next regularly scheduled meeting on September 28, 2021, at 2:00 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

**MINUTES
TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING AT 2:00 P.M. ON SEPTEMBER 28, 2021**

Present: Rosanna Bower, County
Andrew Leighton, City
Heidi Kunstal, County, Vice-Chair
Brandi Natt, Yurok Tribe
Jon Olson, City, Chair
Suresh Ratnam, Caltrans
Joe Rye, RCTA

Absent: John Couch, California Highway Patrol
Tim Petrick, Harbor

Also Present: Susan Brown, Rural Approaches
Kurt Henderson, City
Tamera Leighton, DNLTC

1. CALL MEETING TO ORDER

Chair Olson 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 AUGUST 31, 2021

Proposed action: By consensus, approve minutes.

Public Comment: None

Rosanna Bower moved to approve the minutes of August 31, 2021, seconded by Andrew Leighton, and unanimously carried; the Technical Advisory Committee approved the minutes of August 31, 2021.

4. 2021-22 OVERALL WORK PROGRAM AMENDMENT 1

Proposed action: Recommend DNLTC adopt resolution 2021 15 approving the 2021-22 Overall Work Program Amendment 1.

Tamera Leighton reported the County has pulled out of the Emergency Safety Project for this work year. This leaves about \$20,000 unallocated in the Overall Work Program (OWP). Tamera suggested looking at the Zero Emission Vehicle Program that has been mandated by the State. The funds could be used to put together a Scope of Work to outline what needs to be considered to achieve this mandate, or a Planning Document to address what infrastructure and policy framework needs to happen. The mandate may affect the work of the Commission with potential responsibilities to the Regional

Transportation Planning Agencies (RTPA). Some counties have already developed planning documents, while other counties, such as Siskiyou County, are just starting to address the mandate. The TAC discussed how the Zero Emissions Program may occur organically through private businesses that will be supplying electric cars, service stations offering charging stations, or other private businesses. It's not known at this time how this will affect the work of the RTPA's and a Scope of Work could lead to how much involvement is needed. Tamera also suggested the funds could be put into the Transit Hub Planning. Suresh Ratnam will share some county planning documents with the TAC members so they can see what other counties are planning. Rosanna Bower and Jon Olson discussed using the additional funds to implement a road asset management program. The asset management program looks at long-term transportation needs and costs. The planning would include looking at implementation, data migration, management, and policy guide. The cost would be around \$15,000. Tamera will create a Work Element that includes additional mapping services for the Asset Management Program, removing the Emergency Safety Project and developing a Scope of Work to look at the Zero Emissions Project.

Public Comment: None

Heidi Kunstal moved to recommend DNLTC adopt resolution 2021 15 approving the 2021-22 Overall Work Program Amendment 1, seconded by Rosanna Bower, and unanimously carried; the Technical Advisory Committee approved recommending DNLTC adopt resolution 2021 15 approving the 2021-22 Overall Work Program Amendment 1.

5. DISCUSSION

- Triennial Performance Audit – Tamera Leighton reported the Performance Audit proposal was reviewed by Suresh Ratnam, Joe Rye, and herself. Michael Baker International scored the winning proposal and Tamera will recommend the Commission award a contract to that firm.
- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC – Joe Rye reported that Redwood Coast Transit is releasing an RFP for Operations and Maintenance and the proposals are due on October 25th. Joe also reported that some services are being restored on October 9th. Heidi Kunstal reported the Call Box on Southfork Road has been vandalized. Tamera stated that she is taking care of it. Suresh Ratnam gave an update on the US Highway 199 Safety Audit saying that the task order is being flushed out and it is expected that a contract will be executed in a month. The Consultant will be on board in January. Jon Olson talked about the Highway 101 Accessibility Project with Caltrans and that Caltrans has been great to work with. Tamera expressed concern about pedestrian crossings being underwater with just the little bit of rain that has been received. Jon Olson introduced Kurt Henderson, City Engineering Technician, as a potential alternate for the TAC meetings.

6. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON OCTOBER 26, 2021 AT 2:00 PM BY ZOOM WEBINAR UNLESS RESTRICTIONS RELATED TO COVID-19 ARE LIFTED.

With no further business to come before the TAC, the Chair adjourned the meeting at 2:53 p.m., to the next regularly scheduled meeting on October 26, 2021, at 2:00 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission