

**MINUTES
TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING AT 2:00 P.M. ON JANUARY 4, 2022**

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

Absent: Tim Petrick, Harbor

Also Present: Kurt Henderson, City
Tamera Leighton, DNLTTC

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 SEPTEMBER 28, 2021

Proposed action: By consensus, approve minutes.

Public Comment: None

Rosanna Bower asked that the statement "The County would benefit as well." Be removed from item #4. Brandi Natt noted that she was present at the September meeting.

Rosanna Bower moved to approve the minutes of September 28, 2021, with the noted changes, seconded by Heidi Kunstal, and unanimously carried; the Technical Advisory Committee approved the minutes of September 28, 2021, with the noted changes.

4. 2022-23 OVERALL WORK PROGRAM DEVELOPMENT

Proposed action: Recommend work products and develop a general budget for the 2022-23 Overall Work Program.

Tamera Leighton gave an overview of the Overall Work Program (OWP) for the 2022-2023 work year. The County OES is ready to move forward with the Evacuation Planning Project, the GIS Mapping work will continue, and with the State's Electric Vehicle (EV) mandate an EV scope of work and planning document is added to the OWP.

The TAC discussed the three projects and project impacts. The GIS Mapping Project is essentially an ongoing project, with continuing updates. Discussions included

contracting options for ongoing work. The EV mandates discussion included permitting, emergency roadside assistance, adequate charging locations, and how the Commission can take the lead in compiling information. The OWP draft will be ready for review in 3-4 weeks. The Commission will approve the draft work elements at their February 1 meeting, Caltrans will review and comment by April, and the final draft will go to the Commission in April or May.

5. DISCUSSION

- Highway Improvement Program Funding – Tamera Leighton stated she has received the notice for future Highway Information Program Funding which tells them what they can expect for funding on this program in the future. Tamera will send the spreadsheet information to the TAC members.

- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC – Rosanna Bower reported the Local Roadway Safety Plan is out for review and the County expects to hold a public meeting in mid-February. The Hunter Creek Bridge Replacement Project received the Coastal Development permit in December. The County is responding to the Coastal Commissions' questions on the Pebble Beach Project. The Washington Boulevard Culvert Project is out for an RFP again.

Joe Rye reported that Redwood Coast Transit has reduced its service platform through mid-January due to the loss of drivers. Wages have been increased and regular service will resume on January 18th.

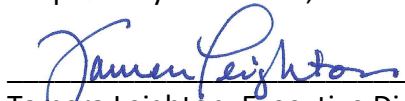
Tamera Leighton reported that they are awaiting updates from Caltrans for the US 199 Safety Corridor Plan. The Elk Valley Cross Road at Highway 199 is waiting on Caltrans's ability to help fund the project. The Dr. Fine Bridge replacement is going out to bid in April or May. The Washington Boulevard Pedestrian Path will connect the county sidewalk to the pedestrian path keeping pedestrians away from the highway. The ADA work is 70% complete and will start up again in spring.

Jon Olson reported the Clean California application for a watershed clean-up project is being developed, and the City will seek letters of support for the application. The City is moving forward with its Measure S projects.

6. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON JANUARY 25, 2022 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 3:04 p.m., to the next regularly scheduled meeting on January 25, 2022, 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 JANUARY 25, 2022

Present: Rosanna Bower, County
Kurt Henderson, City Alternate
Heidi Kunstal, County, Vice-Chair
Brandi Natt, Yurok Tribe
Jon Olson, City, Chair
Suresh Ratnam, Caltrans

Absent: Larry Depee, California Highway Patrol
Andrew Leighton, City
Tim Petrick, Harbor
Joe Rye, RCTA

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

1. CALL MEETING TO ORDER

Chair Olson called the meeting to order at 2:02 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 2022 CALENDAR YEAR.

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

Heidi Kunstal nominated Andrew Leighton as Chair. Seconded by Jon Olson. By consensus, the Technical Advisory Committee approved Andrew Leighton as Chair. Heidi Kunstal nominated Rosanna Bower as Vice-Chair. Seconded by Brandi Natt. By consensus, the Technical Advisory Committee approved Rosanna Bower as Vice-chair. Rosanna Bower took over the meeting as Vice-Chair.

4. MINUTES OF JANUARY 4, 2022

Proposed action: By consensus, approve minutes.

Jon Olson noted that the minutes should reflect that Andrew Leighton was absent and Kurt Henderson was present.

Jon Olson moved to approve the minutes, with the noted change, of January 4, 2022, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee approved the minutes, with the noted change, of January 4, 2022.

5. 2022-23 OVERALL WORK PROGRAM DEVELOPMENT

Consider draft Overall Work Program spreadsheets and recommend Commission direct staff to fully develop the 2022-23 Overall Work Program with the presented work elements.

Tamera Leighton reported that comments on the draft Overall Work Plan (OWP) were minor edits that will be corrected. Tamera also stated the budget would be adjusted as needed on the Scope of Work for the Zero Emission Vehicle project once the work detail is more defined. Work Element D will be updated as is information on the budget needed is received. Tamera will ask the Commission to approve the Work Elements, then the draft OWP will be developed. It is expected the Commission will adopt the OWP in their May meeting.

Public Comment: None

Jon Olson moved to approve the draft Overall Work Program spreadsheets and recommend Commission direct staff to fully develop the 2022-23 Overall Work Program with the presented work elements, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee moved to approve the draft Overall Work Program spreadsheets and recommend Commission direct staff to fully develop the 2022-23 Overall Work Program with the presented work elements.

6. DISCUSSION

- State Transportation Block Grant Program draft – Tamera Leighton explained this is primarily the Regional Surface Transportation Program (RSTP) funds. The Commission will receive more than they typically receive. Generally, the funding is from \$350,000-\$380,000, but Del Norte is expected to receive about \$423,000.

- Information sharing by TAC members, including project updates: California Highway Patrol, Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC. Brandi Natt reported the Tribe is updating its long-range Transportation Plan and Safety Plan. They are also expanding their Transit Program, with additional programs, and working on expanding their Zero-Emission Vehicles.

Jon Olson reported the City has met with Joe Rye, Redwood Coast Transit Director, to look for locations for their transit hub. They will start with a kiosk, then invest in a fixed structure location. The City also hired a contractor to help with their pavement management program. Jon also reported the City applied to UC Berkley for a complete street safety assessment and UC Berkley selected the city as an approved project.

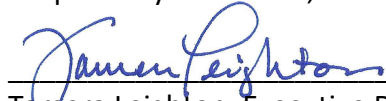
Rosanna Bower reported the second RFP for the Washington Boulevard Project is out to bid, and there will be a virtual meeting for the County's Local Road Safety Program.

Tamera Leighton reported the STAA project is expected to be heard in court in February. There will not be a decision at the hearing. A written decision will come at a later date.

7. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON FEBRUARY 22, 2022 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 2:30 p.m., to the next regularly scheduled meeting on February 22, 2022, at 2:00 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Tamera Leighton". The signature is written in a cursive style and is positioned above a horizontal line.

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

**MINUTES
TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING AT 2:00 P.M. ON MARCH 29, 2022**

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

Absent: Larry Depee, California Highway Patrol
Tim Petrick, Harbor

Also Present: Susan Brown, Rural Approaches
Tamera Leighton, DNLTTC
Eric Weir, City Manager

1. CALL MEETING TO ORDER

Chair Leighton 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 JANUARY 25, 2022

Proposed action: By consensus, approve minutes.

Public Comment: None

Jon Olson moved to approve the minutes of January 25, 2022, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee approved the minutes of January 25, 2022.

4. CITY REQUEST FOR \$400,000 OF REGIONAL SURFACE TRANSPORTATION PROGRAM FUNDS FOR FRONT STREET RECONSTRUCTION FROM G TO I STREETS

Proposed action: Recommend action to Del Norte Local Transportation Commission.

Public Comment: None

Jon Olson first clarified funding available in the Regional Surface Transportation Program (RSTP) funds, then explained funding used to date on the Front Street project and project status. Jon requested up to \$400,000 of RSTP funds to be used towards the next phase of the Front Street Project.

Joe Rye moved to recommend the DNLTTC approve the City's request for \$400,000 of Regional Surface Transportation Program funds for Front Street Reconstruction from G

to I Streets, seconded by Heidi Kunstal, and unanimously carried; the Technical Advisory Committee recommends the DNLTC approve the City's request for \$400,000 of Regional Surface Transportation Program funds for Front Street Reconstruction from G to I Streets.

5. CONTRACT FOR WEBSITE, CROWDSOURCING, & SOCIAL MEDIA DEVELOPMENT AND MAINTENANCE SERVICES

Proposed action: Recommend Del Norte Local Transportation Commission award the contract to Green DOT Transportation Solutions per the proposal dated March 23, 2022.

Tamera Leighton explained the RFP process and that only one proposal was submitted by the current contractor: Green DOT Transportation Solutions. Tamera added there would be no benefit to relist the RFP and that Green DOT should continue with the contract work.

Public Comment: None

Jon Olson moved to recommend Del Norte Local Transportation Commission award the contract to Green DOT Transportation Solutions per the proposal dated March 23, 2022, seconded by Heidi Kunstal, and unanimously carried; the Technical Advisory Committee approved the recommendation Del Norte Local Transportation Commission award the contract to Green DOT Transportation Solutions per the proposal dated March 23, 2022.

6. DISCUSSION

- Project Milestones – Tamera Leighton directed the TAC members to the spreadsheet in their packet and explained this is a quarterly report put out by Caltrans to track major projects.
 - Clean California – Tamera Leighton reported on the outcome of the first Clean California Dump Day held in the Klamath area. The Dump Day was very successful, and more Dump Days will be planned.
 - Active Transportation Program – Tamera Leighton reported the Active Transportation Program (ATP) renewal notice is in the packet and suggests that applicants should become a reviewer to better understand expectations before they submit a proposal.
 - Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC – Joe Rye reports that Redwood Coast Transit (RCT) has reinstated most of its services, but still struggles with recruiting drivers. Joe also reported that they are in the planning stages for the Front Street hub and are working on their Short-Range Plan update.
- Jon Olson reported that work with GHD on GIS mapping is coming together, and the project with UC Berkley is starting tomorrow. Jon also updated the members on the RAISE grant the City is pursuing.
- Suresh Ratnam reported that Hwy 199 Safety Audit Task Audit is almost complete, and the project will then move to the next phase. Suresh also reported the ADA

striping project continues, EV charging readiness on Hwy 101 to Klamath is ready and Klamath River to Arcata went from pending to ready.

7. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON APRIL 26, 2022, AT 2:00 PM IN PERSON.

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 April 26, 2022, 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 30, 2022

Present: Larry Depee, California Highway Patrol
Andrew Leighton, City, Chair
Heidi Kunstal, County, Vice-Chair
Jon Olson, City
Suresh Ratnam, Caltrans
Joe Rye, RCTA

Absent: Rosanna Bower, County
Todd Garrett, Harbor
Patricia Ulmer, Yurok Tribe

Also Present: Tatiana Ahlstrand
Susan Brown, Rural Approaches
Valency Fitzgerald, Caltrans
Talitha Hodgson, Caltrans
Tamera Leighton, DNLTC
Maia Mello, County
Deborah Otenburg, County
Jeff Schwein, Green DOT

1. CALL MEETING TO ORDER

Chair Leighton called the meeting to order at 2:04 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 28, 2022

Proposed action: By consensus, approve minutes.

Andrew Leighton noted on Item 4, city should be replaced by county, and that Jon Olson was listed as chair.

Public Comment: None

Heidi Kunstal moved to approve the minutes of August 30, 2022, with the noted changes, seconded by Jon Olson, and unanimously carried; the Technical Advisory Committee approved the minutes of August 30, 2022, with the noted changes.

**4. CONSIDER PROPOSED IMPROVEMENTS ON US 199 AT ELK VALLEY CROSSROAD.
PROPOSED ACTION: RECOMMEND DNLTC**

- i. Approve the Project Initiation Proposal and authorize the Executive Director and Legal Counsel to execute all documents necessary to complete the Project Initiation Document.
- ii. Authorize the Executive Director and Legal Counsel to execute the Cooperative Agreement contributing up to the fixed amount of \$515,063 to the project outlined in the Project Initiation Proposal.

Tamera Leighton referred to the email update that item ii is no longer needed, just action on item i. Tamera explained the Project Initiation Proposal (PIP) is developed before the Project Initiation Document (PID). Valancey Fitzgerald, Caltrans, explained the PIP is completed and they expect to have the PID completed at the end of the calendar year. The cost estimate will be assessed and the project will be funded entirely by Caltrans. Valency also explained if there are cost increases the project will be down scoped, most likely on the bike and pedestrian path. Talitha Hodgson, Caltrans, added the current cost estimate is around 3 million dollars. Tamera said this would leave the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRSSA) funds available for other projects. This will be discussed at a future meeting.

Public Comment: None

Heidi Kunstal moved to recommend the Del Norte Local Transportation Commission approve the Project Initiation Proposal and authorize the Executive Director and Legal Counsel to execute all documents necessary to complete the Project Initiation Document, seconded by Jon Olson, and unanimously carried; the Technical Advisory Committee recommends the Del Norte Local Transportation Commission approve the Project Initiation Proposal and authorize the Executive Director and Legal Counsel to execute all documents necessary to complete the Project Initiation Document.

5. WEBSITE AND CROWDSOURCING REVIEW BY GREEN DOT TRANSPORTATION SOLUTIONS: INFORMATION ONLY.

Jeff Schwein, Green DOT, gave a presentation on the crowdsourcing tool. Jeff discussed the levels of input, public comments, and filtering reports. Jeff commented the Commission needs to get the word out about the crowdsourcing tool to gather more input. Comments can also be entered manually if needed. The data gathered will be useful for grants. There is still some work that needs to be done on the application to simplify the query and develop a mobile interface.

6. REGIONAL MAPPING CONTRACT

Proposed action: Recommend Del Norte Local Transportation Commission award the regional mapping contract to the highest scoring firm.

Tamera Leighton explained the scoring process and recommends the TAC accept the highest scoring bidder which is GHD.

Jon Olson moved to recommend Del Norte Local Transportation Commission award the regional mapping contract to GHD, seconded by Suresh Ratnam, and unanimously

carried; the Technical Advisory Committee recommends Del Norte Local Transportation Commission award the regional mapping contract to GHD.

7. DISCUSSION

- Overall Work Program reconciliation – Tamera Leighton discussed the Overall Work Program (OWP) reconciliation. The TAC discussed the use of the funds such as Zero Emission Vehicle (ZEV) planning and the County’s Safety and Security Planning project. The County’s Safety and Security Planning project requires an additional \$5,000. Maia Mello reported that the contract is being awarded and they are forming a work group. The planning will look at all modes of transportation and different scenarios involving emergencies. Tamera will update the OWP and present it to the TAC for review and agreement. Then it will go before the Commission for approval.

- Statewide equity advisory committee – Suresh Ratnam relayed the State is developing a statewide equity advisory committee and is encouraging local representation. The application is online and in the TAC packet.

- Information sharing by TAC members, including project updates: California Highway Patrol, Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC. Jon Olson reported the city has been awarded an additional 3 million dollars for the Beach Front Park Project. Jon also announced that his final day with the City is October 24th; he has taken a position at the County. The city will look for an interim consultant. Joe Rye reported that the fall and winter schedules will include the maximum service. Wi-Fi is being installed on all of the buses and a new route is added for school kids. Suresh Ratnam reported that the Regional Planning Grant program has opened up and he will send information to the TAC.

8. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON SEPTEMBER 27, 2022 AT 2:00 PM.

With no further business to come before the TAC, the Chair adjourned the meeting at 3:15 p.m., to the next regularly scheduled meeting on September 27, 2022, 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 27, 2022**

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

Absent: Larry Depee, California Highway Patrol
Todd Garrett, Harbor

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

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: None

3. MINUTES OF AUGUST 30, 2022

Proposed action: By consensus, approve minutes.

Public Comment: None

Jon Olson moved to approve the minutes of August 30, 2022, seconded by Rosanna Bower, and unanimously carried; the Technical Advisory Committee approved the minutes of August 30, 2022.

4. PLANNING, PROGRAMMING AND MONITORING (PPM) FUNDING

Proposed action: Consider PPM and regional needs, and make a recommendation to the Del Norte Local Transportation Commission

Tamera Leighton explained the use of PPM funding saying the funds can be used up to preliminary engineering, not for construction, environmental, or right-of-way purchase. Tamera explained there is \$20,000 in PPM funds that are carry-over funds and need to be spent. The funds can be combined with current and future funding. The transit hub planning may need additional funding. The carry-forward PPM funds must be added to the Overall Work Program (OWP). Tamera asked for ideas from the TAC members for the use of these funds. The TAC discussed several ideas such as RFP development and

review, environmental mitigation banking, project site identification, and other options. Joe Rye suggested a planning document for the electrification of the transit facility at the fairgrounds to help plan the move to electric or hydrogen buses.

Public Comment: None

Jon Olson moved to recommend the Del Norte Local Transportation Commission approve \$20,000 for preliminary engineering for the electrification of the transit hub at the fairgrounds, seconded by Rosanna Bower and unanimously carried; the Technical Advisory Committee recommends the Del Norte Local Transportation Commission approve \$20,000 for preliminary engineering for the electrification of the transit hub at the fairgrounds.

5. CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT OF 2021 (CRRSAA)

Proposed action: Consider funding available and project needs, and make a recommendation to the Del Norte Local Transportation Commission.

Tamera Leighton explained the uses of the CRRSAA funding and asked TAC members for suggested projects. The TAC discussed the Washington Boulevard project and the city's Front Street Project. Tamera asked the City and the County to send her written proposals for both projects to bring to the Commission at their next meeting.

Public Comment: None

Jon Olson moved to recommend the Del Norte Local Transportation Commission consider funding options for the Washington Boulevard Project and the City's Front Street Project, seconded by Rosanna Bower and unanimously carried; the Technical Advisory Committee recommends the Del Norte Local Transportation Commission consider funding options for the Washington Boulevard Project and the City's Front Street Project.

6. OVERALL WORK PROGRAM AMENDMENT 1

Proposed action: Recommend DNLTC adopt Overall Work Program Amendment 1.

Tamera Leighton explained the proposed changes in Amendment 1 and asked the TAC to recommend the amendment.

Public Comment: None

Jon Olson moved to recommend Del Norte Local Transportation Commission adopt Overall Work Program Amendment 1, seconded by Rosanna Bower, and unanimously carried; the Technical Advisory Committee recommends Del Norte Local Transportation Commission adopt Overall Work Program Amendment 1.

7. DISCUSSION

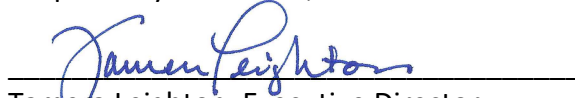
- District 1 Pedestrian and Bicycle advisory committee – Tamera Leighton reminded the TAC members that committee members are still needed.
- Statewide equity advisory committee – Heidi Kunstal noted that the application deadline has passed, but the committee is looking for specific expertise.

- Information sharing by TAC members, including project updates: California Highway Patrol, Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC. Suresh Ratnam shared updates for the electrification plan, and insight into Tesla's business models.

8. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON OCTOBER 25, 2022 AT 2:00 PM.

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 October 25, 2022, at 2:00 p.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

**MINUTES
TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING AT 1:00 P.M. ON NOVEMBER 1, 2022**

Present: Tina Blakely, City
Rosanna Bower, County
Andrew Leighton, City, Chair
Heidi Kunstal, County, Vice-Chair
Suresh Ratnam, Caltrans

Absent: Larry Depee, California Highway Patrol
Todd Garrett, Harbor
Joe Rye, RCTA
Patricia Ulmer, Yurok Tribe

Also Present: Susan Brown, Rural Approaches
Tamera Leighton, DNLTTC
Jon Olson, County

1. CALL MEETING TO ORDER

Chair Leighton called the meeting to order at 1:05 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: None

3. MINUTES OF SEPTEMBER 27, 2022

Proposed action: By consensus, approve minutes.

Public Comment: None

Heidi Kunstal moved to approve the minutes of September 27, 2022, seconded by Rosanna Bower, and unanimously carried; the Technical Advisory Committee approved the minutes of September 27, 2022.

4. ZERO EMISSION VEHICLE PROJECT INITIATION PLAN CONTRACT.

Proposed action: Staff recommendation: By polled vote, recommend DNLTTC award the ZEV Project Initiation Plan contract to the top-scoring firm and authorize the executive director to sign the contract and amendments necessary to complete the work authorized in the Overall Work Program.

Tamera Leighton reviewed the selection process and GHD was the highest-ranking proposal. Tamera relayed that the County declined to participate in the process and has expressed concerns regarding the public agency component. Tamera explained that Regional Transportation Planning (RTP) funds help regions prepare for transportation requirements, along with State and Federal Funding for local jurisdictions to address those requirements. Tamera stated that Del Norte County is behind in the Zero Emission Vehicle (ZEV) planning process. The Scope of Work for this project will assist in future

funding needs. The Scope of Work does not obligate any jurisdiction to any action. The next step would be planning and preliminary engineering. Suresh Ratnam relayed that this scope of work is the standard operating procedure and will analyze fleets, look at strategies and infrastructure needed, and position regions for future funding. Rosanna Bower discussed the concerns of the county. The ZEV scope of work discussions for the RFP was for regional planning, not fleet vehicles. The released RFP focuses on fleet vehicles, and the County rejected the proposals because of this. Rosanna would like to see the RFP revised and reposted. Tamera responded that the RFP and scope are not only fleet-focused, but are focused on the broad scope of the community, which includes fleet vehicles in a broad sense. Heidi Kunstal asked to tweak the submitted proposal's scope of work to reflect the discussion. The TAC discussed the RFP and consultant components.

Public Comment: Jon Olson talked about the number of grants that are already available and awarded for these types of projects.

Rosanna Bower moved to recommend the Del Norte Local Transportation Commission award the contract to GHD with a revised scope of work that includes the community at large, identifying electrical grid issues, high-level site identification, and remaining within the RFP budget, seconded by Andrew Leighton and unanimously carried; by a polled vote the Technical Advisory Committee recommends the Del Norte Local Transportation Commission award the contract to GHD with a revised scope of work that includes the community at large, identifying electrical grid issues, high-level site identification, and remaining within the RFP budget.

5. DISCUSSION

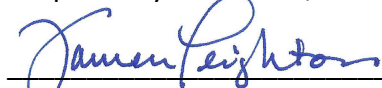
- 2022-2023 Overall Work Program – Tamera Leighton reviewed the timeline and final adoption by the Commission of the Overall Work Program and asked the TAC members to start thinking about projects and planning needs.

- Information sharing by TAC members, including project updates: California Highway Patrol, Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC. Suresh Ratnam shared Community Based Transportation grants will be opening soon.

6. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON DECEMBER 27, 2022 AT 2:00 PM.

With no further business to come before the TAC, the Chair adjourned the meeting at 2:00 p.m., to the next regularly scheduled meeting on November 29, 2022, at 2:00 p.m. Director Leighton noted that the meeting is likely to be held on January 3 because of the holidays.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission